



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, April 14, 2021 7:00 P.M.
MINUTES

REGULAR MEETING

THIS MEETING WAS A TELECONFERENCE

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 7:05 PM via the teleconference.

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echauri, Tim Askey, and Marci Hedin.

Staff Present by Teleconference: Greg Graven, Police Chief; Jason Wofford, Facility Manager; Kim Steele, City Clerk; and Sharon Bregante-Candau, Administrative Clerk.

2. PUBLIC COMMENT:

Resident Carol Day Prendergast presented her complaint regarding the Yamhill Fire Protection District electronic reader board sign.

Resident Jay Disbrow read the emailed response from Mayor Potter addressing his concerns about public works, organization, staffing, and DRC for water and sewer.

Resident Patty Pairan had questions about the Police Service Fee.

3. PRESENTATIONS & APPOINTMENTS:

A. Proclamation declaring April 2021 to be Child Abuse Prevention Month.

4. UNFINISHED BUSINESS:

A. Discussion regarding implementing a Police Service Fee.

Results of the Police Service Fee survey were presented and Chief Graven explained that the Police Service Fee would assist the budget and was a step in the right direction to help the budget. Councilor Askey would like another survey to be done in a year.

5. ORDINANCES:

FIRST READING:

A. Ordinance O-532 an Ordinance of the City of Yamhill authorizing and establishing a Police Service Fee.

Motion by Echauri, seconded by Hedin, to read Ordinance O-532 an Ordinance of the City of Yamhill authorizing and establishing a Police Service Fee.

Roll call: Ayes: Potter, Echauri, Hedin and Askey.

Nays: None

The motion carried.

SECOND READING:

A. None Scheduled

6. NEW BUSINESS:

- A. Consider adopting Resolution No. R-780, a resolution amending the Water Rate schedule – tabled for further discussion.
- B. Discuss a possible Stormwater Utility Fee – tabled for further discussion.
- C. Declare open Council position and direct staff to publicize for applicants for consideration at the May 12, 2021 Council Meeting.
- D. Consider adopting Resolution No. R-781, a resolution by the City Council of Yamhill declaring City property (Panasonic Toughbook's and accessories) to be surplus and authorizing City Staff to dispose of said property.

Motion by Echaury, seconded by Hedin, to adopt Resolution R-781, a resolution by the City Council of Yamhill declaring City property (Panasonic Toughbook's and accessories) to be surplus and authorizing City Staff to dispose of said property.

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

The motion carried.

RESOLUTION NO. R-781

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
DECLARING CITY PROPERTY (PANASONIC TOUGHBOOK'S AND
ACCESSORIES) TO BE SURPLUS AND AUTHORIZING CITY STAFF TO DISPOSE
OF SAID PROPERTY.**

- E. Consider adopting Resolution No. R-782, a resolution by the City Council of Yamhill declaring City property (two Glock 22 firearms and accessories) to be surplus and authorizing City Staff to dispose of said property.

Motion by Echaury, seconded by Hedin, to adopt Resolution R-782, a resolution by the City Council of Yamhill declaring City property (two Glock 22 firearms and accessories) to be surplus and authorizing City Staff to dispose of said property.

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

The motion carried.

RESOLUTION NO. R-782

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
DECLARING CITY PROPERTY (TWO GLOCK 22 FIREARMS AND ACCESSORIES)
TO BE SURPLUS AND AUTHORIZING CITY STAFF TO DISPOSE OF SAID
PROPERTY.**

- F. Consider adopting Resolution No. R-783, a resolution by the City Council

of Yamhill Declaring City Property (a certain Police Vehicle) to be surplus and authorizing City Staff to dispose of said property.

Motion by Echaury, seconded by Hedin, to adopt Resolution R-783, a resolution by the City Council of Yamhill Declaring City Property (a certain Police Vehicle) to be surplus and authorizing City Staff to dispose of said property.

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

The motion carried.

RESOLUTION NO. R-783
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
DECLARING CITY PROPERTY (A CERTAIN POLICE VEHICLE) TO BE SURPLUS
AND AUTHORIZING CITY STAFF TO DISPOSE OF SAID PROPERTY.

- G. Consider adopting Resolution No. R-784, a resolution by the City Council of Yamhill Declaring City Property (certain miscellaneous equipment) to be surplus and authorizing City Staff to dispose of said property.

Motion by Echaury, seconded by Hedin, to adopt Resolution R-784, a resolution by the City Council of Yamhill Declaring City Property (certain miscellaneous equipment) to be surplus and authorizing City Staff to dispose of said property.

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

The motion carried.

RESOLUTION NO. R-784
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
DECLARING CITY PROPERTY (CERTAIN MISCELLANEOUS EQUIPMENT) TO BE
SURPLUS AND AUTHORIZING CITY STAFF TO DISPOSE OF SAID PROPERTY.

- H. Consider citizen contest to name new park at Yamhill Park Estates.

Councilor Askey proposed having a contest to name the new park at Yamhill Park Estates. Councilor Askey will research this a little further and come back to Council with more details.

- I. Information and Annual Financial Report, Recology Western Oregon -Carl Peters-General Manager.

This report was reviewed by City Council.

7. CONSENT AGENDA:

- A. Approve Council Minutes
(1) Regular Session January 13, 2021

- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO #21-022 – Xylem Water Solutions - \$1,500.00- PW Emergency Pump re-wire and installation at the Wastewater Treatment Plant.
 - (2) PO #21-023 – Genuine Technology - \$597.00- PD docking station

3/24/2021 Town Hall Meeting minutes were added to the Consent Agenda.

Motion by Echaury, seconded by Hedin, to approve the Consent Agenda as amended.

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

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Things are going well. Chief Graven explained that the teal ribbons, pinwheels, and signs are for Child Abuse Prevention and Family Violence Prevention month. Chief Graven also pointed out that the department has been participating in grants for traffic enforcement national events. Chief Graven also mentioned National Night Out fundraiser and that he had submitted the permits to ODOT for the Derby Day parade.

- B. Public Works Review

Wofford reported that his team had formalized the street maintenance plan, done some park cleanup, upgrading their inventory for public works, culvert flushing in town, and poured six yards of concrete and replaced approx. 100 sq. ft. of asphalt for basic maintenance. Wofford has been working with AKS on possibly moving forward on the Hemlock St. improvement project, PGE with their quote for the footpath between Yamhill Park Estates and the Y-C School District and will be meeting with Darrell at Delta to get a quote to replace the water treatment plant filter media. Wofford has made changes to employee scheduling to ensure that the City has coverage of seven days a week, eight hours a day.

- (1) Consider salary increase for Kyle Adams, Utility Worker II position.

The personnel review and the certifications for Water Treatment 1 and Distribution 1 were received.

Motion by Echaury, seconded by Askey, to approve a pay increase for Kyle Adams of 5% retroactive to March 21, 2021.

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

The motion carried.

Mayor Potter requested an update from the Yamhill Downtown Association (YDA)from

Phillip Higgins. Mr. Higgins reported that the Mayor and himself had been working with University of Oregon on getting an update to the Park Master Plan. The YDA is also working on a Literary Walking Tour as part of the Beverly Cleary Celebration.

B. Mayor/Administration Review- Admin.
Nothing to report.

C. Council Review
City Council application reviewed and will consider all applications at May 12, 2021 City Council meeting.

D. Emergency Preparedness Review
None Received.

9. INFORMATION/ANNOUNCEMENTS:

- A. Budget Committee Meeting, Monday, May 10, 2021 6:30PM.
- B. Vacancies:
Planning Commission – 1 member -Applications are available at City Hall
City Council – 1 member – Applications are available at City Hall

10. ADJOURNMENT: 8:13

Motion by Echaury that the meeting adjourn at 8:13PM.

The motion carried by unanimous vote.
Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau, Administrative Clerk