



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, June 9, 2021 7:00 P.M.
MINUTES

REGULAR MEETING

THIS MEETING WAS A TELECONFERENCE

1. CALL TO ORDER: Roll Call

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echaury, Tim Askey, and Marci Hedin.

Staff Present by Teleconference: Greg Graven, Police Chief; Jason Wofford, Facility Manager; Sharon Bregante-Candau, Administrative Clerk; Walt Gowell, City Attorney; Nicholas Peasley, City Attorney.

2. PUBLIC HEARING:

- A. Public Hearing on adopting City of Yamhill Municipal Code Chapter 3.70, Stormwater Drainage Utility; and Amending Yamhill Municipal Code Chapter 3.72, Utility Billing.

Mayor Potter opened the Public Hearing at 7:12pm for adopting City of Yamhill Municipal Code Chapter 3.70, Stormwater Drainage Utility; and Amending Yamhill Municipal Code Chapter 3.72, Utility Billing in the City of Yamhill, Oregon. Potter asked if there were any objections to jurisdiction. None followed.

Public comment from April Anderson and Bryan Ricketts provided in an email. Responses to questions about Ordinance O-533 were provided in a reply email with Stormwater Capitol Improvement information, fee of \$2, this does include maintenance of the system, appeal process for fee, this fee will be reviewed by Council annually, and the fee will be billed through the monthly utility bill on a separate line.

Public comment from Rocky Losli. Mr. Losli asked for a staff report. The staff report was read by Mayor Potter dated 6/9/2021 from Bregante-Candau. Following questions were about account status, amount, when will improvements start, and how will this and other fees be billed. The fee is \$2, the fee will assist in accumulating funding and will also show as a support when the City applies for grants or loans. Improvements will start as soon as the City has the money, this will most likely come from a grant or a loan. This and other fees will be billed on the monthly utility bill on separate lines.

Mayor Potter closed the Public Hearing at 7:25pm and asked for Council's deliberation.

Hedin asked about a town hall meeting and it was explained that a public hearing was done for this ordinance and it was noticed as required in the newspaper, post office, City's website, and at City Hall.

B. Following closure of the public hearing, consider the following Ordinance:

ORDINANCES:

FIRST READING:

A. O-533 – An Ordinance Adopting City of Yamhill Municipal Code Chapter 3.70, Stormwater Drainage Utility; and Amending Yamhill Municipal Code Chapter 3.72, Utility Billing. Ordinance No. O-533 will be available. Ordinance posted: May 31, 2021 (Charter Chapter IV, Section 16(b).)

Councilor Echauri made motion for the reading of O-533 to be read.
Walt Gowell read Ordinance O-533, by title only, for the first time.

Motion by Echauri to approve the first reading of Ordinance O-533 seconded by Potter an Ordinance Adopting City of Yamhill Municipal Code Chapter 3.70, Stormwater Drainage Utility; and Amending Yamhill Municipal Code Chapter 3.72, Utility Billing.

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

SECOND READING:

PUBLIC HEARING(S):

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

Mayor Potter opened the Public Hearing at 7:30pm for the proposed use of State Revenue Sharing Funds.

Mayor Potter noted that there were no public questions or testimony.

Mayor Potter closed the Public Hearing at 7:31pm and asked for Council's deliberation.

B. Public hearing on the 2021-2022 Fiscal Year Budget.

Mayor Potter opened the Public Hearing at 7:31pm for the 2021-2022 Fiscal Year Budget.

Mayor Potter noted that there were four administrative positions listed in the final 2021-2022 fiscal budget and in the budget meetings it was decided that there would be three administrative positions To remove a line item in the budget, the line item must go for three consecutive years budgeted at zero before it can be removed. This is the first year that this line item has been budgeted at zero so it cannot be removed until

budgeted two more years at zero.

Mayor Potter noted that there were no public questions or testimony.

Mayor Potter closed the Public Hearing at 7:32pm and asked for Council's deliberation.

- C. Following closure of the public hearing A and B, consider the following items related to the 2021-2022 Fiscal Year Budget.
 - (1) Resolution No. R-786 - Allowing disbursement of State Funds.

Motion by Echaury, seconded by Askey, to adopt Resolution R-786, a resolution allowing disbursement of State Funds.

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

The motion carried.

**RESOLUTION NO. R-786
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
ALLOWING DISBURSEMENT OF STATE FUNDS.**

- (2) Resolution No. R-787-Electing to receive State Revenue Sharing funding.

Motion by Echaury, seconded by Askey, to adopt Resolution R-787, a resolution electing to receive State Revenue Sharing funding.

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

The motion carried.

**RESOLUTION NO. R-787
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
ELECTING TO RECEIVE STATE REVENUE SHARING FUNDING.**

- (3) Resolution No. R-788 -Adopting the 2021-2022 Fiscal Year Budget.

Motion by Echaury, seconded by Hedin, to adopt Resolution R-788, a resolution adopting the 2021-2022 Fiscal Year Budget.

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

The motion carried.

RESOLUTION NO. R-788
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
ADOPTING THE 2021-2022 FISCAL YEAR BUDGET.

3. PUBLIC COMMENT:

Public comment was received.

4. PRESENTATIONS & APPOINTMENTS:

A. Yamhill Downtown Association (YDA)

Phillip Higgins had the following items to present:

- Luke Westphal from Greater Yamhill Watershed Council would like permission from Council to harvest camas seeds at the Nature Trail and then will return more seeds to the City at a later date for replanting. Permission was received from Council.
- New website for the YDA and survey.
- Beverly Cleary event was very successful, and schools would like to have a field trips involving the activities in the Beverly Cleary event.
- August Nights Concerts on the grass behind the Larson House. This is a fundraiser to purchase holiday lights for the City.
- They would like to do some raffles and are soliciting ideas for them.
- Mr. Higgins will be meeting with a local group and the Ford Foundation to find funding opportunities for the park master plan update.
- Clare Carver from Big Table Farms & Winery would like to donate money to the City to buy flowering cherry trees for the streets.

5. UNFINISHED BUSINESS:

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

Discussion had between Council members. Decision was to ask the Planning Commission to decide according to the Municipal Code if the sign was legitimate and for the Yamhill Fire Protection District's electronic reader board to be turned off at night until a decision was made on this. Planning Commission meeting on June 14, 2021 was postponed to further prepare for this meeting.

6. NEW BUSINESS:

A. Consider approving an Audit Service Proposal in the amount of \$15,250.00 with Grove, Mueller & Swank, P.C. for 2020-2021 audit year and \$6,000.00 for the federal compliance audit, and authorize Mayor Potter to execute the contract.

Motion by Echauri, seconded by Askey, to approve the Audit Service Proposal in the amount of \$15,250.00 with Grove, Mueller & Swank, P.C. for the 2020 -2021 audit year and \$6,000.00 for the federal compliance audit, and authorize Mayor Potter to execute the contract.

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

The motion carried.

- B. Consider adopting a new “telecommunications” section in the Yamhill Municipal Code.

Motion by Echauri, seconded by Potter, to have the first reading of Ordinance O-534 An Ordinance Establishing Design Requirements for Small Wireless Facilities in the Rights-Of-Way in the City of Yamhill, Oregon.

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

The motion carried.

- C. Consider approving a street lighting authorization for the downtown area from PGE in the monthly increase for the PGE utility bill of \$77.64.

Motion by Echauri, seconded by Askey, to approve a street lighting authorization for the downtown area from PGE in the monthly increase for the PGE utility bill of \$77.64.

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

The motion carried.

- D. Consider Med-Project Medication Education & Disposal Product Stewardship Program for Unwanted Pharmaceutical Products.

Discussion about if this was only a drop box that would be at City Hall or if there was a mailer to mail directly back. Staff felt a drop box would be a security issue. Staff will further research possibility of the mailer for the residents to mail back unwanted pharmaceutical products directly to Med Project.

- E. Consider approving a Direct Responsible Charge (DRC) Personal Services Agreement between the City and Darrel Lockard Consultant, LLC with the Memorandum of Understanding (MOU) from Darrel Lockard Consultant, LLC attached as Attachment A.

Motion by Echauri, seconded by Potter, to approve the Personal Services Agreement between the City and Darrel Lockard Consultant, LLC with the Memorandum of Understanding (MOU) from Darrel Lockard Consultant, LLC attached as Attachment A.

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

The motion carried.

- F. Consider request from Yamhill Fire Protection District for Movie Night at Beulah Park on 6/11/21, 7/9/21, and 8/13/21. And Derby Day Breakfast, 6/13/21 5am – 1pm. They would like the bathrooms open for these events.

The Fire Protection District provided liability insurance as requested by the City's insurance company. Council approved and agreed upon no park fees.

- G. Consider adopting Resolution No. R-790, a resolution by the City Council of Yamhill Declaring City Property (a certain Police vehicle) to be surplus and authorizing City Staff to dispose of said property.

Motion by Echauri, seconded by Hedin, to adopt Resolution R-790, a resolution declaring City property (a certain Police vehicle) to be surplus and authorizing City Staff to dispose of said property.

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

The motion carried.

**RESOLUTION NO. R-790
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON
DECLARING CITY PROPERTY (A CERTAIN POLICE VEHICLE) TO BE SURPLUS
AND AUTHORIZING CITY STAFF TO DISPOSE OF SAID PROPERTY.**

- H. Consider adopting Resolution No. R-789, a resolution by the City Council Setting Stormwater Utility Fees.

This will be considered at the next meeting where the second reading of Ordinance O-533 will happen.

7. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Special Session – April 1, 2021
 - (2) Regular Session – May 12, 2021
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO # 034 – Spaniol's Striping and Signs - \$4,783.00 – Crosswalk Striping/Yellow Curb Painting, Flagging/Traffic Controls, and Power Sweeping

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

Roll call: Ayes: Potter, Hedin, Echauri and Askey
Nays: None

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

A. Police Review– Graven – Monthly report in packet

Chief Graven announced that the Police Department is doing well, and they had a great turn out at the National Night Out Fundraiser on 5/21/21 at 6pm at Beulah Park. This fundraiser was a great success. Graven reported that they did have one vehicle stolen from a community member that was located in Washington and had been stripped, which was sad because this vehicle had a lot of sentimental value to the owner.

B. Public Works Review

Wofford reported that a mainline leak off of Hacker Rd. was fixed that was leaking at a rate of 42,000 gallons a day, the Public Works Crew was doing crack sealing, the filter media replacement will happen on 7/19/21, the Variable Frequency Drives (VFD) were replaced at the water plant, the Public Works Crew cleaned out the sediment in the sed basin, the Public Works Crew is looking into the water hydrant deficiencies, and Wofford is working with AKS to locate the easements for the mainline coming up from the water plant to the reservoir to continue with leak detection.

(1) Open public works position

Wofford reported that the Plant Operator Position had been offered to Kyle Adams and we are waiting for a response from him.

C. Mayor/Administration Review

Bregante-Candau reported that the administrative department had been very busy with the finalization of the homes being sold at the Yamhill Park Estates Subdivision, a substantial amount of homeowners moving in and out of homes within the City, and incorporating the radio reads from the new water meters into the billing system. Bregante-Candau had been working the Recreational Trail Program and COPS grants and attending Professional Development training.

Mayor Potter asked Council for their approval to prepare a letter for a community member to provide Council direction. Echauri, Hedin, and Askey gave their approval.

D. Council Review

Askey reported that the “Name the New Park” contest had been posted and so far, he had received 11 suggested names.

E. Emergency Preparedness Review

None Received.

9. INFORMATION/ANNOUNCEMENTS:

- A. OLCC License renewal list.
- B. Information and rate change for debris box disposal fees, Recology Western Oregon -Dave Larmouth-General Manager.
- C. City offices will be closed Monday, July 5th, to observe the Holiday.
- D. Vacancy:
Planning Commission – 1 member -Applications are available at City Hall

10. ADJOURNMENT: 9:18PM

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

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau, Administrative Clerk