



**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, March 13, 2019 7:00 P.M.**

**MINUTES**

**REGULAR MEETING**

**1. CALL TO ORDER: Roll Call**

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

**Present:** Mayor Potter and Councilors, Disbrow, Echauri and M. Gilmore.

**Staff present:** City Recorder Gilmore, Superintendent Howard, Chief Graven

**2. FLAG SALUTE:**

Mayor Potter led the flag salute with all those present participating.

**3. PUBLIC COMMENT:**

Jim Knapp of East Third Street would like a variance to allow raising of goats and pigs for his children's 4H Program at his residence within the City Limits. Knapp recently requested a variance application from staff at City Hall but was told there was no variance or conditional use process available for requesting the raising of goats and pigs within the City Limits.

Knapp had attended the July 11, 2018 Council Meeting to address a complaint regarding housing goats and pigs in a pen in their backyard. The consensus at that meeting was to allow the animals to stay until the Yamhill County Fair was held, which was within two weeks of the meeting. It was also stated that prior to obtaining any 4H animals in the future Knapp would need to apply for a variance. Yamhill's Municipal Code 5.04.030 states that no person shall have or keep goats or swine within the City limits. At the July 11, 2018 meeting, City Council asked City staff to direct the Planning Commission to review the current Municipal Codes pertaining to goats and swine and discuss if 4H animals can be allowed. The Planning Commission made a review at the August 7, 2018 Planning Meeting and the Planning Commissioners consensus was to leave the code as it stands, and not allow goats or pigs within the City Limits, regardless of the purpose or length of time. The only exception would be for a miniature goat if the parcel is more than 15,000 square feet and meets the standards of Chapter 10.108.010 (B)(1). The Commission noted that a city resident would not be able to file for a Conditional Use Permit to maintain 4H animals, as it is not an allowed use under the conditional use criteria for an approval.

Knapp stated that he was not aware that he needed to go through a process again this year to raise the animals, and felt he had been told different answers by different City departments and was getting the “run around” with his request.

Mayor Potter responded that last July, Council approved allowed the raising of his 4H animals for a very short period of time while the City had time to evaluate the current codes and determine if any amendments needed to be made. That determination was made by the Planning Commission at the August 2018 meeting. Potter reiterated that the code is very clear that it does not allow for pigs or goats within the City’s Limits and is clearly a code violation.

Knapp was verbally frustrated and angry with the decision.

**4. PRESENTATIONS & APPOINTMENTS:**

- A. Homeward Bound Pets, 2019-2020 funding request, Ronnie Vostinak, Executive Director.

Kristina Zych, a Homeward Bound Pets Volunteer was in attendance and provided a letter of request for community support in the amount of \$1,000.00 for Homeward Bound Pets Adoption Shelter, Oregon’s first no-kill shelter. Homeward Bound is a non-profit organization serving Yamhill County, and will celebrate its 44<sup>th</sup> anniversary in 2019. Their program has successfully rescued and found forever homes for 545 dogs and cats in 2018. Zych reported that in 2018 Homeward Bound Pets started “Angel Fund” that helps provide funds to pay for emergency veterinary services on behalf of Yamhill County pet owners who have an inability to pay a family pet’s emergency veterinary services. Without these emergency services, injured and ill animals would likely suffer and may die.

Mayor Potter noted that the City of Yamhill will take this into consideration at budget time.

- B. Pinwheels for Prevention, April campaign -Juliett’s House Volunteer, Carole Joa.

Carole Joa, a Juliette’s House Volunteer and Bill Lindemann, Juliette’s House Resource Development Manager were in attendance and provided a letter requesting the City consider participating in the National Child Abuse Prevention Month. Juliett’s House is a Child Abuse Intervention Center and Wellness Center in McMinnville. April is National Child Abuse Prevention Month, a month-long campaign to promote awareness about child abuse and neglect using pinwheels, a happy symbol of childhood, and blue ribbons. Lindemann asked the City of Yamhill to join their “Pinwheels for Prevention” April campaign by placing blue pinwheels in a highly visible place along with a sign explaining the significance. Other activities could include placing blue ribbons along a main street, hanging posters, adopting a proclamation proclaiming April to be National Child Abuse Prevention Month in our city and joining a true-blue rally by wearing blue on April 10<sup>th</sup>. Joa stated that Yamhill’s Law Enforcement has been heavily involved with Juliett’s House for many years and it is appreciated.

5. **UNFINISHED BUSINESS:**

A. None Scheduled

6. **ORDINANCES:**  
**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. None Scheduled

7. **NEW BUSINESS:**

A. Consider applications to fill the vacant City Council Position. (Term expires 12/31/2020)

Mayor Potter reported that two applications have been received for the open position, and the applicants are Tim Askey and Kara Weber. Askey was in attendance and was asked to introduce himself. Askey and his wife moved to Yamhill in 2015, he completed college recently, was previously in the Navy, now works in Newberg and feels he has time to devote to his community. It was noted that Weber was not in attendance. Disbrow stated that Weber is part of our Economic Development Committee's and is doing a fantastic job. Potter stated that it would be an honor to have either applicant on the Council.

Motion by Disbrow, seconded by Echaury, to nominate and approve the appointment of Tim Askey to fill the vacant Council position, term expiring on December 31, 2020.

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

The motion carried.

B. Consider application to fill the vacant Planning Commission Position.  
(Term expires 12/31/2020)

It was noted that one application was received from Diana Braddock to fill the Planning Commission Position.

Motion by Echaury, Seconded by Disbrow, to nominate and approve the appointment of Diana Braddock to fill the vacant Planning Commission position, term expiring on 12/31/2020.

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

The motion carried.

It was determined that the oath of office would be administered for Ms. Braddock at the next scheduled Planning Commission meeting.

- C. Consider application to fill the vacant Budget Committee Position.  
(Term expires 12/31/2021)

Motion by Echaury, seconded by M. Gilmore, to appoint Diana Braddock to fill the Budget Committee position, term expiring December 31, 2021.

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

The motion carried.

City Recorder Gilmore administered the oath of office to Tim Askey, and Councilor Askey took his place at the Council Dias.

- D. Consider adopting Resolution No. R-761, a Resolution by the City Council of Yamhill, Oregon authorizing a forgivable loan from the Safe Drinking Water Revolving Loan Fund and entering into a financing contract with the Oregon Infrastructure Finance Authority.

Motion by Echaury, seconded by Disbrow, to adopt Resolution R-761 a Resolution by the City Council of Yamhill, Oregon authorizing a forgivable loan from the Safe Drinking Water Revolving Loan Fund and entering into a financing contract with the Oregon Infrastructure Finance Authority.

Roll call: Ayes: Askey, Potter, Disbrow, M. Gilmore and Echaury.  
Nays: None

The motion carried.

#### RESOLUTION NO. R-761

A Resolution of the City of Yamhill Authorizing a Forgivable Loan from the Safe Drinking Water Revolving Loan Fund by Entering into a Financing Contract with The Oregon Infrastructure Finance Authority.

- E. Consider Resolution No. R-762, a resolution of the City Council of the City of Yamhill, Oregon approving and authorizing Mayor Potter signing the execution of a Municipal Lease agreement with Leasing Specialists, LLC.

Provided in the Council Packet were quotes for a 2019 Dodge Charger from three different companies. Chief Graven reported that the required number of quotes were received and after careful review the quote from Leasing Specialists, LLC was accepted. Graven stated that although it was not the lowest bid, it was determined that because of past experience with the other companies and the location of Leasing Specialists, LLC it was the most favorable and overall cost-effective quote to accept.

Graven also stated that there are very few vendors in the area that are able to equip police vehicles and the three quotes received were the only responsive companies.

Motion by Echaury, seconded by Disbrow, to adopt Resolution R-762 a Resolution by the City Council of Yamhill, Oregon approving and authorizing Mayor Potter signing the execution of a Municipal Lease agreement with Leasing Specialists, LLC.

Roll call: Ayes: Potter, Disbrow, M. Gilmore, Askey and Echaury.  
Nays: None

The motion carried.

RESOLUTION NO. R-762  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON  
APPROVING AND AUTHORIZING EXECUTION OF A MUNICIPAL LEASE.

- F. Consider authorizing building code enforcement services with the Yamhill County Planning and Development services agreement.

The City of Yamhill entered into an agreement for Building Inspection Services with Yamhill County in May of 2015. The agreement did not include enforcement services, and since that time City Staff has requested that enforcement services be added to the Yamhill County agreement.

Motion by Echaury, seconded by Disbrow, to request Yamhill County add enforcement services to our current agreement for Building Inspection Services.

Roll call: Ayes: Askey, Potter, Disbrow, M. Gilmore and Echaury.  
Nays: None

The motion carried.

**8. CONSENT AGENDA:**

- A. Approve Council Minutes
  - (1) Regular Session February 13, 2019
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO # 19-043 – JKR Valuation, MAI - \$2,200.00- Property Appraisal

L. Gilmore reported that the purchase order is for a formal appraisal for the 210 S. Maple Street property that City Council directed staff to obtain at the February 13, 2019 Council Meeting. There was discussion as to the need or requirement to spend \$2,200.00 for an appraisal. Gilmore reported that City Attorney Gowell responded in an email that the City was not required to have a formal appraisal prior to making an offer on the property, but it would be at the Council's discretion. Council's decision is to not obtain a formal appraisal at this time and void purchase order # 19-043 for \$2,200.00.

Motion by Disbrow, seconded by Echaury to have legal Counsel write a purchase offer in the amount of \$175,000.00 for the property at 210 S. Maple Street, Yamhill.

Roll call: Ayes: Askey, Potter, M. Gilmore, Echaury and Disbrow  
Nays: None

The motion carried.

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

Roll call: Ayes: Askey, Potter, M. Gilmore and Disbrow  
Nays: None  
Abstain: Echaury

The motion carried.

**9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:**

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

Graven reported that graphics will be added to all patrol cars for uniformity and will include a “badge” logo on the front corner panel and “Police” across both side doors with “Yamhill” below Police. The Pacific Reflex Sign Company currently does all graphics for the Yamhill Sheriff’s Office at no cost and will extend that offer to the City of Yamhill. Graven stated that the company does good work and is local in McMinnville. Potter questioned if an older patrol car will be surplused once the new car is received, and Graven responded that the 2004 Ford Crown Victoria will be sidelined.

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

Superintendent Howard provided his staff report included in packets, no questions followed.

Howard reported that PGE is in the final stages of rerouting the power supply at Beulah Park at their expense. Power currently goes through the middle of the park and it will now be re-configured to the outside of the Park. Howard also indicated that the new Gazebo for the Park is planned to be completed by summer of this year.

C. Mayor/Administration Review-

(1) Discuss Council sub-committee appointments for City Departments.

Mayor Potter informed the Council members that the practice of having Councilors appointed as City Department liaisons will no-longer continue and the Mayor will now be the liaison for the Administration Department, Public Works Department and the Police Department. No questions followed.

(2) Consider request from Juliette’s House to sign a proclamation to proclaim April 2019 “National Child Abuse Prevention Month”.

Council Consensus is to authorize Mayor Potter to sign the proclamation, as it supports a very worthy cause.

D. Council Review-  
None Received.

E. Emergency Preparedness Review  
None Received.

F. Economic Development Review  
Dana Gray, the liaison between the City and the Economic Development Committees gave an update of current information.  
Gray received information from Barbara Kahl that the Yamhill Chamber of Commerce is no longer an organization. Gray will find out specific information and report back at a future meeting. An event to celebrate the 103<sup>rd</sup> birthday of Beverly Cleary is scheduled for April 12, 2019 which will have many events including a screening of a documentary on Cleary and possibly the presence of a Model A car club and DVD's available to purchase of the documentary.  
Gray also reported that the continued support of the Yamhelas Westsider Trail is ongoing, with the next scheduled meeting tomorrow, March 14, 2019.

**10. INFORMATION/ANNOUNCEMENTS:**

- A. Vacancies: City Council – 1 member / Planning Commission – 1 member  
Budget Committee - 2 members- Applications are available at City Hall.
- B. Budget Committee work session, Monday, April 1, 2019, 6:30PM. City Council Chambers, 155 E. 1<sup>st</sup> Street.
- C. Statement of Economic Interest, required by the Oregon Government Ethics Committee (OGEC) must be received electronically by April 15, 2019. If you have any questions contact them at 503-378-5105.

**11. ADJOURNMENT: 8:35PM**

Motion by Echaury that the meeting adjourn at 8:35PM.

The motion carried by unanimous vote.  
Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Lori Gilmore, City Recorder