



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, July 12, 2017
MINUTES**

1. CALL TO ORDER: Roll Call

The meeting was called to order by Mayor Terp at 7:07PM

Present: Mayor Terp and Councilors Potter, Disbrow, Gilmore, and Echaury

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

2. PUBLIC COMMENT:

None Received.

3. PRESENTATIONS & APPOINTMENTS:

A. None Scheduled.

4. UNFINISHED BUSINESS:

A. None Scheduled

5. ORDINANCES:

FIRST READING:

A. None Scheduled

SECOND READING:

A. None Scheduled

6. NEW BUSINESS:

A. None Scheduled

7. CONSENT AGENDA:

A. Approve Council Minutes

(1) Special Session – June 22, 2017

B. Financial Statements

C. Approve the following Purchase Order:

(1) Quality Control Services – PO #18-001 - \$610.00 – annual Calibration of lab instrumentation.

(2) Liquivision Technology – PO #18-002 - \$3,000.00 – Clean and Inspect both 500,000-gallon reservoirs.

- (3) LC Unlimited – PO #18-003 - \$9,060.00 – Seal leaking manholes And lines to stop and control the I&I into the system.
- (4) Sonsray Machinery, LLC – PO #18-004- \$3,055.00 – replace brush Hog mower deck.
- (5) National Industrial Painting, Inc. – PO #18-005 - \$8,500.00 – Power Wash and inspect paint on the steel reservoir.
- (6) ElanCity – PO #18-007 - \$10,430.00 – portable digital speed signs.

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

Roll call: Ayes: Potter, Disbrow, Terp, Gilmore and Echaury
 Nays:

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Chief Graven reviewed Police business for June 2017 and provided a report of June calls. No questions followed.

Graven requested that Yamhill’s 2008 Ford Crown Victoria be surplus and donated to Klamath County Police Department. It was noted that a resolution would be necessary to surplus the patrol car and would be included on the August agenda.

Graven reported that Officer Miller is doing well at the Police Academy and will complete the training in October, after 16 weeks of training.

Graven also stated that the Police Department is ready for the Derby Days Parade this Saturday, and stated that the Yamhill County Sheriff’s Office will be bringing four cadets to help with the traffic control during the parade, as well as Yamhill’s reserve officers.

- (1) Annual review of Police Dept. personnel.

Chief Graven recommends a 5% pay increase for Officer Van Cleave and noted Van Cleave’s annual performance evaluation had been completed, and he is doing a great job.

Echaury made motion, seconded by Gilmore to approve a 5% pay increase for Officer Van Cleave effective July 2, 2017.

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

The motion carried.

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

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

Howard informed Council for information purposes that the current SCADA System (Supervisory Control and Data Acquisition) network is outdated and is no longer compatible with any computer system newer than XP. The system will need to be updated to Windows 10 for internet capabilities. Howard has found a temporary solution but will need to upgrade next fiscal year and is waiting for a quote from the current IT person with Camtronics, Inc.

Howard reported that today the latest Data Reports have been forwarded to BLM for their review and the City will follow-up with a meeting to move forward with the timber sale.

Howard briefed the Council that a request from the Yamhill-Carlton School District was received today for the City to vacate E. Camellia Street, as part of the School District expansion. A complete engineered legal description of the area to be vacated is required with the application, and Howard explained that it is not complete and does not have the needed measurements, specifically the longitude and latitude of the area. It was noted that the School District has been informed on several occasions the necessity of the correct legal description of the area requesting to be vacated. Howard informed Council that Fire Chief Jensen could not attend tonight's Council meeting but would like to ask Council to hold off on considering the Camellia Street Vacate until he has received and approved site plans showing fire access for the area. Mayor Terp recommended that the decision for the vacate application should be put on hold until required documents are received and the Fire District and City Staff can make recommendation for Council's approval. Terp commented that the City has worked very hard to accommodate the School District during their building project, but vacating Camellia Street may not be in our best interests.

Howard informed Council that there will be a meeting with several representatives of funding agencies on July 21, 2017 at 10:30am in the Council Chamber. The City would like to determine if funds can be acquired for a project to upgrade the transmission water line from the reservoir into the City. Terp reported that the quote for the upgrade has been estimated to cost \$4,000,000.00 and would be at least a two-year project.

- (1) Annual review of Public Works Utility Worker I and Utility Worker II.

Howard reported that the Public Works Utility Worker I and Utility Worker II annual evaluations are complete, and reported that Bernie Malis is doing a great job and recommends a 5% increase for the Utility worker I, effective to July 2, 2017.

Echauri made motion, seconded by Disbrow to approve 5% pay increase for Bernie Malis, effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

Howard reported that Ben Unger's evaluation is within standards and recommends a 2.0% increase for the Utility Worker II, effective July 2, 2017.

Echauri made motion, seconded by Gilmore to approve 2.0% pay increase for Ben Unger, effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

(2) Consider selling Public Works dump truck to Leo's Excavating.

Howard reported that the Public Works 1979 International Dump Truck was surplus in 2015, as it was determined that it was no longer of value to the City. Howard recommends not selling the dump truck, but trading it to Leo Hesselgesser (Leo's Excavating) in exchange for the removal of the old restroom building at Beulah park. The invoice amount for the removal of the bathrooms is \$3,614.00 and Howard believes it would be in the best interest of the city to make the trade.

Council's consensus was unanimous to approve the transfer of the Dump Truck to Leo's Excavating in exchange for the demolition of the old restroom building at Beulah Park.

C. Mayor/Administration Review-

(1) Annual review of Administrative Dept. Personnel

Mayor Terp reported that she has completed City Recorder/Treasurer Gilmore's annual performance evaluation and recommends a 5% pay increase.

Echauri made motion, seconded by Disbrow to approve a 5% pay increase for Lori Gilmore, effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

City Recorder Gilmore stated that she has completed Kim Steele's annual performance evaluation and recommends a 4% pay increase.

Echauri made motion, seconded by Gilmore to approve a 4% pay increase for City Clerk Kim Steele, effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

City Recorder Gilmore stated that she has completed Trudi Malis's annual performance evaluation and recommends a .50 cent an hour increase.

Echauri made motion, seconded by Gilmore to approve a .50 cent an hour pay increase for Part/Time Admin Clerk, Trudi Malis, effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

D. Council Review

(1) Annual review of Police Chief

Echauri reported that she and Councilor Disbrow completed Chief Graven's annual performance evaluation and would recommend a 5% pay increase. Echauri also stated that Chief Graven is doing a great job as Police Chief.

Echauri made motion, seconded by Disbrow to approve a 5% pay increase for Chief Graven effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

(2) Annual review of Public Works Superintendent.

Gilmore reported that she and Councilor Potter have completed Howard's annual performance evaluation and would like to recommend a 5% pay increase for Superintendent Howard. Gilmore commented that Howard is very much appreciated and feels that he always goes above and beyond what is required.

Gilmore made motion, seconded by Echauri to approve 5% pay increase for Superintendent Richard Howard effective July 2, 2017.

Roll Call: Ayes: Potter, Disbrow, Terp, Gilmore and Echauri
Nays: None

The motion carried.

E. Emergency Preparedness Review

Disbrow reported that the Yamhill Fire District is currently reviewing the contract for their seismic upgrade grant.

Disbrow confirmed that the City was received notification that a FEMA Grant has been awarded in the amount of \$20,000.00 for the mandatory emergency exercise for the fiscal year 2017-2018.

The next EOC workgroup meeting is scheduled for Friday, August 18, 2017 @ 9:00am.

9. INFORMATION/ANNOUNCEMENTS:

- A. Yamhill Derby Days Parade – July 15, 2017
- B. Yamhill’s Eclipse Party – Beulah Park – Monday, August 21, 2017.
- C. Letter of appreciation - Homeward Bound Pets.
- D. Letter of appreciation – The Blessing Room.
- E. Local Government Dinner Schedule.

10. ADJOURNMENT: 7:50PM

Motion by Echauri that the meeting adjourn at 7:50PM.
The motion carried by unanimous vote.

Respectfully submitted,

Paula Terp
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder