



City of Yamhill

A small taste of Oregon

MINUTES
City Council Meeting
Wednesday, March 13, 2024
6:30 P.M.

1. CALL TO ORDER

The meeting was called to order at 6:34 p.m.

Council Present, In-Person:

Mayor, Yvette Potter

Councilors: Kay Echuari, Marci Hedin, Shea Corrigan, Tim Askey

Staff Present, In-Person:

Greg Graven, Chief of Police /Interim City Administrator; Jason Wofford, Public Works; Angie Fowler, City Recorder

2. FLAG SALUTE

3. PUBLIC COMMENT

Patty Pairan, 215 N Maple St.

Mrs. Pairan had three main comments involving community involvement in council meetings, police activity and lack of activity, and everyone needing to paying attention to what the city needs as a whole.

Robert Davis, 212 N Maple St.

Mr. Davis spoke of his involvement as the representative for Y.N.A. in Lincoln County Evacuation Assembly Point

There were no further public comments in person or online. Public comment was closed.

4. AGENDA UPDATES OR ADDITIONS

There were two additions to the agenda.

1. Unfinished Business, Item C. - Contract Consultant for two DLCD Grants Recommendation
2. New Business - Reimbursement District Code Information

5. CONSENT AGENDA

- A. Financial Statement to Current
- B. 10-11-23 City Council Work Session Minutes
- C. 10-11-23 City Council Special Session Minutes
- D. Estimates for Intersection/Park /Council Cameras (2024-25 Budget)

A MOTION TO APPROVE THE CONSENT AGENDA AS IS

ROLL CALL: Motion introduced by Kay Echaury and seconded by Tim Askey.

Ayes (4): Potter, Corrigan, Askey, Echaury

Nays (0): None

Abstain: (1): Hedin

The motion carried.

6. COMMITTEE REPORTS

A. Planning Commission

1. Approval of Title 11 Rewrite Project
Estimate from Walt Wendolowski, City Planner

It was suggested in the Planning Commission meeting to rewrite and combine Title 10 & 11 the zoning and land divisions portions of our code as there are some overlaps and updates necessary that the planning commission is coming across as they review it. Walt Wendolowski, the City Planner, was asked to come up with an estimate for this revision to present to the council for approval. The estimate for \$2,200 was included in the packet.

2. Approval of Planning Commission Nominations for Chair and Vice Chair/Secretary:
Chairman, Ken Moore; Vice Chair/Secretary, Shawn Freilinger

The planning commission voted on a chair and vice chair/secretary at their February 26, 2024, meeting and are bringing those nominees to the council for approval.

A MOTION TO APPROVE APPOINTING KEN MOORE AS CHAIRMAN FOR THE PLANNING COMMISSION AND SHAWN FREILINGER FOR VICE CHAIR SLASH SECRETARY.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

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The mayor thanked Mr. Moore for his work on the planning commission and made mention of the good things happening with planning commission recently. The mayor then returned to the Title 11 rewrite project order of business and asked Mr. Moore to give the council more information on the reasons for that.

Mr. Moore elaborated two sections on the municipal code being two different viewpoints, but both overlap in several areas. They need to match in those instances.

Additionally, he noted that Walt (Wendolowski) has done this work a lot. Mr. Wendolowski had mentioned that it is unusual to have it separate. And rather than sit down and fix or “piece meal” corrections to these separately, it would be better to do an overhaul.

Councilor Echauri thanked Ken for his explanation and asked if this necessitated a vote. The cost of the estimate was within the threshold to move forward on without approval from council.

7. UNFINISHED BUSINESS

A. EOC/EOP Updates and Discussion

Chief Graven spoke regarding the EOC (Emergency Operations Center) and EOP (Emergency Operations Plan). They have been having meetings for the tabletop exercise with the Yamhill/Carlton School District.

With the EOP he did have a chance to speak to Superintendent Raver and he is in agreement that we can have the school dome as the secondary EOC. All that needs to be done is a new IGA and a soft update to the EOP.

We also met with Brian Young from emergency management and there is potential grant funding coming up in 2027 that we could collaborate with the City of Carlton to get and do a full update to the EOP.

