



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Thursday, April 1, 2021 4:30 P.M.
SPECIAL MEETING
MINUTES

THIS MEETING WAS A TELECONFERENCE

Zoom Meeting

<https://us02web.zoom.us/j/5081343849>

Meeting ID: 508 134 3849

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 4:30PM 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; Jason Wofford, Facility Manager.

2. NEW BUSINESS:

- A. Accept resignation from Bernard Malis, Plant Manager effective April 13, 2021.

Motion by Echaury, seconded by Hedin, to approve the resignation from Bernard Malis, effective April 13, 2021.

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

The motion carried.

- B. Consider and approve Plant Operator Job description.

A copy of the draft Plant Operator Job description had been provided to the Council 1-week prior to tonight's meeting.

Jay Disbrow asked if he could make a public comment as he had many concerns regarding the job description. Mayor Potter allowed comments and questions.

Disbrow stated that the description is very complex and eludes to many management duties that are above most requirements for a plant operator position as well as duties below the level. Disbrow believes it will be very difficult for any applicant to meet the

minimum requirements stated in the description and is also concerned it does not reference any supervisory duties. Disbrow also questioned the job description knowledge and skills section that requires the incumbent to be proficient and demonstrate the listed areas and would like to know how the City will know the interviewee can demonstrate the requirements and how the interviewers can make that determination. Potter responded that those skills and knowledge will not be part of the interview process, but demonstrated as part of the probationary period for the hired applicant. Askey also commented that during the interview process it could be pointed out to the applicant that there may be some duties that are not specific to other Cities Plant Operator positions. There was some discussion as to whether to table the discussion and re-review the description or move forward with the recruitment process. Consensus was to move forward

Motion by Echaury, seconded by Hedin, to approve the Plant Operator Job description.

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

The motion carried.

C. Consider and approve recruitment for Plant Operator and starting salary.

Motion by Echaury, seconded by Hedin, to approve the Plant Operator recruitment with a minimum advertisement posting time of two-weeks with a beginning salary of \$45,000.00 annually.

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

The motion carried.

D. Consider salary increase for six-month review- Facilities Manager, effective March 22, 2021.

Mayor Potter completed Jason Wofford's six-month performance evaluation for the Facilities Manager Position and feels he is doing a great job and would like to recommend an 8.0% salary increase for Jason, that will include additional supervising duties.

Motion by Echaury, seconded by Askey, to approve the 8.0% salary pay increase for the Facilities Manager, Jason Wofford, increase retro-active to March 22, 2021.

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

The motion carried.

3. ADJOURNMENT:

Motion by Echaury that the meeting adjourn at 4:55PM.

The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder