



City of Yamhill

A small taste of Oregon

MINUTES
City Council Meeting
Wednesday, August 14, 2024
6:30 P.M.

1. CALL TO ORDER – Roll Call

The meeting was called to order at 6:32 p.m.

Present, In-Person: Mayor, Yvette Potter.
Councilors; Marci Hedin, Shea Corrigan, Tim Askey

Staff Present, In-Person: Shelley Reimer, City Administrator; Adam Miller, Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

2. FLAG SALUTE

3. PUBLIC COMMENT

Robert Davis, 212 N Maple

Mr. Davis spoke of heavy traffic on Sundays in the morning, passing by his house and heavy traffic on the weekdays at about 6 a.m. and again at 4 p.m. on weekdays. The traffic is moving down Azalea and Maple St. (Hwy 47). He stated that the traffic is speeding through town and there are no police on duty when this is happening. He stated that something has to be done, maybe a police schedule change is necessary. He has considered throwing himself in front of one of the speeding vehicles.

The mayor asked if anyone else present or online would like to make a public comment. There were no hands raised in person or online.

4. AGENDA UPDATES OR ADDITIONS – There were no updates or additions to the agenda.

5. CONSENT AGENDA

A. Financial Statement to Current

B. Minutes July 10, 2024, City Council Meeting

C. Minutes July 24, 2024, Special City Council Meeting

D. R-825 A Resolution Approving Rate Increase for Recology Western Oregon Waste – Voted on in July meeting.

The mayor asked a question regarding the financials. She wanted to know if the decontamination line item in sewer was part of the process or if it was maintenance.



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The word “decontamination” was then clarified to be “disinfection.”

Jason Wofford stated that disinfection is part of their CIP projects. It is to upgrade the mechanical components at the lagoons. All of the pumps, electrical components, valves, chlorine capacity for disinfection... the building. AKS will be coming up with a design and they will be putting it out to bid in October. This would be a huge upgrade to the older system, increasing our ability to disinfect our effluent going out to the creek.

No one had any further questions regarding the consent agenda.

A MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED

ROLL CALL: Motion introduced by Marci Jensen and seconded by Shea Corrigan

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion carried.

6. COMMITTEE REPORTS

A. Planning Commission

Planning Chair Ken Moore stated that the planning meeting is going to be a week later this month so that they could give required notice of the Public Hearing for the Lighting Ordinance. They wanted to push it through quickly and not extend it for another month.

Additionally, they will be having a public hearing for conditional use at a property just outside of town.

He spoke of a recent training that he attended put on by MWVGOG and held by the City of Carlton. He was very impressed with their planner. He also was able to speak with our city attorney.

He raised the question regarding different builders meeting planning criteria vs. a negative public opinion on a specific development application. Speaking with a few different people in the meeting, the consensus confirmed that if building homes/development met criteria there is no wiggle room for opinion. However, with different instances, such as gas stations, there may be a little more wiggle room to deny based on different factors.

B. Water Advisory Committee

The water advisory did not have a chair yet. The city recorder noted that they had voted on a chair to recommend to the council and that was in a later part of the council’s agenda. However, they did meet and get a refresher on what the water advisory was working on before the pause in meetings. They went over public meeting protocols, and the facilities manager made the decision to move the



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City of Yamhill to Level 1 Water Conservation which does not include any restrictions but starts a public media campaign to educate the public on how to conserve water.

Notices were posted on the website, Dak board, and city Facebook page to notify residents of the Level 1 Water Watch. The city recorder also posted water conservation tips among these platforms.

7. UNFINISHED BUSINESS

A. Recommendation of Cathy Phillips for Water Advisory Chair – Approval

The council did not have any discussion.

A MOTION TO APPROVE THE RECOMMENDATION OF CATHY PHILLIPS AS WATER ADVISORY CHAIR.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Tim Askey

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion carried.

The mayor congratulated Cathy Phillips.

B. DLCD Grant Contract Updated Contracts - Approval

1. Summary of Updates

2. Contract for Technical Assistance Grant TA 25-018 - Updated

3. Contract for Housing Planning Assistance Grant HA -25-004 – Updated

C. 3J Consulting Contract Update - Approval

1. 3J Consulting Addendum

The City Administrator spoke of both DLCD Grant contracts and the Updated 3J Consulting Contract at the same time. These were both recently updated to change timelines on projects and costs/payables, which gave us an additional \$18,000 in grant funding to complete the projects. This in turn updated the amount to be paid to 3J Consulting so that the contract was updated as well.

She asked the council for approval to sign these contracts as amended.

A MOTION TO APPROVE THE CITY ADMINISTRATOR TO UPDATE THE CONTRACT FOR THIS GRANT AND THE 3J CONSULTING CONTRACT AND SIGN

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None



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The motion carried.

