

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, February 23, 2021 at 5:30 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 System Director Scott Burke, Parks and Recreation Director Susan Muir, Human Resources Manager Kylie Bayer, Planning Director Heather Richards, Presenter Wendy Stassens, and *members of the News Media Phil Guzzo, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:32 p.m. and welcomed all in attendance.
2. PRESENTATION/DISCUSSION:
 - 2.a. CONTINUED GOAL SETTING WITH WENDY STASSENS.

Ms. Stassens continued Council’s goal-setting discussion via PowerPoint, reviewing the process, timeline, and progress made from the prior two goal-setting work sessions and after input from Council and Department heads, which included missing items and ultimately resulted in six top priorities based on Council votes and the Executive Team’s ranking. Further input was requested about each goal’s appropriate level of abstraction and if any related gap in performance was due to a lack of policy or method implementation or the need to create new policies and methods. Staff sought approval on the final list of priorities to develop a plan for making each a Specific, Measurable, Attainable, Realistic, and Time Coupled (SMART) Goal, within Council’s one-year time frame. (Spreadsheets, Page 4-8, Amended Packet)

Following a detailed discussion on each priority, no amendments or changes were made to the updated City Council Priority list, and Council

agreed upon the final steps, directing Department heads to create proposed SMART goals from the list.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:53 pm.

Claudia Cisneros
Claudia Cisneros, City Recorder

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

Tuesday, February 23, 2021 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Excused Absence
	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, Finance Director Jennifer Cuellar, Asst Chief/Fire Marshal Debbie McDermott, Human Resources Manager Kylie Bayer, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, and Community Engagement Specialist Noelle Amaya, and *members of the News Media Jerry Eichten, McMinnville Community Media and Dora Totoian, News-Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Council President Drabkin led the Pledge of Allegiance.

3. PRESENTATION

3.a. Climate Plans – Reducing Emissions & Adapting to the Future by Josh Proudfoot, Principal of Good Company

Josh Proudfoot, Principal, Good Company presented Climate Plans- Reducing Emissions & Adapting to the Future via PowerPoint, reviewing climate change predictions and several initiatives to reduce greenhouse gases and adapt to future conditions. He addressed questions from Council, noting changes both citizens and the City through its operations could do to improve the climate, and that several programs were available for receiving refunds and credits. He advised on ways to implement the

Climate Action Plan, protect McMinnville's watershed, which involved multiple people and interdependencies.

McMinnville had the second lowest electric rates in the state, in part because heat pumps are common and the grant two years ago through Bonneville Power Administration (BPA) where 700 homes got LED lights. Take the assessment of what the City is doing right to find the starting point for further changes.

4. DISCUSSION ON CITY MANAGER EVALUATION, Renata Wakeley, Community Development Director of Mid-Willamette Valley Council of Governments (MWVCOG).

Ms. Wakeley led the review of City Manager Towery's reviews by the Council members and his self-assessment. The survey results began on Page 22 of the Agenda Packet. The same questions were asked of all Councilors and City Manager Towery. The review process was modeled after the International City-County Managers Association (ICMA) Manager Evaluations Handbook. The Council had a very positive review. There were no areas where the City Manager was ranked below average. His performance was in line with the Council's expectations, and he was delivering on the priorities and goals he was given.

Mr. Towery shared he was honored and humbled to serve the community and the City as the City Manager.

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

Emails were received from Jared Harney addressing bottle redemption sites and Tynan Pierce regarding issues on the agenda which were read into the record. Both were included in the amended meeting packet.

Ukiah Halloran-Steiner, a McMinnville community member thanked the Council for hosting Mr. Proudfoot's presentation and leading the way with the climate change action.

Sophia Hampton, a McMinnville community member expressed gratitude to Councilor Geary and City Manager Towery for their ongoing communication with the youth. She thanked Council for the Climate Action Plan, which would benefit not only McMinnville but the entire world.

6. ADVICE/ INFORMATION ITEMS

- 6.a. Reports from Councilors on Committee & Board Assignments
 1. Approve updated City Council priorities list as presented in the Work Session.

Council Geary MOVED to approve the updated City Council priorities list as presented during the Work Session; SECONDED by Councilor Chenoweth. Motion PASSED unanimously.

2. Approve the final steps to move forward with the 2021 Goal Setting work as presented in the Work Session.

Council Geary MOVED to approve the final steps to move forward with the 2021 Goal Setting work as presented in the Work Session; SECONDED by Councilor Garvin. Motion PASSED unanimously.

Councilor Chenoweth had nothing new to report, noting no meetings were held.

Councilor Geary reported that the Landscape Review Committee had two Landscape Plan Review submissions that brought up acceptability for plan submission to the Committee. They approved a work plan that included prioritizing media work this year and cataloging Heritage Trees. Pool and Aquatics Subcommittee formalized their recommendation which will go to the full MacPAC for discussion and adoption. Also planned for discussion at the next MacPAC Subcommittee meeting are issues related to the library and senior center. Councilor Geary, Co-Chair Maxfield and Staff were going out to speak to local service groups and clubs to talk about MacPAC and its' service plans. State-level Climate Friendly and Equitable Communities advisory committee discussed context of the committee and success markers. McMinnville Active Transportation Concept Plan advisory committee discussed the Highway 99 couplet and how dangerous it is for non-motorized traffic and what could be done to make it safer for bicycles and pedestrians. There will be a web-based open house February 25 through March 11 to read the recommendations; a live stream will be held March 4 from 6:30 p.m. to 8:00 p.m. which will be recorded and posted to the website. He and Jared Harney sat with Eric Chambers from the Oregon Bottle Redemption Center to discuss how to get a bottle redemption center in McMinnville and shared information about the different programs.

Council President Drabkin reported the McMinnville Affordable Housing Task Force meets tomorrow. Finalizing a recommendation for a single-room occupancy development to go to the Planning Commission is one item on that agenda. The Task Force now opens each meeting with agency reports from Yamhill Community Action Partnership (YCAP), the Housing Authority of Yamhill County, and Champion Team, the three major service providers to the unhoused community. The first Diversity, Equity and Inclusion (DEI) Advisory Committee meeting is set for March. She moderated an event on DEI and presented the first diversity survey. Portland General Electric reported that less than 500 people in Yamhill County were without power and they were still working around the clock to restore power.

Councilor Garvin reported that they haven't had Airport Commission or YCOM meetings due to an expected influx of calls caused by the ice storms. There was an email update that PulsePoint was in final phase and expected to go live throughout the YCOM partners. The cost was a little more than \$20,000, which was covered in the 2021 budget. There are 42 terabyte storage servers that need to be replaced; two of those cost \$130,000. Airport Commission will meet next week on the second with the normal meeting and discussion regarding updating standards.

Councilor Peralta reported that the ice storm caused the annual Council of Governments (COG) meeting to be rescheduled for March 10 at 6:00 p.m. He asked Mayor Hill if the City of McMinnville was included in the Governor's Emergency Declaration. Mayor Hill stated it was not discussed regarding the ice storm. Mayor Hill reported he visited several of the parks where known 400-year-old Oak trees are down and there is substantial damage. He noted that once some accounting could be done, they would pursue federal funds, if applicable..

Mayor reported that he attended the League of Oregon Cities (LOC) Transportation Committee meeting last Friday where they received information that Oregon was to receive roughly \$55,000,000 in reimbursement for COVID, as it relates to transportation and \$28,000,000 that will go to large and small Metropolitan Planning Organization (MPO) and Safe Routes for Schools. The remaining \$27,000,000 will go to smaller cities and counties, McMinnville among them. During a leadership call earlier today, they learned that Yamhill, Polk and Marion Counties will be moving from Extreme Risk to High Risk, as well as reports from Senator Wyden's office about the work they are doing related to housing.

5.b. Department Head Reports

City Attorney Guile-Hinman had nothing to report.

Human Resources Manager Bayer had nothing to report.

Planning Director Richards said the Planning Committee will be sending out a press release requesting volunteers to sit on a committee to discuss and evaluate a rental inspection program and bring back a recommendation to Council. The committee is the result of Council direction last October and would also look at best practices in other communities, local issues and then draft a program for Council to consider.

Finance Director Cuellar said they are in the budget development process. She referred to Mr. Proudfoot's presentation and his statement regarding the total cost of ownership, which was something they are looking into.

Asst Chief/Fire Marshal McDermott wanted to give credit to the staff who were working 24 hours a day due to the ice storm, and to the volunteers

who help provide service to the residents. She reported that between February 12 to February 15, they ran 167 calls for service where 59 were power line or electrical problems, three structure weakness or collapse, one transformer explosion, 71 emergency medical calls, and 31 miscellaneous fire calls. They had increased staffing, knowing the storms were coming.

Police Chief Scales had nothing to report.

