

LOCATION: Council Chambers

DATE: June 12, 2024

TIME: 6:30 p.m.

CITY COUNCIL MEETING MINUTES

The Yamhill city council discussed various topics, including the transition of the city administrator position, community safety efforts, water storage and infrastructure, and ways to increase community involvement in local government decision-making. New city administrator Shelley Reimer was introduced, and Public Works shared updates on water work and reservoir capacity. They also discussed the importance of grant writing for the community's future plans and the need for better leak detection and coordination in the wastewater system. Additionally, they touched on the use of technology and infrastructure upgrades in the city, including the implementation of laptops and tablets in council meetings.

I. CALL TO ORDER Mayor Potter called the meeting to order at 6:31 p.m.

ROLL CALL

Roll Call
Present, virtually: Mayor Yvette Potter
Present, in-Person:
Councilors: Shea Corrigan, Tim Askey
Staff Present, in-Person: Shelley Reimer, City Administrator; Greg Graven, Police Chief; Jason Wofford, Public Works Facilities Manager; Angie Fowler, City Recorder

II. FLAG SALUTE The mayor led the pledge of allegiance.

III. INTRODUCTION OF NEW CITY ADMINISTRATOR Mayor Potter introduced Shelley Reimer as the new city administrator. Shelley briefly addressed the group.

IV. PUBLIC COMMENT Public comment was received by: Robert Davis, 212 N Maple St., Yamhill



V. AGENDA UPDATES OR ADDITIONS

The only updates were made from the preliminary agenda. The agenda posted and presented included these updates:

- Introduction of the new City Administrator
- Presentation for Derby Days
- Removed an unnecessary resolution.
- Added City Administrator highlights report.

VI. CONSENT AGENDA

A) Financials

B) Minutes 2-14-24 City Council Meeting

A MOTION TO APPROVE THE CONSENT AGENDA AS IS.

ROLL CALL: Motion introduced by Tim Askey and seconded by Shea Corrigan

Ayes (3): Potter, Corrigan, Askey

Nays (0): None

Absent (2): Echaury, Jensen

The motion carried.

VII. OATHS OF OFFICE

Cathy Phillips, Robert Davis, and Patty Pairan took their Oaths of Office joining the Water Advisory Committee.

VIII. PRESENTATIONS

Jim Phillips presented what is happening with the upcoming Derby Days festival at Beulah City Park. Derby Days will be the same, with the exception of their being no fun run this year.

Jim confirmed with Chief Graven that there would be a permit for the parade.

Jim introduced Brad Windecker, a community club member; Brad had created a website for the Community Club. The website is: yamhillcommunityclub.org.



The community club's next meeting is June 27th at 6 p.m. at Beulah City Park if anyone would like to join.

Brad Windecker noted that they will be dedicating the ramp this year to Lonnie Strode and inquired about the city permitting the community club to clean up and paint the ramp. Jason Wofford noted that it would not be a problem, they would need to carry liability insurance.

IX. COMMITTEE REPORTS

A) Planning Commission

Ken Moore, Planning Chair, updated the council on what the commission did in the last meeting. The updates included the lighting ordinance and Title 10 & 11 revisions.

B) Economic Development Committee

Jenny Morrison spoke for the Economic Development Committee. They have accomplished some of their goals and are regrouping to have a conversation about what may be next.

X. UNFINISHED BUSINESS

A) R-820 A Resolution Approving the Code Amendment to Title 10 of the Municipal code Establishing Formula Business Regulations

A MOTION TO APPROVE R-820, A RESOLUTION APPROVING THE CODE AMENDMENTS TO TITLE 10 OF THE YAMHILL MUNICIPAL CODE, ESTABLISHING FORMULA BUSINESS REGULATIONS.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (3): Potter, Corrigan, Askey

Nays (0): None

Absent (2): Echauri, Jensen

The motion carried.

B) R-822 A Resolution Declaring the City's Election to Receive State Funds

A MOTION TO APPROVE R-822, A RESOLUTION DECLARING THE CITY'S A WORKBOOK ACTION TO RECEIVE STATE FUNDING.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (3): Potter, Corrigan, Askey

Nays (0): None

Absent (2): Echauri, Jensen



The motion carried.

C) R-823 A Resolution Adopting the 2024-25 Fiscal Year Budget, Appropriating Monies for Operation, and Levying a Property Tax.

A MOTION TO APPROVE R-823, A RESOLUTION ADOPTING THE 2024 25 FISCAL YEAR BUDGET, APPROPRIATING MONIES FOR THE FOR OPERATION AND LOOKING AT TAX, AS IS.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (3): Potter, Corrigan, Askey

Nays (0): None

Absent (2): Echauri, Jensen

D) R-824 A Resolution for Property Surplus

A MOTION TO APPROVE R-824 A RESOLUTION FOR PROPERTY SURPLUS.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (3): Potter, Corrigan, Askey

Nays (0): None

Absent (2): Echauri, Jensen

The motion carried.

XI. NEW BUSINESS

A) Special Event Permit Beulah Park - McMinnville Amateur Radio Club Jay Disbrow, 515 E Main St., Yamhill

Mr. Disbrow spoke on behalf of the McMinnville Amateur Radio Club.

Mayor Potter asked Public Works and the Police Department if they have any concerns. Jason Wofford the Facilities Manager's only concern is that they get the permitting required for their event. Chief Graven stated that the police had no concerns. The radio club used the park the previous year and there were no issues.

B) Caucus 2024 Schedule

Angie Fowler, City Recorder, reported to council that the time for the caucus is upcoming and she had scheduled a tentative date/time/place of July 31st, at 6:30, at Beulah Park. She inquired if the council approves.



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A MOTION TO DIRECT STAFF TO SET A DATE FOR THE CAUCUS 2024 ON JULY 31ST AT 6:30 PM AT BEULAH PARK.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (3): Potter, Corrigan, Askey

Nays (0): None

Absent (2): Echauri, Jensen

The motion carried.

XII. DEPARTMENT REPORTS

A) Administration

City Administrator, Shelley Reimer gave a PowerPoint presentation.

B) Police Department

Chief Graven provided a report for both Administration and Police in the packet. He noted that he has completed the 2024/25 staff reviews and is working with the new City Administrator to get her up to speed on all of the projects.

C) Public Works

Jason Wofford, Facilities Manager, provided a report in the packet and summarized what public works has been working on.

XIII. COUNCIL REPORTS

A) First Fridays Discussion with Survey Update from Pam Kirsch.

Mrs. Kirsch reported on the survey that she executed at the council's request. The purpose of the survey was to reach out to the community and see what they would like in lieu of the First Fridays Meeting and Greets that have poor attendance.

She noted that there was not a large response to the survey, but she believed the takeaway was the community wanted a quick summary of what is happening, projects that are being completed, etc., from the council.

The council discussed options including the possibility of a quarterly town hall meeting on special subjects or a monthly "mayors report" or a



newsletter to keep residents informed. They then discontinued the First Friday's Meet and Greet.

**INFORMATION/
ANNOUNCEMENTS**

A) First Friday Meet and Greet w/ Kay Echauri and Marci Jensen

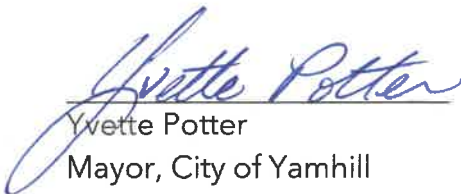
The upcoming meet and greet was cancelled.

B) City Hall New Hours 9 am to 5 pm, Monday - Thursday.

ADJOURNMENT

The meeting adjourned at 8:42 p.m.

Respectfully Submitted and Approved.


Yvette Potter
Mayor, City of Yamhill

Attest:


Angie Fowler, Recorder