



City of Yamhill

A small taste of Oregon

AGENDA
CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, March 10, 2021
MINUTES

TONIGHT'S MEETINGS WERE TELECONFERENCE

TOWN HALL

The Town Hall meeting started at 6:33pm. Background on the Police Department and finances was given by Chief Graven. Community discussion addressing questions and concerns about a proposed Police Service Fee were as follows:

Patty Pairan asked about how the fee would be applied and if there would be annual increases. Chief Graven reported the fee would be per residence and would be billed through monthly utility bill. For the annual increases, wording in the draft ordinance states that annual increase is based upon the CPI-U West C index figure published by the federal government or as otherwise adjusted by the City Council. The City Council may elect to defer all or any portion any such increase by Resolution of the City Council. Robert Davis suggested the police department should write more citations than warnings with Pairan stating that the Marion County Sheriffs Department citations provide the salary for one police officer. Chief Graven stated that citation writing was not to generate revenue but to ensure the safety of the community.

Jay Disbrow made a comment that it was a funding issue rather than a policing issue, suggesting the focus be put on the budget. Disbrow also inquired about the ratio of policing inside the city boundaries versus outside the city boundaries and made comment that the appeal process and emergency clause on the Police Service Fee Ordinance was arduous and not enough time for public comment. Chief Graven replied that 100% of police patrol is within the city limits, the criminal citations are cited into circuit court as the municipal court only handles traffic citations. Also, that people are pulled over for violations that happen inside of the City's boundaries, outside of the city boundaries for safety and observation reasons.

Davis compared the Yamhill Police Department's salaries to the Newberg Police Department's suggesting that Yamhill's salaries were too high for the small city and were they expecting them to be the same as the City of Portland's or Los Angeles. Chief Graven replied that his figures were based on agencies of comparable size showing that the Yamhill Police Department's salaries were between \$25,000 and \$40,000 less annually. Disbrow stated that you couldn't compare salaries because some salaries were higher because of benefits offered to their officers was lower. Davis stated that his water bill had increased, and he didn't feel he could pay another \$5 per month for the Police Service Fee, he suggested that the Police Department should have budgeted better for this year or write more citations. Chief Graven replied that he doesn't control water rates and that this issue with the budget for the Police Department

has been in existence for many years. Disbrow asked City Recorder/Treasurer, Lori Gilmore to respond to the amount of revenue that is generated from citations. Gilmore stated that approximately the first 38% of a citation fee collected goes to the state and county, that the City has several drawers of citations that have been issued, and that there is approximately \$300,000 in collections for unpaid citations. There is no guarantee that writing more citations would generate more revenue and it is very difficult to project budgetarily how much revenue will be generated due to uncollectible loss. Chief Graven stated that there would be another town hall meeting on the 24th so this could be discussed further, or they could email or write him a letter and he would address those also.

Disbrow stated that Oregon State laws have limited the City's ability for collections on citations. Mayor Potter added that the City was obligated to ensure the safety of this community through law enforcement and the City somehow must pay for the expense of that. Mayor Potter added that it is not as easy as just writing a citation, the system has become electronic which is more expensive, it has become very convoluted and difficult for officers to just do that. Davis understood that what the Mayor had said as there was no use in having officers write citations, for safety reasons. The Mayor corrected him and said that the officers should write citations, but they set certain guidelines as to what stops they should make to ensure the safety of the community. Chief Graven interjected that the electronic process does not prevent them from doing traffic enforcement but decreases the amount of revenue that is received from the citation due to the more complex process and the grants that the department is receiving are lower, as well. Davis replied, from what he understood, that the ratio of citations versus the ration of warnings is hugely different. Chief Graven explained that the warnings are for violations that are class Ds which are the lowest class of violations and that the City actually loses money on those violations, so these are educational. The class A and Bs are usually written into circuit court because they are criminal. The majority of citations that come into the City are class C and when a person is stopped for a violation they may get several warnings as well as one violation which is considered a single contact, that explains why there is a higher ratio of warnings to citations. Davis said it cleared up what he thought was happening but also felt that the police department didn't pull over semi-trucks. Chief Graven stated that they pull over all motor vehicles that are breaking the law including commercial motor vehicles.

There were 27 participants on the zoom teleconference.

Town Hall ended at 7:18pm.

(A second Town Hall discussion is tentatively scheduled for March 24, 2021)

REGULAR MEETING

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 7:20 PM via the teleconference.

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echaury, Tim Askey, and Marci Hedin.

Staff Present by Teleconference: Lori Gilmore, City Recorder; Greg Graven, Police Chief; Jason Wofford, Facility Manager; Bernard Malis, Plant Manager and Sharon Bregante-Candau, Administrative Clerk.

2. PUBLIC COMMENT:

A letter was received from Patty Pairan regarding the proposed Police Service Fee. She expressed concerns of the financial impact for residents with limited or fixed incomes and that 30 minutes for the town hall meeting would be inadequate.

3. PRESENTATIONS & APPOINTMENTS:

- A. Homeward Bound Pets, 2021-2022 funding request, Ronnie Vostinak, Executive Director.

Ronnie Vostinak, Executive Director for Homeward Bound Pets provided a letter with an update for 2020. The shelter is celebrating their 46th anniversary this year as Oregon's first no-kill shelter. The shelter is proud to have found forever homes for 700 dogs and cats in 2020. Last year, 233 lost dogs came into their shelter through dog control and were cared for waiting to be reunited with their families. The service includes needed surgeries, spay/neutering, vaccinations, and microchipping. Homeward Bound Pets is currently working on a new shelter. Homeward Bound Pets is asking for the City's support of \$1,000.00 so they may continue to serve Yamhill County.

Mayor Potter noted that the City of Yamhill will take this into consideration at budget time, as the Council appreciates the valuable service the shelter provides.

4. UNFINISHED BUSINESS:

- A. Discussion regarding implementing a Police Service Fee.

This discussion is continued from the Town Hall meeting as well as the October 14, 2020 Council Meeting.

Mayor Potter recommended this discussion be deferred to the next scheduled Council Meeting as well as scheduling a second Town Hall meeting later in March.

**5. ORDINANCES:
FIRST READING:**

- A. None Scheduled

SECOND READING:

- A. None Scheduled

6. NEW BUSINESS:

- A. Discuss Recology's program proposal for curbside yard debris and glass recycling service for Yamhill.

Recology Western Oregon was asked to provide a proposal to provide city curbside collection of glass and yard debris on a subscription basis for the City of Yamhill residents. It was noted that the recycling depot service near the entrance to public works was discontinued at the October 14, 2020 Council meeting due to years of ongoing trash dumping at the site.

The proposed service would include a 96-gallon roll-cart, collected every other week for yard debris, for a subscription basis of \$7.75 a month. The glass service would include a 32-gallon roll-cart collected every other week for a subscription basis of \$9.15 a month. The services would be available to any customer within the City limits of Yamhill who has regular garbage collection service. Recology is suggesting a 1-year pilot program, with a goal of 20% participation. If participation is significantly lower than the target, the program

may be discontinued. The cost to include these services for all Yamhill customers would be less per customer but would be included for all customers.

There was discussion about reducing the frequency of pickup for a lower cost to the resident, but only every other week option is offered by Recology. At this current date, Recology is looking at an August to September start date.

Motion by Echaury, seconded by Hedin, to approve Recology's proposal to provide a pilot program for recycling yard debris and glass for the City of Yamhill.

Roll call: Ayes: Potter, Hedin, Echaury and Askey
Nays: None

The motion carried.

- B. Consider applications to fill the two (2) vacant Budget Committee Positions.
(Terms expire 12/31/2021 & 12/31/2023)

Applications were received from Jay Disbrow and Andrew McMullen applying for the 2 vacant Budget Committee Positions.

Motion by Askey, seconded by Echaury, to nominate and approve the appointment of Jay Disbrow to fill the budget committee position, term expiring on 12/31/2021.

Roll call: Ayes: Potter, Hedin, Echaury and Askey
Nays: None

The motion carried.

Motion by Askey, seconded by Echaury, to nominate and approve the appointment of Andrew McMullen to fill the budget committee position, term expiring on 12/31/2023.

Roll call: Ayes: Potter, Hedin, Echaury and Askey
Nays: None

The motion carried.

- C. Accept resignation from Councilor Morgann Gilmore, effective February 25, 2021.

A letter of resignation was received, stating that Gilmore resigned from the City Council position effective February 25, 2021

Echaury made motion, seconded by Askey to accept the formal resignation of Councilor Morgann Gilmore, effective February 25, 2021.

Roll call: Ayes: Potter, Hedin, Echaury and Askey
Nays: None

The motion carried.

7. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session February 10, 2021
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO #024, PO #025, PO #026 & PO #027 – LEHR - \$3,468.23– PD Dell Laptop docking stations
 - (2) PO #028 – State of Oregon Surplus Center- \$7,000.00- PW 2012 Ford F-250

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

Roll call: Ayes: Potter, Hedin, Echaury and Askey
Nays: None

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

- A. Police Review– Graven – Monthly report in packets

Graven received an email on March 8, 2021 that the peer support program for Yamhill County for all emergency responders had received funding. Officers Miller, Van Cleave, and Yates will be working with the Yamhill Fire Protection District as a peer support team and will be receiving training for the next few months.