City Manager Towery responded to Councilor Peralta's question and reported they are still assessing damages and would get a final report to Council in the next few days. The State technically extended the duration of the emergency which the City can use to request reimbursement. His office was working on a draft of a Memorandum of Understanding with Linfield College and hoped to have specific information soon. The Council team building activity was rescheduled due to the ice storm to next Friday 1:00p.m. to 4:00 p.m.

7. CONSENT AGENDA

a. Consider **Resolution No. 2021-07**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18

b. Consider request from Columbia Hills Winery LLC DBA: Jacob Williams Winery for Winery 1st Location OLCC Liquor License located at 232 NE 3rd Street.

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

8. ORDINANCES

8.a. Consider first reading with possible second reading of Ordinance No. 5100: An Ordinance Amending the McMinnville City Code to Add Chapter 2.31, Establishing the McMinnville Affordable Housing Committee as a Permanent Standing Committee and Specifying Its Operating Provisions.

Mayor Hill asked if any Councilor needed to declare any actual or potential conflicts of interest or recuse themselves regarding this ordinance. There was none.

Ms. Richards reported that the Ordinance was coming from the Affordable Housing Task Force. The Task Force has been in effect for four years, the problem is not temporary, and they had discussed the need to add two members and decrease the specificity to meet the needed membership composition. The Ordinance meets the structure of other committee Ordinances in the Code. However, it requires that two City Councilors be

members, which is different from other committees but carries forward what was in Resolution 2016.

Councilor Chenoweth questioned the language in 2.3.2.070 Special Provisions Section A. Ms. Richards responded that it is a historical carryover for committees and in Zoning Ordinance. Ms. Guile-Hinman added the City has an obligation to comply with federal and state laws so the regulation just reflects that requirement. “Regulations” would be preferred over “Guidelines”. He also asked about the lack of faith-based or drug and alcohol groups on the list of included organizations. Council President Drabkin and Councilor Menke noted there have been multiple outreaches, and there are some faith-based organizations that do participate. Ms. Richards added that the organizations listed in Section 2.32c3 are ones whose primary service level is providing housing for lower and moderate-income persons or mental health services.

City Attorney Guile-Hinman read by title only Ordinance No. 5100.

Councilor Peralta MOVED to pass Ordinance No. 5100 to a second reading as amended both 030c or 030 c3 and also Guideline to Regulation; SECONDED by Councilor Menke. Motion PASSED 6-0 by the following vote:

*Aye – Councilors Drabkin, Garvin, Geary, Payne, Menke, and Chenoweth
Nay – None*

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5100.

Council President Drabkin MOVED to adopt Ordinance No. 5100, with the proposed amended language Section 2.31.0303 previously provided by Staff and the change of language from Guidelines to Regulation; SECONDED by Councilor Menke. Motion PASSED 6-0 by the following vote:

*Aye – Councilors Drabkin, Garvin, Geary, Payne, Menke, and Chenoweth
Nay – None*

9. RESOLUTION

9.a. Consider **Resolution 2021-08**: A Resolution Appointing a Member to the Affordable Housing Task Force.

Ms. Richards noted the language of the Resolution needed to be amended from Task Force to Committee. The Resolution was to appoint Yuya Matsuda to the Affordable Housing Committee. Council President Drabkin spoke in favor of Mr. Matsuda

Councilor Menke MOVED to approve Resolution 2021-03: A Resolution Appointing a Member to the Affordable Housing Task Force, with the amendment recommended by Staff; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 9.b. Consider **Resolution 2021-09**: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville.

Ms. Richards said it was very important, with competitive funding programs to have local government support. The project is called Stratus Village. It is a proposed project of 200 units of affordable housing sited on seven acres on the south side of Highway 18. The property was owned by the Oregon Housing Authority.

There was discussion regarding availability of services to the location, equity in accessibility to the units, and support from the Council. Mike Andrews, a Development Consultant with Structured Development Advisors added that the project would entail a series of three-story apartment buildings intended for multi-family residential living, which would be spread out evenly across the property. There would be a range of sizes from studio up to four bedrooms, with more smaller-sized apartments than larger, based on current waitlists. The design was envisioned with gabled roofs, curb appeal that reflects the context of the city, and open spaces. There would be a community building which would be lower, have an agricultural look, and big porches. They hoped to have a flex space where providers could come and go to provide services. He noted there was a bus stop nearby.

Councilor President Drabkin MOVED to approve Resolution 2021-09: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville; SECONDED by Councilor Chenoweth. Motion PASSED unanimously.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:32 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder