



**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, March 14, 2018 7:00 P.M.  
MINUTES**

**REGULAR MEETING**

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

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

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

**2. PUBLIC COMMENT:**

Vickie Bernstein, representing the Yamhill Community Club regarding this year's Derby Days event, requested that the fees for the park use be waived for the dates of July 20<sup>th</sup> thru July 22<sup>nd</sup>. Bernstein also requested that the City consider adding more dates to the schedule for displaying the City's American Flags and reported that the Yamhill Fire District are purchasing additional flags. The Community Club will draft a list of additional dates for the flag display and submit it to the City Council for approval. Councils consensus is to waive the Park Fees during the Derby Days event as traditionally done.

**3. PRESENTATIONS & APPOINTMENTS:**

A. Homeward Bound Pets, 2018-2019 funding request, Marcy McDowell, board member.

A letter of request for community support in the amount of \$750.00 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 performed 456 spay/neuter surgeries in 2017 alone. Homeward Bound Pets is the only organization in Yamhill County that has a program for cats. McDowell also reported that they are now also servicing dogs and other animals. Mayor Terp noted 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.

B. Yamhill County Transit Area, 2018-2019 funding request, Cynthia Thompson, Transit Manager.

A letter was received from Cynthia Thompson, Transit Manager requested support from the City of Yamhill in the amount of \$3,054.00 for the 2018/2019 fiscal year. YCTA contracts with First Transit to provide operations and maintenance for all YCTA services. Contributions offset costs and assist with required match so YCTA can continue seeking federal and state grant funds.

Terp explained that all community donation requests will be reviewed by the Budget Committee at the May 14, 2018 budget meeting.

- C. Champion Team, 2018-2019 funding request, Heather Hunter, Executive Director.

A letter was received from Heather Hunter, Executive Director requested support with a contribution from the City of Yamhill. Champion Team is a Peer run/Peer supported agency that provides many services to those with mental diversity issues, homelessness, etc. here in Yamhill County. Terp reiterated that all community donation requests will be reviewed by the Budget Committee at the May 14, 2018 budget meeting.

- D. Budget Committee – Consider appointment of Joy Brown– Three year Term – 2018-2021 (term expires December 31, 2020)

Joy Brown was not in attendance.

Motion by Echaury, seconded by Disbrow, to appoint Joy Brown to fill the Budget Committee position, three-year term expiring December 31, 2020.

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

The motion carried.

#### 4. **UNFINISHED BUSINESS:**

- A. Follow up with business owners regarding code complaint report concerning residential business on W. Third Street.

David Phillips, Attorney, representing DeMoss and Gutterman reported the Richardson's have located a commercial parcel in Carlton, and are actively completing the process for purchasing and developing the parcel. Phillips also explained that there have been monthly reports to the City for updates on the progress for re-locating the business, as agreed during the October 11, 2017 Council Meeting. Terp emphasized that the agreement included restricting business operating hours between 7:00am and 10:00pm, and reported that there have been resident complaints that work has sometimes started prior to 6:00am. Council instructed staff to re-send the original letter of agreement to the Richardson's from October 2017, that stated the required restrictions. Phillips acknowledged that they would comply with the strict terms of the conditions, and continue to provide monthly report updates to the Council. Phillips

indicated that the estimate for the land use process for the purchase of the Carlton parcel, could be six months and approximately three months to build the building and construct the site improvements. Terp reiterated that due to the long process of moving the business, it is important that the business owners adhere to the restrictions and comply during the process. It was advised that the Council requires continued monthly updates and would like to have business owners return in three months to update the City Council.

- B. Discuss and make decision regarding planned Foot Bridge on E. Azalea Street.

Superintendent Howard briefed the Council that the surveying and wetland study has been completed for the planned area, and because of the length of the wetland area, the cost for the bridge alone would be estimated at \$35,000.00, which doesn't include the footings, installation and labor costs. The total cost would be close to \$75,000.00 to complete the project. Howard questioned if the Council wants to continue with the project that has a budget of \$30,000.00 or if the donation of \$10,000.00 received for the project should be returned to Linda McPhee, the donor. The donation was made in honor of Ed Senz, Linda's father. Council questioned if there was another dedication the City could do to honor Ed Senz if the foot bridge project is not done. Howard noted that a new gazebo is being planned for Beulah Park and could possibly add Senz's name to the dedication. Council's recommendation is to give McPhee the option of allowing the City to use the donation for a different memorial or if the \$10,000.00 should be returned.

