



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Wednesday, May 12, 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 7:00 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; Sharon Bregante-Candau, Administrative Clerk; Officer Miller; Walt Gowell, City Attorney; Nicholas Peasley, City Attorney.

**2. PUBLIC COMMENT:**

None

**3. PRESENTATIONS & APPOINTMENTS:**

A. Thank you letter and donation request from Your Community Mediation  
Your Community Mediation (YCM) has been a part of Yamhill County since 1991. Many local residents have used mediation over the years. Their volunteers offer conflict resolution skills training to youth at the Juvenile Detention Center. YCM provided services for 12 cases assisting 31 City of Yamhill residents during the fiscal year 19-20. YCM is asking for the City's support of \$1,000.00.

Mayor Potter noted that the Budget Committee had decided to donate \$500.00.

B. Yamhill Downtown Association (YDA)

The YDA received it's 501(3)(c) and an announcement of the Literary Walking Tour that will happen on Saturday, May 15<sup>th</sup>, 2021 from 11am -3pm.

**4. UNFINISHED BUSINESS:**

A. Consider citizen contest to name new park at Yamhill Park Estates.  
Councilor Askey discussed options for contest. The Council decided that they would do an initial submission of names emailed to Councilor Askey and then a survey voting on the name once they got the top 10 submissions.

**5. ORDINANCES:**  
**FIRST READING:**

A. None Scheduled

**SECOND READING:**

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

Councilor Echaury made motion for the reading of O-532 to be read by title only for the second time.

Walt Gowell, City Attorney, read Ordinance O-532, by title only, for the second time.

Motion by Echaury, seconded by Potter, to adopt Ordinance O-532 an Ordinance of the City of Yamhill authorizing and establishing a Police Service Fee.

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

Nays: None

The motion carried.

**6. NEW BUSINESS:**

- A. Consider adopting Resolution No. R-780, a resolution amending the Water Rate schedule

Motion by Echaury, seconded by Askey, to adopt Resolution R-780, a resolution by the City Council of Yamhill amending the water rate schedule, and superseding Resolution R-734 and all other resolutions regarding water rate schedules.

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

Nays: None

The motion carried.

**RESOLUTION NO. R-780**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AMENDING THE WATER RATE SCHEDULE, AND SUPERSEDING RESOLUTION R-734 AND ALL OTHER RESOLUTIONS REGARDING WATER RATE SCHEDULES.**

- B. Discuss a possible Stormwater Utility Fee

Council would like to proceed with the process of the public hearing and first reading of the ordinance at the next City Council meeting.

- C. Consider applications to fill the vacant City Council Position. (Term expires 12/31/2022)

The application from Andrew McMullen was considered by City Council.

Motion by Echaury, seconded by Hedin, to approve the appointment of Andrew McMullen to the Yamhill City Council.

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

Nays: None

The motion carried.

- D. Consider adopting a new "telecommunications" section in the Yamhill Municipal Code.

No Municipal Code was received from John Morgan. This item was tabled.

- E. Consider the following item related to the 2020-2021 Fiscal Year Budget. Resolution R-785 - adopting a supplemental budget for the Fiscal

Year ending June 30, 2021.

Motion by Echaury, seconded by Askey, to adopt Resolution R-785, a resolution by the City Council of Yamhill adopting a supplemental budget for the Fiscal Year ending June 30, 2021.

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

The motion carried.

**RESOLUTION NO. R-785**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON**  
**ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR ENDING JUNE**  
**30, 2021.**

- F. Review nuisance complaint regarding Yamhill Fire Protection District's electronic reader board.

Council will table this to the next City Council meeting so that they will be able to review the Municipal Code in preparation to discuss this complaint. Resident Carol Prendergast made a request to have an ex parte situation where Councilor Hedin would not vote on the decision on this issue since she wrote the grant for the Yamhill Fire Protection District's electronic reader board. Councilor Hedin explained she did not have any part in writing the grant

- G. Consider approving the Memorandum of Understanding (MOU) between the City and Yamhill Carlton Together Cares (YCTC) for the use of Jane Heinrich Park for baseball.

Motion by Echaury, seconded by Askey, to approve the Memorandum of Understanding (MOU) between the City of Yamhill and Yamhill Carlton Together Cares (YCTC) for the use of Jane Heinrich Park for baseball.

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

The motion carried.

- H. Consider approving bid proposal for the W First St. Project and Notice of Intent to Award Contract to Lawson Corp. in the amount of \$99,999.00.  
(1) Notice of Intent to Award  
(2) Project Contract  
(3) Labor Standards Administration

Motion by Echaury, seconded by Hedin, to approve the contract to Lawson Corp. in the amount of \$99,999.00.

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

The motion carried.

**7. CONSENT AGENDA:**

- A. Approve Council Minutes  
(1) Regular Session – April 14, 2021

- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO # 032 – Smith & Company Painting, Inc. - \$446.50 – 10% deposit for pressure wash, caulk, and painting City Hall.
  - (2) PO # 033 - Smith & Company Painting, Inc. - \$4,018.50 – remaining balance after 10% deposit for pressure wash, caulk, and painting City Hall.

Motion by Echaury, seconded by Potter, to approve the Consent Agenda subject to the contract with Smith & Company Painting, Inc. for pressure washing, caulking, etc. on the new contract forms.

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

Chief Graven announced the National Night Out Fundraiser on 5/21/21 at 6pm at Beulah Park. This will be a dodgeball game with the Police Department vs the Fire Department. Chief Graven also expressed his appreciation for his officers, City Councilors and City Hall Office Staff.

### C. Public Works Review

Wofford reported that they are waiting for a proposal from Delta for the filter media replacement, getting the variable frequency drive (VFD) installed at the water treatment plant, getting new pumps installed at the headworks at the wastewater treatment plant, working with staff and AKS on familiarizing themselves on the distribution system in town, working lightly with AKS to gain an understanding of the easements for the mainline on Turner Creek, replacing 3 air vacs on the mainline, and getting cedar chips for the children's playground at Beulah Park. Wofford also reported that the County will be re-striping and crack sealing North Olive St. this summer and that there was a waterline break at Hwy 47 and W Fuscia St. Wofford expressed his appreciation to Chief Graven, the Kings, and the Yamhill Fire Protection District's for their help during the waterline break.

Mayor Potter asked if there were any issues with the reopening of the park's bathrooms and Wofford replied that there hadn't been. Councilor Echaury asked if the bathroom hours could be extended longer considering there hadn't been any issues and Mayor Potter replied that with the COVID-19 risk level for the County being at high, that she didn't think the City should. Chief Graven said once the bathroom hours are extended that they should look into a better camera system.

### (1) Consider applications to fill Plant Operator position

Discussion was had in regard to the applications that were received and the costs of a DRC. Two of the options Mayor Potter suggested were: hire the current Utility Worker II as the Plant Operator and hire a DRC until that employee was certified to be the City's DRC or repost the Plant Operator position and contract with a DRC until that position can

be filled. Councilor Echauri suggested an interview with the current Utility Worker II. Mayor Potter requested that an interview be setup with the current Utility Worker II and the other applications would be notified that they didn't meet the minimum requirements. Chief Graven said that he would be happy to be part of the interview board. Walt Gowell, the City's Attorney, asked that the interview board not consist of a quorum of the City Council so that they wouldn't be in violation of the public meetings rules. Mayor Potter replied that Councilor Echauri was over Public Works and would be handling the interview process for the City Council.

A. Mayor/Administration Review- Admin.

Bregante-Candau reported that the administrative staff had been working hard with the Budget Committee on the budget and supporting City Council and their meetings. Bregante-Candau is working on a Recreational Trails Program grant application with Jason Wuertz, AKS, City's Engineering staff and working with Chief Graven on the COPS grants that have just recently opened – Law Enforcement and Mental Health and Wellness Act Program, School Violence Prevention Program, and COPS Hiring Program.

B. Council Review

None at this time.

C. Emergency Preparedness Review

None Received.

**9. INFORMATION/ANNOUNCEMENTS:**

A. Budget Committee Meeting, Monday, May 17, 2021 6:30PM.

B. Vacancies:

Planning Commission – 1 member -Applications are available at City Hall

**10. ADJOURNMENT: 7:57PM**

Motion by Echauri that the meeting adjourn at 7:57PM.

The motion carried by unanimous vote.

Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Sharon Bregante-Candau, Administrative Clerk