D. Fire Department Water Usage - Update

Per last month's request from the mayor, the City Administrator let the council know that as of today the fire department had used 1907 gallons of water.

Councilor Corrigan noted their bill would be about \$94/mo.

The mayor asked the council what their thoughts were regarding an MOU for the fire department.

Councilor Corrigan mentioned that we had not charged the fire department for 30 years (after separation from the city) The proposed MOU strictly states that the water usage is not for personal use. The main reason this is being brought up is due to citizens raising concern with the fire department washing their personal vehicles. He stated that as long as there is a mechanism in the agreement that states that this can be changed if an issue comes up, he likes the idea of the fire department having water if his farm is to catch on fire.

Councilor Jensen asked if the MOU could be sent out to the council again for review.

Councilor Askey asked for clarification on if the water being metered by the fire department now was used in their tenders.

It was clarified that there are two connections at the fire department. One for building use that his metered and one to fill the fire trucks that is unmetered. Public works would like to meter both connections so they can track water usage and be aware if there are leaks present in the lines, but the now unmetered connection would not be charged for.

Councilor Corrigan stated that he personally would support not charging them, but their usage should be announced publicly so that people can be aware the water is being used for firefighter resources.

Jason Wofford asked if he could say something. And was given the opportunity to speak.

He wanted the council to note that the cost of the meters on the lines that go into the fire department are \$1200- \$1500. If we are going to charge them about \$100/mo. that is basically just paying for issues that may come up and their fix.

He stated that if the fire department is not paying the taxpayers are paying for the fixes. He feels that they should at least be paying the base rate to cover any maintenance and expenses incurred by the city.

Councilor Jensen agreed with Jason.

There was more discussion about what is normal for different cities and fire departments. The



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council decided that they would like to review the MOU again and add this as an agenda item to the special meeting next Wednesday so that they can expedite the process for this as it has been being discussed for a long time.

8. NEW BUSINESS

A. Haugeberg, Rueter, Gowell, Fredricks & Higgins, P.C. – Discussion/Approval

1. Engagement Letter

Essentially, this would be renewing our agreement with Tyler, our lawyer, we have been using for the last 25 years.

The mayor noted that in the agreement they do make it clear that they have limitations when it comes to personnel issues. That these types of issues would need to be referred somewhere else. But they are willing and able to continue our relationship and renew our agreement. They have been in contact and communicating well with the new city administrator.

The city administrator, Shelley Reimer, reiterated that they have had contact with and discussed the issues we have previously been having communication and are moving on. She went on to state that this is on the agenda for authorization from the council for the city administrator to sign the contract on their behalf and with their approval.

Councilor Corrigan clarified from a conversation that he had had with Shelley regarding the contract that we have multiple tools when it comes to lawyers. And more affordable tools when it comes to contracts that are simpler to manage and other lawyers that we use when we need to ‘step up our game.’ And these contracted lawyers can work side-by-side and are aware of each other. There would be no conflicts in that regard.

Shelley reiterated and agreed with Councilor Corrigan’s assessment.

The mayor stated that she supports that.

A MOTION TO APPROVE THE CITY ADMINISTRATOR TO BE ABLE TO SIGN AND APPROVE THE UPDATED CONTRACT WITH LEGAL.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Marci Jensen

Ayes (4): Potter, Corrigan, Askey, Jensen

Nays (0): None

The motion carried.

B. Grove, Mueller & Swank/RedW CPAs – Discussion/Approval

1. Engagement Letter

2. Master Services Agreement



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City Administrator, Shelley Reimer discussed the RedW CPA's contracts. These are two contracts from our auditors, the name change is due to this firm buying out the previous firm, but it is still the same people that have been doing our audit for years.

She forwarded these contracts to the lawyers for review, and they have given their legal assessment of the agreements. The lawyer did have some concerns, the main concern being that this is requiring a Master Services Agreement (MSA) and Statement of Work (SOW). Shelley has brought this to the meeting to get feedback from the council. Does the council have feedback that you would like her to pass on to legal? Does the council want her to move forward on the lawyer's concerns? Does the council want to give her the authority to move forward with the contract?

The mayor asked if we have the option to put this out to bid and Shelley said this is something that we would be able to do but the audit is scheduled for the 26th of August, so she is unsure if we have the time to do that.

We would have to go out to bid, which could delay our audit and change who we have been working with or we could sign a long-term contract with the new firm that our auditors have merged with.

Shelley's recommendation is that we send the language from our legal counsel to the auditing firm with our concerns and see what feedback we get. And then, and then the Council can take a look at that feedback and decide that you want to move forward.

She stated that she thinks an MSA is standard, and the lawyer just wants to make sure you guys are aware of the changes. Right now, monetarily, it's \$23,000 a year, which is a 3\$000 dollar increase from last year. So, it's not a huge increase to our budget. It's just that there's no telling if three years or five years, ten years from now, what that number could go to, and we've signed this long-term agreement -that's the concern.

The mayor asked the city administrator to consult with the lawyer and if she (the lawyer) thinks that we should put it out to bid then we should go that way.

Councilor Corrigan stated that a 25-year contract, [10] without being certain about it, is not something that he would be in favor of. He thinks that we need to definitely "iron out the wrinkles" with the lawyers prior to proceeding with the audit.

The city administrator stated that she is going to forward the council's concerns to the lawyers to have them reach out to the CPAs with all the concerns and get more information.

9. DEPARTMENT REPORTS

A. City Administrator Report – Shelley Reimer

1. PowerPoint Presentation

The City Administrator gave a PowerPoint presentation on the departments for the month of July.\



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B. Police Department – Officer AJ Miller

1. Police Statistics Report
2. Police Staff Report

The reports were included in the packet and highlighted in the City Administrator's report. Officer Miller did not have anything to add beyond what the City Administrator had already reported.

C. Public Works – Jason Wofford

Jason stated that they are starting some of their CIP projects for this year.

They are going to be doing the West Third Street, Olive Street water distribution line improvement. That goes out to bid in the next couple of weeks. This project will be putting in a new six-inch line with all new service, that's a main trunk line.

Also, as was mentioned by the mayor, the disinfection aspect to our wastewater treatment plant, which will be going out to bid in October. They will be getting the screen implementation. They had a pre-con meeting with Lawson Corp, who's going to be doing the installation that's going to be kicking off the latter part of this month.

The archeological dig should be taking place here rather soon. It's not, not a big one. They're taking out just a bucket worth of material out of there, just to kind of give an oversight view of the area.

On a staff note, Kyle Adams has just completed his backflow device specialist certification, and now he can offer that service up to residents at a \$50 charge. So, people who aren't getting it done, we can help get that done for you. If you can't get ahold of a contractor or someone of that nature to perform the inspection, we can help speed up the process.

Shelley Reimer added they did update the CIP projects, and they are listed on the website. They have also changed the format to show the CIP projects that have been completed. So, we can take note of the progress that has been made.

10. COUNCIL REPORTS

A. Mayor

The mayor announced that Councilor Kay Echaury has resigned from her position. She has completed a little over half of her 4-year term and the council will need to begin the process to appoint someone to fill that position for the remainder of the term.

They set a deadline for the next council meeting for interested people to submit an application and stated that they would take nominations at that council meeting as well. The prospective candidates will have an opportunity to speak to the council and public to introduce themselves and share. Then the public will get the opportunity to state their thoughts about the nominees. The council will then decide and vote.



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B. Council

Councilor, Tim Askey

Tim spoke of the Newsletter he has been working on. He has been meeting with Shelley to work on this for the past couple of weeks and thinks they have put together a good platform for it.

He provided some paper samples and an electronic sample. The electronic sample had links to information on the website.

The ideas he has for articles in the newsletter are not really in this sample. He pulled mostly information from the website and Shelley's monthly reports. Some of the ideas he had included:

Highlighting photos from past events, like Derby Days to put in there.

Reports on City wins, in example showing graphs of how the water leaks have been fixed over the last couple of years.

There could be a councilor that is featured each month. The selected councilor could write up an article about themselves and what they have been working on for the city.

And more...

He also said the public could get in touch with him if they had any ideas of what they would like to see in the newsletter.

Shelley asked if there should be a resolution of guidelines for the newsletter, so it does not get off track as far as content and the mayor agreed.

Councilor, Marci Jensen

Marci talked about the yearly Tree Lighting for the City. The fire department volunteers had been discussing doing something different for Christmas this year and would like to work together with the city and YDA to do something as a group this year.

She wanted to solidify a date for this so planning could begin. The suggestion was for the Tree lighting to be on Friday, December 6th. The consensus agreed with this date and the date was set.

Planning will be forthcoming.



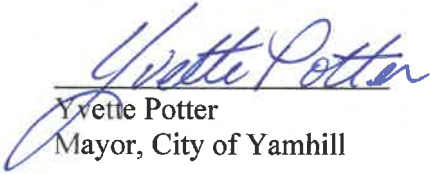
11. INFORMATION/ANNOUNCEMENTS

- A. Juliette's House Ribbon Cutting Invite - August 23, 2024
- B. MWVGOG Legislative Gathering 2024

12. ADJOURNMENT

The meeting was adjourned at 8:14 p.m.

Respectfully submitted,


Yvette Potter
Mayor, City of Yamhill

Attest:


Angie Fowler, Recorder