

CITY OF McMinnville
MINUTES OF DINNER MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 11, 2016, at 6:00 p.m.

Presiding: Kevin Jeffries, Council President

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Kevin Jeffries	Remy Drabkin
	Kellie Menke	Scott Hill
	Alan Ruden	
	Larry Yoder	

Also present were City Attorney David Koch, Planning Director Heather Richards, Human Resources Director Rose Lorenzen, Library Director Jenny Berg, and a member of the news media, Tom Henderson of the *News Register*.

DINNER

CALL TO ORDER: Council President Jeffries called the Dinner Meeting to order at 6:21 p.m. and advised that Councilors Drabkin and Hill had been excused from the evening's meetings.

DISCUSSION REGARDING AGENDA ITEMS: Council President Jeffries asked for a volunteer to lead the Pledge of Allegiance and Councilor Menke volunteered.

Council President Jeffries reviewed the agenda for the evening.

Planning Director Richards provided a background regarding the proposed Ordinance expanding affordable housing exemptions and explained that the Affordable Housing Task Force has provided recommended exemptions. Councilor Menke added that the Affordable Housing Task Force action plan process began in March. Councilor Ruden stated that Mark Davis made good points with regards to boutique housing and affordable housing.

Ms. Richards discussed the tools that may be used to incentivize affordable housing. Discussion ensued regarding creating affordable housing through providing incentives to builders and identifying potential properties. Ms. Richards stated that a population forecast is going to be conducted as well as an update to the buildable lands inventory. Ms. Richards reminded Councilors that a housing needs analysis has not been conducted.

City Attorney Koch noted that the resolution approving a lease with First Presbyterian Church for public parking will be removed from the agenda. The City is working on a 5 year strategic plan with the McMinnville Urban Renewal Advisory Committee (MURIC) and a public parking study will also be conducted. A capacity analysis needs to be performed and the City is working on the scope and proposal. The lease agreement will be brought back before Council for consideration.

Interim City Manager Haines provided Councilors with a brochure regarding noise at the McMinnville Airport. In addition, she suggested that a committee be formed to discuss the idea of a plastic bag ordinance and asked Councilors to email her a list of interested stakeholders. Ms. Haines suggested that it would be prudent to have a public hearing prior to a first reading of such an ordinance. Discussion ensued regarding stakeholders. Council President Jeffries agreed to participate on the suggested committee.

ALPINE AVENUE IMPROVEMENTS GROUNDBREAKING CEREMONY: Councilor Ruden stated that he would like to see a groundbreaking ceremony for the Alpine Avenue Improvements. He commented that it would be a good opportunity to bring the community together to celebrate. Planning Director Richards stated that the bid will be awarded on November 8th and suggested that the developer should be involved in the planning process of the groundbreaking ceremony. Community Development Director Bisset will be assisting with the planning. Ms. Haines asked Councilors to let her know if they have suggestions on what they would like to see at the groundbreaking ceremony.

CITY MANAGER RECRUITMENT: Council President Jeffries recused himself from the conversation stating that he will be applying for the City Manager position. He left the room at 6:43 p.m.

Ms. Haines presented Councilors with the City Manager position profile and discussed a proposed timeline for recruitment. The Prothman consulting firm will be conducting a nationwide search. Councilor Menke asked that the advertisement include that City Manager would be required to reside within the 97128 zip code within a certain amount of time after hire. Discussion ensued regarding widening the salary range to start at \$130,000 and conducting an extensive recruitment process.

It was advised that a vote should not take place as there was no longer a quorum present.

ADJOURNMENT: Council President Jeffries adjourned the Dinner Meeting at 7:01 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 11, 2016, at 7:00 p.m.

Presiding: Kevin Jeffries, Council President

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Kevin Jeffries	Remy Drabkin
	Kellie Menke	Scott Hill
	Alan Ruden	
	Larry Yoder	

Also present were City Attorney David Koch, Police Chief Matt Scales, Planning Director Heather Richards, Human Resources Director Rose Lorenzen, Library Director Jenny Berg, and a member of the news media, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Council President Kevin Jeffries called the meeting to order at 7:05 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Councilor Menke led the pledge of allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Council President Jeffries invited the public to comment.

There were no public comments.

1. PROCLAMATION: Gretchen Olson, Co-Chair of the Yamhill County Chapter of the Hands And Words Are Not For Hurting Project stated that they have partnered with Soroptimist International of McMinnville to support ending abuse and violence against women and girls. Two 4th grade students from Wascher Elementary led the Councilors, City staff members and the public in the Hands pledge. Ms. Olson provided background information on the Hands And Words Are Not For Hurting Project.

Council President Jeffries read aloud and presented Ms. Olson with a proclamation proclaiming the week of October 16th through 22nd to be the 11th annual Hands And Words Are Not For Hurting Week in McMinnville.

2. CONSENT AGENDA

2. a. Consider Minutes of the June 28, 2016 City Council Work Session and Regular Meetings.

Councilor Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Ruden. Motion PASSED unanimously.

3. NEW BUSINESS

3. a. Library Book Buddies

Library Director Berg discussed the importance of creating meaningful connections in the community as she shared the history of the Bookmobile and the Book Buddies program. She stated that last summer Library staff took the Bookmobile to the Villa del Sol neighborhood and experienced success with a high participation rate. This year Library staff identified schools where students were not able to participate in summer reading programs in order to determine which neighborhoods would be best served. The Book Buddies program was expanded to several locations to include: Tice Park, Redwood Commons, Washer Elementary, and Villa del Sol. The Bookmobile made a stop at each location once a week throughout the summer. They brought activities and books and partnered with the Parks and Recreation Department to help entertain the kids prior to the Bookmobile activities. Kids participated in Science, Technology, Engineering and Math (STEM) and Science, Technology, Engineering, Art and Math (STEAM) activities. The kids also had a chance to check out library books and DVDs.

Ms. Berg discussed the various partners of the Book Buddies program which included: Oregon Community Foundation, Library Foundation of McMinnville, Friends of the McMinnville Public Library, Yamhill Community Connection Organization, Yamhill Community Action Partnership (YCAP), Community Home Builders, Housing Authority of Yamhill County, McMinnville School District, McMinnville Rotary, Kiwanis, Lions, and Soroptimists. YCAP assisted by bringing food.

Ms. Berg stated that Library staff conducted a survey with kids who participated in the Book Buddies program and displayed the responses from two of the questions. They found that over 50% of the participants stated that they read for fun more often during the summer.

Ms. Berg commented that the Book Buddies program had a number of book giveaways and all of the kids received at least three books that they were able to keep as their own. Ms. Berg discussed the importance of going outside the Library walls to make connections and is hopeful that people will be drawn into the Library as a result of the connections made. Ms. Berg concluded the presentation by inviting Councilors to come out to the Bookmobile next summer.

Discussion ensued regarding the high percentage of Latinos participating in the Book Buddy program.

4. ORDINANCES

4. a. Ordinance No. 5012: Amending Section 3.10.060, Systems Development Charges, Exemptions, of the McMinnville Municipal Code to expand affordable housing exemptions.

Planning Director Richards stated that the Ordinance and the Resolution on the agenda are the first two actions coming out of the Affordable Housing Task Force which are aimed at creating tools to incentivize affordable housing in the community. She explained that the proposed Ordinance would help broaden the types of projects that would qualify for system development charges (SDC) exemptions. The proposed Resolution would allow for a 50% reduction in the building and planning permit fee schedules for qualified affordable housing projects.

Ms. Richards discussed housing affordability and related data including: when housing is considered affordable, the median household income, mortgage and gross rent for McMinnville. She defined affordable housing as when 30% of monthly household income is dedicated to housing expenses. She continued by defining affordable housing as well as the factors influencing affordability: income level, housing expectations, land value, land supply as well as regulations and development charges. Ms. Richards discussed the role of government regulations such as impact fees, code restrictions, growth restrictions and exclusionary zoning.

Ms. Richards outlined current ordinances, resolutions, and practice in place related to SDC exemptions and low-income housing. She continued by discussing the financial impact of SDCs stating SDCs pay for future capital improvement projects that have been identified as needed to support new development and growth which include transportation, sewer and parks projects. The Affordable Housing Task Force discussed the issue of “How does the City of McMinnville craft a development fee incentive program for affordable housing that is meaningful and easy to administer but does not unduly impact program delivery and delay future capital improvement projects?” They also discussed the forgone revenue impact of the proposed SDC exemptions.

Ms. Richards shared the proposal recommended by the Affordable Housing Task Force as follows: Standardize the incentives meaning 100% of SDC exemptions for qualifying affordable housing projects. She added that there are four parts to doing this: 1. Original rental projects (remove elderly), 2. Owner occupied and lease to purchase for households with an income at or below 80% of the area median income, 3. Homeless shelters, and 4. Mixed-use projects with qualifying housing. She mentioned that the Affordable Housing Task Force discussed budget impacts. It was suggested that a maximum annual threshold of \$75,000 total foregone revenue should be codified, a payback provision of 5 years should be recorded on the deed, there should be a three-year evaluation clause allowing for a program and evaluation period testing, and the proposed Ordinance should be effective January 1, 2017.

Discussion continued related to the 5 year payback provision. Ms. Richards explained that if there is no change in ownership in 5 years or more then there is no payback to the City. The financial impact was detailed. Ms. Richards added that the Ordinance and Resolution have been reviewed by the Community Development Director, Parks Director and City Attorney. Discussion ensued related to the financial impact. Payback provisions were discussed and Ms. Richards mentioned that the standard payback provision is 5 years. The Habitat for Humanity program was discussed. There was extensive dialogue regarding 5 year versus 10 year provisions and affordable housing versus low income housing. Ms. Richards reminded Council that a housing needs assessment has not been conducted. Council President Jefferies asked if there were any public comments on the subject. Elise Hui, Executive Director of the Housing

Authority of Yamhill County stated that she is part of the Affordable Housing Task Force that met and she stated that they did not discuss the 10 year recapture provision. She suggested that Habitat for Humanity and Community Homebuilders are talked to regarding the 10 year recapture provision. Councilor Menke suggested sending the Ordinance back to the Affordable Housing Task Force for consideration of the 10 year option. Ms. Richards stated that the Ordinance would not be effective until January 1, 2017 and the Affordable Housing Task Force meets October 26th so she would be able to bring their recommendations back to Council in November.

5. RESOLUTIONS

5. a. Resolution No. 2016-73: A Resolution establishing reduced permit fees (building and planning) for affordable housing projects.

Ms. Richards stated that Resolution No. 2016-73 is impacted by the payback provision and recommended that action would be postponed until November.

5. b. Resolution No. 2016-74: A Resolution approving a lease with First Presbyterian Church for public parking.

City Attorney Koch stated that Resolution No. 2016-74 was discussed during the Dinner meeting and it would be not be considered until a downtown parking survey, evaluation and needs analysis was conducted.

6. ADVICE / INFORMATION ITEMS

6. a. Reports from Councilors on Committee and Board assignments:

Councilor Yoder commented that the Parkway Committee is scheduled to meet next week. He added that the Oregon Department of Transportation (ODOT) is one year from completion on Phase 1 of the Newberg-Dundee Bypass Project.

Councilor Menke stated she attended a Destination Marketing Organization (DMO) meeting and shared that members of the DMO have come up with some new and interesting advertising.

Councilor Ruden shared that the Airport Commission is excited about the reconstruction of the runway.

Council President Jeffries stated that he recently attended a Mid-Willamette Valley Council of Governments (COG) meeting and they recently reviewed and updated the employee handbook.

6. b.

Department Head Reports

Police Chief Scales commented that they had 27 applicants so far for the open Police Officer positions.

Library Director Berg stated the Library is finishing up a project on placing Radio Frequency Identification tags (RFID) in the Library collection.

Parks and Recreation Director Pearson mentioned that he attended the Kiwanis auction event on October 1st where they presented a check to the Parks and Recreation Department for over \$124,000 for the new playground. They exceeded their commitment of \$115,000 which represents an outstanding effort. The Kiwanis also helped inspire the Sunrise Rotary to contribute \$7,500 for a particular piece of playground equipment. In total the community has raised and contributed over \$132,000 for the new playground. He added that this is a reflection on how great this community is.

Information Technology Director Burke shared that his department is working on several projects including improved wireless speed at the Senior Center and a new firewall for the City. He added that he is working on long-term planning for projects.

Planning Director Richards stated that the Planning Commission will be looking at amendments to the sign code to make it more content neutral and looking at the sign amortization that is coming to expiration. She stated that there will be a public hearing in November for Stafford Land Company to bring their subdivision plan of 200 homes in the northwest area. She added that the Planning Department received a land use application for addition of the McMinnville High School project.

Human Resources Director Lorenzen mentioned she is working on the newly created Human Resource Department.

City Recorder and Legal Assistant Grace stated that she is excited to be here and she is looking at projects related to Records Management and the Municipal Code.

6. c.

Local Government Dinner hosted by the City of Carlton Thursday, October 27, 2016.

Ms. Lorenzen mentioned that a Local Government Dinner hosted by the City of Carlton is coming up on October 27th. She reminded Council that the City of McMinnville will be hosting the December Local Government Dinner.

Council President Jeffries stated that Council is grateful to have Ms. Haines as the Interim City Manager.

7. ADJOURNMENT: Council President Kevin Jeffries adjourned the Regular City Council Meeting at 8:26 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder