



## **CITY COUNCIL MEETING MINUTES**

The council approved special event permits for Beverly Cleary Days and the McMinnville Amateur Radio Club's Field Day, allowing for these repeat events to be approved at a staff level in the future. They also updated the personnel policy manual by resolution. The City Council discussed upcoming meetings, including Budget Committee and Planning Commission meetings. Chief Graven mentioned the installation of cameras at City Hall and the system's potential for future camera installations. Public Works and the mayor were praised for their quick response during a water emergency in Cove Orchard. The council also discussed the importance of infrastructure, the need for a second water source, and the potential benefits of youth sports facilities.

### **I. CALL TO ORDER**

Mayor Corrigan called the meeting to order at 6:32 p.m.

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#### **ROLL CALL**

**Present, In-Person:** Mayor Shea Corrigan

Councilors: Tim Askey, Kim Kind, Chris Featherston, Patty Pairan

**Staff Present, In-Person:** City Administrator, Shelley Reimer

Chief Greg Graven, Police Department; Jason Wofford, Public Works;  
Angie Fowler, City Recorder

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### **II. FLAG SALUTE**

The mayor led the Pledge of Allegiance.

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### **III. PUBLIC COMMENT RESPONSE FROM MARCH 2025**

Shelley Reimer responded to Robert Davis's comment from the previous month regarding the budget calendar. This was cleared up in the Budget Process Review meeting to Robert's satisfaction.

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### **IV. PUBLIC COMMENT**

Public Comment was received by:

Bob Davis, YNA, Yamhill, OR

Jay Disbrow, Yamhill, OR

Rocky Losli, Yamhill, OR

Jeramie Facchini, Yamhill, OR

Chuck Mitchell, Yamhill, OR



**V. AGENDA UPDATES  
OR ADDITIONS**

- A) Shelley Reimer noted that there were two versions of the resolution to approve, depending on the council's choice to have the CA handle this with or without them in the future.
- B) There was also an update to the FEMA grant that will be addressed in Unfinished Business.

**VI. CONSENT AGENDA**

- C) Financials
- D) Minutes

**A MOTION TO APPROVE THE CONSENT AGENDA**

**ROLL CALL:** Motion introduced by Tim Askey and seconded by Chris Featherston

**Ayes (5):** Corrigan, Askey, Kind, Featherston, Pairan

**Nays (0):** None

The motion carried.

**VII. ORDINANCES**

- A) Lighting Ordinance

Mayor Corrigan asked if anyone would like to discuss this, as it was not passed unanimously last time.

Councilor Featherston stated that her main concern is that she is unsure if all the business owners have been notified or are paying attention to this. She wanted to make sure that all those people had time to look at it as it would cost them to ensure that they are up to code.

Mayor Corrigan noted that at the work session, they discussed an upcoming code amendment. This may mean that this ordinance will need updates. He suggested postponing the second reading until a later council meeting.

**A MOTION TO CONTINUE THE SECOND READING TO THE JUNE 11<sup>TH</sup> COUNCIL MEETING**

**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Kim Kind

**Ayes (5):** Corrigan, Askey, Kind, Featherston, Pairan

**Nays (0):** None



The motion carried.

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**VIII. COMMITTEE  
REPORTS**

A) Planning Commission

Shawn Freilinger, Planning Chair, updated the council on last month's meeting. He stated that they are still discussing whether to meet next week and that he was also here to answer questions on the lighting ordinance.

B) Economic Development Committee

Jenny Morrison, EDC Chair, was not present. Robert Davis, another member of the Economic Development Committee, gave the council of their last meeting.

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**IX. UNFINISHED  
BUSINESS**

A) Water Contracts Discussion

The Council/Districts Work Session has been scheduled for April 23<sup>rd</sup>.

B) IT Update

We have now off-boarded from IS Outsource. Dave Brooks continues to help us in the interim. She has a meeting with Kaiser on Friday. This will be the beginning of that process.

C) Parks Master Plan Update

We met with AKS last month and did an inventory of the parks. We have also established a CAC for the Parks Master Plan.

D) DLCD Grant Update

We got approval from DLCD for an extension of our grant contract that will wrap up in July. We have the PC hearing scheduled for May 19, and it will go to the city council in June and July. Other than that, everything is on budget and track.

E) FEMA Grant Update

We got word about the FEMA grant. The 2.1-million-gallon storage tank, which was submitted for a grant by AKS last year. We are just a couple of steps short of an award on that, and they have changed the fee structure. Previously, it was 75/25 FEMA/City, now it is 90/10, which makes it \$350K for us. The Business Oregon matching grant was up to \$500k. Which means, if we are awarded this, which is looks like we will be, we will pay \$0.





**X. NEW BUSINESS**

A) Proclamation – April is Child Abuse Prevention Month  
Council President Askey read the proclamation.

B) Approve Special Event Permit, Beverly Cleary Days/Jane Heinrich Park  
Amy Brewer gave the council a presentation on plans for the Beverly Cleary Days event.

**A MOTION TO APPROVE THE SPECIAL EVENT PERMIT FOR BEVERLY CLEARY DAYS 2025 AND DIRECT STAFF TO APPROVE FUTURE EVENTS**

**ROLL CALL:** Motion introduced by Kim Kind and seconded by Chris Featherston

**Ayes (5):** Corrigan, Askey, Kind, Featherston, Pairan

**Nays (0):** None

The motion carried.

C) Approve Special Event Permit, Amateur Radio Club Field Day -Beulah Park

**A MOTION TO APPROVE THE SPECIAL EVENT PERMIT FOR 2025 AND DIRECT STAFF TO APPROVE FUTURE EVENTS FOR MCMINNVILLE AMATEUR RADIO CLUB FIELD DAY.**

**ROLL CALL:** Motion introduced by Kim Kind and seconded by Tim Askey

**Ayes (5):** Corrigan, Askey, Kind, Featherston, Pairan

**Nays (0):** None

The motion carried.

D) Discussion on Updates to the Master Fee Schedule

City Administrator Reimer stated that this would need to be tabled because it needs more discussion.

E) Adopt Resolution R-836 Updated Personnel Manual 24/25

**A MOTION TO APPROVE R-836, A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, SUPERSEDING RESOLUTION R-739, ADOPTING AN UPDATED VERSION OF THE YAMHILL PERSONNEL POLICY.**

**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Kim Kind

**Ayes (5):** Corrigan, Askey, Kind, Featherston, Pairan



**Nays (0):** None

The motion carried.

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**XI. DEPARTMENT  
REPORTS**

A) Administration

City Administrator, Shelley Reimer, gave a PowerPoint presentation.

B) Police Department

Chief Greg Graven asked the council if they had any questions on the reports provided, and then updated the council on recently installed camera systems.

C) Public Works

Jason Wofford, Facilities Manager, commended the mayor on the recent help given to Cove Orchard during a recent water emergency.

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**XII. COUNCIL REPORTS**

A) Mayor

Mayor Corrigan, commended the public works staff for their help in the Cove Orchard water emergency and thanked everyone involved, including Brian Young with Yamhill Council Emergency Management and Oregon Environmental.

He also discussed the baseball field at Jane Heinrich Park being repaired in a field day so that the teams would be able to have a space for practice.

Last he touched on when the public is invited to speak during council meetings and when they should remain quiet.

B) Council

Councilor Pairan proposed to involve high school journalism students in creating a city newsletter. The council agreed to let her investigate this further.

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**XIII. INFORMATION/  
ANNOUNCEMENTS**

A) OGECE SEI Filing Deadline April 15<sup>th</sup>

B) First Budget Meeting April 15<sup>th</sup>

C) Second Budget Meeting April 22<sup>nd</sup>

D) Joint Council/ Water Districts Work Session April 23<sup>rd</sup>

E) Budget Hearing May 14<sup>th</sup>



F) DLCD Grant Planning Commission Hearing May 19<sup>th</sup>  
G) Council hearing DLCD Grants and Budget Adoption June 11<sup>th</sup>

**ADJOURNMENT**

The meeting adjourned at 8:14 p.m.

Respectfully Submitted and Approved.

Shea Corrigan  
Mayor, City of Yamhill

Attest:

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Angie Fowler, City Recorder