



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING Wednesday, May 11, 2022, 7:00 P.M. MINUTES

REGULAR MEETING

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

Present by Teleconference: Councilor Tim Askey

Present In-Person: Mayor Yvette Potter and Councilor Kay Echaury

Absent: Councilors Marci Hedin and Andrew McMullen

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

2. **PUBLIC COMMENT:**

Public comment was received from the following:
Sherry Wilson, Patty Pairan, and James Phillips.

3. **PRESENTATIONS:**

A. Recology – Rate Review

Dave Larmouth, Rate Analyst, Recology and Chris Carey, General Manager, Recology, presented rates and information as provided in the Recology Western Oregon – Valley Inc. Financial Statements, Valley Cost of Service Report 2021-22, and Summary Rate Sheet Effective Date 7/1/2022 included in the record. Mr. Larmouth and Carey requested that the City Council inform them when they will take a vote on the rates presented.

B. Water Advisory Committee

Chair Brian Jensen reviewed the Yamhill Water Advisory Committee report included in the record.

Mayor Potter directed Jason Wofford, Facilities Manager, to provide the request information as stated on the letter from Hillsboro Water dated February 18, 2022, and included in the record, to the administration department so they can draft a Letter of Interest and submit that to Hillsboro Water.

Wofford will proceed on the Treatment Plant Discharge Water Meter repairs or calibration as per the current procurement procedures, Schuetz can approve this expense.

The log jam project is on hold due to the permitting process and the \$50,000 for the project would need to be budgeted for the next fiscal year.

The leak detection and water conservation plan will need to be followed through by the Interim City Administrator and Wofford. City Council approved these items on January 12, 2022. Wofford believes that leak detection was included in the quote for the water conservation plan from OAWU.

Wofford was directed by Mayor Potter to attend the Yamhill Regional Water Authority (YRWA) meetings until the permanent City Administrator joins the City when Wofford has time within Wofford's schedule.

C. Yamhill Neighborhood Association (YNA)

Yamhill Neighborhood Association representative, Robert Davis, reviewed the YNA Agenda dated May 11, 2022, included in the record.

Councilor Echauri clarified with Cathy Phillips that notifying the water district members of water restrictions is the water districts responsibility.

Mayor Potter would like the permanent City Administrator to coordinate the "Coffee with a Councilor".

Mayor Potter addressed the item on the Planning Commissioner living outside of the City boundaries that this is within the City's Municipal Code, and this provides an outside perspective just like the person who lives outside of the City's boundaries on the Water Advisory Committee. Bregante-Candau was directed to post the presentation from Nicholas Peasley, City Attorney, to the website again.

4. UNFINISHED BUSINESS:

A. Amendment to Ordinance Municipal Code Chapter 3.54 WATER CONSERVATION REGULATIONS – *Public Hearing and 2nd Reading – corrected from 1st Reading*

City Council deliberated.

Motion by Echauri, seconded by Askey, to approve Ordinance 539 An Ordinance of the City of Yamhill Amending the Chapter 3.54 Water Conservation Regulations of the Municipal Code, Adopting New Provisions and Declaring an Emergency with the following amendments: move the last sentence of Section (E) Level V (2) to Section (C) Level III and all edits as shown in red script in Exhibit A.

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

The motion carried.

B. Payroll Services – *consider third-party payroll services contract*

Motion by Echauri, seconded by Askey, to approve contracting out payroll services and authorized Mayor Potter to review, approve, and sign the contract.

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

The motion carried.

C. Employment Handbook Update – *consider acknowledgement*
Motion by Echaury, seconded by Askey, to table the Employment Handbook Update.

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

The motion carried.

5. NEW BUSINESS:

A. City Council Goal-Setting Retreat Summary – *information only*
Schuetz reviewed the Staff Report that is included in the record. Mayor Potter added that some of the items that City Council was looking into was an upgraded City website and app, payroll services, utility bill upgrade with an online payment option, and water improvements.

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 – April 13, 2022
- B. Financial Statement July 2021 - April 2022
- C. Yamhill Organizational Development Assessment Draft Report – *submitted*
- D. Class and Step Schedule - *for Budget Committee*

Motion by Echaury, seconded by Askey, to approve the Consent Agenda.

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

The motion carried.

7. DEPARTMENT REPORTS:

A. City Administration Report – Administration, Police, Public Works, Public Comment Responses from previous month
Report included in the record.

B. Mayor Comments

City Hall will be closed on Fridays.

Motion by Echaury, seconded by Askey, that City Hall is only open Monday through Thursday and is closed on Fridays.

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

The motion carried.

8. ANNOUNCEMENTS:

- A. Budget Committee May 23, 6:00 PM
- B. Budget Committee June 6, 6:00 PM
- C. Budget Committee June 20, 6:00 PM (if needed)
- D. City Council Special Meeting to adopt Budget June 29, 6:00 PM (if needed)
- E. Upcoming Topics
 - 1. FY 23 Budget Adoption
 - 2. City Administrator Recruitment

9. ADJOURNMENT: 9:09 P.M.

Motion by Echaury that the meeting adjourn at 9:09 P.M.

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau, Administrative Clerk