



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, June 13, 2018 7:00 P.M.
MINUTES**

REGULAR MEETING/PUBLIC HEARINGS

1. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Terp at 7:00PM

Present: Mayor Terp and Councilors Disbrow, Echauri, Gray and Potter

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

2. PUBLIC HEARING (S):

A. Public Hearing on the proposed modification to the methodology for calculating system development charges.

Mayor Terp opened the public hearing and asked for testimony.

Mayor Terp asked for any abstentions or objections to Jurisdiction. No comments were made.

Terp noted that a staff report was not available, but Steve Donovan of Donovan Enterprises, Inc. would give an overview of the proposed modification to the methodology for calculating system development charges.

Donovan stated that the public hearing consisted of two resolutions; one to adopt the methodology for the SDC's and two to enable the City to adjust the SDC fees in the future due to inflation based on statutory guidelines. Donovan also reported that the process for the SDC analysis started prior to the March 14, 2018 Council Meeting where the analysis was shown in a power point presentation that included a draft for the proposed fee increase.

Chuck Mitchell of Yamhill asked that the increase in SDC charges be postponed for one month, as he currently has building plans waiting for approval at City Hall.

Donna Dempsey of Berkshire Hathaway realty in Yamhill, had concern that the fees are going up too high, too quickly and that it will have an impact on development in Yamhill.

Terp reported that the City's SDC fees have not been increased in almost 20 years and the increase is needed to maintain the City's infrastructure.

Mayor Terp closed the public hearing at 7:20 pm.

B. Following closure of public hearing A, consider the following related items.

- (1) Resolution R-752 – amending the City of Yamhill’s System Development Charges (SDC’s) for Water, Wastewater, Stormwater and Streets.**

Motion by Disbrow, seconded by Echaury, to adopt Resolution No. R-752 amending the City of Yamhill’s System Development Charges (SDC’s) for Water, Wastewater, Stormwater, and Streets and waive the increase for all existing building applications that have been received by City Staff.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

RESOLUTION NO. R-752
A RESOLUTION AMENDING THE CITY OF YAMHILL’S SYSTEM DEVELOPMENT CHARGES (SDCs) FOR WATER, WASTEWATER, STORMWATER, AND STREETS

- (2) Resolution R-753 - establishing a methodology to annually adjust system development charges for inflation.**

Motion by Echaury, seconded by Potter, to adopt Resolution No. R-753 establishing a methodology to annually adjust system development charges for inflation.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

RESOLUTION NO. R-753
A RESOLUTION ESTABLISHING A METHODOLOGY TO ANNUALLY ADJUST SYSTEM DEVELOPMENT CHARGES FOR INFLATION

C. Public hearing on the proposed use of State Revenue Sharing Funds.

Mayor Terp opened the public hearing at 7:25pm and asked for testimony.

No comment or questions were forthcoming, and the public hearing was closed at approximately 7:29PM.

D. Public hearing on the 2018-2019 Fiscal Year Budget.

Mayor Terp opened the public hearing and asked for testimony.

Mayor Terp asked for any final comments concerning the budget. Terp closed the public hearing at 7:35PM.

E. Following closure of the public hearing C and D, consider the following items related to the 2018-2019 Fiscal Year Budget.

(1) Resolution No. R-755- Allowing disbursement of State Funds.

Motion by Echaury, seconded by Gray, to adopt Resolution No. R-755 allowing disbursement of State Funds.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

**RESOLUTION NO. R-755
A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ALLOWING
DISBURSEMENT OF STATE FUNDS, IN ACCORDANCE WITH ORS 221.760.**

(2) Resolution No. R-756 -Electing to receive State Revenue Sharing funding.

Motion by Echaury, seconded by Potter, to adopt Resolution No. R-756 electing to receive State Revenue Sharing Funding.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

**RESOLUTION NO. R-756
A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, DECLARING
THE CITY'S ELECTION TO RECEIVE STATE REVENUES.**

(3) Resolution No. R-757 -Adopting the 2018-2019 Fiscal Year Budget.

Motion by Echaury, seconded by Potter, to adopt Resolution No. R-757 adopting the 2018-2019 Fiscal Year budget in the total amount of \$4,264,451.00 and approving the property tax rate of \$3.7389 per \$1,000.00 of assessed value.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

RESOLUTION NO. R-757
A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING THE
2018-2019 FISCAL YEAR BUDGET, APPROPRIATING MONIES FOR OPERATION
AND LEVYING A PROPERTY TAX

REGULAR MEETING

3. PUBLIC COMMENT:

Patty Pairan of Yamhill, wanted to address the issue of speeding in town and specifically on Sunday, June 10th during the High School graduation. Pairan doesn't believe our Police Officers are stopping speeders or only giving warnings if stopped. Pairan stated that this is an ongoing problem and has addressed the Council at numerous meetings. Pairan believes Yamhill's officers are not patrolling or issuing speeding citations enough to keep the public safe and there are too many speeders going through town. Chief Graven commented that during his 27 years at Yamhill Police Department, doing traffic enforcement and issuing many many citations, he shares the publics frustrations with continued speeding on both highways intersecting Yamhill. Graven also commented that most of the issued warnings are for non-moving violations. Mayor Terp stated that the issue couldn't be resolved tonight, and that the Yamhill Police Department will continue to be aware of citizens concern.

4. PRESENTATIONS & APPOINTMENTS:

A. None Scheduled.

5. UNFINISHED BUSINESS:

A. Discuss Council's request to O.D.O.T. for parking restrictions on Highway 47 from First Street to Azalea Street.

Discussion has been continued from the April 11, 2018 and May 9, 2018 Council Meeting. It was recommended at those meetings 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.

Bob Landauer from "T&E Store" had concern for his customers that are making quick stops to make a purchase and Julie Belt from "Relax, I'll Meet You There" didn't feel the the 8-foot restriction would solve the safety issue, as any sized vehicle can block your vision. There was also a concern that the painted yellow curbed areas are very faded and some drivers might not notice the parking restriction. Howard commented that Public Works will be repainting the yellow curbs early summer. Discussion continued with other options to make the intersection safer. The City had previously discussed options with the Oregon Department of Transportation and due to the area being state

highways, it would not be possible to install traffic lights or stop signs at the intersection of Highway 240 and Highway 47.

Council consensus is to approve increasing the yellow no parking areas on the corners of Main Street and Highway 47, and First Street and Highway 47 from 20-feet to 25-feet and repaint the yellow areas. Howard will review the decision with O.D.O.T., before changing the restriction.

- B. Consider residents request at 315 N. Maple Street, to reduce widening of E. Camellia Street to 26 feet.

A letter was received from the resident at 315 N. Maple Street requesting that the City Council only require the widening of East Camellia Street from the School Districts property to 26 feet instead of the 36-foot required City Code. This area of Camellia Street is currently an entry to the high school campus lined by trees on the south and a tall hedge on the north. Reducing from 36 feet to 26 feet will allow for these features to remain intact and still would meet the 26-foot Fire Code regulation. Chief Jensen reported that if 26 feet is approved, no-parking signs will need to be posted and enforced along the block so Fire vehicles can have access.

Motion by Terp, seconded by Potter, to approve the request to limit the improvements to E. Camellia Street from School District property to O.D.O.T Highway 47 and limit widening of E. Camellia Street to 26 feet and waive the code requirement.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

- C. Discuss residents request for speed bumps on W. Camellia Street.

A "petition" letter was received from seven residents on W. Camellia Street requesting that the City provide speed bumps to control traffic on their street. W. Camellia is directly across from the High School and feel the street is a common shortcut used with speeds exceeding the safe limit for both pedestrians and other vehicles.

Motion by Disbrow, seconded by Echaury, to approve the request to install two speed humps on W. Camellia Street.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

6. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

7. NEW BUSINESS:

A. Request by Dave Larmouth of Recology Western Oregon regarding Rate Review Report and Annual Financial Report.

Dave Larmouth provided the Rate Analysis for Recology Western Oregon Waste. Larmouth provided a new cost rate adjustment for the coming year at a rate adjustment of 3.50% to be effective July 1, 2018. The rate increase will result in an increase of .98 cents per 90-gallon cart monthly and a .64 cent increase for a 90-gallon cart bi-monthly.

It was determined that it would only be a formality for Council to vote on the increase, as it is not a Council decision but a contractual CPI rate increase.

Motion by Echaury, seconded by Disbrow, to approve the CPI rate increase of 3.50% by Recology Western Oregon Waste.

Roll Call: Ayes: Disbrow, Terp, Potter, Echaury and Gray
Nays: None

The motion carried.

8. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session – May 9, 2018
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) WasteXpress – PO #18-054 - \$, 1,824.12 – Removal of old containers of unknown liquid from Shop area.
 - (2) Les Schwab – PO # 18-056 - \$2,752.60 – Repair of Ford F-150 4x4.

Motion by Echaury, seconded by Potter to approve the Consent Agenda as presented.

Roll call: Ayes: Potter, Disbrow, Terp and Gray
Abstain: Echaury

The motion carried.

9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Chief Graven reported that it was a typical busy month in May. Graven stated that the Multi-Agency Traffic Team will be working traffic enforcement in Yamhill on June 14, 2018 and periodically throughout the year. Councilor Gray questioned how the investigation was going concerning the hit and run accident involving Ben Unger our Public Works employee. Graven stated that Oregon State Police has taken the lead on the investigation and it is ongoing currently.

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

Superintendent Howard provided his staff report included in packets, no questions followed.

- (1) Consider approving appointment of Utility Worker I from part-time to full-time position.

Howard recommends the appointment of Rita Gilmore from a part-time to full-time Utility Worker I position effective July 1, 2018. The position will require a 6-month probation period. Howard also reported that Rita Gilmore's evaluation is within standards and recommends a 3.0% cost of living increase for the Utility Worker I, effective July 1, 2018.

Motion by Potter, seconded by Gray to approve the appointment of Rita Gilmore from a part-time to full-time Utility Worker I position effective July 1, 2018 and approve 3.0% pay increase for Rita Gilmore, effective July 1, 2018.

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

The motion carried.

- (2) Annual review of Plant Operator.

Howard reported that the Public Works Plant Operator's annual evaluation is complete and reported that Bernie Malis is doing a good job and recommends a 2% salary adjustment for promotion to the Plant Operator Position, effective to July 1, 2018, and in addition recommends a 3.0% merit increase, also effective July 1, 2018. The new position will require a 6-month probation period with the understanding that he must meet all requirements of the job description for the Plant Operator. The requirements state that he must obtain all necessary certificates in a certain time frame, if he doesn't, he will move back to the Utility Worker Position and would lose the 2.0% salary adjustment.

Potter made motion, seconded by Gray to approve 5% total increase for Bernie Malis, effective July 1, 2018.

Roll Call: Ayes: Potter, Disbrow, Terp, Gray and Echaury
Nays: None

The motion carried.

- (3) Discuss disposing of miscellaneous items not of value for surplus.

Howard stated that Public Works has a lawn mower that was used years ago to mow the baseball fields at Jane Heinrich Park and was replaced several years ago with a Kubota. The old mower is of no use, or value and is in the way of other equipment. Howard requests that the Council approve the item for surplus to be given away. Council's consensus is to approve the request.

Howard reported that the City installed a new water hydrant near Fruithill and East Yamhill's water meter and the old hydrant needs to be removed. Lee Schrepel of Fruithill has asked for the old hydrant and says that his parents purchased it years ago at the time it was originally installed. Council's consensus is that Schrepel can have the old hydrant, as it is of no value to the City.

C. Mayor/Administration Review-

- (1) Annual review of City Recorder.

Mayor Terp reported that she has completed City Recorder/Treasurer Gilmore's annual performance evaluation and recommends a 3% pay increase.

Terp made motion, seconded by Potter to approve a 3% pay increase for Lori Gilmore, effective July 1, 2018.

Roll Call: Ayes: Potter, Disbrow, Terp, Gray and Echaury
Nays: None

The motion carried.

- (2) Staff Report- Direct City Recorder/Elections Officer to call City Council Nominating Convention – City Caucus for the purpose of nominating a City ticket for candidates for Mayor and two City Councilors – Wednesday, July 11, 2018, 6:30 PM, City Hall Council Chambers (YMC Chapter 1.12.030)

Recorder Gilmore reported that the open positions are for the Mayor position and Councilor Disbrow and Councilor Echaury's position.

Motion by Terp, seconded by Echaury, to approve the City Caucus Nominating Convention on Wednesday, July 11, 2018.

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

The motion carried.

- (3) Staff Report –Schedule of candidate filing deadline, Friday, August 24, 2018 and Key Election Dates.

Staff Report received by City Council.

- D. Council Review
Councilor Gray report on Yamhelas Westsider Trail meeting.

Councilor Gray reported that she attended a meeting on May 31, 2018, concerning the Yamhelas Westsider Trail, that was attended by the Yamhill County Board of Commissioners. Gray read her letter of support to the Commissioners during that meeting and provided a copy to the Yamhill City Council. The letter show support for the trail and positive impact on the City of Yamhill.

- E. Emergency Preparedness Review

Councilor Disbrow reported that the next scheduled E.O.C. workgroup meeting would be on Friday, June 22, 2018 @ 9:30am in the Council Chambers.

There is also an Economic Development meeting at 10:00am, following the EOC meeting.

Disbrow gave an update on the FEMA Grant application for the 2018-2019 Fiscal Year, stating the City did make the initial cut, but we'll have to wait to see how much total funding will be approved.

Disbrow reported that the grant for the 2017-2018 Fiscal Year has been completed and all reports have been submitted, and we are currently waiting for the final reimbursement.

10. **INFORMATION/ANNOUNCEMENTS:**

- A. City Caucus – Wednesday, July 11, 2018 at 6:30pm.
- F. OLCC License renewal list.
- G. Department of Transportations response to Resolution No. R-748 requesting safety improvements at OR 47 and Pike Road.
- D. City offices will be closed Wednesday, July 4th, to observe the Holiday.
- E. Yamhill Derby Days Parade – July 21, 2018.
- F. Carlton Fun Days Parade – June 23, 2018.
- G. City of Yamhill -City/County Dinner, Thursday, August 16, 2018.
- H. June 1, 2018 – First day for local candidates to file declaration of candidacy or nominating petition to run for City Council positions.\
- I. Vacancies:
Budget Committee - 2 members - Applications are available at City Hall

11. **ADJOURNMENT: 9:25PM**

Motion by Echaury that the meeting adjourn at 9:25PM.

The motion carried by unanimous vote.
Respectfully submitted,

Paula Terp
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder