



**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, March 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 COMMENT:**

None Received.

**3. PRESENTATIONS & APPOINTMENTS:**

- A. Your Community Mediators of Yamhill County, 2017-2018 funding request, Marlena Bertram, YCM Executive Director.

Marlena Bertram, requested support from the City of Yamhill in the amount of \$1,100.00 for the 2017/2018 fiscal year. A Yamhill Case Statistical summary was provided for the Fiscal Year 2015-2016, which reflects the resulting \$1,430.00 total case service value of their services to Yamhill residents. Terp commented that it is a wonderful program and appreciate the work they provide. Terp reported that all community donation requests will be reviewed by the Budget Committee at the May 15, 2017 budget meeting.

- B. The Blessing Room, 2017-2018 funding request, Rhonda Kroeker, Blessing Room Director.

Rhonda Kroeker, requested support from the City of Yamhill in the amount of \$1,200.00 for the 2017/2018 fiscal year. The Blessing Room has been serving Yamhill/Carlton families since 2008 and runs a free store available to anyone. Kroeker noted the Blessing Room currently serves approximately 1,000 people per month at their Carlton location.

Terp reiterated that all community donation requests will be reviewed by the Budget Committee at the May 15, 2017 budget meeting.

- C. Consider proposal to build tennis courts at Jane Heinrich Park - Alex Martin, teacher at the Yamhill/Carlton School District

Martin presented a project proposal to work with the City of Yamhill to build a 4-court tennis facility within the city limits that will act as a public use facility. The facility would be the only public tennis court in Yamhill County outside of Newberg and McMinnville. The plan for funding this project would be largely provided with grant funds and other fundraising efforts. Martin respectfully asked the Yamhill City Council to approve the use of Jane Heinrich Park in Yamhill to begin work on a Tennis Facility; allow Martin to obtain grant funding and other donations on behalf of this project; and provide assistance when needed with the necessary work, planning and preparation for this facility through the Yamhill Public Works department. There was discussion regarding reconfiguring the recycling area to make the area more accessible for parking. Disbrow showed concern for any cost to the City and discussion continued regarding funding would be acquired through grants and fundraising and not from funds received from the City. There was also concern regarding City Staff being responsible for reservations and scheduling for use of the facility. It was noted that this is a preliminary proposal and the first step is to receive approval from City Council for the use of Jane Heinrich Park before starting the process for funding the project.

Motion by Echaury, seconded by Gilmore to approve Alex Martin's proposal in conjunction with the Yamhill/Carlton School District to build a Tennis Facility at Jane Heinrich Park and move forward with fund raising for the project. At the end of the project, the Tennis Courts will belong to both the City of Yamhill and the Yamhill/Carlton School District.

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

The motion carried.

**4. UNFINISHED BUSINESS:**

- A. Consider adopting Resolution No. R-740, a Resolution by the City Council of Yamhill, Oregon adopting a recommendation to restore recreational immunity rights.

This item was discussed at the February 8, 2017 Council meeting and was postponed in order to obtain recommendation from Attorney Gowell before adopting.

Motion by Echaury, seconded by Disbrow, to adopt Resolution R-740, a resolution by the City Council of the City of Yamhill, Oregon, adopting a recommendation to restore recreational immunity rights.

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

The motion carried.

**RESOLUTION No. R-740**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON,**  
**RECOMMENDING RESTORING RECREATIONAL IMMUNITY RIGHTS.**

**5. ORDINANCES:**

**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. None Scheduled

**6. NEW BUSINESS:**

A. Consider request to allow use of parking area at Beulah Park for wineries passport event on April 22<sup>nd</sup> and April 23<sup>rd</sup>, 2017.

A request was received from WillaKenzie Estates to use the parking area around Beulah Park for a pick up and drop off station during a passport event on April 22 -23, 2017. The event will be a seven mile route of eight Yamhill-Carlton wineries, and a shuttle service would like to be planned at Beulah Park for picking up and dropping off. Council consensus is to approve the request and hope it encourages more events in Yamhill.

B. Discuss request by Officer Hoy to install flashing "School Zone" lights on Highway 47 in front of the High School and on Highway 240 in front of the Intermediate School.

It was noted that Officer Hoy made a request during a monthly safety meeting, that there should be a better way to display school zone areas and to alert drivers that it is a designated School Zone with 20 mph speeds. Hoy would like to get Council's approval to have City Staff directed to research what type of signs would be allowed at both school locations. Howard reported that both areas are ODOT highways and ODOT would have to determine their requirements before approving. Council approved Chief Graven and Superintendent Howard to work together and contact ODOT to move forward with options for new signage in the two school zone areas.

C. Consider approving proposal for Engineering Services for the Water Master Plan and Water System Development Charge Study and approve entering into contract negotiations with HBH Consulting Engineers.

Requests for proposals for a Water Master Plan and Water System Development Charge Study Services were received from five engineering firms in December, 2016. Three firms were selected for the interview process, with completion on February 28<sup>th</sup>, 2017. Howard recommends approving the selection of HBH Consulting Engineers, and begin contract negotiations for engineering services for the Water Master Plan and Water System Development Charge Study.

Motion by Disbrow, seconded by Echaury to approve the selection of HBH Consulting Engineers and to begin contract negotiations for engineering services for the Water Master Plan and Water System Development Charge Study

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

The motion carried.

**7. CONSENT AGENDA:**

- A. Approve Council Minutes  
(1) Regular Session –February 8, 2017
- B. Financial Statements

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

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

The motion carried.

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

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

Chief Graven reviewed Police business for February and provided a report of February calls.

- (1) Accept resignation from Officer Tom Hoy.

Graven reported that Officer Hoy has accepted a job offer with Klamath County Sheriff's Office and will be leaving before the end of March.

Graven notified Council that there will be an external hiring process for the Police Officer position. Graven stated that two of the City's current Reserve Officers are interested in the position and will need to go through the same hiring process as external applicants, as Reserve Officers are not considered employees.

Terp directed Graven to appoint an officer to continue the project of moving and replacing the City Hall flag pole that Hoy initially started. Graven agreed that it is an important project and will continue moving forward.

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

Superintendent Howard read his staff report included in packets.

Howard gave a brief update on the progress with BLM and the harvesting of the City's timber. Howard and Attorney Gowell met recently with a timber consultant from Oregon State University and are currently reviewing all of the data that has been collected from both BLM and the City. Howard believes the City should have a resolution soon.

Howard also reported that he will be taking a Storm Water Management Certification class at the end of March to complete his certification.

C. Mayor/Administration Review-

(1) Discuss "Eclipse" party on August 21, 2017 @ 10:00am.

On August 21, 2017 at approximately 10:15am, the moon will pass in front of the sun, with complete darkness for over two minutes. Labeled "The Great American Eclipse" the world's greatest natural phenomenon will be the first coast-to-coast total solar eclipse in America since 1918. Mayor Terp would like to plan a City Event at Beulah Park to watch the eclipse. Council unanimously agreed to hold the event at Beulah Park and to allow City Staff a budget up to \$1,500.00 to supply eclipse glasses; ice cream; and popcorn for the event.

D. Council Review - None Received.

E. Emergency Preparedness Review

(1) Discuss Yamhill County Emergency Exercise May 12, 2017.

Yamhill County will be hosting a Full-Scale Exercise centered around a flooding/landslides scenario. The exercise will be May 12, 2017 and Councilor Disbrow suggested that the City of Yamhill participate and would like to discuss the degree of participation and possibly include setting up our Emergency Operations Center, declaring an emergency and communicating with Yamhill County's Emergency Operations Center.

Disbrow reported that on March 23, 2017 there will be a "Page Turning" work session to review the draft EOC Operating Guide, Desk Books, Forms and Job Aids.

**9. INFORMATION/ANNOUNCEMENTS:**

- A. Budget Committee work session, Monday, April 3, 2017, 6:30PM. City Council Chambers, 155 E. 1<sup>st</sup> Street.
- B. Statement of Economic Interest, required by the Oregon Government Ethics Committee (OGEC) must be received electronically by April 15, 2017. If you have any questions contact them at 503-378-5105.
- C. Vacancies: Budget Committee - 2 members  
Applications are available at City Hall

**10. ADJOURNMENT: 8:20 PM**

Motion by Echauri that the meeting adjourn at 8:20 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