



# City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING**  
**Wednesday, September 8, 2021 7:00 P.M.**  
**MINUTES**

**REGULAR MEETING**

**THIS MEETING WAS A TELECONFERENCE**

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

Present by Teleconference: Mayor Yvette Potter, Councilors: Kay Echauri, Tim Askey, and Marci Hedin.

Absent: Councilor Andrew McMullen

Staff Present by Teleconference: Greg Graven, Chief of Police; Jason Wofford, Facility Manager; Sharon Bregante-Candau, Administrative Clerk; Nicholas Peasley, City Attorney.

**2. PUBLIC COMMENT:**

Public comment was received.

**3. PRESENTATIONS & APPOINTMENTS:**

A. Yamhill Downtown Association (YDA)  
Phillip Higgins was not present to give a report.

**4. UNFINISHED BUSINESS:**

A. Update on current City water emergency.  
PowerPoint presentation was given by Chief Brian Jensen, Emergency Operations Director. Wofford gave an update on the current projects being explored which are Impound Improvements, New Off Channel Reservoir, 1.6 MG Storage Tank, an intertie with City of Hillsboro, City of Carlton, or McMinnville Water & Light, and Water Treatment Plant Intake Improvements. Wofford recommended to Council to drop the Water Declaration Level from Level III to Level II.

Motion by Echauri, seconded by Potter, to downgrade to a Water Declaration Level II from Level III at midnight on September 8, 2021; try to keep usage to 250,000 gallons per day; allow the Yamhill-Carlton School District 3,000 gallons of water per day to water the football field only; authorize the Emergency Operations Center (EOC) and Operations to advised the City Council to drop back up to a Level III if the stream flow drops, the water treatment plant runs more than 18 hours per day, or the reservoirs drop below 15 feet; authorize the EOC and Operations to develop trigger points when to move to a Level I and drop all restrictions.

Roll call: Ayes: Potter, Hedin, Echauri, and Askey  
Nays: None

The motion carried.

Potter suggested to the Council that a Water Advisory Committee be formed to provide recommendations to the City Council. Nicholas Peasley, City Attorney informed the Council that the Water Advisory Committee would be subjected the Public Meeting Laws, notice requirements, and record keeping rules.

Motion by Potter, seconded by Echauri, to approve a water advisory subcommittee consisting of Jason Wofford, Facilities Manager; John Christiansen, City Engineer; Brian Jensen, Emergency Operations Director; Councilor Marci Hedin, a City Staff member, and three citizen members.

Roll call: Ayes: Potter, Hedin, Echauri, and Askey  
Nays: None

The motion carried.

Motion by Potter, seconded by Echauri, to have a town hall on October 27, 2021 at 6pm to discuss and open up water discussions with the community.

Roll call: Ayes: Potter, Hedin, Echauri, and Askey  
Nays: None

The motion carried.

B. Community Involvement Survey.

Councilor Askey proposed to skip the survey and find ways for communication and participation and improving the relationship between the community and City Council. Meetings with community outside of City Council meetings.

C. Consider quotes for audio and video system for Council meetings.

Bregante-Candau stated that two companies would be coming into City Hall to provide quotes for the audio/video additions to the City Council Chambers. Bregante-Candau will provide the quotes/bids once they are received to be reviewed by Council.

**5. NEW BUSINESS:**

- A. Termination of contract notice from Genuine Technology Group effective December 1, 2021.

Motion by Echaury, seconded by Potter, to accept the termination of contract notice from Genuine Technology Group effective December 1, 2021 and have City staff move forward with procuring bids for the next Information Technology (IT) provider.

Roll call: Ayes: Potter, Hedin, Echaury, and Askey  
Nays: None

The motion carried.

**6. CONSENT AGENDA: (*The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.*)**

- A. Approve Council Minutes  
(1) Regular Session – August 11, 2021  
(2) Special Session – August 4, 2021  
B. Financial Statements  
C. Approve the following Purchase Order:  
(1) PO-22-010 – Xylem Water Solutions - \$6,507.44 – Sewer Pump Repair  
(2) PO-22-011 – Xylem Water Solutions - \$1,560.00 – Flygt Pump Repair

Motion by Echaury, seconded by Hedin, to approve the Consent Agenda.

Roll call: Ayes: Potter, Hedin, Echaury, and Askey  
Nays: None

The motion carried.

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

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

Potter asked what YMP stood for on Chief Graven’s monthly report and Graven stated that it was the mnemonic for Yamhill Communications Agency (YCOM). Chief Graven stated that the additional information in his report went into more detail about the Police Department’s daily activities. Chief Graven expressed his appreciation on how the community was pulling together to adhere to the Water Declaration restrictions. Chief Graven explained that there wasn’t a 1 to 1 correlation with contacts, warnings, and citations.

- (1) Annual review and salary adjustment approval of Chief of Police.

Motion by Echaury, seconded by Askey, to approve a 5% salary increase for the Chief of Police effective July 1, 2021.

Roll call: Ayes: Potter, Hedin, Echaury, and Askey

Nays: None

The motion carried.

B. Public Works Review –

Wofford reported Public Works had an evaluation on the water plant from Darrel Lockard, the City's Direct Responsible Charge (DRC) for Water and Wastewater and from Oregon Association of Water Utilities (OAWU) to help assess the needs and backups necessary to keep the water plant operational. Wofford stated that AKS Engineering and Forestry had suggested the inflow stream monitor so that Public Works could collect more definite information on the stream level to be more proactive in a water shortage period.

C. Mayor/Administration Review –

Potter stated that even though a good portion of the City staff are fairly new and have had very little training, the City staff are stepping up and are supporting the City through a state of transition. Potter expressed her appreciation for all the staff members for all their efforts.

(1) Annual review and salary adjustment approval of City Recorder.

Motion by Echauri, seconded by Askey, to approve a 5% salary increase for the City Recorder for retroactive pay difference for July 1, 2021 to the City Recorder's final day of September 1, 2021.

Roll call: Ayes: Potter, Echauri, and Askey  
Nays: Hedin

The motion carried.

- (2) Review of Job Descriptions for City Recorder and City Administrator.
- (3) Approval of Job Description.
- (4) Consider and approve recruitment for City Recorder/Treasurer or City Administrator, starting salary, and hours.

Motion by Potter, seconded by Echauri, to contact Mid-Willamette Valley Council of Governments (MWVCOG) to request services to find an interim City Manager to cover until the City can find a permanent replacement for the City Recorder.

Roll call: Ayes: Potter, Hedin, Echauri, and Askey  
Nays: None

The motion carried.

Council decided to wait on moving forward with recruiting for a replacement for the City Recorder (items 7.C. 2-4) until after an evaluation and recommendation was made by the interim City Manager.

Bregante-Candau reported that Jose from Portland General Electric (PGE) informed Bregante-Candau that the light additions to the downtown portion of the City were completed. Bregante-Candau reported that an electrician would be coming out on September 13, 2021 to measure the light emitted from the Yamhill Fire District sign and provide a report of their finding as an item needed to resolve the nuisance complaint. Bregante-Candau asked if City Council would allow a City staff member to donate vacation time to another City employee to make up for a shortage in sick time.

Motion by Echaury, seconded by Askey, to approve transfer of vacation time from one City employee to another.

Roll call: Ayes: Potter, Hedin, Echaury, and Askey  
Nays: None

The motion carried.

Nicholas Peasley, City Attorney, recommended to review the employee manual and make changes through a resolution in the future.

D. Council Review

Echaury, Hedin, Askey, and Potter thanked City staff for all the hard work, hanging in there, and keeping positive and for the cooperation of the community with the Water Declaration.

**8. INFORMATION/ANNOUNCEMENTS:**

**9. PUBLIC COMMENT:**

Public comment was received.

**10. ADJOURNMENT: 9:32 PM**

Motion by Echaury that the meeting adjourn at 9:32PM.

The motion carried by unanimous vote.  
Respectfully submitted,

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Yvette Potter  
Mayor, City of Yamhill

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ATTEST:  
Sharon Bregante-Candau, Administrative Clerk