



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, August 14, 2019 7:00 P.M.
MINUTES**

REGULAR MEETING

1. CALL TO ORDER: Roll Call

The meeting was called to order by Council President Echauri at 7:05pm

Present: Councilors Disbrow, Echauri, Askey and M. Gilmore.

Staff present: City Recorder Gilmore, Interim-Superintendent Malis, Chief Graven

Late: Mayor Potter arrived late at 7:10

2. FLAG SALUTE:

Councilor Echauri led the flag salute with all those present participating.

3. PUBLIC COMMENT:

Rocky Losli wanted to discuss the issue of areas where the sight distance requirements at some intersections in town are not met. Specifically, Losli has a concern with the intersection at Maple Street and Main Street and the corner of Hemlock Street and Second Street. Chief Graven stated that currently there is a regulation that over-sized vehicles cannot be parked near the intersection on Maple Street and Main Street and he will look into any parking violations at the Hemlock Street intersection.

Sue Beard-Buchholz, a long-time resident of the Yamhill area wanted to discuss an issue with the lack of handicapped parking in Yamhill. Sue noted that there are no handicapped parking spaces at many of the local businesses or Beulah Park. Sue recommended that there should be handicapped parking spaces at Beulah Park and also a temporary handicapped loading area for people with disabilities.

Mayor Potter thanked Sue for sharing her concerns and would like City Council to consider her request and be aware for future development.

Patty Pairan, of Maple Street in Yamhill would like a few items of concern addressed. Pairan has a complaint regarding loud truck exhaust brakes and speeding in town, stating it is an ongoing issue and has complained in the past and doesn't feel like enforcement is being done and the new flashing speed signs are not being effective.

Mayor Potter stated the Council also has a concern with the safety in town and reported that a committee is being developed to discuss and address the safety concerns of the

downtown area and encouraged Patty to get involved with the committee to help resolve some of the safety issues.

Pairan wanted to discuss information that there will be a potential water rate increase of 17% in 2021 and 2022. Pairan noted the information was in the Council Minutes from October 2018. Potter reiterated that a rate increase may be implemented in 2021 and 2022 to enable the City to upgrade water lines and for the water transmission line project from the reservoir to town that will increase the water flow to the City for fire protection.

Pairan also has a concern with a current street project that will affect their driveway that was recently completed. Pairan was told previously that the project would only affect a corner of their driveway, now the contractors have told her that it will affect four feet of their driveway. Pairan's complaint is that when the City schedules work to be done, there should be communication with the homeowner prior to construction.

4. PRESENTATIONS & APPOINTMENTS:

- A. Ceremony for "Citizens Heroism Award" – David Trivelpiece

On November 24, 2017 David Trivelpiece was shot while being a Good Samaritan. Trivelpiece rushed to help after hearing gunfire coming from Zippy's Restaurant in the downtown area of Yamhill. He confronted the gunman who fired again, striking Trivelpiece in the neck. He was rushed to the hospital where he was in serious condition. Trivelpiece has had a long and continuing recovery from the shooting. Officer Van Cleave presented the Citizens Heroism Award to David, with many of his friends and family in attendance.

5. UNFINISHED BUSINESS:

- A. None Scheduled.

**6. ORDINANCES:
FIRST READING:**

- A. None Scheduled

SECOND READING:

- A. None Scheduled

7. NEW BUSINESS:

- A. Discuss and review parking restrictions near Trask Mountain Outpost.

Brian Crawford and Chris Alexander, new owners of Trask Mountain Outpost Restaurant, have a concern for lack of public parking on the south side of Main Street near their business. Crawford provided photos of Main Street between Olive Street and Highway 47 (Maple Street) and questioned if angled parking could be allowed next to their business as it is allowed at T & E Store. This would allow angled parking on the entire south side of Main Street. Crawford noted that across from their business on the north side of Main Street there is a 148-foot approach, with only a 20-foot approach on the south side. The angled parking would allow more parking for customers and help

alleviate parking in yellow curbed areas or blocking business entrances. Potter responded that the City will assess the area and asked Public Works to look into the requirements for the process to reconfigure that road section. Potter stated that it may take some time for the assessment and it could not be done immediately.

- B. Consider approving Water System Master Plan. Hard copy of Final Draft from HBH Consulting Engineers is available.

Motion by Echaury, seconded by Gilmore, to approve the final Yamhill Water System Master Plan received from HBH Consulting Engineers dated June 2018 including the Seismic Addendum approved May 2019.

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Askey and Echaury
Nays: None

The motion carried.

- C. Consider Resolution No. R-768, a resolution of the City of Yamhill Adopting 2018 Water System Master Plan and Seismic Addendum.

Motion by Echaury, seconded by Disbrow, to adopt Resolution No. R-768, a resolution of the City Council of the City of Yamhill, Oregon adopting the 2018 Water System Master Plan and Seismic Addendum.

Roll call: Ayes: Potter, M. Gilmore, Echaury, Disbrow and Askey
Nays: None

The motion carried.

RESOLUTION NO. R-768
A RESOLUTION ADOPTING THE CITY OF YAMHILL, YAMHILL COUNTY, OREGON
2018 WATER SYSTEM MASTER PLAN AND SEISMIC ADDENDUM

- D. Consider Liquor License application from Alexford, LLC. (Yamhill Bar & Grill-formerly Trask Mountain Outpost) and authorize Mayor Potter to sign.

Chris Alexander and Brian Crawford, owners of Yamhill Bar & Grill were in attendance and briefly reviewed the application for Full On-premises liquor and noted that the Oregon Liquor Control Commission have issued their approval of the application.

Motion by Echaury, seconded by Disbrow to approve the Liquor License application and authorize Mayor Potter to sign application from Alexford, LLC, dba Yamhill Bar & Grill.

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Askey and Echaury
Nays: None

The motion carried.

- E. Consider road repair after logging activities for Grantor of temporary access easement.

A temporary access easement agreement was granted in July of 2018, with Don Ward for the purpose of accessing watershed ground for logging and logging related purposes for the City's timber harvest. A condition of the agreement was when logging is complete of all logging activities, Ward's driveway is to be returned to the same or better condition than it was upon the commencement of logging activities. Steve Garner, of Garner Timber Services believes the road was rocked and rolled sufficiently after logging. After discussion with Don Ward, it was noted that the road was not graded and only some rock was added to the roads. Two quotes were received for work to be done within 90 days, one for \$2,860.00 and one for \$1,230.00. Recommendation is to approve the quote of \$1,230.00 for C.F. Laughlin Logging, with work to be completed within 90 days from August 14, 2019.

Council consensus is to approve the quote of \$1,230.00 for C.F. Laughlin Logging to complete the road repair.

8. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session July 10, 2019
- B. Financial Statements
- C. Approve the following Purchase Order:
 - (1) PO # 20-010 – Genuine Technology - \$1,400. – Admin Workstation
 - (2) PO # 20-011 - OreVac West, Inc. - \$2,210.00- Sludge Vacuum
 - (3) PO # 20-012 – Genuine Technology - \$1,611.44 – Police Docking Stations and Workstation.
 - (4) PO # 20-013 – Blue Line Electric - \$2,029.55 – Water Plant Repair
 - (5) PO # 20-014 –The Automation Group- \$2,032.00-replace Reservoir Transmitter
 - (6) PO # 20-015 – Traffic Safety Supply-\$714.00 - Barricades
 - (7) PO # 20-016 – OreVac West Inc. - \$910.00 –
 - (8) PO # 20-017 – Laughlin Logging Co- \$ 1,050.00 –Trackhoe Rental

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

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Askey and Echaury
Nays: None

The motion carried.

9. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

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

Graven reported that the City's National Night out on August 6, 2019 was a great success and is planned again for next year.

Graven also reported that a draft of the Memorandum of Understanding for the School Resource Officer (SRO) part-time position was sent to School Superintendent Cline and

the School District attorney to review the memo and it is now being reviewed by the City's attorney. The SRO would be funded through the School District for a part-time 10 Hour a week position for a Yamhill Reserve Officer. Reserve Officer Chris Livingston has expressed an interest in the position.

B. Public Works Review –

Bernard Malis introduced himself and stated he has been with the City of Yamhill for over 5 years, and previously was a Superintendent for Lakeside, Oregon and prior to that worked for the water district in Lompoc, California for 15 years. Malis stepped up as the Interim-Superintendent after Superintendent Howard resigned on July 12, 2019. Malis was thanked for all of the work he has done in the last month and his dedication to the City under the recent circumstances. Potter asked Malis to give an overview of some of the projects that have been completed to provide an idea to the Council of the scope and volume of work that has been performed in the last few weeks.

A list was provided to the Council which included over 25 projects including:

- Ellie's Garden pumps are both serviced and operating.
- Fixed water main leak on Hwy 240
- Fixed water leak, installed a new service line on Third Street and Hemlock Street.
- Fixed a water leak at Public Works that has been an issue for years.
- Cleaned out the diversion box at the water plant that hasn't been maintained in years.
- Graded the road at the Water Plant which had huge potholes.
- Replaced broken pressure tank at the water plant
- All turbidity stations were cleaned and rinsed out, replaced missing air vents. This should have been done every 3 months.
- New probes for the PH testers for both plants.
- Mass cleaning of the Public Works office and shop

It was noted that many volunteers have stepped up to help with some maintenance, such as clearing the entire hiking trail from over growth, repaired, primed and painted broken bleachers at the park, replaced broken door handles at the park bathrooms, started staining the outside of the park bathroom and much needed weeding and trash clean up at City Hall and Public Works.

(1) Approve and authorize new personnel hiring.

On July 19, 2019 a meeting was held with the Mayor, Councilor Disbrow, Treasurer Gilmore and Bernard Malis to discuss staffing issues in our Public Works Department. Recommendations were made for immediate staffing to all Council Members by email to place Bernard Malis in an Interim-Superintendent position, place Rita Gilmore back into her Utility Worker I full-time position, place Kyle Adams in a full-time Utility Worker I position, (currently permanent part-time position) and hire a temporary part-time person for immediate maintenance issues. The current position of Plant Operator and Utility Worker II would remain vacant at this time. If approved, these changes would be effective immediately. The Councilors and Mayor all responded via email on July 19, 2019 with a vote of 5 Ayes and 0 nay to approve the requests, with a formal vote to be held on August 14, 2019.

Motion by Echaury, seconded by Disbrow to approve the staffing appointments of Bernard Malis to Interim-Superintendent, Kyle Adams to a full-time permanent Utility Worker I position, Rita Gilmore to a full-time permanent Utility Worker I position (there was a 30-day break in service) and hire an hourly, temporary part-time public works position.

Roll call: Ayes: Potter, M. Gilmore, Disbrow, Askey and Echaury
Nays: None

The motion carried.

(2) Annual review of Public Works personnel.

Councilor Disbrow gave a recommendation to increase the salary of Interim-Superintendent Malis to \$29.00 an hour and commended him for his dedication to the City. Disbrow also noted that Malis's annual performance evaluation had been completed.

Echaury made motion, seconded by M. Gilmore to approve a salary increase to \$29.00 an hour for Bernard Malis, effective July 14, 2019.

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

The motion carried.

C. Mayor/Administration Review-
(1) Annual review of Police Chief.

Mayor Potter recommends a 3.0% pay increase for Chief Graven. Potter stated that Graven is doing a great job as Police Chief.

Echaury made motion, seconded by Askey to approve a 3% pay increase for Chief Graven effective July 1, 2019.

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

The motion carried.

(2) Annual review of Administrative Department personnel.

Mayor Potter recommends a 3.0% pay increase for Lori Gilmore.

Echaury made motion, seconded by Askey to approve a 3% pay increase for City Recorder/Treasurer Gilmore effective July 1, 2019.

Roll Call: Ayes: Potter, Disbrow, Askey and Echauri
Abstain: M. Gilmore
Nays: None

The motion carried.

Gilmore reported that a resident on the East end of town has started distributing a flyer to have the electric speed sign moved from the area of Highway 240 and Elm Street to Ash Street and Highway 240. The flyer instructs residents to call City Hall and complain and request the sign to be moved. Because Highway 240 is a State Highway, staff has been in contact with ODOT to see if the City can move the sign if Council would like it moved. Staff does not have a record of ODOT's instructions where the sign should be placed or if public works staff placed it. ODOT will review the request and notify the City of our options.

D. Council Review

(1) Review Traffic Control Device Report.

An evaluation team from Oregon State University, in cooperation with the ODOT Traffic Safety Office took place on July 1, 2019 to review and evaluate the City's traffic control devices and potential safety problems. A hard copy of the final report was received and made available to the Council prior to tonight's meeting.

Disbrow updated the Council on the progress for installing a bus stop enclosure near the Highway 47 and Azalea Street location, on Umpqua Bank property. Public Works has the structure ready but is waiting for approval from the property owner. Disbrow has been in contact with Umpqua Bank Facility Director for further information on how to move forward with the project. Disbrow has asked Ken Moore, Yamhill County Transit Authority Board member who represents the City of Yamhill to take the lead on the project.

Disbrow requested funding approval from the Council for a lift station monitoring system for Ellie's Garden not to exceed \$20,000.00. The lift station is a stand-alone system that services approximately five homes on the east side of town. This would be an XiO system that has been recommended by our IT staff as it is the most up to date system. The cost would include the monitoring system as well as 12 months cloud service fees. This type of system would eliminate the need for computer, software or hardware upgrades or any special software and we will receive a more comprehensive monitoring system and can generate monitoring reports.

Echauri made motion, seconded by Disbrow to approve the funding request for Ellie's Garden SCADA upgrade in the amount of not to exceed \$20,000.00.

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

The motion carried.

E. Emergency Preparedness Review

Councilor Disbrow reported that Yamhill County is in the process of reviewing the current Hazard Mitigation Plan with several meetings scheduled.

The next scheduled EOC workgroup meeting is Friday, September 20, 2019 @ 10:00am in the Council Chambers.

10. INFORMATION/ANNOUNCEMENTS:

- A. City County Dinner hosted by the City of Lafayette- August 15, 2019.
- B. Employee appreciation BBQ, Friday, August 23, 2019 @ 11:am-2:pm at Public Works facility.
- C. Homeward Bound Pets – Thank you letter.
- D. City offices will be closed Monday, September 2nd to observe the Labor Day Holiday.
- E. Vacancies:
Budget Committee - 1 member- Applications are available at City Hall.

11. ADJOURNMENT: 9:05PM

Motion by Echauri that the meeting adjourn at 9:05PM.

The motion carried by unanimous vote.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder