



**CITY OF YAMHILL, CITY COUNCIL MEETING
Wednesday, September 12, 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 Potter, Disbrow and Echauri

Excused Absence: Councilor Gray

Staff present: City Recorder Gilmore, Superintendent Howard and Chief Graven

2. PUBLIC COMMENT:

Mike Warren of Yamhill questioned the Council for information regarding the Yamhill/Carlton School District's Property of 16 acres that had been a tentative sale to a developer and is now withdrawn by the developer prior to a Public Hearing. It was noted that the property has been re-listed for sale by the School District after notification that the previous offer to purchase property was withdrawn. Warren questioned what the Council's opinion would be for developing the 16 acres.

Mayor Terp stated that until a land use application is received and reviewed, including a public hearing to receive citizens input, the Council would not offer an opinion but review the City's Municipal Codes and make a determination at that time.

Disbrow also commented that a City Councilors job is to consider what is presented to the Council during the Public Hearing and not discuss with the public prior to the hearings. It was also noted that the Planning Commission would hold a public hearing first and if approved, the City Council would then hold a public hearing. Both hearings would be advertised and posted ahead of time and public notices would be mailed to residents.

3. PRESENTATIONS & APPOINTMENTS:

A. None Scheduled.

4. UNFINISHED BUSINESS:

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

At the August 8, 2018 Council Meeting there was some verbiage found in the agreement that was unclear, and the Yamhill Fire Protection District was listed as the Yamhill Fire District. Council asked 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.

Motion by Disbrow, seconded by Echaury to accept and approve the Intergovernmental Agreement between Yamhill-Carlton School District and the City of Yamhill for Parking enforcement to approve and authorize Mayor Terp to sign.

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

The motion carried.

B. Receive update letter concerning Business at 275 W. Third Street.

At the July 11, 2018 Council Meeting discussion and review of the complaint has been continued from the May 9, 2018 Council Meeting and previous meetings beginning September 13, 2017. At that meeting, Sue Richardson, owner of DeMoss & Gutterman, gave an update for the timeline of moving the business. Richardson stated that within 30 days most of the equipment and trucks will be removed from the Third Street location and some of the work trucks have already been moved. Mayor Terp indicated that this was acceptable and the neighbor in attendance was also satisfied with the 30-day timeline.

An email dated August 16, 2018 was provided by Richardson indicating there had been some family emergency's recently and there was still equipment that needed to be moved. Council reviewed the email and will continue to monitor the progress of moving the business completely to the new location.

5. ORDINANCES:

FIRST READING:

A. None Scheduled.

SECOND READING:

A. None Scheduled.

6. NEW BUSINESS:

A. None Scheduled.

7. CONSENT AGENDA:

- A. Approve Council Minutes
 - (1) Regular Session – August 8, 2018
- B. Financial Statements

- C. Approve the following Purchase Order:
(1) P.O. # 19-014 – Accu-Tech Automotive - \$1,303.25- Ford Ranger Repair.

Motion by Echaury, seconded by Potter to approve the Consent Agenda with the addition of Purchase Order #19-014 for Accu-Tech Automotive that was received just prior to the meeting and not included on the distributed agenda.

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

The motion carried.

8. DEPARTMENT/COMMITTEE REVIEW/REPORTS:

A. Police Review– Graven – Monthly report in packets.
Chief Graven provided his monthly report and stated the department has been very busy. Graven reported that he has been in discussion with Public Works Superintendent Howard regarding the intersection of Main Street and Olive Street to add more signage or additional road striping to make motorists aware of the 4-way stop. Graven indicated that it is a problem area with many moving violations and he is working toward improving the intersection.
Graven also stated that he is currently getting bids for a new patrol car that has been budgeted for in the current Fiscal Year.

B. Public Works Review – Superintendent Howard – Memo in packets.
Superintendent Howard provided his staff report included in packets.
Mayor Terp questioned Howard regarding seal coating streets and what type of seal coating he will be using. Howard is planning on just crack sealing at this time, until a better product can be tested to seal coat the streets.
Disbrow questioned Howard regarding the update on last months item, the property at 185 Maple Street and the contamination clean-up and the possibility of a Brownsfield Grant to fund the clean-up. Howard stated that he has not heard back from Jim Glass at DEQ and will contact again. In attendance were Jane Bedell, from Gaston and lyla Prine of Yamhill, the potential buyers of the property at 185 S. Maple Street. Bedell had concerns that the property could be auctioned by Yamhill County before the October Council Meeting and was hoping to get a consensus if the Council would consider moving forward by applying for a Brownsfield Grant.
Terp directed Howard to contact DEQ and determine if a Grant could be acquired by the City to fund the soil contamination clean-up and report findings back to Council. Consensus was to hold a special Council Meeting if information was received that would require a vote by Council if it was determined that October 10, 2018 would be too late for a decision.

(1) Discuss approval of upgrading SCADA System.
Howard stated that the Water Plant SCADA System upgrade is necessary, and the cost will be approximately \$70,000.00. Currently the system is compatible with Windows XP

and it needs to be upgraded for compatibility with Windows 10. Howard requested authorization to upgrade the SCADA System. Consensus is to approve and move forward with upgrading the SCADA System at the Water Plant and Howard will be providing Purchase Orders to the Council as the upgrade progresses. Howard indicated the upgrade is budgeted for in this Fiscal Year through the Water Fund, Water System Development Fund and the Water Depreciation Fund.

Howard stated he is currently working on the Grant application for the Water Transmission line from the water plant to town and reported that the State is reviewing the application. The project is estimated to be a cost of \$4,000,000.00. The City's debt to income ratio for the Water Fund must meet at least a 1.2 debt ratio that includes the debt for the two current loans. Discussion continued regarding using some of the proceeds from the current Timber sale to pay down debts to meet the 1.2 Debt to Income Ratio. Terp recommended that Howard report back to Council at the October 10, 2018 meeting with the approximate funds needed to pay down the current loans to meet the Grant requirements.

Howard provided an update for the portion of the Water Master Plan that will include a seismic upgrade that went into effect on January 1, 2018. The estimated cost to complete the seismic portion of the 50-year plan will be \$40,000.00 that is a requirement by the State.

C. Mayor/Administration Review

None Received.

D. Council Review

Disbrow reported that an Economic Development meeting will be held on September 27, 2018 from 7:00-8:30pm at the Yamhill/Carlton High School Cafeteria. The meeting is being held by the Yamhill Community Economic Development Committee and is seeking input from community members.

E. Emergency Preparedness Review

Disbrow reported that the next scheduled EOC Working group meeting is Friday, September 28, 2018 in the Council Chambers.

On October 9, 2018 @ 6:00pm, the American Red Cross will be giving a presentation at Linfield College.

On November 10, 2018 from 9:00am to 2:00pm there will be a Community Preparedness Fair at the McMinnville Community Center.

9. INFORMATION/ANNOUNCEMENTS:

- A. Vacancies: Budget Committee - 2 - 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. Candidate Certification for the November 6, 2018 Election.

10. ADJOURNMENT: 8:20PM

Motion by Echaury that the meeting adjourn at 8:20PM.

The motion carried by unanimous vote.
Respectfully submitted,

Paula Terp
Mayor, City of Yamhill

ATTEST:
Lori Gilmore, City Recorder