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 12, 2016, 2015 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Excused Absence

Remy Drabkin Kevin Jeffries Kellie Menke

Scott Hill Larry Yoder Alan Ruden

Also present were City Manager Martha Meeker, Interim City Attorney Walt Gowell, Planning Director Doug Montgomery, Fire Chief Rich Leipfert, and members of the news media, Don Iler of the *News Register*  and Dave Adams of KLYC Radio*.*

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:28 p.m. and welcomed all in attendance. He advised that Councilors Menke and Ruden had been excused from the evening’s proceedings.

PRESENTATIONS – *Your Community Mediators of Yamhill County:* City Manager Meeker advised that staff had asked Your Community Mediators Executive Director Marlena Bertram to make a presentation to the City Council prior to the Council’s Goal Setting session and the upcoming 2016-17 Budget Committee Meeting.

*Presentation of Proposed Agreement between the City of McMinnville and the Amity Fire District regarding Ambulance / Fire Support:* Fire Chief Leipfert briefed the City Council on the proposed agreement between the City and the Amity Fire District. He advised that an Intergovernmental Agreement and resolution would be before the Council for approval at its January 26, 2016 Meeting.

BRIEF AGENDA OVERVIEW: Mayor Olson briefly reviewed the balance of the evening’s agenda.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:50 p.m.

Rose A. Lorenzen, 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 12, 2016 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Excused Absence

Remy Drabkin Kevin Jeffries Kellie Menke

Scott Hill Larry Yoder Alan Ruden

Also present were City Manager Martha Meeker, Interim City Attorney Walt Gowell, Planning Director Doug Montgomery, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, and members of the news media, Don Iler of the *News Register*  and Dave Adams of KLYC Radio*.*

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance. He noted for the record that Councilors Menke and Ruden had been excused from the evening’s meeting.

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

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from citizens on topics not on the evening’s agenda. No comments were received.

CONSIDER MINUTES: Councilor Hill MOVED to approve the minutes of the October 27, 2015 Dinner and Regular City Council Meetings as submitted; SECONDED by Councilor Yoder. Motion PASSED unanimously.

1 NEW BUSINESS

1 a PRESENTATION: YOUR COMMUNITY MEDIATORS OF YAMHILL COUNTY (YCM): Mayor Olson welcomed YCM Executive Director Marlena Ingebo who distributed informational packets to the Mayor and City Council. She stated that YCM stands ready “24/7” all year long with volunteer mediators to assist folks in conflict. She noted that the program is very effective and 95 percent of the people who go into mediation come away with a written agreement. Referring to the informational material, Ms. Ingebo cited that in 2014/15 there were 109 cases served in McMinnville which totaled 46.35 percent of all cases. The referral sources came mostly from the Court system. She reviewed YCM’s budget for the fiscal year and requested program support in the amount of $26,585.

Ms. Ingebo stated, as a special note, that this year YCM would be asking cities to enter into a service contract with YCM. A service contract would help provide a more professional relationship between YCM and the city. Additionally, a service contract would preclude YCM from having to request funding each year.

Following a brief question and answer period, Mayor Olson thanked Ms. Ingebo and advised that this topic would be discussed by the Council and the Budget Committee at the 2016 Budget Committee Meeting.

1 b PRESENTATION OF PROPOSED AGREEMENT BETWEEN THE CITY OF McMINNVILLE AND THE AMITY FIRE DISTRICT REGARDING AMBULANCE / FIRE SUPPORT: Fire Chief Leipfert thanked the Mayor and Council for the opportunity to discuss potential partnerships within the ambulance – fire service communities. He noted that as we move forward in times of fiscal responsibility and tightening budgets it is necessary to do business in a better manner. Most recently, the Fire Department has been discussing potential partnerships with the Amity Fire District to place a City of McMinnville Part-Time Plus employee at the Amity Fire Station during peak service times. The Amity Fire District would contribute $10,000 and a place to house the ambulance and work space for the City’s employee.

