

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

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present  
Remy Drabkin (arrived at 7:01 p.m.)  
Kevin Jeffries  
Larry Yoder  
Kellie Menke  
Alan Ruden  
Scott Hill

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Liepfert, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Councilor Menke led the Pledge of Allegiance.
3. PROCLAMATION
- 3.a. Diaper Awareness Week

Mayor Olson read the proclamation declaring the week of September 26 to October 2, 2016, as Diaper Awareness Week and presented it to Ann Stevenson and Elaine Burke.

Ms. Stevenson was Chair of the Diaper Committee for A Family Place. She explained the services provided by A Family Place including a diaper bank. There would be a diaper drive starting on September 26 and going through the month of October. They had distributed 40,000 diapers last year to families across Yamhill County.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson invited the public to comment.

Scott Fessler, McMinnville Police Sergeant, thanked Police Detective Sam Elliot for his 15 years of service and personal friendship as Detective Elliot was leaving the City. He gave the highlights of Detective Elliot's career in McMinnville. He had been a huge asset to the Police Department.

5. CONSENT AGENDA

- 5.a. Consider the Minutes of the May 24, 2016, Dinner and Regular Meeting.

- 5.b. **Resolution No. 2016-63:** Approving a contract with Western Financial Group for Municipal Advisory Services.

Councilor Jeffries MOVED to approve the consent agenda as presented. SECONDED by Councilor Menke and PASSED unanimously.

6. APPOINTMENT OF CITY RECORDER

Councilor Hill said during this year's budget planning process, a full time Human Resources Director was established and Ms. Lorenzen was fulfilling that role. That created a need for a City Recorder/Legal Assistant position. The position was advertised and fifteen people applied, seven were interviewed, and three came back for a second interview. Melissa Grace was chosen for the position. Ms. Grace was an assistant to the School Superintendent in Newberg and had significant experience in City government prior to working in Newberg. She was also completing her Masters of Public Administration.

City Manager Martha Meeker thought it was a good candidate pool and she thought Ms. Grace was the right fit. Ms. Grace would begin work on October 3.

Mayor Olson explained the City Recorder position was an appointed officer position in the City Charter and had to be approved by a vote of the Council.

Councilor Hill MOVED to appoint Melissa Grace as City Recorder. SECONDED by Councilor Menke and PASSED unanimously.

7. OLD BUSINESS

- 7.a. Bag it Better Campaign Update

Steve Iversen, Beth Dell, and Ramsey McPhillips were representing Zero Waste McMinnville. Mr. McPhillips said their goal was to turn the City

into the first city in Oregon to become officially zero waste, which meant 90% of the waste was recycled or reused and did not end up in a landfill or incinerator. They had been attending events to get the word out. Some events had made strides in becoming zero waste, the International Pinot Noir Celebration which was at 95%, Bounty of the County event which was in the 90%, and Farmers Market which was averaging above 80% and some days in the 90%. They also were at the County Fair and learned what to do to help the event adhere to the 90% for next year. For the Bag It Better Campaign, they had gone to the big box stores to get feedback and support as well as smaller stores and took a tour of Corvallis who also participating in this campaign.

Ms. Bell stated they visited 13 convenience stores in McMinnville in the summer. They were looking at whether the stores were small enough to be exempted. None of the stores had ten or more employees. They planned to go back to those stores and discuss further how they could be better supported. They went to 15 stores in Corvallis. The stores were all sizes and they discussed how things were going in Corvallis. The main theme was that it was bumpy in the beginning, but then it smoothed out. About 75% said it would work. Customers still had trouble remembering their bags, but clerks were seeing more reusable bags being used. People were also carrying things out in their hands instead of using any bag. Parking lots were cleaner. Some of the clerks had grumpy customers due to the ban on plastic bags, and they were looking at ways to help that situation. They took a quick survey outside of Bi-Mart in Corvallis and within 15 minutes, 18 people left the store carrying items in their hands, 5 people left the store with paper bags, and 2 people had reusable bags.

Mr. McPhillips showed examples of reusable bag options. Mr. Iversen said they recommended the use of 4 mil bags as they were thicker and would last longer.

Mr. Iversen said there was a draft ordinance that had been written by City Manager Meeker that would set April 22 as the first day of the ban on plastic bags in McMinnville. He thought there should be a six month grace period before it was enforced to allow time for public education. They would assist the City in the outreach, especially to the smaller stores and customers. He gave some ideas for how to promote the change in the community.

There was discussion regarding the support that would be given to the businesses and customers, ideas for implementing this plan, comparison to other jurisdictions, partnering with other organizations and schools, and approval of the six month grace period and ordinance.

Councilor Drabkin MOVED to direct staff to bring back the ordinance to the second meeting in October so the 6 month grace period would

culminate in April and the Earth Day event. SECONDED by Councilor Jeffries and PASSED unanimously.

City Attorney Koch asked for direction on the enforcement and if monetary fines should be imposed if there was a non-compliant business. Mr. Iversen said in other jurisdictions it was a complaint driven system, and once the complaint was reviewed, they would decide if a fine was appropriate. Mr. McPhillips said the goal was to get rid of plastic bags and he did not think there should be a strict enforcement narrative in the ordinance. He explained the objections there might be to this ordinance. They had let the Chamber of Commerce know about this as well and they had no objections. There had been no opposition from the community so far.

8. RESOLUTIONS

8.a. **Resolution 2016-64:** Ratifying a contract with Express Employment Professionals

City Manager Meeker said the Finance Department was experiencing three personnel vacancies. This contract would temporary fill the Accounts Payable position with Express Employment Professionals. This would allow the City time to permanently fill the position.

Councilor Drabkin MOVED to approve Resolution 2016-64. SECONDED by Councilor Menke and PASSED unanimously.

8.b. **Resolution 2016-65:** A Resolution approving entering into a contract with Talbot, Korvola & Warwick LLP for accounting services

City Manager Meeker said at this time of the year the City prepared financial statements using a combination of staff accountants and a part time certified public accountant. This year due to the fact that there was no Accountant II position, she was requesting to temporarily fill the position with an accountant from Talbot, Korvola & Warwick.

Councilor Hill had attended the Audit Committee meeting last week where these contracts were discussed and he was in support.

Councilor Hill MOVED to approve Resolution 2016-65. SECONDED by Councilor Menke and PASSED unanimously.

9. ADVICE/INFORMATION ITEMS

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

Councilor Drabkin would be attending the Affordable Housing Task Force meeting tomorrow. They intended to recommend Council continue the practice of providing System Development Charge (SDC) discounts.

Councilor Hill reported on the Urban Renewal Committee meeting on September 7 where the funding for Alpine Avenue and prioritizing projects was discussed. He also attended the Wayfarer Committee meeting where signage and directions in the community were discussed. The Committee was also preparing for an April 2017 deadline for a grant request for sign funding.

Councilor Yoder discussed the Bypass meeting on September 1.

10.

ADJOURNMENT: Mayor Olson adjourned the meeting at 8:08 p.m.

s/s Melissa Grace  
City Recorder