

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, October 13, 2020 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Senior Planner Tom Schauer, Senior Planner Chuck Darnell, Finance Director Jennifer Cuellar, Police Chief Matt Scales, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, 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 6:03 p.m.
2. URBAN GROWTH BOUNDARY (UGB) REMAND UPDATE PROCESS PRESENTATION

Councilor Peralta noted he had email correspondence with Planning Director Richards about prospects for protecting the native White Oak surrounding the City.

Planning Director Richards said protecting smaller habitats within the City limits and UGB when development occurred was something to discuss in the Development Code program.

City Attorney Guile-Hinman discussed the process for public outreach and input on the UGB amendment. She discussed the outreach schedule to educate the public prior to the public hearings.

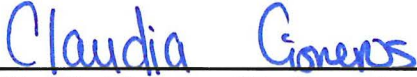
There was discussion regarding the deadline for the work, how Councilors and potential Council candidates should not attend these meetings, process if something significant came up that would delay the schedule, notice for the public hearings, and allowing people to testify all three nights.

Planning Director Richards gave the UGB expansion presentation that she would be showing to the public in the upcoming outreach meetings. She discussed the total additional acres needed in the UGB, final map recommendation, UGB study areas, total final land designations in the UGB amendment, preferred alternative for commercial/industrial land, Comprehensive Plan designations in the UGB, Urban Holding designation, developing a Framework Plan, and make-up of the UGB amendment. The UGB amendment increased the overall acreage of the McMinnville UGB by

17.6% and accommodated a 35% increase in population. The UGB amendment accounted for .2% of Yamhill County's acreage and would urbanize .4% of Yamhill County's exclusive farm use land.

There was discussion regarding the floodplains in the UGB amendment areas and community engagement.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:56 p.m.

  
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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, October 13, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Planning Director Heather Richards, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Parks and Recreation Director Susan Muir, Information Technology Director Scott Burke, Library Director Jenny Berg, Human Resources Manager Kylie Bayer, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.
2. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Mayor Hill said Mark Davis, McMinnville resident, had submitted written comments relating to the proposed reserve and fund balance policy.

Alexis Biddle was representing Thousand Friends of Oregon. He said they wanted to work cooperatively with the City on the Urban Growth Boundary amendment and prioritizing affordable housing and inclusive communities while protecting irreplaceable agricultural lands.

Javier Ruiz, McMinnville resident, spoke about how he and his family had contributed to the community yet he was being personally attacked by a City Councilor in the newspaper and social media. He thought it was time for positive change on the Council.

Hanna Brandt, McMinnville resident, commented on her opposition to the Downtown Exclusionary Zone. She thought it punished people for being poor or who were experiencing mental illness.

Joseph Polivka, McMinnville resident, addressed City ordinances that criminalized homelessness, increased municipal overreach, and infringed on individual liberty. He asked for more information from the City Attorney.

Lesli Lucier, McMinnville resident, voiced concern about behaviors and personal attacks during this election cycle. She thought the Council should speak up against it.

Mike Fair, McMinnville resident, introduced himself to the Council and his tutoring services.

Bridgette Rappoport, McMinnville resident, spoke about the behaviors during this political season and encouraged everyone to stick to the issues and stop tearing people down.

3.                   ADVICE/ INFORMATION ITEMS

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

Councilor Garvin reported on the upcoming Airport Commission meeting and vacancies on the Airport Commission.

Councilor Drabkin reported on the Affordable Housing Task Force meeting where equity and inclusion and the Task Force's action plan were discussed.

Councilor Peralta discussed the recruitment process for the Executive Director of the Mid-Willamette Valley Council of Governments.

Councilor Geary reported on McMinnville Community Media coverage of the election and Mac PAC meeting where facilities were discussed. He would be representing McMinnville on the Climate Friendly and Equitable Communities Rulemaking Advisory Committee.

Council President Menke reported on the sale of the mill site in Newberg and Economic Vitality Leadership Council grant awards.

Councilor Stassens reported on the Urban Renewal Advisory Committee meeting where façade improvement grant awards were discussed.

Mayor Hill discussed the MEDP meeting and award for the Dine Out program, Mid-Willamette Valley Area Commission on Transportation meeting, All Roads Transportation Safety Program meeting, and MWAX meeting. He was on the interview panel for Budget Committee candidates.

3.b. Department Head Reports

Fire Chief Leipfert gave an update on the Fire Department nursing home and call volume, Covid funds, and Consolidation Feasibility Study.

There was discussion regarding Fire Department staffing levels.

City Attorney Guile-Hinman reported that Yamhill County denied Riverbend Landfill's expansion and Riverbend had appealed it to LUBA.

Planning Director Richards discussed City committee recruitment.

Finance Director Cuellar announced the City received an award for the 2018-19 Comprehensive Annual Financial Report.

Human Resources Manager Bayer said DEI training had been set up for staff and Council.

Community Development Director Bisset discussed the next Airport Commission meeting.

There was discussion regarding speed radar signs.

City Manager Towery discussed the upcoming League of Oregon Cities Conference.

4. RESOLUTION

- 4.a. Consider **Resolution No. 2020-60**: A Resolution authorizing the City Manager to enter into a Personal Services Contract with Landis Consulting Engineering Services, Inc. in the amount "not to exceed" \$64,800 for engineering design and construction support services for the WRF and RSPS Emergency Stand-by Generator Installation, Project No. 2020-2.

Community Development Director Bisset said this would provide emergency stand-by power at the water reclamation facility and raw sewage pump station.

*Councilor Peralta MOVED to approve Resolution No. 2020-60, authorizing the City Manager to enter into a Personal Services Contract with Landis Consulting Engineering Services, Inc. in the amount "not to exceed" \$64,800 for engineering design and construction support services for the WRF and RSPS Emergency Stand-by Generator Installation, Project No. 2020-2; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

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

- 4.b. Consider **Resolution No. 2020-62**: A Resolution Adopting a Reserve and Fund Balance Policy.

Finance Director Cuellar said Council had asked staff to look into the difference between a reserve of two months and three months of operating expenses. The differential was \$1.8 million to get from two months to three months. She recommended the two months. She said this policy would allow creation of reserves for special purpose needs on top of the proposed minimum target. It also required Information Services to add a technology capital needs budget for future technology needs. She read the additional recital that was added to the resolution.

There was discussion regarding the 3-5 year implementation window, two months vs. three months, setting reasonable targets and making progress, how the policy would affect the City's budget, adding a mid-year review, evaluating core services, and refinement of priorities.

*Councilor Geary MOVED to approve Resolution No. 2020-62, adopting a Reserve and Fund Balance Policy with a two month reserve as amended; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

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

- 4.c. Consider **Resolution No. 2020-63**: A Resolution appointing Hadleigh Heller as a youth liaison to the McMinnville Historic Landmarks Committee.

Senior Planner Darnell said this resolution would appoint a youth liaison to the Historic Landmarks Committee. He explained the application and interview process.

Hadleigh Heller, McMinnville resident, introduced herself to the Council.

*Council President Menke MOVED to approve Resolution No. 2020-63, appointing Hadleigh Heller as a youth liaison to the McMinnville Historic Landmarks Committee; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

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

5. ORDINANCE

- 5.a. Consider first with possible second reading of **Ordinance No. 5097**: An Ordinance Adopting a New McMinnville Municipal Code Chapter 2.35, Establishing a Diversity, Equity, and Inclusion Committee.

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

City Attorney Guile-Hinman read by title only Ordinance No. 5097, An Ordinance adopting a new McMinnville Municipal Code Chapter 2.35, establishing a Diversity, Equity, and Inclusion Committee.

Human Resources Manager Bayer said the Council had identified creating a DEI Committee as a top priority. She explained the role of the seven member advisory committee and recruitment process.

There was discussion regarding rotating terms, meeting schedule, and committee input on the budget.

*Councilor Geary MOVED to pass Ordinance No. 5097 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. 5097.

*Councilor Peralta MOVED to approve the second reading of Ordinance No. 5097, adopting a new McMinnville Municipal Code Chapter 2.35, establishing a Diversity, Equity, and Inclusion Committee; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

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

6. ADJOURNMENT: Mayor Hill adjourned the meeting at 8:54 p.m.

  
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Claudia Cisneros, City Recorder