

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

Tuesday, August 11, 2020 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Parks and Recreation Director Susan Muir, Finance Director Jennifer Cuellar, Police Captain Tim Symons, Human Resources Manager Kylie Bayer-Fertterer, Fire Chief Rich Leipfert, Operations Chief Amy Hanifan, Information System Director Scott Burke, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:48 p.m.
2. DISCUSSION – Fire Department Consolidation Discussion

City Manager Towery introduced the panelists.

Fire Chief Leipfert led the discussion on Fire Department consolidation.

George Dunkel, Special Districts Association of Oregon, gave his background and discussed trends of cities providing fire and emergency services through annexations, mergers, and consolidations with rural fire districts. Generally these had benefitted the tax payers and improved service levels. Possible issues were dealing with existing debt, transferring of capital assets, and evaluating the costs. Involving the volunteer associations and labor groups early on was a key to success. He then shared success models that McMinnville should consider.

Tim Moor, Sunriver Fire Chief, discussed his experience in creating a fire district in Redmond. Three critical areas were financial formula, governance, and district benefits. Educated elected officials were important as well as completing the due diligence without a consultant. He recommended polling to see if citizens were in support.

There was discussion regarding establishing a tax rate and getting community buy in.

Randy Groves, retired Fire Chief, discussed the shared services model in Eugene and how they integrated into one system. He also discussed the benefits of this model and how to reduce costs.

Rodney Stewart explained the labor management relationship issues within the Eugene process. Lessons they learned were the need for trust among the parties and lining that up with the labor contract negotiations.

There was discussion regarding creating a district in Eugene, financial efficiencies, challenges along the way, direct and indirect costs, how the process would be more straightforward in McMinnville, how they would potentially manage the financial changes and IGAs, overlapping during the transition, community polling, and transferring ownership of facilities and equipment.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:00 p.m.

Claudia Cisneros  
Claudia Cisneros, City Recorder

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, August 11, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Planning Director Heather Richards, Police Captain Tim Symons, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Information Technology Director Scott Burke, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:05 p.m. and welcomed all in attendance in person and via Zoom.

2. PROCLAMATION

2.a. Lemonade Day

Mayor Hill read the proclamation declaring August 15, 2020 as Lemonade Day.

Gioia Goodrum, CEO/President of the McMinnville Chamber of Commerce, announced the activities and student participation for the event.

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

Jennifer Fisher, McMinnville resident, spoke about the eviction moratorium which was soon to expire and how plans and funds should be put into housing assistance.

4. ADVICE/ INFORMATION ITEMS

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

Councilor Drabkin discussed YCAP's rental assistance funds, food boxes, and moteling project.

Council President Menke attended a Webinar on the eviction crisis.

Councilor Geary reported on the Landscape Review Committee and Mac Pac meetings.

Councilor Garvin said YCOM had finished paving.

Mayor Hill reported on the Urban Renewal Advisory Committee and Mid-Willamette Valley Transportation Action Advisory Committee meetings.

4.b. Department Head Reports

City Manager Towery introduced new City Attorney, Amanda Guile-Hinman.

City Attorney Guile-Hinman discussed a recent Oregon Federal Court decision regarding local regulation of the involuntarily homeless population. She would provide a legal memorandum regarding how this applied to McMinnville.

Parks and Recreation Director Muir gave an update on fall park activities, provision of child care, and canceling of the Kids on the Block program.

Finance Director Cuellar discussed CARES Act funds that had been received and ways to maximize the revenues by pairing the funds with other funding sources.

Planning Director Richards discussed housing assistance resources.

5. CONSENT AGENDA

a. Consider request from American Sake Co. LLC dba SOGOOD Sake at 2803 NE Orchard Avenue for a 1st Winery Location liquor license.

b. Consider Resolution No. 2020-49: A Resolution Approving the Appointment of a new City Attorney.

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

6. RESOLUTIONS

6.a. Consider **Resolution No. 2020-47**: A Resolution amending the Planning Department Fee Schedule, adding Grading and Excavation Plan Review and Permit Fees, and House Relocation Permit Fees.

Planning Director Richards said this resolution would add fees to the Planning Department fee schedule based on code amendments that were approved at the last meeting. House relocation fees were not new, but were being moved into the fee schedule. The grading and excavation plan review and permit fees were new. This was for grading projects outside of the norm and the fees were nominal. If approved, the fees would go into effect immediately.

There was discussion regarding how the new fees would work.

*Councilor Drabkin MOVED to approve Resolution No. 2020-47, amending the Planning Department Fee Schedule, adding Grading and Excavation Plan Review and Permit Fees, and House Relocation Permit Fees; SECONDED by Council President Menke. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, and Menke*

- 6.b. Consider **Resolution No. 2020-50**: A Resolution adopting a supplemental budget for fiscal year 2020-2021, making supplemental appropriations and authorizing the City Manager to sign a contract with Biz Oregon to accept the grant funds.

Planning Director Richards explained the emergency business assistance grant program to help businesses through the pandemic, McMinnville's economic status post-Covid, what this resolution would do, qualifying criteria for businesses, ineligible businesses, funds distribution, what the funds could be used for, and timeframe to solicit applications and disburse funds. She explained the marketing to reach historically disadvantaged businesses, when applications would be accepted and vetted, EVLC's decision on the awards, when the grants would be disbursed, and next steps.

There was discussion regarding prioritizing based on the most need, providing technical assistance, other partners who had funds for distribution, and multi-lingual marketing materials and applications.

Mayor Hill opened the public hearing.

There was no public testimony.

Mayor Hill closed the public hearing.

*Council President Menke MOVED to approve Resolution No. 2020-50, adopting a supplemental budget for fiscal year 2020-2021, making supplemental appropriations and authorizing the City Manager to sign a contract with Biz Oregon to accept the grant funds; SECONDED by Councilor Geary. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, and Menke*

7. ORDINANCES

- 7.a. Consider first with possible second reading of **Ordinance No. 5095: An Ordinance Amending an Existing Planned Development Overlay District to Add Multiple Family Residential as an Allowable Use, Amend Existing Building Height Limitations, And Amend the Master Plan for the Planned Development Overlay District.**

No Councilor present requested that the Ordinance be read in full.

City Attorney Guile-Hinman read by title only Ordinance No. 5095, An Ordinance Amending an Existing Planned Development Overlay District to Add Multiple Family Residential as an Allowable Use, Amend Existing Building Height Limitations, And Amend the Master Plan for the Planned Development Overlay District.

Planning Director Richards said the ordinance would amend Ordinance No. 4667 to add multi-family as an allowed use and amend certain conditions of approval. She discussed the site location and zoning, site and Planned Development history, amendment request, review criteria, review of the proposal objectives, amendments to the Planned Development, amendments to the conditions of approval, public hearing and neighborhood meeting processes, Three Mile Lane Plan, recommendations from the Planning Commission, and next steps.

There was discussion regarding the allowed building height and flexibility to meet the community's needs.

*Council President Menke MOVED to pass Ordinance No. 5095 to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.*

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5095.

*Councilor Drabkin MOVED to approve the second reading of Ordinance No. 5095, amending an existing Planned Development Overlay District to add multiple family residential as an allowable use, amend existing building height limitations, and amend the Master Plan for the Planned Development Overlay District; SECONDED by Council President Menke. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Drabkin, Geary, Garvin, and Menke*

- 7.b. Consider first with possible second reading of Ordinance No. 5096: An Ordinance Amending Ordinance No. 5092, Relating to the City of

McMinnville's New Requirements and Regulations Relating to Campaign Finance Declaring an Emergency.

No Councilor present requested that the Ordinance be read in full.

City Attorney Guile-Hinman read by title only Ordinance No. 5096, An Ordinance Amending Ordinance No. 5092, Relating to the City of McMinnville's New Requirements and Regulations Relating to Campaign Finance Declaring an Emergency.

Finance Director Cuellar said in the city of Portland's ordinance, the auditor was allowed to give warnings but in McMinnville's ordinance there was a minimum fine. This ordinance would waive the requirement of a minimum fine associated with violations.

There was discussion regarding the equity of this policy.

*Council President Menke MOVED to pass Ordinance No. 5096 to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.*

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5096.

*Councilor Drabkin MOVED to approve the second reading of Ordinance No. 5096, amending Ordinance No. 5092, relating to the City of McMinnville's new requirements and regulations relating to campaign finance declaring an emergency; SECONDED by Council President Menke. Motion PASSED 3-1 by the following vote:*

*Aye – Councilors Drabkin, Garvin, and Menke*

*Nay – Councilor Geary*

7. ADJOURNMENT: Mayor Hill adjourned the meeting at 8:58 p.m.

  
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Claudia Cisneros, City Recorder