



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING Wednesday, April 13, 2022, 7:00 P.M. MINUTES

REGULAR MEETING

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

Present by Teleconference: Councilors Kay Echaury and Tim Askey

Present In-Person: Mayor Yvette Potter, Councilors Marci Hedin, and Andrew McMullen

Staff Present In-Person: Sharon Bregante-Candau, Administrative Clerk; Petra Schuetz, Interim City Administrator; and Greg Graven, Chief of Police

Staff Present by Teleconference: Jason Wofford, Facility Manager

2. **PUBLIC COMMENT:**

Public comment was received from the following:

Jay Disbrow, Sherry Wilson, and Robert Davis (for self and YNA).

3. **PRESENTATIONS:**

Added to agenda by Mayor Potter: Yamhill Downtown Association (YDA)

Amy Brewer discussed the events for the Beverly Clearly Literary Walking Tour on Saturday, May 7, 2022, which included a Kid's Writing Contest on April 12, 2022, and Mother's Day Tea. Amy Brewer also added that the YDA would like to add music and line dancing to the August Movie Nights that the Yamhill Fire District provides at Beulah Park.

A. Water Advisory Committee

Water Advisory Committee (WAC) Chair Jensen reported that the WAC will have a work session on April 26, 2022, with a meeting with McMinnville Water and Light; the proposed code amendments for Chapter 3.54 Water Conservation Regulations of the Municipal Code will be reviewed by the WAC at the WAC Special Meeting on May 2, 2022; and the WAC is discussing rate schedules and will be preparing a spreadsheet to track intake usage and lost for the last 5 years.

B. Yamhill Neighborhood Association (YNA)

Yamhill Neighborhood Association representative, Robert Davis, reported to the City Council that the YNA had offered to help deliver notices to residents.

4. **UNFINISHED BUSINESS:**

A. None

5. **NEW BUSINESS:**

A. Proclamation: Showing City of Yamhill Support of Child Abuse Prevention Month - April 2022

Mayor Potter read the Proclamation and encouraged everyone to support Child Abuse Prevention Month by wearing blue on April 21, 2022.

B. Amendment to Ordinance Municipal Code Chapter 3.54 WATER CONSERVATION REGULATIONS

Motion by Hedin, seconded by Echaury, to table the 1st reading and public hearing of the Amendment to Ordinance Municipal Code Chapter 3.54 WATER CONSERVATION REGULATIONS to the City Council meeting next month so that the WAC can review, and City Council will have the 1st and 2nd reading and public hearing in May.

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

The motion carried.

C. Executive Recruitment and/or Restructuring

Motion by Echaury, seconded by McMullen, to direct staff to proceed to recruit for a City Administrator.

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

The motion carried.

D. Employment Handbook draft

Motion by McMullen, seconded by Hedin, to continue to review the employee handbook.

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

The motion carried.

E. Payroll Services

Motion by McMullen, seconded by Hedin, to table payroll services until this was ready for a final contract review.

Roll call: Ayes: Potter, Echauri, Hedin, McMullen, and Askey
Nays: None

The motion carried.

Mayor added to the agenda discussion of a public tour of the water system. Discussions were had amongst City Council Members and Wofford about what size of group, how much time allotted, liability waivers, and educational video. Wofford and Brian Jensen will work on the details of an educational tour video.

6. CONSENT AGENDA: (*The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.*)

- A. Approve Council Minutes
 - (1) Regular Session – March 9, 2022
- B. Financial Statements July 2021 - March 2022

Motion by Echauri, seconded by Potter, to approve the Consent Agenda.

Roll call: Ayes: Potter, Hedin, Echauri, McMullen and Askey
Nays: None

The motion carried.

7. DEPARTMENT REPORTS:

- A. City Administration Report – combination of all Departments with responses to previous month's public comment questions

Schuetz provided the following dates for the Budget Committee meetings May 16, 2022 and June 6, 2022 at 6:30pm.

Discussion of a Water Town Hall meeting to present to public, where the City was, where the City is at, and where the City is going to be held in the June/July 2022 timeframe.

Wofford provided a reminder to the users of Beulah Park to pick up after their dogs and that there were doggie bags for this provided at Beulah Park.

Mayor Potter directed Schuetz to request the goals – what they would like to accomplish from the Planning Commission, Water Advisory Committee and Budget Committee for at least the next fiscal year.

- B. Mayor Comments

None.

9. ANNOUNCEMENTS:

- A. Statement of Economic Interest (SEI) due April 15, 2022
- B. City Council Goal Setting Retreat March/April TBA 2022
- C. Upcoming Topics
 - Resolution 794 Employee Handbook 2022 - *consider adoption*
 - Organizational Development Report – *information only*
 - City Council Goals FY23 - *information only*
 - Resolution 795 City Council Code of Conduct – *consider adoption*

Hedin added the following events:

Derby Day breakfast on June 12, 2022 and National Night Out on August 2, 2022

10. ADJOURNMENT: 9:05 P.M.

Motion by Echaury that the meeting adjourn at 9:05 P.M.

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau, Administrative Clerk