The Mayor requested Phillip Higgins give a status for the Yamhill Downtown Association, YDA. The YDA has been providing support for Amy Brewer who is working on the Literary Walking Trail preparing for this year’s Beverly Cleary birthday celebration. On the 22nd of this month the YDA has a meeting at the Yamhill Creek Nature Trail with the Yamhill County Water Conservation, Greater Yamhill County Watershed, Oregon State University, Mayor Potter, and Jason Wofford to plan out the needs of the trail and provide native plants and signage for these plants.

- B. Public Works Review

Wofford and Herb had tree trimming and stump removal at the park done and removed 25-yards of debris from the corner of the park. Wofford and Herb installed the new “No Thru Traffic” signs on Hemlock, removed 5 yards of concrete to pour new sidewalks, and did a citywide inventory of catch basins for excavation. Wofford received word from AKS Engineering that Ken Leahy Construction will be re-constructing the bioswale pond at the Yamhill Park Estates Subdivision so that one side is built up more and making the pond larger so it will prevent overflow. Wofford is seeking bids for re-stripping the basketball court at Beulah Park. Wofford proposed a project to a local artist and received support from the YDA on this project, the local artist will be doing a 16’ x 4’ piece of art to go on City Hall, he is open to suggestions from the City and YDA. Bregante-Candau and Wofford are working on updating the Streets and Stormwater Capital Improvement Projects and Park Master Plan to better reflect what is needed at this point in time and to prepare for this upcoming budget cycle for Public Works.

Wofford asked for the Council's approval of opening the bathrooms at Beulah Park and removing the port-a-potty; and approval to give away the oak chips to residents that accumulated at Beulah Park from the tree trimming and stump removal. Suggestions were made how to notify residents of the oak chips and questions were brought up regarding liability of giving away the oak chips. Council approved moving the chips to the corner of the park to avoid people driving into Beulah Park to access the chips. Discussion of previous vandalism of the bathrooms, limiting the timeframe that the bathrooms are open was suggested to help limit the vandalism.

Echauri made motion, seconded by Hedin to approve citizen removal of the oak chips at Beulah park with the condition that the oak chips be moved to a safer location or staff to supervise the citizens during removal.

Roll call: Ayes: Potter, Hedin, Echauri and Askey
Nays: None

The motion carried.

Echauri made motion, seconded by Askey to approve the opening of the restrooms at Beulah Park, they will be open from 8am – 4:30pm on weekdays and 8am – 12pm on Saturday and Sunday.

Roll call: Ayes: Potter, Hedin, Echauri and Askey
Nays: None

The motion carried.

(1) Approve hiring of Utility Worker I position.

It was noted that Austen Herb has been a Part-Time Utility Worker with the City since November 2020 and has done an excellent job. The Position was advertised and posted with Herb being the only applicant.

Motion by Echauri, seconded by Askey, to approve the hiring of Austen Herb for the Utility Worker I position effective March 22, 2021.

Roll call: Ayes: Potter, Hedin, Echauri and Askey
Nays: None

The motion carried.

Malis reported that he was unable to attend a meeting with the Mayor and Echauri this afternoon due to someone trying to tie a sewer line into the water main. Adams passed his Water Distribution and Treatment Level 1 exams. Adams and Herb are both training and studying for the Wastewater Treatment and Collection Class 1 exams. Malis passed his Water Treatment Level 3 exam. Malis is also working on the annual reports for water and wastewater.

C. Mayor/Administration Review-

(1) Administrative Clerk Monthly Report in packets

The Mayor reported there was a discussion on social media questioning if the City of Yamhill could also hang banners of support for the Yamhill/Carlton Tigers similar to what the City of Carlton has displayed. Prospective providers were checked into for the banners, but the City's insurance carrier, Bellwether Insurance, advised the City not be involved due to indemnity issues and recommended that this would be better served by community organizations such as: community members, businesses, and/or the school district. The Mayor will be sharing the information she received from the prospective providers with the community.

The Mayor read the highlights of the Administrative Clerk's status report, which was included in the Council packet.

Echauri has contacted the owner of the property next to Beulah Park to see if a community garden could be placed there. She will work with the YDA to see if they can make this happen.

The Mayor stated that there would be another Townhall Meeting for the Police Service Fee on March 24, 2021 and Yamhill County is moving to a COVID-19 Moderate Risk level on Monday, March 15, 2021.

D. Council Review – None Received.

9. **INFORMATION/ANNOUNCEMENTS:**

- A. Budget Committee Meeting, Monday, April 5, 2021 6:30PM.
- B. Statement of Economic Interest, required by the Oregon Government Ethics Committee (OGE) **must be received electronically by April 15, 2021.** If you have any questions contact them at 503-378-5105
- C. Vacancies:
Planning Commission – 1 member -Applications are available at City Hall

10. **ADJOURNMENT: 8:40PM**

Motion by Echauri that the meeting adjourn at 8:40 PM.
The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST: Sharon Bregante-Candau
Administrative Clerk