



**CITY OF YAMHILL, CITY COUNCIL MEETING  
Wednesday, September 11, 2019 7:00 P.M.  
MINUTES  
REGULAR MEETING**

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

The meeting was called to order by Mayor Potter at 7:03PM

**Present:** Mayor Potter and Councilors, Disbrow, Askey, Echauri and M. Gilmore.  
**Staff present:** City Recorder Gilmore, Interim-Superintendent Malis, Chief Graven

**2. FLAG SALUTE:**

Mayor Potter led the flag salute with all those present participating.

**3. MOMENT OF REMEMBRANCE- 9/11- “We Must Never Forget”**

A moment of silence was observed by all those attending to never forget the events of September 11, 2001 eighteen years ago.

**4. PUBLIC COMMENT:**

Patty Pairan of Maple Street in Yamhill questioned the specifics of the City’s new billing system. Patty understands that there will be an online payments option and does not want to be required to pay utilities through an online company. Recorder Gilmore reported the new MuniBilling system has not been implemented yet and paying your utility bill online will not be mandatory, only an option if the resident requests it.

**5. PRESENTATIONS & APPOINTMENTS:**

**A. Economic Development Review- Dana Gray**

Dana reported that the statistics for the summer bookmobile program showed that during the 8-week program, there was an average of 20 Children and 10 adults during the 2-hours of each weekly visit.

Also reported, the next scheduled Economic Development meeting is on the first Thursday of each month from 6:00pm to 7:30pm at the Yamhill Christian Church. The group has changed their name to the Yamhill Downtown Association (Y.D.A.) with a focus on “Enhancing a Vital Community”.

Dana noted that a second City clean-up event will be scheduled soon and will report back with the date and specifics.

- B. 2020 U.S. Census promotion – consider approving proclamation  
-James Graham, U.S. Census Bureau.

James Graham was in attendance to explain the background and purpose of the upcoming 2020 U.S. Census. The census will help to make sure everyone in Yamhill is accounted for and have an accurate population count, which can help with obtaining grant funding. Graham explained that the United States Constitution requires that “an actual enumeration shall be made within every term of ten years”. Graham stated that there will be census workers going door to door starting in the Spring of 2020, but if residents respond to the 10 census questions either on-line, over the phone or mail-in paper form, a census worker will not come to your address.

Council consensus moved to proclaim the City of Yamhill committed to partnering with the US Census Bureau to help ensure a full and accurate count in 2020, and approved the Mayor signing the Proclamation.

**6. UNFINISHED BUSINESS:**

- A. None Scheduled.

**7. ORDINANCES:  
FIRST READING:**

- A. None Scheduled

**SECOND READING:**

- A. None Scheduled

**8. NEW BUSINESS:**

- A. None Scheduled.

**9. CONSENT AGENDA:**

- A. Approve Council Minutes
  - (1) Regular Session August 14, 2019
- B. Financial Statements
- C. Approve the following Purchase Order:
  - (1) PO # 20-002 – Genuine Technology - \$4,774.29 – PW Computers
  - (2) PO # 20-019 – TJ Gun Sales - \$863.85 - Ammunition
  - (3) PO # 20-020 – Precision Welding - \$845.00- Fabricate Aluminum Sewage Basket
  - (4) PO # 20-021 - XiO, Inc. - \$15,245.00 - Ellie’s Garden Lift station Monitoring system. (Approved not to exceed \$20,000.00 at the August 14, 2019 Council Meeting)
  - (5) PO # 20-008 – Camtronics - \$ 21,050.00 – SCADA - 1<sup>st</sup> Billing
  - (6) PO # 20-022 - Blue Line Electric - \$ 853.19 – Pump Install and relay change.

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

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

The motion carried.

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

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

Graven reported that Reserve Officer Livingston has started his part-time School Resource Officer position by working with all three Yamhill/Carlton Schools. The position will provide 10 hours a week divided between the three schools. Graven also reported that another agency is currently providing volunteer Officer hours at the elementary school but does not interfere with our agreement with the School District. Graven will be meeting with the School Superintendent monthly to follow-up on the SRO program.

Graven discussed the need for new portable radios for the police department, and the necessity to upgrade the radios for communication with other agencies. Graven stated that it has been a serious safety issue not to have the ability to communicate when responding to calls. Currently the radios are 40% off, which would still put the cost of four radios at almost \$30,000.00. Grant funding could be an option, but to date grants that have been applied for have not been awarded. Graven will continue to look for funding options.

B. Public Works Review –

Bernard Malis provided a follow-up of Council's request to install a handicapped parking space at Beulah Park. Malis received a quote of \$6,500.00 to asphalt the area if Public Works does the prep-work and is waiting for more quotes before moving forward with the project.