B. City of Yamhill/ Yamhill FD Updates RE: IGA Water Agreement, IGA Fuel Agreement, Building Compliance

The fire district was not at the meeting as planned and this could not be discussed.

C. Contract Consultant for two DLCD Grants Recommendation

This was missed and discussed later in the meeting, prior to adjournment.

8. OATH OF OFFICE

Andrew McMullen took his oath of office joining Yamhill Police Department as a reserve officer.

The mayor asked Corporal Travis Van Cleave to give a quick rundown of the process it takes to become a reserve officer and all of the steps that have been taken prior to an officer taking his oath.

9. NEW BUSINESS

A. Reimbursement District Code Information

This was not discussed as the developer requesting it did not wish to proceed with the process necessary to establish the reimbursements.

10. DEPARTMENT REPORTS

A. Administration

1. Department Updates Report February 2024

B. Police Department

1. Police Statistics Report February 2024

C. Public Works

The report covered work that the staff was doing on a daily basis throughout the month. The council had no questions regarding the report. The mayor commented that this is exceptional and thanked the Chief and all of the staff.

The mayor then asked for an update on National Night Out and Corporal Van Cleave updated her on the meeting that they recently had. Mayor Potter also asked about the police stats that have been posted on Facebook and the overall response to that.

Thus far, the response has been good, and they will continue to do it unless it becomes an issue.

The mayor asked the facilities manager about Public Works. He stated that what they have been doing is also included in the staff report.

The spoke of visiting Carlton with engineering and looking at/ discussing aerators to help circulate the sludge blanket. Carlton has these in use. He is interested in doing this for Yamhill as it may be a less costly option that can be completed in place of some more costly CIP projects.

He has already been in touch with a vendor to come out and do a trial test in our lagoon.

In reference to the water. He has seen some improvement over the last month. The water loss has is down and the production is up 100,000 due to our new backwash flows. He credited Kyle Adams with the work he has done with the backwash flows.

He noted that in the last 3 years we have reduced the intake in certain peak hours from 397 gpm to 57 gpm. With different improvements in operations and the public's help, there has been great improvement.

The last item he discussed is that the tree in Jonathan Calhoun Park has been planted.

Councilor Echaury also raised awareness that Public Works has been going a great job cleaning up the walking trail.

11. COUNCIL REPORTS

A. City of Yamhill Strategic Doing/Visioning Discussion – Mayor Potter

The mayor summarized the strategic doing and public meeting with Doug Rux and discussed with the council if they would like to continue the process or just say they are good for now and stop with what they already have. The mayor expressed her wish to proceed with this and start having work sessions with the community and get a full-on strategic plan in process. This would require a director to organize the process.

Councilor Echaury agreed with continuing it and finding someone to direct it.

Councilor Corrigan noted that the list of organizations provided with the strategic plan will probably help them find a solution to who to put in charge of that.

The mayor noted that the resources also gave places to go for funding to help support paying a coordinator.

The consensus was to proceed.

INFORMATION/ANNOUNCEMENTS

B. PGE Rate Review for changes in 2025

This was just noted that they are in the process of reviewing their rates and the projected increase would be 7 to 7.5%.

The mayor noted that there is also a delay with Recology so there will not be any increases soon, but they will be happening in the future.

Councilor Hedin asked about a follow-up with the First Fridays survey and the mayor said they would get an update on that too. Councilor Echaury made a suggestion to citizen Patty Pairan that she start coming to First Fridays if she wants to have back-and-forth conversations because that is what they are for, rather than coming to council meetings that are not meant for the back-and-forth conversation.

C. Contract Consultant for two DLCD Grants Recommendation

The two DLCD Grants that were awarded to the city have requirement a for a consultant to run the process for the grants. After a little bit of confusion was cleared up on which body was requesting the city to hire a consultant and the process for being awarded the grants it was agreed to move forward with the process of getting bids for consultants and work with numbers for budget and get the information to them for the next council meeting.


The mayor asked Jason Wofford to work with the Cycle Oregon program regarding putting a sign in the park.

Robert Davis, a citizen, commented out of turn regarding the grant for the Emergency Services grant having a deadline.

12. ADJOURNMENT

Kay Echaury made a motion to adjourn the meeting. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Yvette Potter
Mayor, City of Yamhill

Attest:



Angie Fowler, Recorder