

CITY OF McMinnville
MINUTES OF CITY COUNCIL MEETING

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 24, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present
Adam Garvin
Zack Geary
Kellie Menke, Council President
Wendy Stassens
Sal Peralta
Remy Drabkin (arrived at 8:03 p.m.)

Also present were City Manager Jeff Towery, Police Chief Matt Scales, Finance Director Jennifer Cuellar, City Recorder Claudia Cisneros, Community Services Director Mike Bisset, Planning Director Heather Richards, Information System Director Scott Burke, Fire Chief Rich Leipfert, Senior Planner Chuck Darnell, City Attorney Spencer Parsons, Information System Analyst Megan Simmons, 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 in person and via zoom.

Mayor Hill gave a Covid-19 update. He had been on several calls with the governor and mayors from around the state over the last few weeks as well as calls with other partners. There had also been emails from national sources and conference calls with County Commissioners, the School District, and mayors of Yamhill County. On Monday the City received an executive order to stay at home and practice social distancing as well as temporarily closing businesses. He read from the order to further explain and shared the status report from the Oregon Health Authority. The American Red Cross would continue to hold blood drives. There would be a meeting this Thursday of the MAC Leadership Council to share this information. The City's website had all of the critical communications in both English and Spanish. McMinnville Water & Light offices had closed, however services would continue as normal. No one's services would be shut off for non-payment and more funds had been put into assistance.

City Manager Towery said all the City's facilities had been closed to walk in traffic including parks and play equipment. All departments were responding to calls, emails, and limited appointments. Several employees were working

from home and those who were not were practicing safe protocols. He had been engaging with the Yamhill County Public Health Office, emergency management, and hospital. Information on City services and government resources were being provided through media releases, social media, the City's website, and partners. He discussed the work load impacts for the Police Department, Fire Department, and Community Development. They had also been working on childcare for healthcare and emergency response workers, sanitation services, shelter solutions, and business support programs. He encouraged everyone to support family and friends as well as local businesses that were open. He said they planned to expand Water & Light's Customers Helping Customers program to include sewer bills.

There was consensus for staff to work on that program.

City Manager Towery read quotes about Covid-19 and thanked staff for stepping up during this time.

2. PLEDGE OF ALLEGIANCE

3. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta reported on the Mid-Willamette Valley Council of Governments who had adopted the City's HR protocols for working from home. They were placed on the governor's solutions team to improve health and sanitation policies for businesses. He shared the report on the joint legislative committee on Covid-19 response. He thought there needed to be an effort to protect the City's iconic downtown businesses and to support Meals on Wheels and other programs for those currently out of work.

Mayor Hill thought staff should look at what other cities were doing and bring back some recommendations for programs.

Council President Menke reported on the last YCAP meeting where fiscal challenges and staffing were discussed. All of the departments were open as they were considered essential services and they were doing their best to keep things moving.

Councilor Geary echoed Councilor Peralta's concerns and anything they could do in the immediate future to help local businesses and residents was tantamount.

There was discussion regarding ideas for assistance programs.

Councilor Garvin said YCOM met and they expressed concern about the number of calls from all users being used for the feasibility study.

3.b. Department Head Reports

None

4. CONSENT AGENDA

a. Authorize City Manager to sign the Airport Property Lease Amendment with Van Holland Farms.

Councilor Garvin asked if this was the same land they had been farming or different land and why the lease rate was doubled.

Community Development Director Bisset said the renters had asked for an extension of the lease. The City's other farm leases had been updated and this lease was raised to be more commensurate with those lease rates. This was the same property and there were no special lease considerations proposed.

b. Consider the Minutes of the September 24, 2019 City Council Work Session and Regular City Council Meeting.

Council President Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Garvin. Motion PASSED unanimously.

5. RESOLUTIONS

5.a. Consider **Resolution No. 2020-18**: A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency signed by Mayor Scott Hill on March 16, 2020.

Fire Chief Leipfert explained that the Emergency Operations Plan required ratification of the emergency declaration by the Mayor as soon as the Council could gather together. This was the first meeting after the Mayor signed the declaration of emergency. It put the City in the position to access additional funding if it became available through state and federal sources.

Councilor Peralta asked about reimbursement for loss of revenue related to the emergency and relief to business owners and people who had been laid off.

Fire Chief Leipfert said the things he knew could be reimbursed were staffing, supplies, and equipment due to Covid-19.

Councilor Peralta acknowledged the speed with which Fire Chief Leipfert and his department implemented the safety protocols.

Councilor Stassens also acknowledged the Police and Fire Departments and City staff's response to this emergency.

Councilor Garvin asked if the 24 hour car was just for this emergency and how staff was being affected by the overtime. Fire Chief Leipfert said it was

just for the duration of the emergency. They were monitoring day by day the need for the 24 hour car. They were using overtime hours to staff it, but it had all been done voluntarily by staff. They did have an on-call professional counselor available for staff if needed.

Councilor Peralta asked about using Fire Station 12 if staff needed to quarantine and hotel rooms if that filled up. Fire Chief Leipfert said those arrangements had not been made at this point in time. Crews were wearing PPE on every call so they would not have to worry about quarantine. Workers would not be placed into quarantine until they showed symptoms. They had a good supply of PPE on hand and were sharing with the community.

*Councilor Geary MOVED to adopt **Resolution No. 2020-18**; ratifying the declaration of state of emergency signed by Mayor Scott Hill on March 16, 2020; SECONDED by Council President Menke. Motion PASSED unanimously.*

- 5.b. Consider **Resolution No. 2020-19**: A Resolution approving the award of a Personal Services Contract to Jacobs for Phase 1 of the Water Reclamation Facility (WRF) Biosolids Storage Tank and Grit System Expansion, Project 2019-10.

Community Development Director Bisset said they were proposing the design work be phased to provide a detailed, holistic analysis up front that evaluated the process needs and constraints before they selected an engineering solution. This would be phase 1 of the work which included the analysis and would occur this calendar year. The estimated cost was \$255,541.

*Councilor Stassens MOVED to adopt **Resolution No. 2020-19**; approving the award of a Personal Services Contract to Jacobs for Phase 1 of the Water Reclamation Facility (WRF) Biosolids Storage Tank and Grit System Expansion, Project 2019-10; SECONDED by Council President Menke. Motion PASSED unanimously.*

6. ORDINANCES

- 6.a. Consider second reading of **Ordinance No. 5084**: An Ordinance Amending the Comprehensive Plan Map Designation of the Property at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road from a Commercial Designation to a Mix of Residential and Commercial Designations.

- 6.b. Consider second reading of **Ordinance No. 5085**: An Ordinance Approving a Zone Change of the Property at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road from a Mix of R-1 (Single

Family Residential) and EF-80 (Exclusive Farm Use) to C-3 (General Commercial) and R-4 (Multiple Family Residential).

- 6.c. Consider second reading of **Ordinance No. 5086**: An Ordinance Approving a Planned Development Amendment to Amend the Conditions of Approval and Reduce the Size of an Existing Planned Development Overlay District at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road.
- 6.d. Consider second reading of **Ordinance No. 5087**: An Ordinance Approving a Planned Development Overlay District to Allow for the Development of a 280 Lot Residential Subdivision with Modifications from the Underlying Zoning Requirements at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road.
- 6.e. Consider second reading of **Ordinance No. 5088**: An Ordinance Approving a Tentative Subdivision for a 280 Lot, Phased Single-Family Detached Residential Development at the Northeast Quadrant of the Intersection of NW Hill Road and NW Baker Creek Road.
- 6.f. Consider second reading of **Ordinance No. 5089**: An Ordinance Approving a Landscape Plan and Street Tree Plan for the Baker Creek North Subdivision.

Mayor Hill asked if the Council had ex parte contacts to declare since the last meeting.

Councilor Peralta said at the end of the last meeting he was approached by two opponents who had overheard a conversation between him and the Mayor about traffic flows. They had misunderstood some information and he explained it to them.

Senior Planner Darnell presented on all six ordinances. These were six separate land use applications for the Baker Creek North project. Approval would allow the Baker Creek North project to be developed which included a ten phased 280 lot single family subdivision with all of the associated public improvements and public/private open spaces and 6.62 acre commercial site at the corner of Hill and Baker Creek Roads. No specific development plans for the commercial site had been submitted yet. The Council held public hearings on January 28 and March 10 and approved first and second readings on the ordinances. However not all of the approvals of the ordinances were unanimous and based on City Charter provisions they were coming back to Council for another reading and enactment. At the March 10 meeting there were amendments made to the conditions of approval for Ordinance 5086. Staff prepared an amended ordinance that incorporated those amendments.

Brian Cavenas, Stafford Land Company, requested continuing the ordinances to the next meeting when all of the Council was present.

City Attorney Parsons said they just received this request. The applicant would extend the 120 day deadline if it was continued.

Councilor Drabkin joined the meeting at 8:03 p.m. There was consensus to proceed with the ordinances.

City Attorney Parsons read by title only **Ordinance No. 5084**.

*Council President Menke MOVED to adopt **Ordinance No. 5084** amending the Comprehensive Plan Map designation of the property at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road from a commercial designation to a mix of residential and commercial designations; SECONDED by Councilor Stassens. The motion PASSED 5-1 by the following vote:*

*Ayes – Councilors Drabkin, Peralta, Stassens, Garvin, and Menke
Nay – Councilor Geary*

City Attorney Parsons read by title only **Ordinance No. 5085**.

*Councilor Peralta MOVED to adopt **Ordinance No. 5085** approving a zone change of the property at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road from a mix of R-1 (Single Family Residential) and EF-80 (Exclusive Farm Use) to C-3 (General Commercial) and R-4 (Multiple Family Residential); SECONDED by Council President Menke. The motion PASSED 4-2 by the following vote:*

*Ayes – Councilors Drabkin, Peralta, Stassens, and Menke
Nay – Councilors Geary and Garvin*

City Attorney Parsons read by title only **Ordinance No. 5086**.

*Council President Menke MOVED to adopt **Ordinance No. 5086** approving a Planned Development Amendment to amend the conditions of approval and reduce the size of an existing Planned Development Overlay District at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road; SECONDED by Councilor Peralta. The motion PASSED 4-2 by the following vote:*

*Ayes – Councilors Drabkin, Peralta, Stassens, and Menke
Nay – Councilors Geary and Garvin*

City Attorney Parsons read by title only **Ordinance No. 5087**.

*Council President Menke MOVED to adopt **Ordinance No. 5087** approving a Planned Development Overlay District to allow for the development of a 280 lot residential subdivision with modifications from the underlying zoning*

requirements at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road; SECONDED by Councilor Stassens.

Councilor Geary disagreed that this met the requirements in 17.51.030 C1 regarding it being a distinct and special area of the City.

The motion PASSED 4-2 by the following vote:

Ayes – Councilors Drabkin, Peralta, Stassens, and Menke

Nay – Councilors Geary and Garvin

City Attorney Parsons read by title only **Ordinance No. 5088**.

*Council President Menke MOVED to adopt **Ordinance No. 5088** approving a tentative subdivision for a 280 lot, phased single-family detached residential development at the northeast quadrant of the intersection of NW Hill Road and NW Baker Creek Road; SECONDED by Councilor Drabkin. The motion PASSED 4-2 by the following vote:*

Ayes – Councilors Drabkin, Peralta, Stassens, and Menke

Nay – Councilors Geary and Garvin

City Attorney Parsons read by title only **Ordinance No. 5089**.

*Council President Menke MOVED to adopt **Ordinance No. 5089** approving a Landscape Plan and Street Tree Plan for the Baker Creek North Subdivision; SECONDED by Councilor Drabkin. The motion PASSED 4-2 by the following vote:*

Ayes – Councilors Drabkin, Peralta, Stassens, and Menke

Nay – Councilors Geary and Garvin

Councilor Geary said the multiple land use decisions and developments that had been occurring in this area had created traffic issues and they were getting F letter grades on Baker Creek and Michelbook. He suggested moving the intersection up in priority for a traffic light to help with the congestion issues.

Councilor Peralta agreed it should be addressed sooner rather than later.

Council President Menke was in support if it was feasible.

Community Development Director Bisset said all of the recent studies the Council had seen indicated that the signal was not warranted at that location currently. It was not good practice to install traffic lights where it was not warranted. Staff would be monitoring it and when it was warranted they would install the signal. Currently the biggest transportation need was the declining condition of the pavement.

There was discussion regarding monitoring this area, future updating of infrastructure plans, and traffic impact studies for future development.

Mayor Hill announced April as National Child Abuse Prevention Month.

7.

ADJOURNMENT: Mayor Hill adjourned the meeting at 8:25 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder