



City of Yamhill

A small taste of Oregon

CITY COUNCIL MEETING Wednesday, September 13, 2023, 6:30 pm MINUTES

REGULAR MEETING

1. CALL TO ORDER (6:28)

The meeting was called to order on September 13, 2023, at 6:32 p.m.

ROLL CALL

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

Staff Present In-Person: Chief Greg Graven, Police Department; Jason Wofford, Public Works; Kim Steele, City Clerk; Angie Fowler, City Recorder

2. FLAG SALUTE

3. PUBLIC COMMENT (10:46)

Cathy Phillips, 19625 NE Laughlin Rd

First, as a member of the Water Advisory Board. I see you're putting a discussion and decision on your list to do tonight and I'm hoping that we can delay it for a month of the decision so Water Advisory Board can meet as a group and go through this rate study because we haven't had the chance to do that yet.

Second, looking at the rate study, I still don't understand it all- I'm trying to- but I haven't had a lot of time to dive into it. I am concerned about the rate of the increase how fast you're going to do it. If you're going to do increments or if you're going to just do it all at once. Because it might not be mind boggling to some of the City of Yamhill people, what their rates are going to do but it is when you start looking at what it's going to do to our outside water users. We have people that are on fixed incomes the same as City of Yamhill. We're doubling our watches so that would be my request is that we kind of look at getting slower, like we've done in the past. We've done a percentage for three years in a row or something. But anyway, so that's my concern the increase is steep.

Sherry Wilson, 710 E Main St.

A couple of things. I understand you know, the outside water districts kind of needing some time when rates double I know that, in city, our rates did go up a couple of times in the last year. And we haven't read increases from our Meeting last week. I want to mention if there is I would like to know if this study has to say if we do have a water crisis again- not if but when - down the road, what provisions are going to be put in place for all the users. So, I hope that you guys are looking at that.

And, for a good news thing, I want to thank Angie so much as I am starting to see some of the compliance issues in town being taken care of. And thank Jason with improvements with the water underground issue, system and so on. And I guess that's it for now. Mr. Robert Davis.

Robert Davis, 212 N Maple

Speaking for Yamhill Neighborhood Association, there's a couple of things on my mind.

One is just a brief reminder that we will be holding "How to Survive" class this Saturday at the Yamhill Methodist church. How to survive and basically is survivalist point of view as to how to scrounge up food and water after we're cut off. Your freezer runs out of food, your refrigerator runs out of food, the store runs out of food, and you're out of food and you've got no water. So, it should be a very rousing, interesting class. Got this because I read your Federal Emergency Management Agency document.

The other thing we don't get to speak last month at this council meeting even though we submitted a request to use and so we resubmitted our five six questions probably three or four weeks ago and with Angie's request reply to a lot of our questions. Some of them got answered. Some of them weren't actually answered. We did want to speak to the council about these questions, personally. And I appreciate what she's doing. She's probably trying to thwart an awful lot of your extra work. But I would like an opportunity to speak to council in person so I will hope that next month I will put in a request to speak for Yamhill Neighborhood Association. I will be put on the agenda this time instead of forgotten or left off.

Speaking Personally, the Water Advisory Committee needs to look at the report is one thing and I believe that needs to be done. I would hope that the council wouldn't rush into a decision about the water report even though we were waiting and waiting and waiting on it and finally got it. I was glad to get it but still it needs some more digesting and need some more speaking about. I appreciate what the foundation that did the report, did. They did an excellent job and answered all of my questions were answered. Except for the outside water districts and what you're going to do with them as rate payers and whether you're going to allow the full extent of the percentage of rate increase to kick in all at once. I guess my time is up. But anyway, thank you so much for hearing me.

Patty Pairan, 215 Maple St.

So, last month Meeting I addressed the fact that I had submitted three questions a full month prior and that I got answers to them, but they weren't related to the questions that I had at all. Kay was surprised because she said she didn't know anything about them. So, she took down questions and I was surprised to not see any information on the agenda today to address those questions. One of which was potentially answered in the water town hall meeting for the water. So that when I get but the other two questions, like I say, haven't been answered at all, and I'm going to compare the fact that they haven't been answered to if somebody were to call City Hall with questions about their water bill and Kim says basic - not that you would do this because you haven't but I'm using you as an example because you asked - for basically for her to say. "Too bad so sad, I don't have time to answer and then I'll get back to you when I can." and then never getting a response. That's the same type of feeling that a lot of people have and I'm not just talking for myself- that a lot of people have within the city. As far as questions being answered. You're ignoring and a lot of people aren't coming to City Council meetings anymore. And these are people that I've spoken to over the phone that have never met them. And their response is I don't go to City Council meetings anymore because no questions are answered. And I understand that you all aren't getting paid and that you don't get paid for this but the purpose of City Council, the way I see it, is that you're here to help people understand what's going on in the city. And when you ignore that that's a detriment to City Council as a whole. But it's also an issue with the residents of this town because then they don't know anything about what's going on because they can't get their questions answered. So, it's just food for thought.

Kay Echuari

Do you mind if I speak to that? So, after the Council meeting that I took down your questions again, I wasn't part of an email thread, and then forwarded that to me. So, in in that thread was your questions and the answers and I feel that your questions were answered. And sometimes when a question is answered, it's not the answer you want to hear. But it's been answered. So, I can say that with all honesty, I really felt within that thread your questions were answered. And I'm sorry if you don't feel that way. I really am.

Patty Pairan

No, and the only reason that I say that and I'm gonna use the water. The only reason that I say that they weren't answered is because two of the questions had to do with the water. And like I say we address that already in the meeting the Town Hall meeting as far as bringing outside water districts and the other whatever the other 51 people are considered into a water district as a whole. So, in this, all talks about the water rate study doesn't pertain to my question whatsoever. The other question was transferring from one money from one department with Public Works to another to cover something else. The water rights study has nothing to do. So no, in my opinion, those weren't answered because it didn't address the two questions that I had. It referred back to the water rights study. Why? The study has nothing to do with Public Works as far as moving money from funding the water fund to the sidewalk? Because I had to do it. Yeah. So, the water rate study had absolutely nothing to do with that particular question. So anyway, that's off.

Jenny Morrison, 20051 Adcock Rd., Yamhill Downtown Association & Economic Development Committee

Speaking for Yamhill Downtown Association, Last night was very robust and very productive. We're excited about things. Our holiday happenings that are coming up. We're working on getting Christmas lights. We've got some funding and some costs from C & D Landscaping. We're going to be working with different business owners to try to see if they can also help contribute to the cost of the lights and along buildings throughout the town. For Halloween, we've got the healthy trick or treat situation can have going here or newly vacant corner and Jason We need to figure out some power I don't know if there's perhaps generators that can be had or borrowed from sitting if that's an option, but I must inquire about that as well. We want to have on how we an actual place for people to come into town and do trick or treating and have some other festivities to keep promoting the YDA.

We did some volunteering with Cycle Oregon that came through Carlton over the weekend. And we did a volunteer session here and that was that was great. And it was really encouraging to see the number of people who come through this area. And so that kind of leads into some next things with the YDA.

We talked about one of our members is involved with Cycle Yamhill County and he is involved in a scenic bikeway school bike safety education. So, we're putting that out to schools here is something that's ODOT funded and that's something that can be provided for schools to get kids trained and healthy sessions on bike safety helmets and so I think that's going to be great. And then we're also working towards a gravel bike race in the Spring. To clarify the month before or after our 5k run in May.

Speaking for the Yamhill Economic Development Committee which Robert is also on and so on. The YDA we are working on code recommendations, which I talked about here, all in the past and based on what happened last week, we know that there is definitely a sense of urgency with getting codes in place and I think the primary requests that I have on behalf of the group is to make sure that the time the task that we were given to research codes, make recommendations all in the spirit of coming up with historic designation for the town, if we still have that support, because our first look at some high risk codes first.

Donna Dempsey, 21110 NW Adcock Rd.

Here's a couple of things that maybe I missed. And because I'm just I just got the Yamhill rate study today I noticed some errors on some of their adding I guess in the first page on the executive summary on the number of connections, the total connections I have 246 And you have 523 in the City of Yamhill alone. So just not being able to dig through everything. You know yet to see everything, but it makes me question Okay, can we do this.

