



**YAMHILL CITY COUNCIL and the YAMHILL COUNTY COMMISSIONERS
TOWNHALL 6:30 P.M. / REGULAR MEETING 7:00 P.M.
Wednesday, May 9, 2018
MINUTES**

**TOWN HALL WITH YAMHILL COUNTY COMMISSIONERS
TOWN HALL MEETING: 6:30 P.M.**

Open House / Town Hall format for local residents to bring their thoughts before the Yamhill County Board of Commissioners and Yamhill City Officials.

Yamhill County Commissioners Mary Starrett, Stan Primozich and Rick Olson were in attendance. The Commissioners addressed the Council and Citizens regarding their different roles and responsibilities as commissioners. The Commissioners also addressed concerns that citizens may have. There was discussion regarding the Yamhelas Westside Trail and the question of having five part-time County Commissioners as opposed to the current three full-time Commissioners. The Town Hall discussion ended at 7:30pm.

REGULAR MEETING 7:00 P.M.

1. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Terp at 7:32PM

Present: Mayor Terp and Councilors Potter, Disbrow and Gray

Excused Absence: Councilor Echauri

Staff present: City Recorder Gilmore, Superintendent Howard and Chief Graven

2. PUBLIC COMMENT:

Patricia Manson commented that Superintendent Howard is much appreciated in the community and thanked him for his work and leadership as Public Works Superintendent.

3. PRESENTATIONS & APPOINTMENTS:

A. Discussion with Yamhill County Commissioners.

It was noted that the County Commissioners had extended their discussion 30 minutes over scheduled time and did not stay during the regular meeting.

4. UNFINISHED BUSINESS:

- A. Receive update letter concerning Business at 275 W. Third Street.

Discussion has been continued from the March 14, 2018 Council meeting, as Council requires monthly updates from the business owners. The property owner or representatives were not in attendance but had provided a written update. The update noted that the proposed purchase of property in Carlton discussed at the March meeting is not possible at this time, but they are considering property in Yamhill at 16689 Highway 47.

It was noted that the property on Highway 47 is also R-1 Zoning and a conditional use permit would be required for any business at that location. Council will require another update in June before further discussion.

- B. Discuss Council's request to O.D.O.T. for parking restrictions on Highway 47 from Second Street to Azalea Street.

Discussion has been continued from the April 11, 2018 Council Meeting. It was recommended at that meeting that an 8-foot height restriction for all vehicles parked between First Street and Azalea Street on Highway 47 be requested. Council's consensus was to approve the recommendation and directed Howard to submit to O.D.O.T.

Howard reported that after discussion with O.D.O.T., the restrictions can be implemented, but O.D.O.T. advised to first notify all business's in the area of the possible parking restrictions. Terp directed City Staff to notify the businesses between First Street and Azalea Street on Highway 47 of the possible parking change and invite them to the June 13, 2018 Council Meeting for open discussion.

5. ORDINANCES:

FIRST READING:

- A. None Scheduled

SECOND READING:

- A. None Scheduled

6. NEW BUSINESS:

- A. Consider approving an Audit Service Proposal in the amount of \$13,500.00 with Grove, Mueller & Swank, P.C. for 2017-2018 audit year and authorize Mayor Terp to execute the contract.

Gilmore reported that Grove, Mueller & Swank, P.C. have done the City's Auditing Service since Fiscal Year 2010/2011. The proposed cost is the same as the last two Fiscal Year's.

Motion by Disbrow, seconded by Potter, to authorize Mayor Terp to execute contract with Grove, Mueller & Swank, P.C. for 2017-2018 audit service contract.

Roll call: Ayes: Potter, Disbrow, Terp and Gray
Nays:

The motion carried.

- B. Consider approving an Intergovernmental Agreement between Yamhill County and the City of Yamhill regarding Dog Control Licensing Revenue and authorize City Recorder to sign.

This intergovernmental agreement is between Yamhill County, and the City of Yamhill. Until recently, the Yamhill County Sheriff's Office provided dog control services to the City of Yamhill and its residents. The Sheriff's Office ceased providing dog control services to the City and its residents in 2017. Cities within Yamhill County that don't Contract with the Yamhill County Sheriff's Office for police services, including the City of Yamhill, currently perform dog control functions within their own jurisdictional boundaries. The purpose of this agreement is to equitably distribute dog control licensing revenue collected by and on behalf of the County, between the County and City, to compensate County for administrative costs associated with the licensing program, and to provide revenue to the City for performing dog control functions within the jurisdictional boundaries of the City.

Motion by Disbrow, second by Gray, to authorize Recorder Gilmore to execute contract between Yamhill County and the City of Yamhill regarding Dog Control Licensing Revenue.

Roll call: Ayes: Potter, Disbrow, Terp and Gray
Nays:

The motion carried.

- C. Consider adopting Resolution No. R-754, a Resolution by the City Council of Yamhill, Oregon establishing a Reserve Fund for the purpose of accounting for Stormwater System Development Charges.

Motion by Disbrow, seconded by Gray, to adopt Resolution R-754, a resolution by the City Council of Yamhill, Oregon establishing a Reserve Fund for the purpose of accounting for Stormwater System Development Charges.

Roll call: Ayes: Potter, Disbrow, Terp and Gray
Nays: None

The motion carried.

RESOLUTION No. R-754
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL TO
ESTABLISH A RESERVE FUND FOR THE PURPOSE OF ACCOUNTING FOR
STORMWATER SYSTEM DEVELOPMENT CHARGES

- D. Consider approving Court Citation collections at a reduced rate for receivables older than 2016 with Western Collection Bureau.

Gilmore reported that there is currently over \$325,000.00 in uncollected Traffic Citations turned over to our Collection Agency. Some Cities have offered a one-time “amnesty program” on accounts to forgive a portion of the overdue fines owed when paid in full. The program would offer 50% off the total amount with the Collection Agency retaining 25% Commission and the City of Yamhill would retain 75% plus interest. Council consensus is to approve the amnesty program on all receivables older than 2016 for a period of a 90-day offering.

- E. Consider approving extension of professional services contract for City Planner John Morgan to June 30, 2020 and authorize the Mayor to execute the contract.

Gilmore reported that the new contract would remain at the per hour rate of \$85.00 for the planning services.

Motion by Disbrow, seconded by Gray, to approve extension of the contract for City Planner John Morgan to June 30, 2020 and authorize Mayor Terp to execute the agreement.

Roll call: Ayes: Potter, Disbrow, Terp and Gray
Nays: None

The motion carried.

7. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session – April 11, 2018
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) Blue Line Electric – PO # 18-050 - \$5,445.00 - Park Security Lights
 - (2) Branom Instruments Co – PO # 18-051 - \$2,310.00 – Servicing of Mag meters in the water and wastewater system.

Motion by Disbrow, seconded by Potter the Consent Agenda as presented.

Roll call: Ayes: Potter, Terp, Disbrow and Gray
Nays: None

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

- A. Police Review– Graven – Monthly statistical report in packets.

Graven reported that it was a busy month with 194 calls. Graven reported that Alan Robbins will be graduating this week from the Police Reserve Academy and Jeff Yates will be graduating next week. Graven stated that he is involved with a workgroup with the Yamhill County Health Department concerning the major issues in Yamhill County which include four priorities; Behavioral Health, Trauma and Resilience, Tobacco and Vaping and Preconception Health. Graven stated that as a law enforcement officer he would like to focus on Behavioral Health and Trauma and Resiliency and recruit stakeholders to become involved and participate in the workshops. Graven has been in touch with the Yamhill/Carlton School District to participate as a stakeholder in the workshops that will be a five-year project. The workshops will be focusing on issues with Behavioral Health and Trauma and Resiliency and what resources would be available and how to help individuals and connecting them to the correct resource.

Patricia Manson, a local resident, stated that at the last school board meeting, Superintendent Cline announced that the school's behavioral specialist is completely overwhelmed within the school district and are currently working on a budget to add an additional specialist.

Manson stated concern for the limited information that is included on the monthly Police Statistical report. Manson is requesting that more information be included concerning the schools as the school district does not release any information and feels that residents and parents need to know information concerning police calls to the schools. Manson reported that the April 2018 Police Statistics report had even less information than the previous month for a local community group to collect any data.

Mayor Terp responded that it was her direction to limit the report information as it is not required by cities to supply this information and believed the information was being used in a negative or nonconstructive manor. Terp stated that the change was under her direction, but would like the City Council to decide for future reports. Manson questioned if the Mayor had heard that the community group was using the information in a negative manor or had seen the information for herself. The Mayor indicated that the information was heard from several individuals. Manson reiterated that many parents would like more detailed information and feel it is necessary information.

B. Public Works Review – Superintendent Howard – Memo in packets

Superintendent Howard provided his staff report included in packets.

Terp questioned if the School District Water Line Project had been started yet and Howard indicated that the project had been started on Monday, May 7th. Disbrow questioned if the draft is ready to review for the Water Master Plan and Howard reported that the draft is currently being reviewed by the State and will provide a final draft to City Council once the State has finished reviewing.

Howard reported that he will be on vacation from May 25, 2018 until June 4, 2018 and will not be available by phone. As required by the state, someone certified at the level of the system or higher must be available by phone and be able to respond on site within two hours. Howard would like the council to decide who to require to be available while he is on vacation. Council determined that since Ben Unger is the only employee certified, he will need to be available by phone and will be compensated pager pay and also call out pay if needed onsite. Councilor Potter will meet with Public Works staff next week to notify them of Unger's responsibility.

Howard reported that the Water System Sanitary Survey from November of last year required a three-year survey cycle because the City had lost its outstanding performance status but is now back on a five-year cycle because of gaining the outstanding performance status again.

Howard has been researching the City's water rights for Turner Creek and determining how soon the City needs to start looking for an additional water source. Our current Water Master Plan indicates a need for an additional water source by the year 2037. According to Howard's calculations, with an estimated City growth of 2.2% a year, the current water source should last until the year 2042. Howard also reported that the City is required to have fire storage and emergency storage for a volume of 1,023,000 gallons and currently the City has 1,000,000 gallons of storage. Howard is recommending not only updating the current infrastructure, but also adding additional reservoirs for storage. Howard stated concerns with the possible proposed subdivision with the preliminary estimate of 130 homes with 3 people per home, that amount of growth would shorten the City's water source to the year 2023.

C. Mayor/Administration Review-
None Received.

D. Council Review
None Received.

E. Emergency Preparedness Review
Disbrow reported that he has received an early draft of the After-Action Report improvement plan from All Hands Consulting regarding our Emergency Exercise in April. Disbrow stated the next Emergency workgroup meeting will be on Friday, May 25, 2018 at 9:00 am.

Chief Graven discussed the budget for the Police Fund concerning the City's Police Department being underfunded. Graven would like the City Council to consider a City "public safety fee" in order to retain the local police department. This would entail a monthly safety fee included on the water and sewer bill, which does not raise the water or sewer rates, but is strictly dedicated to the public safety fee. Graven would like Council's approval to discuss the options with the City Attorney and then schedule a future town hall meeting to discuss the adoption of a public safety fee and obtain input from our citizens. Council's consensus is for staff to discuss the legality with the City Attorney and return with information in order to move forward with the option.

9. INFORMATION/ANNOUNCEMENTS:

- A. City of Sheridan Local Government dinner- Thursday, May 17, 2018 at @ 6:30pm, Monroe Event Center.
- B. Budget Committee meeting, Monday, May 14, 2018, 6:30PM. City Council Chambers, 155 E. 1st Street.
- C. City Offices will be closed Monday, May 28, 2018 – Memorial Day.
- D. Vacancies:
Budget Committee - 2 members - Applications are available at City Hall.

10. ADJOURNMENT: 9:18 PM

Motion by Disbrow that the meeting adjourn at 9:18 PM.

The motion carried by unanimous vote.
Respectfully submitted,

Paula Terp
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder