

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, December 13, 2016, at 6:00 p.m.

Presiding: Kevin Jeffries, Council President
Scott Hill, Councilor

Recording: Melissa Grace, City Recorder

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

Also present were Interim City Manager Candace Haines, City Attorney David Koch, Community Development Director Mike Bisset, Planning Director Heather Richards, Library Director Jenny Berg, Councilor-elect Adam Garvin, and members 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 announced Councilor Hill would be leading the discussion.

DISCUSSION:

Councilor Hill reviewed the agenda for the evening.

Discussion ensued regarding voter-approved annexations and the need for further discussion on the topic.

Councilor Hill commented that he would like to get back to Zach Dotson regarding his public comments on the Dakota Access Pipeline. Discussion ensued regarding pipelines and gathering more information.

The process regarding appointments and re-appointments was discussed. Councilor Hill stated that there will not be re-appointments for the Planning Commission during the Regular Meeting. Planning Director Richards mentioned that there has been a historical practice of re-appointing the current Commissioners as their terms expire. Discussion ensued regarding advertising for all

vacancies and ensuring there is a transparent process of inviting citizens to participate. Ms. Richards stated that the current positions set to expire will be advertised. Discussion ensued regarding the interview process. Ms. Richards suggested that the lead staff member, supporting department head, and the Chair of the body along with two Councilors participate in the interview process and make recommendations to Council on appointments.

Interim City Manager Haines provided Council with a list of the various interview panels and interview questions related to the hiring of the City Manager.

ADJOURNMENT: The Dinner Meeting was adjourned at 6:57 p.m.

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, December 13, 2016, at 7:00 p.m.

Presiding: Kevin Jeffries, Council President
Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

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

Also present were Interim City Manager Candace Haines, City Attorney David Koch, Community Development Director Mike Bisset, Information Technology Director Scott Burke, Planning Director Heather Richards, Patrol Captain Tim Symons, Library Director Jenny Berg, Councilor-elect Adam Garvin, and a member of the news media, Tom Henderson of the *News Register*.

AGENDA ITEM

CALL TO ORDER: Council President Kevin Jeffries called the meeting to order at 7:00 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Council President Jeffries led the Pledge of Allegiance.

1. APPOINTMENT OF SCOTT HILL TO FILL THE UNEXPIRED TERM OF MAYOR RICK OLSON.

Council President Jeffries stated that the office of Mayor was declared vacant in October and that the City Charter allows for the vacancy to be filled by appointment.

Councilor Menke MOVED to appoint Councilor Hill to fill the vacancy of Mayor; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

2. OATH OF OFFICE: Mayor Scott Hill

Mayor Hill invited former Mayors Ed Gormley and Rick Olson to the front of the room as well as former City Manager Kent Taylor and described how they had mentored him over the years.

City Attorney Koch administered the Oath of Office to Mayor Scott Hill.

Mayor Hill thanked Council President Jeffries for the role he took on during the Mayor's vacancy adding that his leadership and direction are appreciated.

Mayor Hill recognized former Mayor Olson for his decades of service and contributions to the community and stated that he looks forward to working with him in his new role as a County Commissioner. He then shared that when a permanent fire substation is constructed, the City Council proposes that it to be named the "Rick Olson Substation". In the interim there is a rented location where the EMTs and Ambulance Services are housed that will be called the "Rick Olson Substation".

Mayor Hill asked former Mayor Olson to comment. Former Mayor Olson stated that he was humbled and honored by the gesture. He stated that his years of service have been about the citizens of McMinnville. He addressed the Councilors and Councilors-elect stating that the future of McMinnville is in their hands and to keep doing what they do well and with a passion. Former Mayor Olson congratulated Mayor Hill.

Mayor Hill stated there would be a brief recess for a reception honoring former Mayor Olson. The Council meeting was recessed at 7:18 p.m. and reconvened at 7:42 p.m.

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

Leif Schanche, 1355 SW Russ Lane shared that he has learned to say “yes” and be patient.

4. & 5. PUBLIC HEARING: 2014 McMinnville Housing Rehabilitation Community Development Block Grant and PRESENTATION: Block Grant funding update from the Housing Authority of Yamhill County

Mayor Hill opened the public hearing at 7:46 p.m.

Darcy Reynolds, Housing Rehabilitation Specialist, representing the Housing Authority (HAYC), and Yamhill County Affordable Housing Corporation (YCAHC) provided a summary on the Block Grant funding. She thanked the Council for partnering with YCAHC and HAYC on the 2014 Rehabilitation Community Development Block Grant (CDBG). Ms. Reynolds explained the need for the grant by sharing that owners of manufactured homes in parks had been ineligible for housing rehabilitation assistance in the past. She stated that assistance has been a huge and imminent need in the community and that many of the owners of the manufactured homes are seniors, disabled, or families with small children. Ms. Reynolds added that most of the households needing assistance have very low incomes with no resources to make the critical repairs needed. She shared that in 2013 the Housing Authority and the City of McMinnville worked together to apply for the 2014 Manufactured Home Grant program and in December of 2014, the City was awarded a \$400,000 grant.

Ms. Reynolds stated that the goal of the project was to assist at least 60 low income households and 115 individuals by repairing critical items on their homes. She then explained that the project was able to help 120 individuals in 52 homes; 30 of the homes were owned by elderly residents, 20 households had disabled occupants, and 15 had dependent children. The homes were located in McMinnville with the exception of one in Newberg. She stated that the grant funds were used to repair health or safety issues or that were immediate or likely to be in the next twelve months. Ms. Reynolds displayed pictures of the repairs and detailed the outcomes of the project:

- 13 leaking roofs were replaced and 5 were repaired;
- 20 homes had wheel chair ramps and porches built;
- 13 bathrooms were modified to meet the needs of disabled or elderly homeowners;
- 18 homes had leaking plumbing or fixtures repaired or replaced;
- 10 homes had electrical hazards repaired;
- 32 homes had water damage that was remediated;

- 5 homes required adequate ventilation systems be installed to eliminate moisture problems; and
- 15 homes had broken or defective windows and doors replaced.

Ms. Reynolds mentioned that although it may not seem logical to spend money on homes with little or no market value, the true value is in providing assistance and keeping a vulnerable population safely housed until a more sustainable form of affordable housing is developed. Ms. Reynolds displayed a chart reflecting the incomes of the households served by the project; 30 percent were extremely low income, 45 percent were very low income and 25 percent were low income.

Ms. Reynolds then explained that the US Department of Housing and Urban Development (HUD) defines affordable rent as when: “occupants are paying no more than 30 percent of their income for gross housing costs, including utilities.” She displayed a table detailing affordable gross rent by household size beside a table reflecting Yamhill County Fair Market Rents by unit size. She explained that the tables show the wide disparity between what is actually affordable for low income residents versus what is available to rent in the area. She stated that the average gross space for pad rental in McMinnville is \$500 and this is the only type of affordable housing currently available to low income residents in McMinnville. Ms. Reynolds stated that there is a critical need to create housing that is subsidized based on income.

Ms. Reynolds shared that HAYC continues to:

- explore new, innovative ideas in the arena of affordable, subsidized housing;
- partner with local governments and agencies to research and develop more affordable housing options; and
- help stabilize low and extremely low income families until more permanent affordable housing solutions can be found.

Ms. Reynolds concluded by speaking on the topic of City’s performance in relation to the 2014 Community Development Housing Rehabilitation Grant project. She stated that her experience working the City of McMinnville during this project was outstanding and that the City’s staff met the multitude of project requirements timely and accurately, and were pleasant to work with. Ms. Reynolds added that the City also performed very well during the state audit, with no performance findings. She recognized City officials and staff for their roles in making the project a success.

Discussion ensued regarding subsidizing affordable housing and the next opportunity to apply for another grant.

The Council thanked Ms. Reynolds for her presentation and partnership.

There were no further comments on the 2014 McMinnville Housing Rehabilitation Community Development Block Grant.

Mayor Hill closed the public hearing at 8:05 p.m.

6. CONSENT AGENDA

6.a. Request by Project M Production for a new liquor license at 2303 NE Orchard Avenue.

6. b. Consider the Minutes of November 8th Dinner and Regular Meeting.

6.c. **Resolution No. 2016-87**: A Resolution authorizing the City Manager or designee to enter into and manage a Personal Services Contract for transcription services with Susan Wood.

6.d. **Resolution No. 2016-88**: A Resolution authorizing the acquisition of property for the transportation bond project, and exercising the power of eminent domain.

Councilor Drabkin stated that she would be recusing herself from the vote because of a potential conflict with item 6.a. Request by Project M Production for a new liquor license at 2303 NE Orchard Avenue.

Councilor Menke MOVED to adopt the consent agenda; SECONDED by Council President Jeffries. Motion PASSED 4-0.

7. INTERVIEWS FOR PLANNING COMMISSION

7.a. Interview and **Resolution No. 2016-89**: A Resolution appointing _____ as a representative for Ward 1 of the Planning Commission.

Councilor Drabkin recused herself from the interviews and vote for Planning Commission representative due to a potential conflict. She stepped away from the dais.

The three applicants, Lori Schanche, Darrin Kazlauskas, and Erin Butler were interviewed separately. The Councilors asked the following questions to each applicant:

1. What are those qualities that you value most about the McMinnville community?
2. McMinnville prides itself on being a mid-sized Oregon city with a small town feel. When do you see as the top three land use concerns that face McMinnville now and in the future?

3. To follow up on the previous question, what skills or experiences would you bring to the commission that would be helpful in addressing those possible future concerns?
4. There may be times when, as a planning commissioner, you have land use criteria that legally point you toward one decision, and a hearing room full of concerned citizens that point you in the opposite direction. How would you manage that situation to reach a recommendation or decision?
5. Lastly, why should we appoint you to the Planning Commission at this time?

The Council commented that they were happy to see great candidates with energy and enthusiasm. Discussion ensued related to each of the candidates' qualifications.

Mayor Hill discussed the passion of volunteers in McMinnville and thanked the candidates.

Councilor Ruden MOVED to approve Resolution No. 2016-89: A Resolution appointing Lori Schanche as a representative for Ward 1 of the Planning Commission; SECONDED by Councilor Menke. Motion PASSED 4-0.

8. RESOLUTIONS

- 8.a. **Resolution No. 2016-90**: A Resolution appointing and re-appointing members to the various Boards, Committees, Commissions, and Task Force.

City Recorder Grace stated that Council was provided an updated Resolution and Memo removing Kris Stubberfield as a reappointment. She commented that there are now four vacancies on the Budget Committee. Ms. Grace reviewed the various appointments and re-appointments.

Council President Jeffries MOVED to adopt Resolution No. 2016-90 appointing and re-appointing members to the various Boards, Committees, Commissions, and Task Force; SECONDED by Councilor Ruden. Motion PASSED unanimously.

8. b. **Resolution No. 2016-91**: A Resolution approving Task Order No. 4 to the Personal Services Contract for the design of 5th Street and Alpine Avenue transportation bond measure projects.

Community Development Director Bisset explained that the Task Order deals with design costs that were not in the previously approved scope, costs associated with the re-bid process, and construction engineering

services for the project. He shared a tentative schedule for rebidding the project and stated that he anticipates bringing a contract to Council for consideration in February.

Discussion ensued regarding the costs associated with rebidding the project. Mr. Bisset stated that \$16,000 was the cost to repackage the project for rebidding.

Councilor Ruden MOVED to adopt Resolution No. 2016-91 approving Task Order No. 4 to the Personal Services Contract for the design of 5th Street and Alpine Avenue transportation bond measure projects; SECONDED by Councilor Yoder. Motion PASSED unanimously.

8. c.

Resolution No. 2016-92: A Resolution authorizing the City Manager or designee to enter into and manage a contract with _____ for replacement of front vestibule doors at the Library.

Library Director Jenny Berg stated a donation was made to the Friends of the McMinnville Public Library (The Friends) by the William F. and Rosedale J. Dickman Trust. A subcommittee was formed among The Friends to determine how to allocate the funds. The subcommittee determined that ADA accessible doors were important and needed at the Library. The City received written quotes and the Friends of the Library met to review the bids with Ms. Berg. Ms. Berg stated that ASSA ABLOY Entrance Systems is the company being recommended to replace the existing front doors in the vestibule with automatic sliding glass doors. She stated that The Friends have agreed to pay for the costs associated with the doors.

Councilors and staff thanked The Friends for their donation.

Councilor Drabkin MOVED to adopt Resolution No. 2016-92 authorizing the City Manager or designee to enter into and manage a contract with ASSA ABLOY Entrance Systems for replacement of front vestibule doors at the Library in an amount not to exceed \$20,000; SECONDED by Councilor Menke. Motion PASSED unanimously.

8. d.

Resolution No. 2016-93: A Resolution approving the issuance of the certificate for the canvass of the returns of the votes cast at the General Election conducted on November 8, 2016, in regard to Measure 36-181 “Imposing city tax on marijuana retailer’s sale of marijuana items” and the election of three City Councilors and the Mayor.

City Attorney Koch detailed the results of the November 8th General Election stating that Wendy Stassens won the Ward 1 City Councilor position with 2,541 votes; Kellie Menke won the Ward 2 City Councilor

position with 3,661 votes; Adam Garvin won Ward 3 City Councilor position with 2,585 votes; Scott Hill won the position of Mayor with 8,248 votes; and Measure 36-181 “Imposing city tax on marijuana retailer’s sale of marijuana items” passed with 10,417 “Yes” votes.

Councilor Yoder MOVED to adopt Resolution No. 2016-92 approving the issuance of the certificate for the canvass of the returns of the votes cast at the General Election conducted on November 8, 2016, in regard to Measure 36-181 “Imposing city tax on marijuana retailer’s sale of marijuana items” and the election of three City Councilors and the Mayor; SECONDED by Councilor Ruden. Motion PASSED unanimously.

9. ADVICE/ INFORMATION ITEMS

9. a. Reports from Councilors on Committee and Board Assignments

Council President Jeffries thanked Community Development Director Bisset and his team for their responsiveness to citizens’ concerns related to a sidewalk.

Mayor Hill reviewed several upcoming events.

9. b. Reports from Department Heads.

Patrol Captain Tim Symons provided an update on the hiring for the lateral police officer position.

9.c. City of McMinnville Building Division Report for the period ending November 30, 2016.

9.d. Visit McMinnville – Audited Financial Statements & Audit Letters.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:14 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder