



**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, August 8, 2018 7:00 P.M.  
MINUTES**

**REGULAR MEETING**

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

The meeting was called to order by Mayor Terp at 7:00PM

**Present:** Mayor Terp and Councilors Disbrow, Echauri, Gray and Potter  
**Staff present:** City Recorder Gilmore, Superintendent Howard, Officer Miller

**2. PUBLIC COMMENT:**

Jane Bedell, from Gaston and Iyla Prine of Yamhill introduced their selves as potential buyers of the property at 185 S. Maple Street. Bedell stated that they would love to work with the City, the County and DEQ to mitigate the decontamination of the property. The property was formerly a gas station and does have some areas of contaminated soil. Their plans are to open a café and possibly wine tasting and special events on the weekends. Bedell noted that the County now owns the property through foreclosure and will be scheduling an auction of the property later in September or early October 2018. Bedell also has been in contact with Jim Glass with DEQ, who suggested possible grants to help with the funding to clean up the contamination. Bedell also referenced a prospective purchaser program through DEQ, where you would be free of liability if the required steps were taken.

Richard stated that if a Brownsfield Grant is applied for, it needs to be applied for by the City as this type of Grant is for municipalities. The City, the County and D.E.Q. work together to mitigate the clean-up using the grant funds.

Council directed Richard Howard to contact Jim Glass from DEQ to inquire about the Brownsfield Grant and the process and availability of the City obtaining a grant for clean up of the property. Mayor Terp suggested talking to City Attorney Gowell after more information is received from DEQ. It was suggested to move the discussion to the September Council Meeting, to give staff time to gather information.

**3. PRESENTATIONS & APPOINTMENTS:**

A. None Scheduled.

**4. UNFINISHED BUSINESS:**

- A. Discuss and review Cooperative Improvement Agreement with O.D.O.T. and authorize Mayor Terp to sign.

An agreement with O.D.O.T. for the placement of the "Speed Feedback" signs was provided.

Motion by Disbrow, seconded by Echaury to approve the Cooperative Improvement Agreement with O.D.O.T. and authorize Mayor Terp to execute agreement.

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gray  
Nays: None

The motion carried.

- B. Discuss and review Intergovernmental Agreement between Yamhill-Carlton School District and the City of Yamhill for Parking enforcement and authorize Mayor Terp to sign.

There was some verbiage found in the agreement that was unclear, and the Yamhill Fire Protection District was listed as Yamhill Fire District. Council would like staff to notify the School Districts attorney and the City Attorney of the items of concern and correct the IGA before approving and moved to table the item until the September meeting.

- C. Discuss and accept draft of the Water Master Plan with the stipulation from the State Health Department.

Andrey Chernishov, with HBH Consulting Engineers, has been working with the City Engineers and State of Oregon Health Authority to have a tentative approval of the updated Water Master Plan conditionally based on the new requirement that went into effect the first of the year. As of January 1, 2018, all Water Master Plans must include a seismic risk assessment and mitigation plan incorporated into the Master Plan. The City was not expecting this new requirement, and the State has agreed to allow all new applicants that are submitting new Water Master Plans to have a chance to delay that portion of the report to a later date specified by the City. A forgivable loan is available through the Safe Drinking Water Revolving Fund Grant program to help cities cover most of the costs for the seismic risk assessment requirement. Howard recommended that the Council approve the draft of the Water Master Plan, and once the Seismic Risk Assessment report is completed later in the year, the entire Water Master Plan will need to be reviewed and adopted by the Council at that time.

Motion by Echaury, seconded by Potter to accept the draft of the Water Master Plan with the stipulation that there is tentative approval by the Oregon State Health Department with conditions.

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gray  
Nays: None

The motion carried.

Motion by Gray, seconded by Echaury to apply and authorize the Mayor to sign the Safe Drinking Water Revolving Loan Fund Grant application that helps fund the Seismic risk Assessment and Mitigation Plan required with the Water Master Plan update.

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gray  
Nays: None

The motion carried.

5. **ORDINANCES:**  
**FIRST READING:**  
A. None Scheduled

**SECOND READING:**  
A. None Scheduled

6. **NEW BUSINESS:**  
A. Discuss Timber Harvest Sub-Bid from Sundance Lumber Co. and authorize approval.

A proposed contract was provided between the City of Yamhill and Sundance Lumber Company for the purchase of oversized Douglas Fir logs that are being released by RSG Forest Products for sale to Sundance Lumber Company.

Motion by Disbrow, seconded by Gray to accept the Timber Harvest Sub-Bid from Sundance Lumber Co. to approve and authorize Mayor Terp to sign.

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gray  
Nays: None

The motion carried.

7. **CONSENT AGENDA:**  
A. Approve Council Minutes  
(1) Regular Session – July 11, 2018  
B. Financial Statements.  
C. Approve the following Purchase Order:  
(1) OreVac West Inc – PO # 19-006 - \$3,550.00 – removal of sludge at Water Plant.  
(2) Pacific Int-R-Tek – PO # 19-007 - \$ 1,410,90 – televising 8” sewer Lines for manhole and cleanout locates.

- (3) Traffic Safety Supply – PO # 19-008 - \$ 1,372.81 – Safety supplies for working in the right-of-ways.
- (4) Correct Equipment – PO # 19-009 - \$, 4,242.00 Turbidimeter

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

Roll call: Ayes: Potter, Disbrow, Terp, Echaury and Gray  
Nays: None

The motion carried.

**8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:**

A. Police Review– Graven – Monthly statistical report in packets. Chief Graven was not in attendance and Traffic Officer Miller was available for questions. No questions followed.

B. Public Works Review – Superintendent Howard – Memo in packets. No questions followed. Howard provided a map received from O.D.O.T. that shows locations of planned sidewalk and ADA ramp improvements on Highway 240 within the City. The locations will be at the intersections of Laurel Street and Highway 240 and the intersection of Hemlock Street and Highway 240 and will be installed per the Oregon Department of Transportation’s ADA standards. The improvements are scheduled to be started at the end of August 2018.

C. Mayor/Administration Review- Mayor Terp asked for a Councilor volunteer to be part of an Economic Development Advisory Council that is being established at the request of the Yamhill County Commissioners. The Advisory Group would be comprised of private partners and all County regions being represented. Abisha Stone, the Business Retention and Expansion Manager with Yamhill County has requested a meeting with representatives from the City of Yamhill and the City of Carlton to discuss their role in this group. Councilor Yvette Potter would like to represent the City of Yamhill on this Advisory Council and was approved per Council’s consensus.

D. Council Review Councilor Gray indicated that she would like Council to be aware that she would like to have her home available for any fund raisers and group meetings. Specifically, Council or Economic group meetings to share some of the projects she is currently working on.

E. Emergency Preparedness Review Disbrow reported that the next scheduled E.O.C. workgroup meeting is Friday August 24, 2018. Also scheduled is an Economic Development Meeting on Friday, August 10, 2018 at 2:00pm.

Disbrow also notified Council that the State Homeland Security Grant applied for this current Fiscal Year in the amount of \$60,000.00 was not approved.

Ken Moore who is currently on the Yamhill County Transit Advisory Board member representing the City of Yamhill, gave a verbal report on a current Transit Area Plan. The plan is a study that includes; increasing the frequency of routes from McMinnville to Newberg; add a pilot project shopper shuttle to the McMinnville and Newberg areas, as well as in some of the smaller cities; add an additional morning and early evening route from McMinnville to Hillsboro and a Saturday extension service. Most of these changes will be implemented on a near-term or short-term schedule. Moore will try to keep the City updated on the progress of the plan.

**9. INFORMATION/ANNOUNCEMENTS:**

- A. Candidate filing deadline – August 24, 2018 at 5:00pm
- B. City of Yamhill -City/County Dinner, Thursday, August 16, 2018.
- C. City offices will be closed Monday, September 3rd to observe the Labor Day Holiday.

**10. ADJOURNMENT: 8:45PM**

Motion by Echauri that the meeting adjourn at 8:45PM.

The motion carried by unanimous vote.  
Respectfully submitted,

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Paula Terp  
Mayor, City of Yamhill

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ATTEST:  
Lori Gilmore, City Recorder