A report was provided with a partial list of tasks and workload that Public Works are responsible for. Many items listed are mandatory requirements that have not been accomplished in several years, including: Hydrant and Valve Testing Program; Blowoff Inspection and Testing Program; Manhole Inspection and Repair; I & I Isolation and repair; Leak Detection and Repair and many more that were specified in the report.

Malis stated that yearly an I & I Report is sent to the State that shows how much water goes into the sewer system when it rains, and it is mandatory that the City has a program to correct any I & I deficiencies. It does not have to be resolved immediately, but there has to be a program in place that shows your efforts on how it is being fixed. The Hydrant Testing program is also mandatory by the State and there are 62 hydrants in the City.

The Blowoff Inspection and Testing Program is mandatory for E. coli testing which the State requires to be done twice a year. Malis stated that the leak detection and repair will be ongoing and will be contracting with a company to locate and map the water line leaks in the City. Malis continued reviewing the report as well as listing some recent accomplishments that Public Works staff have completed that included long overdue repairs.

Councilor Disbrow reported that the domed skylights at the Water Plant have been in desperate need of repair and are cracked and causing considerable water leak damage. Disbrow has requested a quote to replace the domed skylights and would like approval from the Council to move forward once the quote is accepted.

Disbrow made motion, seconded by Echaury to approve the purchase of two domed

skylights, not to exceed \$1,200.00 for the total cost.

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

The motion carried.

C. Mayor/Administration Review-

(1) Consider approval of candidate for Administrative Clerk position.

Recorder Gilmore reported that Interviews were completed on August 16, 2019 for the new full-time Administrative Clerk position. Gilmore requested approval of the appointment of Melissa Von to fill the position effective September 16, 2019. The position will require a 6-month probation period.

Motion by Potter, seconded by Askey, to approve the appointment of Melissa Von as Administrative Clerk, effective September 16, 2019.

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

The motion carried.

(2) Discuss staffing updates and consider hiring needs.

Mayor Potter discussed if the City has a need for a Public Works Superintendent or if the managerial duties could be divided between two supervisors within the public works department. Disbrow stated opposition to the idea and Recorder Gilmore suggested that the current budget needs to be reviewed before moving forward with staff hiring. After discussion, Council consensus is to continue with the current staff and schedule a work session in the near future to review the budget and further discuss hiring needs.

(3) National Preparedness month discussion.

Potter would like to take advantage of Septembers National Preparedness month to reach out to our citizens yearly in preparation of possible disasters such as wildfires and earthquakes. Dana Gray offered to contact the County and FEMA for flyers to distribute, and it was suggested that the Economic Development Group may also want to be informed.

(4) Consider approval for use of City Credit Card, Bernard Malis Interim-Superintendent.

Motion by Potter, seconded by Gilmore to approve the use of a City Visa credit card for Bernard Malis.

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

The motion carried.

(5) Discuss “walking path” for new school district property subdivision. Potter indicated this item was a topic at the Planning Commissions Public Hearing on September 10, 2019 concerning the possible subdivision project. There is a proposal by the developer to install a walking path from the subdivision to the back side of the school district property. The School District has stated concern and is not in favor of the proposal, as the path would lead to the ball fields that aren’t monitored and would like children to enter the school grounds at the door entrances where there are staff and supervision. Potter would like feedback from the Council to come up with a plan that would provide a safer route for the school children. Potter would like to partner with other agencies for possible funding to provide sidewalks on the north side of Highway 240.

(6) Discuss current budget and recent changes in wages and increased needs for public works projects.

This item will be tabled until such time after as a work session will be held.

D. Council Review - None Received.

E. Emergency Preparedness Review

The next E.O.C. group meeting is on Friday, September 20, 2019 at 10:00am in the Council Chambers.

Disbrow reported that Yamhill County is continuing the process of reviewing the current Hazard Mitigation Plan with the next meeting scheduled on September 23, 2019.

**11. INFORMATION/ANNOUNCEMENTS:**

- A. Vacancies:  
Budget Committee - 1 member- Applications are available at City Hall.
- B. September is National Preparedness Month, a yearly campaign led by FEMA designed to encourage all Americans to take simple steps to prepare for emergencies.
- C. “Stewards of Children” training – Juliette’s House
- D. Household Hazardous Waste Collection Event- October 12, 2019, Yamhill County Fairgrounds.

**12. ADJOURNMENT:**

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

The motion carried by unanimous vote.  
Respectfully submitted,

---

Yvette Potter  
Mayor, City of Yamhill

---

ATTEST:  
Lori Gilmore, City Recorder