



**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, April 12, 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, Echauri and Potter

**Excused Absence:** Councilor Gilmore

**Staff present:** City Recorder Gilmore, Superintendent Howard

**Staff Excused Absence:** Chief Graven

**2. PUBLIC COMMENT:**

None Received.

**3. PRESENTATIONS & APPOINTMENTS:**

A. YCAP Food Bank, 2017-2018 funding request, Martha Penhall, Manager. A funding request letter was received from the "Yamhill Community Action Partnership", in the amount of \$3,000.00 for the 2017/2018 fiscal year. The YCAP food bank help fund a portion of the Friday Family Food program for the kids at Yamhill-Carlton Elementary School who are eligible for the free breakfast/lunch program. The program provides 2 meals over the weekend to children of Yamhill and Carlton and their families who are resource limited. During the current school year, they've distributed 1167 food bags on Friday afternoons to kids which has helped to feed them and their family over the weekend. The primary funding for the program was the result of a 2 year grant that funding ends in June 2017. Mayor Terp reported that all community donation requests will be reviewed by the Budget Committee at the May 15, 2017 budget meeting.

**4. UNFINISHED BUSINESS:**

A. None Scheduled

**5. ORDINANCES:**

**FIRST READING:**

A. None Scheduled

**SECOND READING:**

A. None Scheduled

**6. NEW BUSINESS:**

- A. Consider approving contract with HBH Consulting Engineers for the Water Master Plan and Water System Development Charge Study and authorize Mayor Terp to sign.

The selection of HBH Consulting Engineers for engineering services for the Water Master Plan and Water System Development Charge Study was approved at the March 8, 2017 Council Meeting with approval to begin contract negotiations. The contract was provided and has been reviewed by City Attorney Gowell.

Motion by Echaury, seconded by Potter to approve the contract for HBH Consulting Engineers to begin engineering services for the Water Master Plan and Water System Development Charge Study and authorize Mayor Terp to sign.

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

The motion carried.

- B. Consider request from Yamhill Carlton Together Cares to reserve Beulah Park on Monday and Wednesday afternoon's from June 26, 2017 through August 23, 2017.

A Beulah Park reservation request was received from Yamhill Carlton Together Cares, for reserved park use on Mondays and Wednesdays from 2:45pm to 5:15pm starting June 26, 2017 through August 23, 2017. YCTC would like to hold a Free Kids camp for kid's kindergarten age and up and provide games, crafts and team activities.

Motion by Echaury, seconded by Disbrow to approve the use of the Beulah Park Bingo Hall for the requested dates and times, and all fees will be waived. It was noted that the group will have access to the covered areas if not already in use, but the covered areas will not be reserved for their use.

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

The motion carried.

**7. CONSENT AGENDA:**

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

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

Roll call: Ayes: Potter, Disbrow, Terp, and Echauri  
Nays:

The motion carried.

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

A. Police Review– Graven – Monthly report in packets  
Chief Graven was not in attendance, but provided a report of March Police Calls.

B. Public Works Review – Superintendent Howard – Memo in packets  
Superintendent Howard read his staff report included in packets. No questions followed.  
Howard reported that the old bathrooms at Beulah Park have been removed and the area will be the future site of a gazebo.  
Howard reported that he will be purchase folding tables from the Yamhill Community Club to be used in the Bingo Hall.

C. Mayor/Administration Review-  
Discuss re-scheduling next month's Council Meeting to Wednesday,  
May 3, 2017.

A Public Hearing is scheduled to hear an appeal on the Planning Commissions March 20, 2017 approval of a Development Permit request for the Yamhill-Carlton School District. City Planner, John Morgan will not be able to attend the regular scheduled May 10, 2017 meeting and has requested a reschedule to Wednesday, May 3, 2017.  
Council Consensus is to approve the rescheduling to Wednesday, May 3, 2017 @ 7:00pm.

Recorder Gilmore requested approval from the Council to reschedule the June Council Meeting from June 14, 2017 to Wednesday, June 7, 2017, due to Gilmore not being able to attend on June 14, 2017.

Council Consensus is to approve the rescheduling to Wednesday, June 7, 2017 @ 7:00pm.

D. Council Review  
None Received.

E. Emergency Preparedness Review  
A mandatory "Emergency Operations Center Workshop" is scheduled for Wednesday, April 19<sup>th</sup> & Thursday, April 20<sup>th</sup>.  
Mayor Terp reminded Council and staff of the mandatory workshop on April 19, 2017 & April 20, 2017.  
Disbrow reported that there will be an ARES (Amateur Radio Emergency Service) simulated emergency test held at the Yamhill Fire Station on Saturday, April 22, 2017 from 9:00am to 1:00pm.  
Disbrow also stated there will be a monthly E.O.C. workgroup meeting on April 21, 2017 @ 9:00am.

**9. INFORMATION/ANNOUNCEMENTS:**

- A. Budget Committee meeting, Monday, May 15, 2017, 6:30PM. City Council Chambers, 155 E. 1<sup>st</sup> Street.
- B. Planning Commission Meeting/Public Hearing minutes - March 20, 2017.
- C. 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.
- D. Vacancies: Budget Committee - 2 members  
Applications are available at City Hall

**10. ADJOURNMENT: 7:30PM**

Motion by Echaury that the meeting adjourn at 7:30PM.  
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