



# CITY COUNCIL MEETING MINUTES

**I. CALL TO ORDER** Kay Echaury called the meeting to order at 6:30 p.m.

**ROLL CALL**

**Roll Call**  
**Present, Virtually:** Mayor Yvette Potter  
**Present, In-Person:**  
Councilors; Kay Echaury, Marci Hedin, Shea Corrigan  
Councilor, Tim Askey  
**Staff Present, In-Person:** Chief Greg Graven, Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

**II. FLAG SALUTE** Kay Echaury led the pledge of allegiance.

**III. PUBLIC COMMENT** Public Comment was received by:  
Patty Pairan, 215 N Maple St., Yamhill  
Jenny Morrison, YDA, 20051 NW Adcock Rd., Yamhill  
Chuck Mitchell, 760 E Second St., Yamhill

**IV. AGENDA UPDATES OR ADDITIONS** There were no updates to the agenda

**V. CONSENT AGENDA**  
A) Financials  
**A MOTION TO APPROVE THE CONSENT AGENDA AS IS.**  
**ROLL CALL: Motion introduced by Marci Hedin and seconded by Shea Corrigan**  
**Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin**  
**Nays (0): None**



**The motion carried.**

**VI. PRESENTATIONS**

A) 3J Consulting - DLCD Housing/Planning Assistance Grants - Doug Rux/Steve Faust

Mr. Rux gave a PowerPoint presentation on 3J's plan for the DLCD Housing and Technical Assistance grants that the city has received. The grants require a consultant to help execute the tasks in the allotted timeline in order to receive the funds. These tasks would have a timeline of starting in January 2024 and ending in May of 2025.

B) Cycle Yamhill County - Gravel Trails Presentation - Phil Higgins/ Adam Stone

Mr. Stone gave a presentation on Cycle Yamhill County, the Gravel Trails project and their plan to place a kiosk sign in Beulah City Park. The sign would be at no cost to the city and maintained by Cycle Yamhill County. This project's purpose is to lower the barrier for outdoor riding adventure and provide safe well-marked routes for everyone to enjoy. The plan is for the project to be completed in the Spring of 2025.

C) Special Events Permit for Car Show at Beulah Park - YCHS

Sophia Crawford, Senior Student at YCHS presented her plan to have a car show at Beulah City Park on April 27<sup>th</sup> to raise funds for Senior Prom. There would be a \$15 car admission, \$4 public entry fee, and \$2 vote ticket cost.

**A MOTION TO APPROVE THE SPECIAL EVENTS PERMIT FOR REVIN' UP FOR SUCCESS**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Hedin**

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

**Nays (0): None**

**The motion carried.**

**VII. COMMITTEE REPORTS**

A) Planning Commission

Ken Moore, Planning Chair gave an update on what the planning commission has on the agenda for next Monday's meeting. The agenda includes the first memorandum on the lighting ordinance, and update on the housing grant and the first draft of the Title 11 update.

**VIII. UNFINISHED BUSINESS**

A) IGA YFPD Water Agreement

The IGA maintained the current status of no utility billing at the Fire Department. After discussion, the IGA was tabled until the council could get more information to answer questions on the standard of utility billing for Fire Departments throughout the county. Councilor Corrigan volunteered to do some research.

**A MOTION TO TABLE THE WATER AGREEMENT BETWEEN THE CITY AND THE FIRE DEPARTMENT UNTIL NEXT COUNCIL MEETING**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey**

**Ayes (4): Potter, Corrigan, Askey, Echauri**

**Nays (0): None**

**Abstain: Hedin**

**The motion carried.**

B) IGA YFPD Fuel Supply Agreement

The Fuel Supply Agreement with the Fire Department came to term. This new agreement maintains all the same information with an updated term.

**A MOTION TO APPROVE THE IGA YFPD FUEL SUPPLY AGREEMENT AND ALLOW THE MAYOR TO SIGN**

**ROLL CALL: Motion introduced by Tim Askey and seconded by Corrigan**

**Ayes (4): Potter, Corrigan, Askey, Echauri**

**Nays (0): None**

**Abstain: Hedin**

**The motion carried.**

C) Utility Provider Recommendation

The council was presented with three bids for a utility billing provider. They were given a run down the issues with our current provider and costs, and



features of each. The staff's recommendation was Ampstun based on overall costs and options provided.

**A MOTION TO ACCEPT STAFF'S RECOMMENDATION FOR YOUR UTILITY BILLING PROVIDER TO SWITCH TO AMPTSUN.**

**ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Hedin**

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

**Nays (0): None**

**The motion carried.**

D) R-819 Updating the EOP

Greg Graven, Police Chief/ Interim City Administrator, made updates to the EOP to reflect changes that have occurred since its inception. The changes included:

- EOC auxiliary location was changed from YFPD to Public Works
- Updating some language for consistency i.e. City Manager now reads City Administrator
- Updating some grammar and spelling issues

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**IX. NEW BUSINESS**

A) SB 1576 Discussion

SB 1576 March 24 - July 25

Chief Graven updated the council SB 1576 and the signs that were purchased in anticipation of this.

3J Consulting Discussion

Chief Graven gave his recommendation to move forward with 3J Consulting and Doug Rux with what they presented regarding the DLCD grants. He commended their presentation and would like this to open up working with them for future grants.

B) Piper Sandler & Co Capitol Improvement Funding Discussion

Chief Graven also gave his recommendation for reaching out to Piper Sandler & Co for a funding discussion.

The council was in agreement to move forward with these contracts.

D) Net Assets Lien Search Conduit Discussion [this was discussed during *New Business* of the meeting]

Angie Fowler updated the council on the switch they are planning to a new electronic lien search company.

**X. DEPARTMENT REPORTS**

- A) Administration
- B) Police Department

Chief Graven presented staff and police reports to the council in the packet. He asked if the council had any questions. He noted that is National Child Abuse Prevention Month and spoke of work that Juliette’s house does as far as prevention and programs for children. In addition it is also Distracted Driving Awareness month.

C) Public Works [Discussed during *New Business* in meeting]  
Jason Wofford included his report in the packet and asked if the council had any questions. He updated the council regarding cleaning of the reservoirs recent cleaning and deterioration.

**XI. COUNCIL REPORTS**

Councilor Echauri read the proclamation of the City of Yamhill’s support for Child Abuse Prevention Month.

**\*\* ACTION NOT ON POSTED AGENDA OR ADDED DURING AGENDA UPDATES OR ADDITIONS**

Council President Echauri asked the mayor if we should give an update on the hiring.

The mayor asked that we give a summary of the executive session for the record. Her understanding, and what she has shared with the candidate is that as the council they had a consensus to move forward in the hiring process to include the negotiations for what it would mean to contract with this person and hire them as a full time as the City Administrator. She would like either a formal vote agreeing that that is what the council discussed, and she has moved forward with on the council’s behalf.

**A MOTION TO THAT WE MOVE FORWARD WITH THE APPLICANT FOR CITY ADMINISTRATOR, THE HIRING PROCESS, PENDING THE RESULTS OF A BACKGROUND CHECK AND NEGOTIATIONS.**

**ROLL CALL: Motion introduced by Maric Hedin and seconded by Shea Corrigan**



**Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin**  
**Nays (0): None**

**The motion carried.**

**XII. INFORMATION/  
ANNOUNCEMENTS**

- A) First Friday's Meeting and Greet May with Kay Echaury and Tim Askey
- B) Thank you from Homeward Bound for donation
- C) PERS Gold Star - 100% of 2023 Reports Submitted on or Before Due Dates!
- D) We are still accepting applications for Water Advisory Committee Meetings

These items were included in the packet and not discussed during the meeting.

**XIII. ADJOURNMENT**

The meeting was adjourned at 8:15 p.m.

Respectfully Submitted and Approved.

  
Yvette Potter  
Mayor, City of Yamhill

Attest:

  
Angie Fowler, Recorder