

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, May 25, 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	
	Kellie Menke	
	Sal Peralta	
	Chris Chenoweth	
	Zack Geary	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Parks and Recreation Director Susan Muir, Fire Chief Rich Leipfert, Information Specialist Director Scott Burke, Human Resources Manager Kylie Bayer, Asst. Chief/Fire Marshal Debbie McDermott, Information Technology Specialist Megan Simmons, Operations Chief Amy Hanifan, and *members of the News Media Phil Guzzo, McMinnville Community Media.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:31 p.m. and welcomed all in attendance.

2. REVIEW CITY COUNCIL LEVEL 10 MONTHLY TEAM MEETING AGENDA:

Wendy Stassens, consultant, led a discussion on the homework exercise including identifying the purpose each person had for being on the Council. She then reviewed the last meeting's action items and staff gave updates on the progress of these items.

Ms. Stassens introduced the Issues List Identify, Discuss, Solve (IDS) process.

Mayor Hill discussed the first issue, which was a concern about an aspect of the City functioning to a third party in a way that potentially reduced trust within the team and did not empower the whole of the organization to address the concern in a proactive way.

The Council worked to identify the issues that should be addressed. They discussed the content of the email, the underlying issue of building trust, the way the email was received by staff was hurtful, the problem lying in the process and the need to follow the processes already in place, the balance of over-communication and under communication, creating Council unity, elements of a high functioning team, and lack of an onboarding process.

There was consensus that the process needed to be clarified and communicated for how to bring up issues the Council thought needed to be solved within the community or with the City Council, to address the lack of a shared code of conduct including respectful communication, and to clarify how to advocate for people to participate without diminishing the team and for constituents that were bringing issues to Council.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:01 p.m.

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, May 25, 2021 at 7:00 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	
	Chris Chenoweth	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Human Resources Manager Kylie Bayer, Community Development Director Mike Bisset, Police Captain Ronda Jaasko, Fire Chief Rich Leipfert, Library Director Jenny Berg, and *members of the News Media Phil Guzzo, McMinnville Community Media.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:07 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Councilor Peralta led the pledge of allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT

None

4. PRESENTATION

Visit McMinnville Annual Presentation

Jeff Knapp, Visit McMinnville, acknowledged the staff and board. He discussed visitor economy as a powerful state economic driver, visitor economy impact on Yamhill County, how McMinnville's visitor spending

had far outpaced the region in the last five years, and visitor economy impact on McMinnville.

Kitri McGuire, Director of Marketing, explained marketing included paid and unpaid opportunities. She discussed the challenges due to Covid and shared how they modified their social media strategy, kept in constant touch with the media, created a new video series called McMinnville Inspires, and supported destination projects in town.

Mr. Knapp explained the destination development projects that occurred, FY2021 current projects, FY2022 goals and objectives, FY2022 TLT comparison and projection, and FY2022 high level budget.

There was discussion regarding being nimble during Covid, destination development work, lessons learned from the pandemic, great staff, and partnership with the City on the rebranding project.

Councilor Geary MOVED to accept Visit McMinnville's budget and business plan for 2022; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Garvin reported on YCOM's budget meeting and 25% reduction in police dues.

Councilor Peralta reported on the Rental Inspection Program meeting.

Councilor Chenoweth reported on the Economic Vitality Leadership Council meeting.

Councilor Menke reported on YCAP activities and housing projects.

Councilor President Drabkin reported on Edible Gardens of Yamhill County, the Affordable Housing Committee meeting, DEI Advisory Committee, and Fair Housing training.

Mayor Hill reported on the Water & Light Commission meeting and Bypass Committee meeting.

5.b. Department Head Reports

Library Director Berg announced new library hours starting next week.

6. CONSENT AGENDA
a. Consider the Minutes of the April 22, 2020, City Council Work Session Meeting.

Councilor Geary MOVED to adopt the consent agenda; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2021-23**: A Resolution Appointing Members to the Affordable Housing Committee.

Planning Director Richards said the resolution would appoint four new members to the Committee. She listed the names of the new members.

Council President Drabkin said some of these people were long time attendees and worked in housing in the City. She was excited to bring their expertise to the Committee.

Councilor Peralta MOVED to adopt Resolution 2021-23; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.

- 7.b. Consider **Resolution No. 2021-28**: A Resolution Appointing Members to the Diversity, Equity, and Inclusion Advisory Committee.

Human Resources Manager Bayer said the Council approved an ordinance in October to establish the DEI Committee. In February they appointed members to the Committee, but the term length was not established at that time. Committee members had selected their term lengths and there was a new member as well.

Councilor Geary MOVED to adopt Resolution 2021-28; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 7.c. Consider **Resolution No. 2021-29**: A Resolution approving a lease amendment with the McMinnville Airport Condominium Hangars Owners Association for hangar F at the airport.