The other thing is, has there been as far as grants on for the city and how that's affecting you the Budget and No? Some of the other towns have gotten substantial grants that have helped them. But there are, so anybody to answer that? No Have we put in for the grants nobody so I mean, that we should be you're kind of looking at or helping out with the water system and that's

something that you're instead of putting the time into getting these grants and stuff, we're putting the burden on the people that are in the form of districts, you know, in town and out of town, and we're not doing our job for trying to help the community by putting in for these grants. So, to me, that's a big thing that baseline, you know, as far as I'm concerned, and I think that there's quite a few people that feel the same way. And that's, you know, pretty much what I would like to see work activity towards to help alleviate just the rates substantially. Thank you.

Susan Corbett Fergal, 7120 Bony Road

We're one of the outside districts and I had the opportunity to attend the meeting last week, but I just gotten the rate study and hadn't had the opportunity to go through it, so forgive me if my questions are redundant. One of the things I did question and Mr. Tice addressed this is the budget shortfall and that it included capital improvements, and those can vary. I understand that. Is there a copy of your Budget, the proposed Budget available for public for you is just a question I've had, a couple of people asked me about the city Budget or proposed Budget that we're falling short. In this water study. We're not going to meet a Budget. So, we're raising rates to accommodate that. My question is, is that Budget available, what it includes?

Mayor Potter

It does outline all of that in the in the water rate study.

Susan Corbett Fergal

Because he mentioned that removing capital improvements would not substantially help improve the situation somewhat. So, my question is based on what the scope of those capital improvements are, has there been any discussion on that option to help especially the outlying districts for not having such a huge rate increase? Anybody?

Mayor Potter

It's been all part of the discussion.

Susan Corbett Fergal

Ok. My other question was, is you mentioned that there was some discussion of an intercept with Hillsboro is there any further information available on that? I do apologize. The outer districts typically, you know, I haven't really thought to be part of the city since were not in the city. But of course, the water does affect us. So, I'm not exactly up to speed on everything. But do you have some Information on that that's available or what was the lives costs and that kind of thing?

Jason Wofford gave her a quick update on the status of the Hillsboro water line.

Susan Corbett Fergal

Thank you very much. It's just I really agree if we can possibly delay this, we've really had no time to review this. We have a very high percentage of older people on fixed incomes, this is

going to be pretty devastating. If there's any chance there can be any more discussion or a little bit of delay, I think that would be very, very good. So, I just wanted to add that comment. Thank you very much.

Lizanne Birch, 20585 NW Adcock Rd.

I'm on the board of the Pleasant View Water Company. I read the paper about last year's rates going up and the first thing I thought of was, oh my god, is that going to be us? And as Jenny said, we have a lot of older people. In our district and in our company, we have 40 I do not know if the number of the total outlying districts.

I, as a board member, I did not receive any information about this meeting of the last Meeting. I don't know how you communicate.

Cathy Phillips stated that she sent all water districts and email with the water rate study attached to it, with the contact information she had for each district.

Lizanne Birch

Okay, well, I appreciate anything that you all can do to consider the rates and I'm sure you will. It's a big problem. And we're here it's going to be a dry winter, let alone what next will be so if anybody has any ideas of how to get more water, anyplace ...

Sherri Wilson, 710 East Main

I forgot to thank the Police Department because I've seen a little more coverage out across from where I live, and people being pulled over for speeding and I appreciate that.

She went on to say that this has been going on for 2 years, so she is sorry that the outside water districts feel like this is a surprise. The water advisory committee has for 2 years been trying to come up with other ideas and there isn't going to be any more water. Thankfully Jason and Kyle and their crew have fixed leaks and made a major difference. So even though it has been hot this year, we haven't had any problems.

Shea Corrigan, Councilor

I also want to encourage everybody next question to people I feel bad that you a lot of folks here feel like you've just found out about some stuff. So just to let you know every other month the water advisory committee meets. If you're on an outside Water District, I would highly recommend that you go to those meetings and have a say so that you can determine your own futures.

First Fridays of every single month we have a meeting here in council chambers with either Mayor Potter or the council president Echuari and one of the counselors, you would have an opportunity to ask any questions that you would like as it pertains to the city and we'd be happy to get those answers back to you. And again, to those people that have questions that have been outstanding for a period of time. That's also an excellent time to ask those questions. We do have the time typically to research questions. Kim's been helpful in the past with some intricate

questions about code and the criteria that she's able to come up with answers to quite quickly. And one time that we didn't get that Angie found it the next day. So please come and talk to us. Nobody's trying to not be transparent. We're here all the time- and quite often by ourselves. So please come down.

Doug Edwards, 580 N. Maple Street

I've been using more water than I realized. So, I've got one of them new fandangled meters put in. I'm billed by start gallons and end gallons. Talking to Jason, it's cubic feet. So can't you do em' both because I can't track the water. And when did they start, if when they read it on the 25th, do they zero back out? So, there's no way a citizen can track that and I', kind of concerned when you can talk to you guys can come up with if you're billing cubic feet and you're it to gallons, how do we know? I am trying to track my usage, but I can't even have it show me the gallons on the meter.

Cathy Phillips, 19625 NE Laughlin Rd, Water Advisory Committee member.

When we started the water advisory committee and we had the water shortage two years ago, I called all the district people to actually get to call me back and I got email addresses for everybody and I've been trying to send some emails out giving you information about stuff, it's got some things that are going on. And so, if you're not, I don't know what happens to it. I just send it to one person in each district basically. You know, so I'm trying to get information out there. But what happens to that person an email, I don't know. I got I got the water rate study and sent it to everybody.

Mayor Potter asked if there were any more public comments, both in-person and online, and there were none. Public comment was closed.

4. AGENDA UPDATES OR ADDITIONS (43:52)

Mayor Potter asked if there were any updated or additions to the agenda, there were none.

5. CONSENT AGENDA (44:26)

- A. Financial Statement to Current
- B. Minutes 7/12/23 Council Meeting
- C. Minutes 8/9/23 Council Meeting

Mayor Potter

Are there any questions on anything in the consent agenda? Motion?

Kay Echuari

I make motion to approve the consent agenda.

MOTION TO APPROVE THE CONSENT AGENDA

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

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

Nays (0): None

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The motion passed.

6. PRESENTATIONS AND PUBLIC HEARINGS (45:02)

A. Staff Recognition

Mayor Potter asked Kim Steele to join her in front of the group.

The city wants to present you with this. [Award for 25 years of Excellence handed to Kim]

This award for 25 years of excellence presented to Kimberly Ann Steel with recognition and appreciation for your hard work, humility, generosity, and loyalty in various roles of responsibility. Your continued dedication and work ethics are exemplary. We are proud and honored to have you representing the City of Yamhill from August 31, 1998, to August 31, 2023, 25 years of service.

7. UNFINISHED BUSINESS (47:07)

A. City of Yamhill Job Step/Wage Scale

Mayor Potter

City of Yamhill jobs wage scale resolution to adopt the job/wage scale. Do any councilors have any questions.

Shea Corrigan

I do. The details within that could be changed and adjusted as we saw fit along the road? Yes. I think the ability to adjust the standards is always great with that. I could see in the future how you might want to make an adjustment here or add a different tier. You know that sort of thing as situations present themselves.

Greg Graven

I would like to expand on that as well. So, this is a step, this is the basic of what each FTE will do. If there is a merit increase, or if there's any type of increase that the supervisor can request that can still be recommended. It's more guideline that's what's going to be expected. This is very common practice amongst different organizations from the government.

Mayor Potter

Is the intention to do step one through six on an annual basis for the first six years of employment or they are on a merit basis?

Greg Graven

That would be steps annually. And then you can improve the merit in your footsteps. Or any type of other types of cases

Jason Wofford pointed out that there is a large difference between Public Works Supervisor to Public Works Director stating that the job duties could be the same, but the title is changing the dollar amount.

Greg Graven pointed out we would need to build job descriptions to coincide with what the justification would be at this point there. Job descriptions are different.

Mayor Potter

These are all in accordance with current job descriptions. So, it can be adjusted at that time it becomes necessary. It's nice to have a standard this is nice to have this so people can know what to expect.

She asked if there were any questions from Council or Staff on this. There were none.

Kay Echaury

I make a motion to approve resolution number R812. A resolution by the

City Council of Yamhill Oregon, adopting the jobs step which scale for city employees.

MOTION TO APPROVE RESOLUTION R-812. A RESOLUTION BY THE CITY COUNCIL OF YAMHILL OREGON ADOPTING THE JOB STEP WAGE SCALE FOR CITY EMPLOYEES.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Shea Corrigan

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

Nays (0): None

The motion passed.

B. Water Rate Study Discussion

Mayor Potter

Last week we had the public hearing, and the community was invited to come out and share their thoughts and what they would like to see happen. Lots of discussion; lots of Information. The report writer from the Associated Water Association gave us some really good Information. There were debates on options that could be potentially implemented, how we could balance it out how we could make it equal across the board. Lots of discussion took place last week, Wednesday, in regard to this. The council was sent home to do some further reading and studying and understanding of the water rate study and the information provided and to come back with some thoughts on decisions that we would like to make.

We did ask Tim Tice to submit to the city some answers to some of our questions that we had on other options, other ways of making getting the additional funding or the additional increase without putting such a heavy burden on the residents themselves. And I don't know that he's submitted anything to us yet. We're still waiting for that. He was able to get it in a week's time. I'm not surprised. So, counsel with that. This is our time to kind of work through some of the questions that we might have that we can answer without Tim Tice. Or at least kind of just discuss what the options currently are on the table. Does anybody have thoughts on that?

Councilor Tim Askey questioned if the connections that are upcoming the Park Meadows development were accounted for in the rate study or if the number of new connections will even make a difference in the numbers.

Jason Wofford stated that these numbers were not included in the rate study, and he doesn't believe that there will be a drastic offset when these new connections are added.

Mayor Potter asked about the Merkley Grant that was included in the budget as income. We did not get that, so in addition to the \$350K that we were going to be short that is included in the study, there is also the amount that was counted on coming from the Merkley grant that we have to account for.

Jason Wofford stated that the Merkley grant was going to be used to do a low rate, low feasibility study on the transmission line from the water plant to the reservoirs and then a higher stud for the inner tie to get that.

Jason Wofford

In regard to the Grant conversation, it's just not money you can write into your budget, you can't survive off.

And this is a conversation I had probably almost a year ago with a lot of city managers sitting around the table saying: Listen. We can do everything we can to get these grants. And once we get awarded that Grant, we don't even have the magic funds in these small communities to push that grant through. It's all at a cost.

That's why we're having this discussion today. To kind of buildup that contingency fund so when we get a grant to do a reservoir project, an inner tie project, or roll water project underway. As part of it, you're taking loans. Someone stated earlier, everybody's looking at how their rates are going up about 43%. Well in essence, they are only going up 12.4%. But that 32-34% is going to the debt revenue service. We were not getting enough to do the CIP projects; it's just going into debt service.

Mayor Potter

CIP projects. Can you, for the record, for everybody, explain what that is?

Jason Wofford

CIP is a project that's, that's the Public Works, sits down with our engineering and focuses on our main failures in our system. In example, our transmission lines going one from the water plant to the reservoir. We look at that, and plan steps 1 through 12 to get it done. One being most important. We're trying to build revenue to get that set up and get that project done.

It's just projects that engineering is looking at, on an annual basis, and building a number off of that CPI. Once a project is on that CIP list it becomes more grant fundable. Because we've done the research. It's a shovel-ready project.

Yvette Potter

CIP is capital improvement projects. So, it's a list of urgent projects that need to get completed and an urgent amount and the funding to make that happen. And these projects, in this particular case, are all water systems wastewater related. So, they are for our utilities.

Jason Wofford

I always go back to this: I would much rather be having a conversation about rates than water quality or loss of water. And that's kind of where we're at, if we don't have the income generated or the matching grant, then we're going to be talking about substantial water loss or water quality problems. You have to kind of put it in a nutshell the sad reality we're in.

We're producing a gallon water for 1.2 cents. If you had to go to the store, you're buying it for \$5. So, when we're asking for hypothetically \$11.20, for 4000 gallons of water. I just don't see why we're hesitant. This is so that we can improve that water quality, improve your distribution to prove you improve your storage, get the capital projects down the road and fund a new list, and start to really get some traction here, because we all sit here and say I don't want to pay I don't want to pay, and then ten years down the road ... Your most important asset is your house. And, if I can't get water to it, there goes that asset completely. I got a little emotional about it because it's just like we put in so much effort into this and it just keeps getting pushed back. But it's down to the point where we either do it or we don't do it and we're going to win or lose period.

Mayor Potter

I appreciate your passion. It shows me that you care. And you're right and you're not and it shows it as important to you as it is to the rest. And I do expect that somebody asked earlier about the inner tie and that being the all the answer in the sky. We're going to have this tie from the City of Hillsboro it's going to give us all this water and we won't have to worry about maintaining what we have or keeping what we have working or that won't be an issue anymore, right? No, that'll still be an issue. We still have to maintain our own treatment plant. And, once we intertie the City Hillsboro can charge whatever they want, at any point in time. So, you are sitting here in this room and saying I don't want you to increase my water bill will be irrelevant. You won't have a voice because they will just charge you what they charge you and you have pay it.

Jason Wofford

You'll go from being a water producer to a distribution center. Mayor Potter did an excellent job explaining that and they will control every single ounce of culture. I mean no offense to Hillsboro. Great water quality, wonderful and great people to work with, but you will be an outside user.

Mayor Potter and Jason Wofford then discussed a couple of projects that we are in need of. One being the impound pond needing to have sediment removed and one of the water storage tanks needing to be replaced due to its age an inability to withstand a seismic event. These both having direct impact on our water storage capacity.

Jason was then asked to explain the cost of producing water vs. what everyone is paying for that water. He said that for every 1000 gallons we are producing, we are losing \$11.20. So, for every 4000 gallons, which is the base allotment, we are losing \$44.80.

Mayor Potter

So that's the reality on the other side of the reality, that we're all broke, right? It impacts everybody else, and none of us want to pay large amounts for water. However, I wouldn't want to live without my water.

Jason Wofford went on to state that there are simple things [that we need to take care of] too. We're placing a hydrant right now on highway 240. It's a \$4,000 hydrant. That's not the labor of man hours. It costs \$500 for one stick of pipe. It's the world we live in.

We're young but we're very ambitious, but at the same time, we're looking for the support of the community so we can improve this. We've done our due diligence. We've looked at every possible avenue. We've been working on this for two years; it just wasn't there... the numbers weren't there long-term.

Mayor Potter asked about the 10% increase that was suggested in the budget meeting and passed in August. Where did that put us?

Jason stated that the 10% was just to break even. It did not include any CIP projects.

There was a discussion regarding the inequality between the commercial and outside water users and the in-city residential. In the past, commercial users were just charged a meter charge and then usage. They did not get an allowance of 4,000 gallons like the city residents did. This used to equal out to about the same charges. However, now that formula is not calculating out the same which is why the commercial and outside water users are not paying the same as what the city residents are. Which means if the rate increases are split evenly, the commercial and outside districts are going to see a much higher increase.

Kay Echauri asked for clarification on the outside water districts. She asked if the increase for the city users is going to be the same for the outside water districts. They [the outside districts] just incur other costs being part of the district. Is that correct?

It was clarified that the water rate study charges the outside water districts a larger base cost, based on the size of their meter.

The other recommendation that they are waiting on from Tim Tice would give them an across the board increase for all users.

The Council discussed pausing on the increase for a month, although pausing will just delay the inevitable.

Shea Corrigan stated that he would like to see Tim's new numbers and a couple of things that have popped up along the way during the discussion. There is no limit to what to research and find out about because this affects absolutely the entire valley and I think that we have to be

100%. I know that these guys these guys need to have money to run the show. So, this can get put off long. Do you think we'd get commitment from Mr. Tice and maybe even change the council meeting next month to make sure he can be here.

The Council discussed doing another session and public hearing.

Marci Hedin noted that it is important that they make the decision. She also noted that the Water Advisory Committee hasn't had a chance to meet and talk and she would like to get a recommendation from that committee. And we want to hear them and get everyone's input before we make a decision.

The Water Advisory Committee meeting was scheduled for September 27th, with the City Council meeting for October 11th being moved up a week to the 4th of October for a quicker decision. Hopefully, there will be an additional option from Tim Tice by this time as well.

Kay Echaury

I make a motion that we postpone our water rate increase until next time.

MOTION TO POSTPONE WATER RATE INCREASES UNTIL NEXT TIME

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

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

Nays (0): None

The motion passed.

8. NEW BUSINESS – None

Mayor Potter

No New Business. We'll Move to department reports.

9. DEPARTMENT REPORTS (1:32:09)

A. Administration

B. Police Department

Greg Graven

There's a report. Does anyone have any questions about it?

(The report was accidentally omitted by the city recorder)

Copy of report:

Department Updates to City Council

Date: 09/13/2023

Interim City Administrator:

Resolution for the City of Yamhill Employee Job Step / Wage Scale for adoption by City Council.

Working with PERS with the project nearing completion. PERS representative have been working extensively with us on the project for all employees.

Working with AccuData on a process for PERS reporting.

Coordinated with department administration to have monthly meetings for collaboration and communication. Communicating weekly with department administration on a weekly check-in.

Working with Public Works on their projects as talking points to report to the community and water users. Will be posting on the city webpage and posting flyers.

Conversation with site manager from Lawson Corporation Excavation on the progress of the Park Meadows Subdivision. They are anticipating a completion date of the end of September for their projects there.

Attended further grant training and will be working on project initiative 23-C-7 Contract Services for Consulting on Grant Funding and Grant Writing in an effort to seek out potential grants and apply for qualifying grants.

Conducted a cost analysis and worked through issues with Microsoft 365. Will be streamlining the options of users to help reduce the cost.

Yamhill Police Department:

Monthly statistics report in packet.

Corporal Van Cleave and several other first responders recognized for their life saving efforts that occurred on June 23, 2023, at the Yamhill Fire Hall on August 24, 2023.

All officers have been attending training in accordance with DPSST training standards.

Working on several updates to the policy manual.

Hiring process for new Reserve Officer(s) one in the background phase.

Yamhill City Hall:

Angie Fowler has been working on updates to the City Webpage with a great new look with it being more user friendly.

Conducted a cost analysis with Comcast and reduced the current expenses.

Working with Comcast on project initiative 23 – CH-1 for a new phone system for City Hall. Cost difference will be either an increase of about \$25.00 and or more possibly a savings of a lessor amount than the current monthly billing.

New employee hired part-time to assist City Hall staff and work on financial responsibilities.

Staff has been working on project initiative 23 – C-2 Delinquent Water Payment Process for City of Yamhill Water Users with a successful compliance of payments.

Working on the technical issues with the camera system in the council room. After troubleshooting there may be a possibility that the camera may need to be returned to determine the issue and resolved due to the glitching problems.

Yamhill Public Works:

Staff have been working within the city completing several projects. Further updates on the construction project for the Park Meadows Subdivision will be reported by Jason Wofford.

Staff have been attending training in accordance with their perspective job descriptions.

Working with Tim Tice Oregon Association of Water Utilities on the updated data of the Water Rate Study in preparation for the work session and public hearing that took place on September 6, 2023.

Greg Graven
Chief of Police
Interim City Administrator

Chief Greg Graven summarized the report for the Council.

C. Public Works

A report was submitted for Public Works and included in the packet.

Jason Wofford

Does anyone have any questions on the report?

Kay Echaury asked for clarification between the intake structure sediment removal and the sediment removal from the impound pond.

These are two different things, and the intake sediment removal has been completed and the impound pond sediment removal is scheduled for a later date. In October they're going to size the piles and try to remove that sediment manually through the creek with ATS this direction and help.

Jason Wofford

If there's no further questions regarding reports, Ill jump into completions. The sidewalk along Hwy 47 just got completed, a block of it. We're going to continue that out and complete another section down that road. So, through 200 linear feet of sidewalk repair along there. As soon as it was completed. We had a resident come by and say, "Thank you so much for your efforts here; I would avoid this area to walk every single day." So, you see things like that on the back and it just makes you kind of proud of what all of us are doing.

We are replacing 2 hydrants tomorrow. There's one more and that is operational. We never took it offline. But it is very, very hard to open that valve. What we're doing is just replacing it completely. That will be taking place tomorrow. All of our hydro valves/insert valves are completed. So, all of our isolations pointed away to 240 are now installed. With that said, so when I think it was last year, we had a valve issue. We had a leak on 240 and Balm and had to isolate, I want to say roughly maybe 110 residents and the school just because our valve situation. Now, currently, we have three Inserta valves in place. So, less residents will be shut down. We don't have to isolate the school. The school can completely function if we have a mainline break on 240.

This may be redundant information since we had the town hall meeting. But, for the residents, you're currently with the filter meter replacement is 10 times better than bottled water. Your water quality is 10 times better. I keep bringing that up just because it is pretty amazing. You're getting cleaner water than bottled water for a fifth of the price.

With that new system in place, we're saving 30 to 3200 gallons of water per day. This is conserved gallons of water during our back washes to clear that filter media.

We just surveyed for sidewalk on Hwy 47 for a safe route into J Heinrichs Park. We'll be looking to have that safe route in to the park and the nature trail and also for all southbound residents' children to get into town, so they don't have to be on highway 47 or cross through Public Works in the nature trail here.

With the project of Park Meadows, Lawson Corp has done a wonderful job. Brian Crawford has been kind of spearheading that project. He's a local resident. We're going to the upgrade and the whole subgrade on Third St. So, all of that alligating we are having those into the asphalt due to the poor subgrade will be fixed. They will be replacing 80% of that subgrade and put a much better compaction on that road.

All the wastewater is currently tapped in, and all the distribution is done on that project. They're getting ready to pave within the month and I think they will be getting ready to build homes.

Mayor Potter and Jason Wofford also discussed how the park would tie into the new development and what the parking will look like.

Mayor Potter asked Jason how the Third Street Project in September will that impact the residents. He stated that the construction will continue. It will most likely be 4 ft of shoulder work and they will just have to route traffic around it.

Councilor Shea Corrigan reported that, this month, at the park they will be having sort of end-of-summer derby race. It's going to be kind of cool. It will include a car show with high powered Dodges. It will start at noon and go through to 5 pm. After there will be a dance at the Yamhill Bar & Grill. They will also be doing the drawing for the shot gun raffle tickets that will be used to help the YDA pay for Christmas lights.

No other Councilors had anything to report.

12. INFORMATION AND ANNOUNCEMENTS

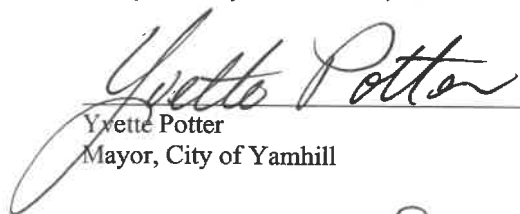
Mayor Potter informed of the point revision letter determination doc. From the Federal Emergency Management Agency updated Information on the floodplain for the Yamhill River South of the City

Chief Graven also spoke of creating a resolution for the city of Yamhill to call for repeal of ballot measure 110.

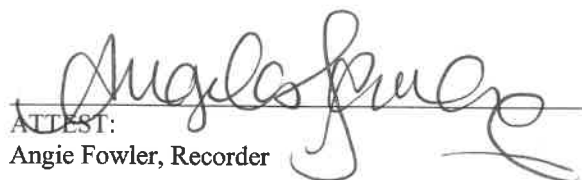
13. ADJOURNMENT

Kay Echaury made a motion to adjourn. The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,



Yvette Potter
Mayor, City of Yamhill



ATTEST:
Angie Fowler, Recorder

Mayor Potter also asked about the new prospective signage going in. and Jason explained that is to make that solar crosswalk push button. The price is around \$11,400.

Mayor Potter asked if there were any questions from council. There were none.

10. COMMITTEE REPORTS

A. Planning Commission

Chairman, Ken Moore, stated that their work with UGB is ongoing and they are also starting to start reading and going through planning codes at their meetings.

The next items that they will be working on is the Formula Business code, the Nuisance Lighting code. The EDC is working on fast-tracking certain codes and conducting research to make the recommendations to the Planning Commission. They have found information on a about a community heart and soul program. It's a nonprofit that works across the country so you can get into that, and the idea is to get input from the community members. So, what this will do is going to help solicit input from the community and organize fashion or at least try to get input and then identify what matters most everybody.

Ken asked the mayor what the urgency would be in the difference items they are working on. Mayor Potter stated that the urgency would be on business-related codes, lighting, distance, signage, etc.

Ken stated that Walt Wendolowski has also been working on putting together the sample FOG Ordinance and Short-Term Rental Ordinance for suggestion to the council.

B. Water Advisory Committee

There was no Water Advisory Committee meeting in August – No one was at the council meeting to report.

11. COUNCIL REPORTS

Mayor Potter spoke of attending the YDA Meeting recently, and they talked about space planning. She referred them to Jason Wofford regarding the vacant lot activities and they also are working on getting the business Christmas lights organized set up for this year. They are looking for money to help cover the cost of the Christmas lights.

Mayor Potter asked about the \$1000 from the MOU with the fire department. It is her understanding that they do not use that.

Councilor Marci Hedin stated that this year they would possibly be restringing all of the Christmas lights and would need that money to do that.

They decided that they would look into the MOU and see if this money can be transferred to the YDA if not used at the fire department.