

CITY OF McMinnville
MINUTES OF CITY COUNCIL WORK SESSION
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 26, 2019 at 5:45 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke, Council President
	Adam Garvin	Sal Peralta
	Zack Geary	
	Wendy Stassens	

Also present were City Attorney David Koch, City Manager Jeff Towery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Police Captain Tim Symons, Human Resources Manager Kylie Bayer-Fertterer, Parks and Recreation Director Susan Muir, and members of the News Media – Dave Adams, KLYC Radio, Tom Henderson, *News Register* and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:49 p.m. and welcomed all in attendance.

2. CONDITION ASSESSMENT OF CITY OWNED BUILDINGS

City Manager Towery shared that last fall the City entered into an agreement with EMG to provide a condition assessment of approximately 54 City owned buildings, structures, and sites.

Mr. Towery explained that the condition assessments were comprehensive.

Each report included:

- Executive Summary
- Key Findings
- Facility Condition Index
- Immediate Needs
- ADA Accessibility
- Seismic (Selected Facilities)
- Opinions of Probable Costs

The deficiencies and lifecycle needs identified in the assessment provide the basis for a portfolio-wide capital improvement funding strategy. 3-year, 5-year, and 10-year facility condition indexes were calculated by dividing the anticipated needs of those respective time periods by current replacement value.

The plan types included: Safety, Performance/Integrity, Accessibility, Environmental, Retrofit/Adaptation, Lifecycle/Renewal.

Four of the strategic priorities influence or are influenced through the facilities: City Government Capacity, Community Safety and Resiliency, Economic Prosperity, engagement and inclusion.

Mr. Towery stated that the following buildings/ facilities were identified for a preventative maintenance plan: Police Department, Senior Center, Civic Hall, Community Development Center, Neighborhood Parks and the Water Reclamation Facility.

The following buildings/ facilities were grouped into the invest and improve category: Community Parks, Library, Street Network, Surface Parking and the Airport.

The following buildings/ facilities were identified as end of use: Chamber of Commerce, Public Works, Community Center, Aquatic Center, City Hall, Parking Structure and the Fire Department.

The future steps in no particular order include:

- Evaluate Preventive Maintenance Program.
- Phase 1 of a Building Master Plan and Feasibility Study.
- Explore options for a centralized Facility Maintenance Program.
- Budget resources for immediate improvement needs.
- Explore options for a centralized Fleet and Equipment Program.
- Update infrastructure master plans as needed.

Mr. Towery stated that the City's footprint in terms of built facilities has not changed much in the last decade. Conversations will need to take place about whether or not the locations and number of buildings are an efficient, effective and appropriate way to deploy City services or should there be a more consolidated approach. A Civic presence is crucial to a fantastic downtown.

Mr. Towery explained that the City does not have a centralized facilities maintenance program and that each department director is responsible for their own facility. He suggested that a centralized facility maintenance program should be explored and mentioned that he has had discussions about a possible partnership with the County on facilities maintenance.

Discussion ensued regarding the expenses over time. He explained that as the further out the more likely there's likely a needed roof repair or replacement of a HVAC system or technology.

Councilor Drabkin asked about viewing the various assessments. City Manager Towery explained that the information may be provided as the Council desires.

City Manager Towery commented on the challenges of the Fire Department Building. He stated that the best use of the public resources will need to be considered and that the facilities conversation is one that will last several years. Mr. Towery shared that there's money in the proposed Budget for a Phase 1 of a Building Master Plan and Feasibility Study.

Discussion ensued regarding the Facility Condition Index.

Councilor Garvin asked if there were any other buildings aside from the Fire Department that needed seismic upgrades. Community Development Director Bisset stated that the Community Center, Wastewater Services, and the Oregon State Police had seismic assessments conducted.

It was noted that the Chamber Building, Oregon State Police Building, and a house on Riverside drive are City owned properties that are leased.

Discussion ensued regarding maintenance needs for the buildings over the years and the importance of having a big picture.

Mayor Hill stated that it will be important to look at safety areas and that there should be another work session once the Phase 1 Building Master Plan and Feasibility Study is conducted. He liked the idea of partnering up with other entities on things like facilities maintenance, fueling, and fleet maintenance.

City Manager Towery explained that the facilities all have different needs. The next step at the staff level is to look at which buildings should be in the Building Master Plan and which ones need to be addressed in a different method.

Councilor Stassens asked if there had been a facilities assessment in the past. Mr. Bisset stated that this is the first collective body of information about where the facility needs are. This is a baseline to make priority decisions. He stated in the past department heads had been making decisions on what they need to do with their buildings.

Parks and Recreation Director Susan Muir stated that in the current budget cycle there's \$75,000 allocated for a Parks and Recreation Facilities Master Plan and a contract was just signed. They will be looking at funding potential and planning potential for recreation needs. They will build off of the condition assessment.

4. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:37 p.m.

s/s Melissa Bisset
Melissa Bisset, City Recorder

CITY OF McMinnville
MINUTES OF CITY COUNCIL REGULAR SESSION
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 26, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kellie Menke, Council President
	Adam Garvin	Sal Peralta
	Zack Geary	
	Wendy Stassens	

Also present were City Attorney David Koch, City Manager Jeff Towery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Police Captain Tim Symons, Human Resources Manager Kylie Bayer-Fertterer, Parks and Recreation Director Susan Muir, and members of the News Media – Dave Adams, KLYC Radio, Tom Henderson, *News Register* and Jerry Eichten, McMinnville Community Media.

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

2. PLEDGE

Councilor Geary led the Pledge of Allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

No public comments were made.

4. ADVICE/ INFORMATION ITEMS

4.a. Reports from Councilors on Committee & Board Assignments

Councilor Garvin shared that YCOM is beginning their Budget Cycle and exploring the option to bring Dundee on in January. YCOM will likely be hiring another dispatcher. He noted that there is a 911 tax related to cell phone bills that is being looked at by the State Legislature.

Councilor Stassens shared that the McMinnville Urban Renewal Agency Committee meeting is the first week in April.

Councilor Drabkin shared that the McMinnville Affordable Housing Task Force meets tomorrow at 10 am. They would be reviewing the work of a subcommittee regarding a floating zone. In the housing for homeless subcommittee there is a reminder that YCAP is accepting interested parties for the Safe Shelter Program. The program pairs children with host families for up to 21 days. There are currently nine host families in Yamhill County, with two being in McMinnville. There are 98 unaccompanied youth in Yamhill County from the point-in-time count. There are over 400 children under the age of 18 in Yamhill County that are homeless. She shared that earlier in the week City Manager Towery, Planning Director Richards and Councilor Drabkin met with Congresswoman Suzanne Bonamici for a listening session. There were also representatives from the faith based communities, Health and Human services representatives, nonprofits, county commissioners, and the Mayors of McMinnville and Newberg. Congresswomen Bonamici asked two questions of the group: 1. She asked for an accurate reflection on where individual communities are now. and 2. What could be done at a federal level with regards to affordable housing and workforce housing? Congresswomen Bonamici shared that if you are a minimum wage earner and based on the average of a one bedroom apartment if you were spending approximately 30 percent of your income on rent you'd be working approximately 65 hours a week. The actual housing wage to be able to work a 40 hour work week and afford the one bedroom apartment is \$21.77 per hour. Congresswomen Bonamici also provided an update on the Ending Homelessness Act and funding of the Violence Against Women Act (VAWA). She stated that funding is important as domestic abuse is the second leading cause of homelessness in Yamhill County.

Councilor Geary noted that Friday, April 26th is Arbor Day.

Mayor Hill stated that he attended the Visit McMinnville meeting and they reviewed the financial statements. There was discussion about SB 595 related to the Transient Lodging Tax. The marketing reports were good. The Strategic Board Planning Day would be on April 10th. Newberg is starting a Destination Marketing Organization. Mayor Hill stated that Dave Haugeberg and consultants met with Representative Noble and Senator Boquist and debriefed them on the Washington DC meetings and Senator Boquist provided some direction related to transportation infrastructure funding. Mayor Hill also testified at a Committee Hearing on a controlled pilot program related to an inclusionary zone. He stated that it was a good hearing and that the Bill is primarily a pilot program for McMinnville.

4.b. Department Head Reports

Chief Leipfert stated that there were a couple of open houses regarding the Amity Fire partnership. On April 16th the Amity Board will be considering the contract. The contract would then come before the McMinnville City Council.

Community Development Director Bisset shared that Leland Koester was promoted to Wastewater Services Manager. They are now recruiting to fill the Water Reclamation Facility Operations Superintendent position.

5. CONSENT AGENDA

- a. Consider request from Elias Walter Wine Company LLC for an OLCC License – Winery 1st Location located at 455 NE Irvine Street.
- b. Consider request from A and D Wine Company for an OLCC License – Winery 1st Location located at 1065 NE Alpine Avenue.

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

6. RESOLUTIONS

- 6.a. Resolution No. **2019-19**: A Resolution awarding the contract for the Biosolids Application Project, Project 2019-1.

Community Development Director Bisset shared that the contract is an annual contract for biosolids hauling and application. The water reclamation facility generates a Class A Biosolid product which is an exceptional quality product. Based on the qualification of the product the City does not have additional applications regulation from the Department of Environmental Quality. Approximately 4.5 million gallons are hauled and applied to farm fields. Tribeca has had the contract since 2013. They were the lowest bidder.

Councilor Garvin asked about demand for the product. Mr. Bisset stated that it is a well received product in the area and there is an active list of farmers who are interested in the product. Councilor Gavin asked about marketable of the product and recouping some of the costs.

Mr. Bisset stated that as the community grows the ability to generate the liquid applied product will become limited by capacity. He stated that it has been a symbiotic relationship between the City and the farmers receiving the product. Mr. Bisset noted that there is a cost increase however it is a fairly insignificant and doesn't have an impact on the rates.

Councilor Garvin stated that he would like to explore the options noting that every dollar matters.

Councilor Garvin MOVED to adopt Resolution No. 2019-19; awarding the contract for the Biosolids Application Project, Project 2019-1; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 6.b. Resolution No. 2019-20: A Resolution adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations (related to the General Fund, Fire Department and Ambulance Fund).

Finance Director Baragary stated that the supplemental budget is necessary for the General Fund, Fire Department and Ambulance Fund due to higher than anticipated personnel services and equipment costs incurred when the City responded to Oregon and California wildfire conflagrations in July and August 2018 and the Hurricane Michael national emergency in Florida in October 2018. The resolution increases intergovernmental revenue for reimbursements to be received and increases appropriations for costs incurred.

During the summer of 2018, City firefighters responded to the Garner Complex, Substation, Taylor Creek, Stubblefield, and Sugar Pine/Miles wildfire conflagrations in Oregon and to the Camp Fire conflagration in California in the fall of 2018. Firefighters also responded to the Hurricane Michael national emergency in Florida in October 2018. The City will receive total reimbursements of \$275,315 for these responses.

Councilor Drabkin MOVED to adopt Resolution No. 2019-20; adopting a supplemental budget for fiscal year 2018-2019 and making supplemental appropriations; SECONDED by Councilor Stassens. Motion PASSED unanimously.

7. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 7:26 p.m.

s/s Melissa Bisset
Melissa Bisset, City Recorder