Community Development Director Bisset said this was the first of three resolutions updating existing hanger leases to include the new lease renewal terms, which was to the end of the useful building life. The Airport Commission recommended approval.

Councilor Geary MOVED to adopt Resolution 2021-29; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 7.d. Consider **Resolution No. 2021-30**: A Resolution approving a lease amendment with the McMinnville Aircraft Storage Condominium for hangar H at the airport.

Community Development Director Bisset said this was a lease amendment for hangar H. The Airport Commission recommended approval.

Councilor Peralta MOVED to adopt Resolution 2021-30; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

- 7.e. Consider **Resolution No. 2021-31**: A Resolution approving a lease amendment with B&G Hangar LLC for the 4040 Cirrus hangar at the airport.

Community Development Director Bisset said this was a lease amendment for B&G Hanger LLC. The Airport Commission recommended approval. This was the last lease agreement for Council's approval. The term endings were different for all the leases. The tenants were responsible for notifying the City to engage in the five year renewal process.

Councilor Garvin MOVED to adopt Resolution 2021-31; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 7.f Consider **Resolution No. 2021-32**: A Resolution approving entering into a contract with Merina & Company LLP.

Finance Director Cuellar said they went through the RFP process and four candidates applied. The Audit Committee interviewed the top two and recommended continuing with Merina and Company. It was a five year not to exceed contract.

There was discussion regarding why Merina and Company was chosen and next steps if the resolution was not approved.

Councilor Garvin was opposed as he thought they were too comfortable with Merina and Company as they had been the City's auditor for years. They missed the Water & Light error on paying the fee to the City and if another provider scored nearly the same, he thought they should give them the opportunity.

City Manager Towery clarified Merina and Company had never been tasked to audit Water & Light. He thought they had a particular ability to communicate information around audits.

Finance Director Cuellar was not concerned about getting a quality line of service from any of the audit firms that turned in a proposal. She was

comfortable going forward with Merina and Company. They had particular expertise in federal programs.

Councilor Peralta MOVED to adopt Resolution 2021-32; SECONDED by Councilor Menke. Motion PASSED 4-3 with Councilors Garvin, Chenoweth, and Geary opposed and Mayor Hill breaking the tie.

- 7.g. Consider **Resolution No. 2021-34**: A Resolution Amending the Planning Fee Schedule for Land Use Compatibility Statements for Marijuana Dispensaries, Producers and Wholesalers and Change in Business Name.

Planning Director Richards said in the new fee schedule that would go into effect July 1, 2021, there was one fee for land use compatibility statements for marijuana businesses that the Council had questioned. She explained the requirements for new marijuana businesses and change in business name. Staff reviewed the amount of time it took to process these statements and discovered both the producer, wholesaler, and co-locator took essentially the same amount of time. She recommended amending the fee schedule by adding two additional components and changing the fees associated with them. For the change of business name, they were required to do a compatibility statement per the state. It would require the state to change it.

Councilor Garvin MOVED to adopt Resolution 2021-34; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

- 7.h. Consider **Resolution No. 2021-35**: A Resolution approving a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Planning Director Richards said the Council approved a resolution in March for the proposed fee schedule. Notice of these fees was sent to the state and there was a 45-day period for comments or appeals. It was now back to the Council for approval.

Councilor Menke MOVED to adopt Resolution 2021-35; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.

8. ORDINANCE

- 8.a. Consider first reading with a possible second reading of **Ordinance No. 5103**: An Ordinance Amending Section 2.35.030 of the McMinnville Municipal Code Specific to Membership: Number of Members, Appointments, and Ex Officio Members.

Mayor Hill asked if any Councilor needed to declare a potential conflict of interest or recuse themselves. There was none.

City Attorney Guile-Hinman read by title only Ordinance No. 5103, amending Section 2.35.030 of the McMinnville Municipal Code specific to membership: number of members, appointments, and ex officio members.

Human Resources Manager Bayer said this would update the Municipal Code for the membership of the Diversity, Equity, and Inclusion Advisory Committee. It would give full voting rights to all committee members and increase the number of members from 7 to 9. Ex officio members could be appointed if the Council wished.

Councilor Geary MOVED to pass Ordinance No. 5103 to a second reading; SECONDED by Councilor Peralta. PASSED unanimously 6-0.

City Attorney Guile-Hinman read by title only for a second time Ordinance No. 5103.

Councilor Peralta MOVED to adopt Ordinance No. 5103 amending Section 2.35.030 of the McMinnville Municipal Code specific to membership: number of members, appointments, and ex officio members; SECONDED by Councilor Geary. PASSED by a unanimous roll-call vote of 6-0.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:56 p.m.

Claudia Cisneros
Claudia Cisneros, City Recorder