

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

Tuesday, November 12, 2013, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present

Scott Hill	Kellie Menke
Kevin Jeffries	Alan Ruden
Paul May	Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Public Works Superintendent David Renshaw, and a member of the news media, Nicole Montesano of the *News Register*.

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:35 p.m. and reviewed the agenda.

CONNECT OREGON V GRANT - AIRPORT RUNWAY RECONSTRUCTION: Community Development Director Bisset explained the need for reconstruction of the main runway (4-22) at the airport. He stated that because the runway is beyond its 20-year useful life cycle, the City has been working with the Federal Aviation Administration (FAA) on this project. The FAA believes the runway rehabilitation project is a high priority for the region, and has included the project in their 2014-2016 Airport Improvement Plan (AIP). He explained that if the City is awarded the Connect V grant, the grant funds would cover the City's required 10 percent match to the FAA AIP funds. He asked that the Council authorize City Manager Taylor to sign the grant application for funding associated with the reconstruction project.

WORK SESSION - TRANSPORTATION SYSTEM DEVELOPMENT CHARGE (SDC) UPDATE: Community Development Director Bisset advised that the City's transportation consultant, Andy Mortensen of The Transpo Group, would be in attendance at the Council's regular meeting to go into the methodology detail of the transportation SDCs. He stated that a public hearing is scheduled on this topic for the December 10, 2013 City Council meeting.

RESOLUTION - AWARDING THE CONTRACT FOR STREET SWEEPING SERVICES: Community Development Director Bisset explained that the Public Works Division had recently undertaken a study of the Division's internal sweeping operations. Following the review, which included the cost of new equipment, equipment maintenance, labor, and fuel costs, staff recommended moving to a contracted service model for street sweeping. With the use of a contracted street sweeping business, it will be much more likely that the City's sweeping schedule of every six weeks for ten months out of the year would be maintained. Mr. Bisset explained that following the Request for Proposals (RFP), staff reviewed the three proposals that were received and once the

review was complete, staff recommended awarding the contract to Water Truck Services.

ADVICE / INFORMATION ITEMS: Mayor Olson reviewed the Advice and Information Items.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:43 p.m.

Rose A. Lorenzen, Recording Secretary

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

Tuesday, November 12, 2013, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present

Scott Hill	Kellie Menke
Kevin Jeffries	Alan Ruden
Paul May	Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Public Works Superintendent David Renshaw, and a member of the news media, Nicole Montesano of the *News Register*.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Councilor Yoder led in the recitation of the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mark Davis, 652 SE Washington Street, addressed the Council regarding two matters. His first comments related to the language on the agenda regarding public input. He stated that he felt it was confusing for citizens because they were not sure about when they could or could not speak on a topic. He urged clearer language.

Mr. Davis also spoke about the discussion regarding the Riverbend Landfill. He urged the City Council to hear from its citizens regarding their thoughts on the landfill. Extensive Council discussion followed, after which Mayor Olson suggested that the City Council might wish to take up this topic at its 2014 Goals and Objectives session.

Mr. Davis agreed with the idea and suggested that the Council invite some of the "Waste Not" folks to talk with them about their perspectives.

CONSIDER MINUTES: Councilor May MOVED to approve the minutes of the October 22, 2013 Dinner and Regular meetings; SECONDED by Councilor Ruden. Motion PASSED unanimously.

1. PROCLAMATION - General Aviation Day: Mayor Olson read the General Aviation Day proclamation into the record.
2. NEW BUSINESS
- 2.a. CONNECT OREGON V GRANT APPLICATION - AIRPORT RUNWAY RECONSTRUCTION: Community Development Director Bisset referred to his memorandum in the Council packets and explained that the Airport Runway Reconstruction project was one that staff had been working on with the Federal Aviation Administration (FAA). He explained that the City's main runway, Runway 4-22, had reached the end of its service life and has been placed on the FAA's high priority list for reconstruction. The FAA will pay for 90 percent of the cost of reconstruction; but the City is responsible for the ten percent match. He stated that if the City were to be awarded the Connect Oregon V grant, staff could use the grant funds for the City's 10 percent match. He stated that he was asking for the Council's approval for City Manager Taylor to sign the grant documents.

Councilor Menke MOVED to authorize the City Manager to sign the grant application for Connect Oregon V funding associated with project to reconstruct the main runway at the municipal airport; SECONDED by Councilor Hill. Motion PASSED unanimously.
3. OLD BUSINESS
- 3.a. TRANSPORTATION SYSTEM DEVELOPMENT CHARGE (SDC) UPDATE AND WORKSESSION: Community Development Director Bisset introduced the City's transportation consultant, Andy Mortensen of The Transpo Group. He reminded the City Council that, as a follow-up to the Council's August 27, 2013 meeting, they had requested a work session with Mr. Mortensen so they could better understand the legal requirements related to system development charges. He advised that Mr. Mortensen had helped author and develop the City's Transportation Plan and the SDC update for capital improvements.

Mayor Olson welcomed Mr. Mortensen. Mr. Mortensen thanked the Mayor and Council for the opportunity to discuss the City's Transportation SDCs with them. He stated that SDCs are governed by state statute which gives cities the ability to assess fees on new development when permitting occurs. Additionally, it helps to cover capital improvement costs that would add capacity to the system. SDCs help growth pay for the cost of some of the growth. Currently, McMinnville assesses transportation, sanitary sewer, and parks SDCs.

Using a PowerPoint presentation, Mr. Mortensen overviewed the new methodology for determining transportation SDCs and advised that staff has updated the methodology data used to new recommended data. He advised the City to use the new PM Peak methodology rather than the older, outdated daily trip generation rates from the ITE Trip Generation Manual, 6th Edition. He also overviewed the key policies included in the McMinnville Transportation Systems Plan and the Capital Improvement Plan (CIP) and how SDC eligible projects might be prioritized. He noted that, among others, Second Street, Fifth Street, Baker Creek Road, Booth Bend Road, Hill Road, portions of Old Sheridan Road, and Riverside Drive are on the priority list.

Mr. Mortensen showed a table from his PowerPoint presentation that included many Northwest Oregon cities and their Transportation SDC rates and pointed out that McMinnville's Transportation SDCs are very low. He noted that funding options include a base point (single-family residential rates are similar to existing rates), an approximate 32 percent increase, a mid-point, and a full recovery rate. The full recovery rate for a typical single-family residence would be about \$2,852 for the Transportation portion of the SDC fee. The mid-point fee would be approximately \$2,400. He urged the Council to remain as flexible as possible when determining the best methods for utilizing the available SDCs. He pointed out that SDCs could be used in conjunction with grants or bond funds, as long as the project qualified under state statutes for SDC usage.

Following a question and answer period, including questions from the audience, Mr. Bisset clarified that everyone who takes out a building permit pays SDCs. He also emphasized that the new methodology could have a larger impact on commercial and industrial projects than on residential homes.

Mr. Bisset reminded the City Council that this matter would be back before them on December 10, 2013 as a public hearing. He stated that staff has been discussing recommendations and the Transportation SDC update implementation would be July 2014.

The Mayor and each of the Councilors thanked Mr. Mortensen for his thorough, informative presentation. Mayor Olson

thanked Community Development Director Bisset and his staff for all the hours of work they put into this project.

4. RESOLUTIONS

- 4.a. AWARDING THE CONTRACT FOR STREET SWEEPING SERVICES: Community Development Director Bisset referred to the memorandum written by Public Works Superintendent Renshaw outlining the background of street sweeping services and the results of the Request for Proposals (RFP). The following three proposals were received:

<u>Proposer</u>	<u>Total Estimated Annual Cost</u>
Water Truck Services	\$62,681.10
Recology Western Oregon	\$73,038.38
City Sweepers	\$93,290.00

Mr. Bisset advised that staff recommended that the contract for street sweeping services for the scope of work detailed in the "Contracted Street Sweeping Services" RFP be awarded to Water Truck Service with a total estimated annual cost of \$62,681.10.

Mayor Olson noted for the record that this is one of the services that the private sector may be able to provide more effectively and efficiently than City staff.

Councilor Yoder MOVED to adopt Resolution No. 2013-28 awarding the contract for Street Sweeping Services; SECONDED by Councilor Menke. Motion PASSED unanimously.

5. ADVICE / INFORMATION ITEMS

- 5.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: No Councilor reports were given.
- 5.b. LEAGUE OF OREGON CITIES SILVER SAFETY AWARD: Councilor Yoder advised that the City of McMinnville had been awarded the Silver Award for safety at the League of Oregon Cities Annual Conference. He praised City staff on their hard work and dedication to safety on the job.
- 5.c. DEPARTMENT HEAD REPORTS: No Department Head reports were given.
6. ADJOURNMENT: Mayor Olson adjourned the meeting at 9:01 p.m.

Rose A. Lorenzen, Recording Secretary