- C. System Development Charge study update presentation- Steve Donovan.

Steve Donovan of Donovan Enterprises, Inc. conducted a power point presentation for a detailed System Development Charge (SDC) analysis and Capital Improvements Plan (CIP). Donovan stated that SDC's are driven by the City's municipal code and by State Statute (ORS 223.309 (1)) and that an adopted CIP needs to be in place before SDC's can be updated.

Donovan would like Council to consider adopting the Capital Improvements Plan based on the Service Development Charge study and adopting Resolution No. R-750, a resolution adopting Capital Improvement Plans for the City of Yamhill's Water, Wastewater, Storm water, Streets and Parks System by the City Council of Yamhill, Oregon. The power point presentation showed the impact on the SDC methodology because of the CIP and provided a time-line schedule for updating the SDC's. An overview of the SDC's draft for proposed fees would be \$15,921.00 (vs) the current fee of \$8,465.00. It was noted that some of the City's SDC's have not been increased in over 20 years. Donovan stated that the proposed fee is the legal amount under statute, that the City could charge. If Resolution # R-750 is approved tonight, the next step will be to have two more Resolutions ready for the June 13, 2017 Council meeting, one will be to update the SDC's and the other to establish a methodology for adjusting the SDC's every year thereafter for inflation based on an Engineering News-Record construction cost index that the statute allows. This will allow the City to keep up with

inflation until SDC's can be reviewed again.

- D. Consider and discuss development of tennis courts at Jane Heinrich Park  
- Alex Martin, teacher at the Yamhill/Carlton Intermediate School.

Mayor Terp expressed there has been a misunderstanding between what was originally agreed upon at the Council meeting last March 2017 and the current requests. The original proposal last year was for the City to provide a piece of property to be used for tennis courts and everything else was not the City's. No Grants would be in the City's name, and there would be no financial responsibility for the City. Many decisions have not been resolved concerning who pays for the lighting, who is responsible for the maintenance, the scheduling and if fees need to be collected etc. Martin had stated there is an April 1, 2018 deadline for the filing of a requested \$400,000.00 Oregon Parks and Recreation Department Development Grant that needs to go through the City, but Terp explained that the discussion last year did not approve any City Grants. Martin was not in attendance, Chuck Mitchell as a member of the Tennis Board, would like to speak on behalf of Alex Martin.

Howard provided a background on the requirements to file for a OPRD Grant, and stated that an applicant must be a local government agency and one of the many requirements include guaranteeing that the City will maintain that facility for a minimum of 25 years. Because there are many decisions still to be made, the April 1, 2018 deadline will not be met, but Council would like to continue the discussion of pursuing tennis courts at Jane Heinrich Park. It was recommended to wait until after the current budget process is completed and continue discussion after June 2018.

Mitchell commented that Martin was unaware that there are not currently any boundaries to Jane Heinrich Park and the process can take months.

## 5. **ORDINANCES:**

### **FIRST READING:**

- A. None Scheduled

### **SECOND READING:**

- A. None Scheduled

## 6. **NEW BUSINESS:**

- A. Consider adopting Resolution No. R-749, a Resolution by the City Council of Yamhill, Oregon continuing ten (10) Reserve Funds.

Motion by Echauri, seconded by Disbrow, to adopt Resolution R-749, a resolution of the City Council of the City of Yamhill, Oregon, continuing ten (10) Reserve Funds.

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

The motion carried.

**RESOLUTION No. R-749**  
**A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, CONTINUING**  
**TEN (10) RESERVE FUNDS**

- B. Consider adopting Capital Improvements Plan based on Service Development Charge study and adopting Resolution No. R-750, a Resolution Adopting Capital Improvement Plans for the City of Yamhill's Water, Wastewater, Stormwater, Streets and Parks System by the City Council of Yamhill, Oregon.

Motion by Echaury, seconded by Gray, to adopt Resolution R-750, a resolution adopting Capital Improvement Plans for the City of Yamhill's Water, Wastewater, Stormwater, Streets, and Parks Systems.

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

The motion carried.

**RESOLUTION No. R-750**  
**A RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLANS FOR THE CITY OF**  
**YAMHILL'S WATER, WASTEWATER, STORMWATER, STREETS, AND PARKS**  
**SYSTEMS**

- C. Discuss Department committee liaison positions.

Mayor Terp cited that the Mayor has authority to appoint a Public Works Department and Police Department committee liaison and has decided to appoint only one Councilor over each department instead of two Councilors previously assigned. Terp appointed Councilor Potter for the Public Works Department liaison and Councilor Echaury for the Police Department liaison.

**7.      CONSENT AGENDA:**

- A.      Approve Council Minutes
  - (1) Regular Session – February 14, 2018
- B.      Financial Statements
- C.      Approve the following Purchase Order:
  - (1) ElanCity - PO# 18-039 - \$ 2,630.00- Radar Speed Signs
  - (2) Goble Sampson Associates – PO# 18-040 - \$1,348.78 – replacement pump heads for chemical feed pumps.

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

Councilor Gray commented that she was glad to see additional speed signs being installed.

Councilor Potter questioned if the City would have any authority to restrict the parking near the Main Street and Highway 47 intersection. Discussion continued regarding the blocked vision at the intersections when vehicles park too close to the corners and don't obey the no parking in yellow curb areas. Potter said that especially the tall trucks make the intersection very dangerous. Howard stated that because Highway 47 is a ODOT highway, they must make the decision for any changes or signage. Howard will draft a letter to ODOT with the City's concerns and complaints and request a determination for additional parking restrictions in the area.

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

The motion carried.

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

A. Police Review– Graven – Monthly report in packets

Chief Graven provided a report of the February police calls.

Councilor Gray questioned Graven regarding a school march earlier today to protest Congress' inaction to do more in the response to gun violence in the nations schools. Graven reported that it was an orderly gathering with no incidents being reported.

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

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

Howard met with the Mayor of Gaston and discussed a possible water intertie for the future water needs of Yamhill. The City of Gaston is currently in the process of buying portions of a Railroad right-of-way heading south from Gaston. Cove Orchard has been in negotiation with Gaston to take over their water system, which would bring the system very close to Yamhill. Gaston questioned if the City of Yamhill would be interested in discussions to do an intertie at that time for the water system to run both directions. Currently Gaston purchases their water from Hillsboro but has water rights that aren't utilized and may want to begin using those rights. Howard believes it could have great potential and be beneficial for Yamhill to consider an intertie with Gaston. Council's consensus is to direct Howard to continue negotiations with Gaston for possible intertie with Gaston.

Howard explained that the City of Gaston employs a part-time staff person that does grant writing as part of her job duties and because Yamhill does not have a grant writing staff person, would the City be interested in negotiating to share grant writing services. Council's consensus is to direct Howard to discuss with the Mayor of Gaston options for sharing grant writing services.

C. Mayor/Administration Review-  
None Received.

D. Council Review  
None Received.

E. Emergency Preparedness Review

Councilor Disbrow reminded Council and staff of the Saturday, April 14, 2018 emergency exercise and reported that there will be volunteers from C.E.R.T. (Community Emergency Response Team) and A.R.E.S (Amateur Radio Emergency Services) to help staff the exercise support team. Disbrow also has a volunteer Public Information Officer to participate in the April exercise and will be attending the next Friday, March 23, 2018 E.O.C. workgroup meeting.

**9. INFORMATION/ANNOUNCEMENTS:**

- A. Budget Committee work session, Monday, April 2, 2018, 6:30PM. City Council Chambers, 155 E. 1<sup>st</sup> Street.
- B. Town Hall Meeting with the Yamhill County Commissioners on Wednesday, May 9, 2018 at 6:30 PM.
- C. Statement of Economic Interest, required by the Oregon Government Ethics Committee (OGEC) must be received electronically by April 15, 2018. If you have any questions contact them at 503-378-5105.
- D. Vacancies:  
Budget Committee - 2 members - Applications are available at City Hall.

**10. ADJOURNMENT: 9:00 PM**

Motion by Echauri that the meeting adjourn at 9:00 PM.  
The motion carried by unanimous vote.

Respectfully submitted,

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Paula Terp  
Mayor, City of Yamhill

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ATTEST:  
Lori Gilmore, City Recorder