Chief Leipfert explained that an arrangement of this nature would allow the City to respond to the southern and south-eastern portions of the Ambulance Service Area (ASA) with quicker response times. Additionally, this arrangement would allow the City to capture calls for which it is currently not able to respond. Having the ability to capture those calls can also add revenue to the Department. He explained that all revenues from calls taken by McMinnville while at the Amity Fire Station will be directed to McMinnville’s system. He acknowledged cultural differences between volunteer organizations and combination departments. He emphasized the need for sensitivity in these situations and that small steps will make for a more successful relationship.

Each of the Councilors thanked Chief Leipfert for his informative presentation. Mayor Olson advised that by consensus, the Council is asking staff to bring back the Intergovernmental Agreement and resolution to a future meeting for Council action.

1 c REAPPOINTMENT OF MEMBERS TO VARIOUS BOARDS AND COMMISSIONS: Interim City Attorney Gowell explained that Airport Commission members are directly appointed by the Mayor with consensus approval from the City Council. Members of the Budget Committee, Historic Landmarks Commission, and the Planning Commission are appointed directly by the City Council. He advised that the following individuals are being recommended for reappointment: Jerry Hart and Brad Lunt to the Budget Committee; Patti Webb to the Historic Landmarks Commission; and John Tiedge and Martin Chroust-Masin to the Planning Commission. It was noted that interviews for the vacant Planning Commission position would be coming soon.

Councilor Drabkin MOVED to reappoint Jerry Hart and Brad Lunt to the Budget Committee; Patti Webb to the Historic Landmarks Commission; and John Tiedge and Martin Chroust-Masin to the Planning Commission; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

Mayor Olson advised that he was reappointing Jody Christensen to the Airport Commission. By consensus the appointment was approved by the City Council.

1 d APPROVAL OF A CHAMBER OF COMMERCE SUBLEASE: City Manager Meeker stated that the City of McMinnville leases the property at 417 NW Adams Street to the McMinnville Area Chamber of Commerce. The Chamber of Commerce Board of Directors is proposing to sublease of a portion of the building on the second floor to Greg Anderson who plans to run a real estate agency from the office. Mr. Anderson will pay a monthly sublease amount of $350.00. The Chamber has traditionally rented out space on the second floor. Councilor Hill pointed out that this would be a good tenant and one who did not require a lot of parking area.

Councilor Drabkin MOVED to approve the McMinnville Chamber of Commerce’s Sublease agreement to Greg Anderson; SECONDED by Councilor Hill. Motion PASSED unanimously.

2 ORDINANCES

2 a AMENDING AN EXISTING PLANNED DEVELOPMENT ORDINANCE TO PERMIT CERTAIN EXCEPTIONS TO THE CITY’S STREET STANDARDS, AND LOT DEPTH TO WIDTH RATIO: Planning Director Montgomery advised that in October 2015 the Planning Department received an application from the Yamhill Community Development Corporation for zone changes to street standards and lot depth to width ratio to support a 29-lot single-family residential subdivision on 7.19 acres of land located on Cumulus Avenue. He noted that the Planning Commission held a public hearing on this matter and at the close of the hearing voted unanimously to approve the tentative subdivision and to recommend approval of the planned development amendment to the City Council.

Councilor Drabkin stated that she had read the staff report and felt the information was thoroughly presented. Councilor Hill asked whether there were any opposing views discussed during the public hearing. Mr. Montgomery advised that staff had received a few telephone calls asking for details; however, none of the questions rose to the level of concern. There was an individual at the Planning Commission hearing who couched questions as not a form of opposition, yet he did not seem fully supportive. Staff answered his questions and nothing more was heard from him.

Councilor Yoder stated that as he reviewed the information provided, there were parts that he did not necessarily care for; however, the Planning Commission had done their work and he had no further questions.

Councilor Jeffries raised questions regarding streets and how ingress and egress onto Cumulus would be managed. He stated that he also had some concerns regarding the density of the proposed subdivision; yet he noted that he always preferred to see infill rather than sprawl.

Mayor Olson stated that he was somewhat concerned about how the Planning Commission looked at the lack of sidewalks and planting strip. He stated that although there was pedestrian access on the southern end of Cumulus, there was nothing on the north end except a 28-foot paved right-of-way. He asked what the parking would look like on that street.

Community Development Director Bisset stated that the 28-foot residential street standard allows for parking on both sides of the street. There will be driveway cuts along the eastern edge of the north cul de sac and the western end of the south cul de sac. There are sidewalks planned along one side of the street continuous from Cumulus to the northern end of the development.

Councilor Jeffries asked about setbacks and the design for the homes. Mr. Montgomery explained that the lots would average 5,200 square feet in size, with the largest lot being 9,051 square feet and the smallest at 5,020 square feet. He explained that given the design of the street system for this development, and the subject site’s narrow width, the lots would be relatively deep for their size. Regardless, homes within each of these lots would be placed consistent with the setback requirements of the R-4 (multi-Family Residential) zone. The developer provided conceptual foot prints for the homes. Garages will be in the front of the homes, facing forward.

No further questions were posed. Interim City Attorney Gowell read by title only Ordinance No. 5001 amending an existing Planned Development Ordinance to permit certain exceptions to the City’s street standards, and lot depth to width ratio. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 5001 PASSED by a unanimous roll-call vote.

2 b APPROVING A TELECOMMUNICATIONS FRANCHISE AGREEMENT FOR LIGHTSPEED: City Manager Meeker stated that LightSpeed Networks, Inc. is seeking to provide high speed data transmission, broadband Internet access, and other similar services within McMinnville to businesses and other telecommunication providers. To facilitate this, LightSpeed is seeking a franchise agreement which would access to the City’s Rights-of-Way. She noted that LightSpeed does not plan to provide residential service.

Interim City Attorney Gowell read by title only Ordinance No 5002 approving a telecommunications franchise agreement for LightSpeed. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 5002 PASSED by a unanimous roll-call vote.

3 RESOLUTIONS

3 a AMENDING THE CONTRACT WITH CENTURY WEST ENGINEERING, INC. FOR THE RUNWAY 4-22 REHABILITAITON PROJECT AT THE McMINNVILLE MUNICIPAL AIRPORT, PROJECT NO. 2014-1: Community Development Director Bisset referred to the informational materials located in the Council packets and advised that the Federal Aviation Administration (FAA), in association with the runway rehabilitation project, requires airport owners to use the airport’s Geographic Information System to acquire and submit aeronautical data when they are planning runway reconstruction. To comply with this, staff is proposing to amend the City’s current contract for the reconstruction of Runway 4-22 to include an additional $89,282.00 to cover the cost of the enhanced survey data collection. This amount will be funded 90 percent by the FAA’s Airport Improvement Program Grant which was previously accepted by the City Council in August 2015.

Councilor Yoder MOVED to adopt Resolution No. 2016-1 amending the contract with Century West Engineering, Inc. for the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2014-1; SECONDED by Councilor Hill. Motion PASSED unanimously.

3 b CONSENTING TO THE TRANSFER OF THE FIXED BASE OPERATOR LEASE PROVIDING THE EXCLUSIVE USE OF THE EAST HANGAR, OFFICE BUILDING, AND THE WEST HANGAR (INCLUDING FACILITIES FOR DISPENSING FUEL) LOCATED ON THE GROUNDS OF McMINNVILLE MUNICIPAL AIRPORT: Community Development Director Bisset referred to the brief staff report in the Council packets and reminded the Council that in November 2015, Konect Aviation was approved to take over the Fixed Base Operations (FBO) at the McMinnville Municipal Airport upon expiration of the current FBO lease with Cirrus Aviation in June 2016. Since that time, Konect and Cirrus have come to an agreement allowing Konect to buy out the remainder of Cirrus’s existing contract. He noted that staff recommends approval of the resolution.

Councilor Drabkin MOVED to adopt Resolution No. 2016-2 consenting to the Transfer of the Fixed Base Operator Lease providing the exclusive use of the East Hangar, Office building, and the West Hangar (including facilities for dispensing fuel) located on the grounds of the McMinnville Municipal Airport; SECONDED by Councilor Yoder. Motion PASSED unanimously.

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4 a REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: Each Councilor present gave a brief report.

4 b DEPARTMENT HEAD REPORTS: Each department head present gave a brief report.

5 ADJOURNMENT: Mayor Olson adjourned the meeting at 8:02 p.m.

Rose A. Lorenzen, Recording Secretary