

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, January 10, 2017, at 6:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors: Present
Remy Drabkin
Adam Garvin, Councilor-elect
Kevin Jeffries
Kellie Menke
Alan Ruden
Wendy Stassens, Councilor-elect
Larry Yoder

Also present were Interim City Manager Candace Haines, City Attorney David Koch, Finance Director Marcia Baragary, and members of the news media, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

DINNER MEETING: Mayor Hill called the Dinner Meeting to order at 6:22 p.m. and welcomed all in attendance.

UNIDOS DECLARATION (RESOLUTION NO. 2017-03): Mayor Hill shared that UNIDOS had approached him about the City showing support for concerned citizens. Mayor Hill then presented Councilors with two samples of resolutions regarding inclusiveness within the City. Discussion ensued regarding adopting a resolution declaring the City an Inclusive City and using a broad spectrum of language on inclusion and adding mental, physical and emotional ability to the proposed resolution.

BAG-IT-BETTER: Mayor Hill stated that representatives from Zero Waste would be attending the work session to provide a presentation to Council regarding a plastic bag restriction Ordinance.

RESOLUTION NO. 2017-01: Finance Director Baragary shared the services that Smith-Wagar Brucker Consulting, LLC would be providing include the development of preliminary information for strategic planning purposes and for making decisions related to the 2017-2018 fiscal year budget.

RESOLUTION NO. 2017-02: Finance Director Baragary explained the need to contract with PlanB Consultancy, Inc. (Plan B) for accounting services. She discussed the advantages of

hiring PlanB over using a temporary staffing agency. Ms. Baragary shared that PlanB has governmental accounting experience that will enable them to be very efficient in the high level accounting work they will be performing. Discussion ensued regarding staffing in the Finance Department.

MAYOR'S BALL: Mayor Hill shared that the Mayor's Ball will be suspended this year due to constraints.

ADJOURNMENT: Mayor Hill adjourned the Dinner Meeting at 7:00 p.m.

s/s Melissa Grace
Melissa Grace, Recording Secretary

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, January 10, 2017, at 7:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors: Present
Remy Drabkin
Adam Garvin
Kevin Jeffries
Kellie Menke
Alan Ruden
Wendy Stassens
Larry Yoder (Outgoing)

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, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Parks and Recreation Director Jay Pearson, Police Chief Matt Scales, and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.

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

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill asked for comments from citizens on topics not on the evening's agenda.

Larry Larson, 620 SW Arthur Street, shared that last month he caught ten rats. He stated that he has spoken with various City and County employees regarding his concerns and he has spoken with the City's Code Enforcement Officer who mentioned that there have been several rat complaints citywide. Mr. Larson stated that he feels that the City should

have an official and organized awareness program providing information on how to prevent rat problems.

Mayor Hill responded to Mr. Larson stating that the City will reach out to the County to work together and perhaps the *News Register* would be interested in an awareness piece.

1. PROCLAMATION

1.a. Proclamation recognizing Councilor Larry Yoder.

Mayor Hill read a proclamation honoring Councilor Yoder for his years of service. Mayor Hill also presented Councilor Yoder with a plaque reflecting his many years of service to the City. Mayor Hill shared that they have become close friends during their time together on Council.

Councilor Yoder thanked the Councilors and stated that he was honored and privileged to be able to serve on the City Council. He shared that being on the City Council was one of the most rewarding and fun things he has done.

Council Yoder left the dais.

2. OATH OF OFFICE – Mayor Hill and Councilors Garvin, Stassens, Menke

City Attorney Koch administered the oath of office to Councilors Garvin, Menke and Stassens.

City Attorney Koch administered the oath of office to Mayor Scott Hill.

Mayor Hill commented on the election highlighting the quality candidates that are passionate about living in the community and making sure the policies and procedures are what they want to be.

3. ELECTION OF COUNCIL PRESIDENT

Mayor Hill discussed Councilor Jeffries contributions as Council President noting his service as interim Mayor during the last several months since former Mayor's Olson's resignation.

Mayor Hill then reviewed the duties of Council President.

Councilor Ruden MOVED to nominate Councilor Menke as Council President; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

4.

UNIDOS DECLARATION

City Attorney Koch shared that UNIDOS approached the City concerned about tensions over immigration and how the City would respond to situations involving immigrants. He stated that it has always been the “McMinnville way” to be inclusive. City staff worked with representatives from UNIDOS to create a declaration that would express the City’s continued partnership.

Council discussed the draft Resolution presented during the Dinner meeting. Councilor Ruden asked that emotional ability be added to the Resolution as discussed at the Dinner meeting. Councilor Drabkin shared that she was pleased to have the Resolution come before Council and would be happy to have it move forward. Councilor Stassens shared that the Resolution was clear about the kind of community that is being built in McMinnville. Councilor Jeffries thanked community members for coming forward with their concerns. Councilor Garvin stated that this was a great discussion and was glad to be on the forefront. Councilor Menke shared that she is firmly in support of the Resolution.

Interim City Manager Haines shared that the Resolution will be translated into Spanish and will go on the City’s website. Police Chief Scales added that passing the Resolution is a great way to formalize the way the City already does business.

Resolution No. 2017-03: A Resolution to declare the City of McMinnville as an Inclusive City for all persons, regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity (including gender expression), sexual orientation, mental, emotional, and physical ability, age, or economic status.

Councilor Drabkin MOVED to adopt Resolution No. 2017-03 declaring the City of McMinnville as an Inclusive City for all persons, regardless of race, color, national origin, immigration or refugee status, religion, sex, gender identity (including gender expression), sexual orientation, mental, emotional, and physical ability, age, or economic status; SECONDED by Councilor Stassens. Motion PASSED unanimously.

5.

WORK SESSION: Bag-it-Better

City Attorney Koch provided a brief history of the discussions with representatives from Zero Waste regarding the restriction of plastic bag use. He directed the Council to the summary included in the Council

packet stating that there are five cities in Oregon that have passed plastic bag restriction ordinances and a summary of the five ordinances has been provided to the Council.

Zero Waste Representatives Steve Iversen, Pam Vernon, Zach Dotson, and Ramsey McPhillips reviewed the following policy areas:

1. How to define the term “reusable bag”?
2. Whether exceptions will be allowed to the rule. If so, what exceptions?
3. Whether to prohibit plastic bags at City facilities, city-sponsored events, etc.
4. Whether to require mandatory charges for paper bags. If so, then what amount?
5. Whether to allow for hardship exceptions, and under what conditions.
6. Whether to provide for enforcement of the ban. If fines, then as what amount?
7. Whether to phase-in the requirements or include a minimum threshold based on the number of employees or size of the business.

A lengthy discussion ensued between City Attorney Koch, the Council and representatives from Zero Waste regarding the various policy areas and what should be included in an Ordinance.

Councilor Ruden commented that the transition should be a community effort. The representatives from Zero Wasted mentioned that they will be working with the City and business owners to help ease the transition.

Councilor Menke stepped out of the Council Chambers at 8:23 p.m. and returned at 8:26 p.m.

Kevin Jeffries stepped out of the Council Chambers at 8:30 p.m. and returned to the meeting at 8:32 p.m.

Councilor Drabkin stepped out of the Council Chambers at 8:35 p.m. and returned at 8:36 p.m.

Mayor Hill thanked the representatives from Zero Waste for their time and diligence. He shared that there will be a public hearing to discuss the draft Ordinance.

6. CONSENT AGENDA: Mayor Hill asked the Council if there were any items on the Consent Agenda that they wished to discuss or have removed.

There were no such requests.

- 6.a. Consider the Minutes of November 22nd and December 13th, 2016 Dinner and Regular Meetings.

Council President Menke MOVED to approve the Consent Agenda as presented. The motion was SECONDED by Councilor Garvin. Motion PASSED unanimously.

7. RESOLUTIONS

- 7.a. Resolution No. 2017-01: A Resolution approving the City Manager or designee to enter into and manage a contract with Smith-Wagar Brucker Consulting, LLC for budgetary and financial planning consulting services in an amount not to exceed \$10,000.

Finance Director Baragary shared that the budget process is beginning and short-term, long-term, strategic, and financial planning is also being discussed. She shared that the City has been working with Smith-Wagar Brucker Consulting, LLC. They have been providing accounting assistance and drafting financial statements. She stated that the proposed contract allows for Smith-Wagar Brucker Consulting, LLC to review the fiscal forecast, review the assumptions and conducting research. Ms. Baragary stated that they will also look at ways to maximize current revenues in the City's long-term fiscal forecast model and recommend revisions, analyze current revenue sources and identify potential areas to maximize those revenues, as well as research additional revenue sources.

Council President Menke MOVED to adopt Resolution No. 2017-01 approving the City Manager or designee to enter into and manage a contract with Smith-Wagar Brucker Consulting, LLC for budgetary and financial planning consulting services in an amount not to exceed \$10,000; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

- 7.b. Resolution No. 2017-02: A Resolution approving the City Manager or designee to enter into and manage a contract with PlanB Consultancy, Inc. (PlanB) for accounting services in an amount not to exceed \$25,000.

Finance Director Baragary stated that the proposed contract with PlanB is to provide the City with professional accounting services. She reminded Council that there is an open position in the Finance Department and that from January through April Finance staff is focused and dedicated to budgeting and forecasting. The contract with PlanB would allow them to provide the City with general ledger support and month-end closing which will help the City stay current on the reports.

Councilor Drabkin stated that she supports the Finance Department and feels that it is unfortunate that the City has not been able to find a qualified

applicant for the open finance position. She commented that she is hoping for a resolution so that the supplemental support does not have to continue.

Finance Director Baragary discussed restructuring the department and stated that the Finance Department will continue pursuing to fill the vacant position.

Councilor Drabkin MOVED to adopt Resolution No. 2017-02 approving the City Manager or designee to enter into and manage a contract with PlanB Consultancy, Inc. (PlanB) for accounting services in an amount not to exceed \$25,000; SECONDED by Councilor Ruden. Motion PASSED unanimously.

8 ADVICE / INFORMATION ITEMS

8.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS

Councilor Drabkin shared that Councilor Ruden will be speaking at a forum on affordable housing at the Yamhill County Commissary on Monday, January 23rd.

Councilor Jeffries reminded Councilors of the Council of Governments Annual Dinner on Wednesday, January 25th.

8.b. REPORTS FROM DEPARTMENT HEADS

City Attorney Koch stated that there will be an open house at the Grand Ballroom to meet the City Manager Candidates on Wednesday, January 11th.

8.c. CASH AND INVESTMENT REPORTS – SEPTEMBER AND OCTOBER 2016

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council meeting at 8:49 p.m.

s/s Melissa Grace
Melissa Grace, Recording Secretary