



# City of Yamhill

A small taste of Oregon

## CITY OF YAMHILL, CITY COUNCIL MEETING Wednesday, June 8, 2022, 7:00 P.M. MINUTES

### REGULAR MEETING

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

Present by Teleconference: Councilor Kay Echaury – joined at 7:15pm

Present In-Person: Mayor Yvette Potter; Councilors Marci Hedin and Andrew McMullen

Absent: Councilor Tim Askey

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:  
Patty Pairan, Robert Davis, and Rocky Losli.

#### 3. **PRESENTATIONS:**

##### A. Water Advisory Committee

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

Mayor Potter asked if the WAC would review the water district contracts for suggested updated agreement language; Chair Jensen said that this would most likely happen when they are working on a Flat Base Rate for water. Mayor Potter asked that maintenance be included in the updated language for the water district contracts.

Discussion was had about Yamhill Regional Water Authority and their membership.

##### B. Yamhill Neighborhood Association (YNA)

Yamhill Neighborhood Association representative, Robert Davis, reviewed the YNA Agenda dated May 7, 2022 and June 8, 2022, included in the record.

#### 4. **NEW BUSINESS:**

##### A. Tentative City Administrator

City Council will meet in an Executive Session on Friday, June 10, 2022 to discuss this.

B. Planning Commission File #CA 21-04, Temporary Carport/Garage Schuetz reviewed the staff report included in the record.

Motion by Hedin, seconded by Echaury, to ask the Planning Commission to withdraw the application.

Roll call: Ayes: Potter, Echaury, Hedin, and McMullen  
Nays: None

The motion carried.

C. City Caucus

Motion by Hedin, seconded by Echaury, to schedule the City Caucus on Wednesday, July 6, 2022 at 6pm at Beulah Park in Yamhill, Oregon and authorize the City Administrator to call the caucus and provide for public notices as set forth in Yamhill Municipal Code Chapter 1.12.

Roll call: Ayes: Potter, Echaury, Hedin, and McMullen  
Nays: None

The motion carried.

**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 – May 11, 2022
- B. Financial Statement July 2021 - May 2022

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

Roll call: Ayes: Potter, Echaury, Hedin, and McMullen  
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. Discussion of third-party payroll services, payroll audit, and the Recology Franchise Agreement.

Chief Graven spoke about Neighborhood Watch and catalytic converter thefts. Yamhill County Sheriff's Deputy Druery spoke more on the catalytic converter thefts.

Jason Wofford reported work to be done on Hemlock, Council will need three bids for approval. Councilor Echaury asked if Hemlock should be repaved before the Park Meadows subdivision goes in; Wofford replied that the contractor will have to repair if they cause any damage. Wofford reported that disabled parking at Beulah Park was an estimated cost of \$1,200. Mayor Potter requested this be done before Derby Days due to the inability of some visitors to the event not being able to attend due to the lack of disabled parking. Petra Schuetz verified that this would be done before then with the current fiscal year budget.

B. Mayor Comments

Mayor Potter addressed the following recommendations from the WAC:

- Log Jam – The City would need a competitive bid process for this project and development agreement with the Park Meadows subdivision which would need to be reviewed by the City’s Attorney. Potential to be classified as a donation.
- Flat Base Rate – The water rate study cost of \$15,000 has been recommended to the Budget Committee, this recommendation will be increased by \$7,500 to \$5,000.
- Off Channel Reservoir Project:

Motion by Hedin, seconded by Echaury, to request the Budget Committee consider \$50,000 be put in the 2022-2023 fiscal budget for the Off Channel Reservoir project.

Roll call: Ayes: Potter, Echaury, Hedin, and McMullen  
Nays: None

The motion carried.

Mayor Potter encouraged staff to put the City’s accomplishments on social media to share with the community.

**8. ANNOUNCEMENTS:**

- A. Budget Committee June 6, 6:00 PM
- B. Budget Committee June 15, 6:00 PM
- C. Budget Committee June 20, 6:00 PM
- D. City Council Special Meeting to adopt Budget June 29, 6:00 PM
- E. Upcoming Topics
  1. Employment Handbook
  2. FY 2023 Budget Adoption
  3. City Administrator
  4. TGM Grant for Downtown Plan
  5. Implementing organizational development assessment recommendations
  6. Town Hall regarding water security

Additional announcements added:

- Derby Day Breakfast June 12, 2022 7-11 AM
- Yamhill – Carlton High School Graduation June 12, 2022 – Noise Parade at 7 PM

9. **ADJOURNMENT: 9:05 P.M.**

Motion by Hedin that the meeting adjourn at 9:05 P.M.

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