



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, February 8, 2017 7:00 P.M.
MINUTES**

1. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Terp at 7:00PM

Present: Mayor Terp and Councilors Disbrow, Gilmore, Echauri and Potter
Staff present: City Recorder Gilmore, Superintendent Howard and Chief Graven

2. PUBLIC HEARING:

Consider proposed street vacation petition filed by the Yamhill/Carlton School District.

Mayor Terp opened the public hearing at 7:02pm on the proposed street vacation petition filed by the Yamhill/Carlton School District.

Resolution R-738, a resolution of the City Council of the City of Yamhill, Oregon approving the initiating of Street Vacation Proceedings was adopted on January 11, 2017.

Mayor Terp asked for objections to Jurisdiction. No comments were made.

Howard reported that the requested vacated streets are plotted streets that the City does not plan to improve and they are in a 100 year flood plain with no existing utilities. The streets are not included in the road mileage report for receiving gas tax and he does not see any disadvantage to the City Council approving the street vacate to the Yamhill Carlton School District.

Mayor Terp asked to hear from proponents of the Street Vacates. Charan Cline, Yamhill Carlton School Superintendent spoke in favor of the street vacations and reported that the School District planned to develop a land lab in the area to practice farming activities.

Mayor Terp asked to hear from opponents of the Street Vacates. No comments were made.

There were no further comments, and Mayor Terp closed the public hearing at 7:05pm.

Council consensus was to approve the proposed Street Vacate and approve the reading of Ordinance # O-514 an Ordinance vacating a portion of E. Erica Street, E. Dahlia Street and E. Camellia Street rights of way within the City of Yamhill, Oregon.

3. PUBLIC COMMENT:

Kristen Harrison of W. 3rd Street, Yamhill, offered to volunteer to assist the City with installing a new City Hall Flag Pole. Regarding the discussion from the January 11, 2017 Council Meeting, Officer Tom Hoy proposed volunteering to help replace the current City Hall Flag Pole with a much larger and taller pole to be located at the lot on the south side of City Hall. Harrison offered to help and also stated she knows an electrical contractor that would be willing to donate some time for labor. Mayor Terp directed Harrison to provide her contact information to Chief Graven and he will make sure Officer Hoy has the information.

4. PRESENTATIONS & APPOINTMENTS:

- A. Budget Committee – Consider appointment of Joe Padberg – Three year Term – 2017-2020 (term expires December 31, 2020)

Joe Padberg was not in attendance, but it was noted that Padberg is also a Planning Commission Member.

Motion by Echaury, seconded by Gilmore, to appoint Joe Padberg to fill the Budget Committee position, three year term expiring December 31, 2020.

Roll call: Ayes: Disbrow, Terp, Gilmore, Potter and Echaury
Nays: None

The motion carried.

- B. Homeward Bound Pets, 2017-2018 funding request, Ronnie Vostinak, Executive Director.

A letter of request for community support in the amount of \$2,000.00 for Homeward Bound Pets Adoption Shelter, a spay/neuter clinic for cats was provided. Homeward Bound is a non-profit organization that has been serving Yamhill County for over 40 years. Their program has successfully spayed or neutered over 880 cats in 2016 alone. Homeward Bound Pets is the only organization in Yamhill County that has a program for cats. Mayor Terp stated that the City of Yamhill will take this into consideration at budget time.

Mayor Terp reminded Council that all funding requests will go before the Budget Committee for decision.

5. UNFINISHED BUSINESS:

- A. Consider application requesting street closure on Main Street during Derby Days Parade on July 15, 2017.

Dwaine Crawford owner of Trask Mountain Outpost requested approval to have a car show during the July 2017 Derby Days Parade at the January 11, 2017 Council Meeting during Public Comment. Crawford was asked to complete the public works permit application and the application would be considered at the February 8, 2017 Council Meeting. The request would require closing the block on Main Street between Olive Street and Maple Street from 8:00am to 6:00pm on July 15, 2017. Crawford had already discussed it with other business owners in the area. Howard stated that he has received the completed public works permit application. Council consensus is to approve the request and directed Howard and Graven to follow-up with the necessary requirements for the street closures.

6. ORDINANCES:

FIRST READING:

A. Consider adopting Ordinance O-514 an Ordinance vacating a portion of E. Erica Street, E. Dahlia Street and E. Camellia Street rights of way within the City of Yamhill, Oregon. Ordinance No. O-514 will be available. Ordinance posted: January 24, 2017 (Charter Chapter IV, Section 16(b).)

Mayor Terp read Ordinance O-514, for the first time.

Motion by Echauri , seconded by Gilmore, to adopt Ordinance No.O-514 an ordinance vacating a portion of E. Erica Street, E. Dahlia Street and E. Camellia Street rights of way within the City of Yamhill, Oregon.

Roll call: Ayes: Disbrow, Terp, Gilmore, Potter and Echauri
Nays: None

The motion carried.

**ORDINANCE O-514
AN ORDINANCE VACATING PORTIONS OF EAST ERICA STREET, EAST
DAHLIA STREET AND EAST CAMELLIA STREET RIGHTS OF WAY WITHIN
THE CITY OF YAMHILL, OREGON.**

SECOND READING:

A. None Scheduled

7. NEW BUSINESS:

A. Consider adopting Resolution No. R-739, a Resolution by the City Council of Yamhill, Oregon superceding Resolution R-333, adopting an amended and updated version of the Yamhill Personnel Policy.

Motion by Echauri, seconded by Gilmore, to adopt Resolution R-739, a resolution by the City Council of the City of Yamhill, Oregon, superceding Resolution R-333, Adopting an updated version of the Yamhill Personnel Policy.

It was noted that the Mayor and each of the Councilors reviewed the Policy and had previously made comments or suggested changes.

Roll call: Ayes: Disbrow, Terp, Gilmore, Potter and Echaury
Nays: None

The motion carried.

RESOLUTION No. R-739
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON,
SUPERCEDING RESOLUTION R-333, ADOPTING AN UPDATED VERSION OF THE
YAMHILL PERSONNEL POLICY.

8. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session January 11, 2017
- B. Financial Statements – January 2017
- C. Approve the following Purchase Order:
 - (1) Ernest.Solutions, LLC - PO #17-052 -\$8,042.00 –IT Upgrade, Phase I
 - (2) Ernest Solutions, LLC -PO #17-053 -\$3,762.00 –IT Upgrade, Phase II

Motion by Echaury, seconded by Gilmore to approve the Consent Agenda as presented.

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gilmore
Nays:

The motion carried.

9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

A. Police Review– Graven – Monthly report in packets
Chief Graven reviewed Police business for January and provided a report of January calls.

(1) Consider and approve hiring of four Reserve Police Officers.
Chief Graven introduced Alan Robbins, Chris Livingston, David Thiems and Jeffrey Yates and stated the background checks have been completed and Graven recommends Council approving the hiring of all four Reserve Police Officers.

Motion made by Echaury, seconded by Gilmore to approve the hiring of Reserve Police Officers; Alan Robbins, Chris Livingston, Jeffrey Yates and David Thiems.

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gilmore
Nays:

The motion carried.

(2) Administer Oath of Office to four hired Reserve Police Officers.
Chief Graven administered the Oath of Office to the four Officers and Recorder Gilmore attested.

B. Public Works Review – Superintendent Howard – Memo in packets

Superintendent Howard read his staff report included in packets.

Councilor Potter asked Howard to go over the new state rules and regulations for certifications. Howard briefly explained that the EPA will be overseeing much of the testing reports, which was previously done by the State of Oregon, and reports will now be required to be filed electronically. There will also be more water testing requirements. Howard reported that the review committee has finished the review of engineering firm's proposals for the Water Master Plan and will be doing final interviews for three of the firms on Tuesday, February 28th, 2017.

Howard notified Council that his Utility worker will be working swing shift for the next three weeks due to an emergency with his daughter.

Howard also reported that he will be meeting tomorrow with Walt Gowell and a hired, non-biased Forester to discuss and review the data documentation from both BLM and the City of Yamhill. Howard will report back updates on the findings as soon as available.

C. Mayor/Administration Review-

- (1) Discuss Recreational Immunity Resolution recommended by League of Oregon Cities.

Councilor Disbrow recommended to consider drafting a Resolution to restore recreational immunity rights. The League of Oregon Cities has asked City Councils across Oregon to pass resolutions urging the Oregon Legislature to restore recreational immunity. The Oregon Supreme Court has ruled that the immunity enjoyed by land owners does not extend to employees, agents or volunteers, and this exposes cities and other land owners to tort claims brought against their employees. Recorder Gilmore stated that the draft resolution had been forwarded to Attorney Gowell and a response or recommendation had not been received back. Council's consensus was to wait for Gowell's response, and if recommended, the Resolution would be available at the March 8, 2017 Council Meeting for consideration.

C. Council Review

None Received.

D. Emergency Preparedness Review

Disbrow reported that All Hands Consulting will be submitting a draft of the Emergency Operations Center Operations Guide to the City for review by next week.

Disbrow stated that there will be an E.O.C. workgroup meeting on Friday, February 17, 2017 @ 9:00am in the Council Chambers.

Disbrow also reported that the Lyons Club started last month with a disaster preparedness awareness meeting regarding "Cascadia Awareness". The next meeting is scheduled for Wednesday, February 22, 2017 @ 7:00pm.

10. INFORMATION/ANNOUNCEMENTS:

- A. Receive 2017-2018 Fiscal Year Budget Calendar.
- B. City/County Dinner hosted by the City of Newberg – February 23, 2017, @ 6:pm, Chehalem Cultural Center.

- C. Vacancies: Budget Committee - 2 members
Applications are available at City Hall

11. ADJOURNMENT:8:00PM

Motion by Echauri that the meeting adjourn at 8:00PM.
The motion carried by unanimous vote.

Respectfully submitted,

Paula Terp
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder