



City of Yamhill

A small taste of Oregon

CITY COUNCIL MEETING Wednesday, August 9, 2023, 6:30 pm MINUTES

REGULAR MEETING

1. CALL TO ORDER (0:00)

The meeting was called to order on August 9, 2023, at 6:30 p.m.

Roll Call

Present In-Person: Mayor Yvette Potter; Councilors Marci Hedin, Kay Echuari, Shea Corrigan

Virtual: Councilor, Tim Askey

Staff Present In-Person: Travis Van Cleave, Police Department; Kyle Adams, Public Works;
Angie Fowler, City Recorder

2. FLAG SALUTE (0:21)

3. PUBLIC COMMENT (0:50)

Patty Pairan, 215 N Maple St.

Patty spoke of questions not being answered in the public meeting. She had written requesting to be added to the agenda to ask questions and instead they were answered via email without needing to add to the agenda. The response to her email did not answer the questions to her satisfaction.

Council President, Kay Echaui, asked what her questions were.

The questions were:

1. Why is the City Council not looking at creating a water district that includes the city residents and the outside water districts? The city cannot continue to add new subdivisions and allow the outside water districts to use three times more water than the city.
2. With the water rates are less than half the amount required to maintain our infrastructure, and moving money from the water fund to the sidewalks how is public works going to be able to maintain our water system?
3. Keeping in mind the qualifications posted for the City Administrator, what qualifications does our Chief of Police currently have that qualify him to be the Interim City Administrator? Also, what are the additional wages he is receiving for the position?

Walter Fulcher, 165 W Dahlia St.
Asked if we had hired a City Administrator
Mayor Potter stated that we did not hire a new administrator.

3. AGENDA UPDATES AND ADDITIONS – None

4. CONSENT AGENDA (8:55)

A. Financial Statement to Current

Kay Echuari
I make a motion to approve the consent agenda.

A MOTION TO APPROVE THE CONSENT AGENDA.

ROLL CALL: Motion introduced by Kay Echuari and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echuari, Hedin

Nays (0): None

The motion carried.

5. UNFINISHED BUSINESS (9:12)

A. City Business Administrator Recruitment Update

The City Administration position has been ongoingly open. We have been getting applications on an ongoing basis. Most of them don't meet the initial criteria. The last one, we pursued that person we asked them to do an interview. And when we all agreed that they met the criteria fairly well. We still had some questions. We asked the public and did a public meet and greet and invited the public to come and meet in person. Lots of questions, lots of great questions actually from the public within two hours, and they're just asking him, and he handled it very well. But he wasn't the person that the city was looking for or needed.

Counselors that have stated that they would have been a good candidate had the position already been created and he was just stepping into the position and filling shoes that already been created. This candidate who didn't have their full skill level to come in and create a position from scratch and set the foundation and set the standard for what it's going to look like for the city from this point forward.

At this time, we did not pick that person. And at this time, we have no current applications that we're considering. At this time, we have no applicant or candidate for the city administrator position. We did meet in executive session tonight and discussions for the city on how they can move forward with or without a city administrator. And we will probably discuss that further on the agenda.

6. NEW BUSINESS (11:23)

A. Resolution 811 – Council Memo

Our contracted City Planner has taken the initiative to prepare and submit a DLC, Department of Land Conservation and Development, grant. This grant would be to review the comprehensive plan and zoning code to identify an barriers to providing needed housing, and conduct a buildable lands inventory identifying developmental and we developable lands within the city within the city limits. This has a two necessary steps before the city can do any entertain or any consideration of the Urban Growth Boundary amendment.

This is the grant to get people to come in and do that study to tell us whether we can even consider expanding or UGB and he completed the application. It had to be submitted in a certain timeframe, but he needed Council's approval to do it. We are asking that council approve processing and applying for a particular grant to help us develop a review for comprehensive plan and zoning code to identify any barriers.

Kay Echaury made a motion to approve resolution 811. A resolution authorizing submittal of the application for DLCD Grant.

A MOTION TO APPROVE RESOLUTION 811. A RESOLUTION AUTHORIZING SUBMITTAL OF THE APPLICATION FOR THE DLCD GRANT.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

8. DEPARTMENT REPORTS (13:43)

A. Administration - No reports from administration

B. Police Department Statistics, July 2023 (23:39)

Chief Graven was at a conference. Corporal Van Cleave sat in for him and had nothing other to report other than the statistics report from July.

He also spoke of his training for a supervisory training “in pursuit” that he recently attended and of the National night out.

The mayor read a letter from the wife of the gentleman who recently had a heart attack. Corporal Van Cleave was first on the scene, and she thanked him for saving her husband’s life.

C. Public Works

1. Filter Media Project Completion (14:04)

We replaced our two filters at the water plant. We hadn't factored out everything putting down drains. Everything was in good operational state. We put all new media in; it took two weeks to get this project done. Quite time consuming but we're fully operational now.

Kay Echaury asked how often this is recommended. Kyle stated its recommended 5 – 10 years. He'd say that 15 is still adequate.

Yvette Parker asked that Kyle explain NTU (Nephelometric turbidity units) to them.

Kyle Adams stated it has to do with the clarity of the water. Water will have dirt, and sand and other items in it. NTU's measure by the angle of light will how clear the water is.

Yvette Potter asked how our water compares to before now that the filter media is changed out.

Public Works is still seasoning the system. Ours is 0.024 thousandths and bottled water is 0.1. Regulations for drinking water is 0.3 and below. This means our water is cleaner than bottled water. We are now 10 times cleaner than when we started this project. It is a substantial difference.

2. Water Rate Study (33:16)

Mayor Potter asked Kyle to speak on it as Jason Wofford was not at the meeting. He stated that he believes the 10% increase suggested during budget is not going to be able to pay for the projects that need completed. He also feels that we need to adjust our tier system for usage.

The water rate study was recently completed and the council, water advisory committee and public works needed time to review it before making any decisions. They discussed if they wanted to provide that information to the public now, or after the city has a chance to review it.

Marci Hedin

I make a motion that we release the water rate study to the public.

A MOTION TO RELEASE THE WATER RATE STUDY TO THE PUBLIC.

ROLL CALL: Motion introduced by Marci Hedin and seconded by Kay Echaury

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

The decision was made to release noting that no one would speak or answer questions on it until after a work session could be completed. They also scheduled a town hall for the public to come to and express their thoughts prior to the council making any decisions on it.

The water advisory committee meeting would be cancelled and replaced with a closed-to-the-public work session in order to minimize the number of repeated questions. The mayor noted that

questions can be submitted at any time, but they would be addressed at the public hearing/town hall.

The town hall was schedule tentatively for Sept. 6th.

8. DEPARTMENT REPORTS (46:45)

The mayor asked if there was anyone from the YDA or YNA that wanted to speak. Jenny Morrison. stated that she was here to speak with he planning commission as EDC.

A. Planning Commission (47:27)

Ken Moore, Planning Commission Chair, stated they are moving forward on the grease trap ordinance and light pollution ordinances. He then gave the floor to Jenny Morrison to present some information from the Economic Development Committee.

Jenny Morrison, 20051 NW Adcock Rd.

Jenny stated that she is speaking for both YDA and the EDC (Economic Development Committee) a sub-committee under the planning commission that was assigned to do research and information gathering on for codes and improvements.

She spoke of a potential code for the downtown area that would be a “formula business restriction.” This type of code to incorporate the purpose of services. The purpose of the FERS to prevent or discourage infiltration of formula businesses, businesses that offer a standardized array of services and or products that utilize and diverse architecture individuals, so the objective is to save “mom & pop” stores. A town in Washington incorporated this to discourage growth for any new businesses that are coming in, but to try and explain a piece with these the character of the downtown corridor and be able to encourage opportunities. For example, my husband and I have been involved in coffee roasting, they're looking to try to find a spot in town that makes sense to put in the coffee shop. If a Starbucks were to come in that would not work for them

An additional point of interest is thinking about, er, that they can have long term economic consequences as the downtown neighborhood loses its distinctive appeal and no longer offers opportunities for so that's part of how the Downtown Association is working on getting grants. Grants for mainstreaming streets and things like that.

Another thing that was interesting, when looking into information about the formula business restriction, is that formula businesses can be fair-weather friends and disappear quickly when the economy contracts or their corporate strategies shift.

Ken Moore asked if there was anything else the council wanted him to be working on. They are currently working on the UGB, lighting pollution, grease traps, and AirBNB.

The mayor inquired about zoning and rezoning for the downtown area for residential and business and reevaluating what we shouldn't be putting in. Ken stated he would contact her to get more information on this.

Jenny Morrison, as YDA, stated that they are working on Halloween events and tree lighting.

Mayor Potter asked that they consider moving the tree lighting to the lawn and Jason and Kyle make sure that there is electricity there so they can use it.

10. COUNCIL REPORTS (58:38)

Kay Echaury & Tim Askey reported on First Friday. It went better this time. It was only Kay, Tim, and Kim. They went through 7 pages of the City Code, Title 1. They are highlighting some areas that may need updated.

The new part of First Fridays includes going over the municipal code, reading it, making potential corrections, and discussing with the public. They are dedicating a half and hour for this at every First Friday.

Yvette Potter reported that she received a letter with some questions and wanted to make sure they got on the record. There are only two actual questions so those I will present to the record.

1. Is the water rate study complete. If so, they would like a public copy of it.

A. It is complete now and will be posted for the public.

2. What is the status of the City's audit report?

A. The audit was postponed until September and there is no report to share with the public yet.

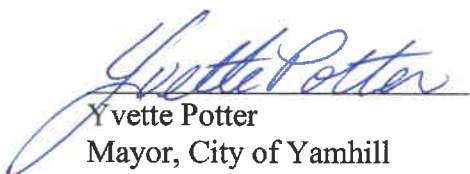
Kay asked if record requests have fees associated with that. The mayor noted that we just updated all of our fees and approved a couple of months ago.


There were no other reports from councilors.

Kay Echaury made a motion the adjourn.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,


Yvette Potter
Mayor, City of Yamhill


Attest:
Angie Fowler, Recorder