

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

Tuesday, January 12, 2021 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information Services Specialist Megan Simmons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Information System Director Scott Burke, Public Affairs & Community Engagement Noelle Amaya, and Jerry Eichten, McMinnville Community Media and Dora Totoian, News-Register.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:03 p.m. and welcomed all in attendance.

2. GOAL SETTING KICK OFF MEETING WITH WENDY STASSENS:

City Manager Towery introduced Wendy Stassens, consultant.

Ms. Stassens gave a presentation on the 2021 Goal Setting, Implementing McMinnville Strategy. She discussed the outcomes they were trying to achieve, putting an operating system in place, vision component, data component, traction, goal setting plan of four work sessions, kickoff work session and homework, turning the thought work into data, goal setting preparation exercise, and deadline for completed spreadsheets.

There was discussion regarding the homework, goal setting exercise, and timeline.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:02 pm.

Claudia Cisneros
Claudia Cisneros, City Recorder

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MINUTES OF CITY COUNCIL REGULAR SESSION
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Recording Secretary: Claudia Cisneros

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1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:03 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Mayor Hill led the Pledge of Allegiance.

3. PROCLAMATION & RECOGNITION OF COUNCILOR WENDY STASSENS

Mayor Hill read the proclamation declaring January 12, 2021 as Wendy Stassens Day. He presented a plaque to former Councilor Stassens in recognition of her service.

Former Councilor Stassens thanked everyone for the honor.

The Council and staff expressed their appreciation for her service.

4. OATH OF OFFICE

Municipal Judge Noble administered the Oath of Office to Mayor Hill and Councilors Chenoweth, Menke, and Garvin.

5. ELECTION OF COUNCIL PRESIDENT

Mayor Hill read from the City Charter the responsibilities of Council President. He thanked Councilor Menke for serving as the previous Council President.

Councilor Menke nominated Councilor Drabkin for Council President. The Council voted unanimously in favor.

6. PRESENTATIONS

6.a. City Branding Project

Human Resources Manager Bayer introduced Jen Wick and Nicole Sakai of Factory North who would be giving the presentation.

Ms. Sakai began the presentation by introducing the company.

Ms. Wick introduced herself and gave some previous work examples in other communities. She then discussed the purpose of a brand, project goals, benefits of a branded design system, bringing McMinnville values to the work, design and collateral deliverables, considerations and things they were thinking about, where they were at, and next steps.

There was discussion regarding how the project dovetailed with other work that had been done with Visit McMinnville, balancing strong identity of departments and creating a cohesive brand, need for a timeless design, how the project would affect wayfinding, minimizing costs in implementation, improving digital presence, Visit McMinnville's and City's contribution, timeline of the project, how the project aligned with the Strategic Plan, accessibility, efficiency, life expectancy of a brand, tying into the core services discussion, citizen involvement, implementing the new brand, logo reflecting the community, and partnerships.

7. PUBLIC HEARING

7.a. Public Hearing regarding vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20)

Mayor Hill opened the public hearing and asked if any Councilor had a potential conflict of interest or needed to recuse themselves from the hearing.

Councilor Geary had been contacted by the party for potential future uses of the site. He recused himself from the hearing.

Community Development Director Bisset presented the staff report. The City had received a vacation application, including the required signatures from affected neighbors. They had received one comment from McMinnville Water & Light noting an easement that needed to be retained. Staff recommended approval.

There was no public testimony.

Mayor Hill closed the public hearing.

8. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Mark Davis, McMinnville resident, addressed a budget error in the franchise fee calculations discussed at the last work session. It was suggested that it only became obvious recently. However, he noted in the June 13, 2017 minutes that he had commented about the franchise fee discrepancy. He made a similar statement to McMinnville Water & Light, but nothing was done. He thought it showed an incompetence in the auditors. He thought the money should be used for affordable housing.

Tynan Pierce, McMinnville resident, thought the Council should officially condemn the attacks on the Capitol and white supremacy.

9. ADVICE/ INFORMATION ITEMS

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

Councilor Menke reported on an upcoming meeting on communal living.

Councilor Garvin discussed the Airport Commission meeting and new appointments.

Councilor President Drabkin reported on the Affordable Housing Task Force and Yamhill County Regional Leadership meetings. She then discussed potential funds for affordable housing as well as formation of the DEI Committee. She discussed County data on Covid vaccine distributions.

Councilor Geary reported on the Landscape Review Committee, McMinnville Community Media, Mac Pac, Climate Friendly and Equitable Communities Rules Advisory Committee, and McMinnville Active Transportation Concept Plan meetings.

Councilor Peralta reported on the Council of Governments.

Mayor Hill reported on the Mid-Willamette Valley Transportation Advisory Committee meeting.

9.b. Department Head Reports

Community Development Director Bisset discussed flooding and flows in the Wastewater Treatment Plant.

Human Resources Manager Bayer discussed the evaluation of the City Manager, DEI Committee, and Covid-19.

Planning Director Richards discussed the prescription pick up program and food box deliveries. The UGB work was sent to the County Commission who passed it unanimously. It was then sent to the State and they had received one objection.

Finance Director Cuellar reported on the Audit Committee work and budget kick off meeting with staff.

Police Chief Scales discussed DEI training, new police officer, and providing Christmas gifts to families in need.

Fire Chief Leipfert discussed the Toy and Joy program, Christmas lights, and feasibility study presentations.

City Manager Towery would be helping with interviews for the City Manager of Carlton. City offices would be closed for MLK Jr. Day.

10. CONSENT AGENDA

- a. Consider request from AtTheWire LLC DBA: Lytle-Barnett for a Winery 2nd Location OLCC Liquor License located at 1206 NE 11th Way.

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

11. RESOLUTION

- 11.a. Consider **Resolution 2021-01**: A Resolution appointing members to the Airport Commission.

Community Development Director Bisset said there were two open seats on the Airport Commission. Interviews were held and he recommended the appointment of Grayson Barrows and Richard Martinez for terms to end in 2024.

Councilor Garvin MOVED to adopt Resolution 2021-01; SECONDED by Councilor Geary. Motion PASSED unanimously.

12. ORDINANCE

- 12.a. Consider first reading with possible second reading of **Ordinance No. 5099**: An Ordinance Vacating a Portion of SE Chandler Avenue Between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

Councilor Geary recused himself from the decision.

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

City Attorney Guile-Hinman read by title only Ordinance No. 5099, vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20).

Community Development Director Bisset said staff recommended approval of the ordinance as presented.

Councilor Chenoweth asked about giving away the land without anything in return.

Community Development Director Bisset explained the process for vacating public right-of-way, and how the property went back to the adjacent property owners where the land came from originally. The County surveyor would determine how the land would be distributed. The zoning would not be changed.

Councilor Peralta MOVED to pass Ordinance 5099 to a second reading; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0-1 with Councilor Geary recused.

City Attorney Guile-Hinman read by title only for a second time Ordinance 5099.

Councilor Chenoweth MOVED to approve Ordinance No. 5099, vacating a portion of SE Chandler Avenue between SE Davis Street and the Southern Pacific Railroad (RV 1-20); SECONDED by Councilor Garvin. PASSED unanimously 5-0-1 by roll-call vote with Councilor Geary recused.

13. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:30 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder