

CITY OF McMinnville
MINUTES OF CITY COUNCIL and McMinnville Water & Light Commission
JOINT WORK SESSION

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

Tuesday, June 8, 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	

MW&L Commissioners:

Tom Tankersley, Chair	Ed Gormley
Jody Christensen	
Kathy Tate	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Police Chief Matt Scales, City Recorder Claudia Cisneros, Information Technology Specialist Megan Simmons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Senior Planner Chuck Darnell, Deputy Fire Chief Amy Hanifan, Court Clerk Abby Cohen, Court Clerk Freddy Vargas, Municipal Court Judge Cynthia Kaufman Noble, City Prosecutor Shannon Lee Erskine, Senior Court Clerk Suzanda Branson, and *members of the News Media Phil Guzzo, McMinnville Community Media.*

MW&L Staff: General Manager John Dietz, Commission Clerk & Utility Rate Analyst Trena McManus, Water Division Director James Burke, General Counsel Sam Justice, Electric Division Director Scott Rosenbaum,

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:30 p.m. and welcomed all in attendance.

2. MCMINNVILLE WATER & LIGHT COMMISSION UPDATES:

John Dietz, Operations Manager, discussed the electric system overview, Water & Light's rates, 2021 residential rate comparison monthly bill for the average residential customer, electric capital projects, water system overview, water system planning, Zone 2 construction, residential water bill comparison monthly bill average, Three Mile Lane Bridge replacement, and fuel station on Marsh Lane.

There was discussion regarding the contract with Lafayette for surplus water service, usage, and rate. There was further discussion regarding having enough capacity with Carlton using water for dredging the reservoir in summer, securing additional water rights, second source of water for resiliency, and abandoning the cast iron pipe under the river. Commissioner Tankersley noted Bonneville's conservation program and money invested in the community for more efficient homes and businesses. Mr. Dietz explained the programs since the 1980s and that \$30 million to \$40 million had been invested in efficiencies.

Mr. Dietz said energy consumption had not been growing due to the efficiencies, and their use was average in comparison with other utilities.

The Council discussed recouping from the ice storm, the need for better communication when service was out, redundancy, sustainability that failed in California and the differences in Oregon with wind and hydropower, retirement of employees and developing current employees, purchasing right-of-way for water lines, security of the water source, aging fleet and state requirements regarding diesel, watershed tours, wildfire plan, rate with BPA, rate impact from large users, water rate structure, and rural rates.

Water & Light staff and Commissioners introduced themselves. City staff then introduced themselves.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 6:40 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, June 8, 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 Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Police Chief Matt Scales, Information Technology Director Scott Burke, Fire Chief Rich Leipfert, Community Center Manager Katie Noyd, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Community Development Director Mike Bisset, Community Engagement Specialist Noelle Amaya, Children’s Room Librarian Samantha Geary, Parks and Recreation Director Susan Muir, and *members of the News Media Phil Guzzo, McMinnville Community Media.*

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

Mayor Hill led the pledge of allegiance.

3. PROCLAMATIONS

3.a. Parks and Recreation Month Proclamation and Summer Fun

Community Center Manager Noyd discussed collaboration with the library to bring summer fun to the community. She gave a summer fun overview including the guiding principles, how to participate, active living, kids, all ages, movies, and music activities. She acknowledged their sponsors and community partners.

Mayor Hill read the proclamation declaring July 2021 as Parks and Recreation Month.

3.b. LGBTQIA+ Pride Month Proclamation

Mayor Hill read the proclamation declaring June 2021 as LGBTQIA+ Pride Month.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT

None.

5. PRESENTATIONS

5.a. Infrastructure-Based Time Extension Request (IBTER) House Bill (HB) 2001 Presentation

Planning Director Richards introduced the topic. If there were areas of concern that needed updated infrastructure to accommodate missing middle housing development, they had to submit an application to the state by June 30, 2021.

Shad Roundy, consultant, gave a presentation on the State Housing Bill 2001 IBTER. He explained the evaluation that was done, gave a scenario overview, and discussed the pipelines that were at or near capacity, results of the analysis, other systems overview, and recommendations. They recommended not applying for the deferral as there would likely not be a significant impact by 2023 from middle housing for water, sewer, transportation, and storm infrastructure. The next steps would be to consider a UGB expansion within the context of the I/I reduction program and improvements and master plan updates for sewer, transportation, and storm to improve system capacity and to do planned improvements.

There was discussion regarding budget plans for the next year in updating the master plans, building infrastructure for Zone 2, capital funds and projects, creating funding for the stormwater utility, and addressing water temperature compliance.

6. ADVICE/INFORMATION ITEMS

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

Councilor Menke gave an update on YCAP's budget and Project Turnkey.

Councilor Geary reported on Mac Pac where financing options, potential facility locations, and tour of Hillsboro's facility were discussed.

Councilor Chenoweth reported on Historic Landmarks Committee applications and appointments of Chair and Vice Chair.

Council President Drabkin said there would be a DEI Committee meeting on Thursday and she explained the items they were working on. She then gave an update on Affordable Housing Committee work and training.

Councilor Garvin said YCOM was finalizing their budget and he met with the Fire Chief regarding the new fire district timeline. He had seen more activity on Marsh Lane and they had no funds to enforce the ordinance.

There was discussion regarding funding the moteling program and funding options for the enforcement. The Council would continue to discuss this through the budget process.

Councilor Peralta reported on Council of Governments' letter of support for funding the acquisition of a motel in Yamhill County.

Mayor Hill reported on funding for the Bypass and Project Turnkey.

6.b. Department Head Reports

Planning Director Richards said the Economic Vitality Leadership Council was meeting tomorrow with Business Oregon. The City received \$1.5 million for a navigation center. They would present to LCDC the City's long-range planning program.

Parks and Recreation Director Muir said senior centers were removed from the list of facilities that had to stay closed and they were working on opening the senior center after hiring some positions. They had gone out for a request for proposals for an after-school program provider. The Discovery Meadows splash pad was now open. Baseball and softball started on Saturday. There would also be trail clearing at Airport Park on Saturday.

Fire Chief Leipfert spoke about 4th of July fireworks and Fire District consolidation which would go on the May ballot.

Police Chief Scales said the park ranger program had begun for the summer. The crime response unit would begin in July. He discussed recent police cases.

Mayor Hill reviewed his role as Mayor at Council meetings and the importance of Council members working together.

7. PUBLIC HEARINGS

7.a. Proposed Fiscal Year 2021-2022 Budget as approved by the Budget Committee

Mayor Hill opened the public hearing.

Finance Director Cuellar presented the staff report. This hearing was for the FY 2021-22 budget as approved by the Budget Committee. A presentation of the budget would be given to Council on June 22 to appropriate the budget.

City Recorder Cisneros said one written comment had been received from Tyman Pierce.

Mark Davis, McMinnville community member, thought the City was on the right path for stabilizing General Fund reserves. He was confused about the federal government paying furloughed staff not to work, but on the other hand they were giving the City \$7 million, some of which could be used to pay for work the staff could have been doing while they were on furlough. He thought they should consider charging 6% payment in lieu of taxes franchise fees to everyone. He also suggested creating a Mac Town 2032 financial plan.

Mayor Hill closed the public hearing.

7.b. Proposed Uses of State Revenue Sharing for Fiscal Year 2021-2022 as approved by the Budget Committee.

Mayor Hill opened the public hearing. He read state revenue sharing law requirements.

Finance Director Cuellar estimated the City would receive \$456,000 in state-shared revenues which would be used for General Fund expenses.

There was no public testimony.

Mayor Hill closed the public hearing.

7.c. Public Hearing for the FY2021 Transient Lodging Tax (TLT) Supplemental Budget

Mayor Hill opened the public hearing.

Finance Director Cuellar said this was a supplemental budget for TLT as it was anticipated the City would receive \$150,000 more than was originally projected. The revenues would be disbursed as follows: 70% would go to Visit McMinnville and 30% would go to the City's General Fund.

There was no public testimony.

Mayor Hill closed the public hearing.

8. RESOLUTIONS

- 8.a. Consider **Resolution No. 2021-36**: A Resolution providing for and approving a form of contract by and between the City of McMinnville, Oregon and the McMinnville Rural Fire Protection District

Fire Chief Leipfert said this was a renewal of the current IGA with a 3% increase for a total allocation of \$410,446. He discussed increase options for next year's contract.

Council President Drabkin MOVED to adopt Resolution 2021-36; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

- 8.b. Consider **Resolution No. 2021-37**: A Resolution providing for and approving a form of an Intergovernmental Agreement (IGA) by and between the City of McMinnville, Oregon and the Amity Fire Protection District.

Fire Chief Leipfert said this was a renewal of the annual contract with the Amity Fire District which increased by 1.3%.

Councilor Geary MOVED to adopt Resolution 2021-37; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.

- 8.c. Consider **Resolution No. 2021-38**: A Resolution Adopting a Supplemental Budget for Fiscal Year 2020-2021 and Making Supplemental Appropriations (Related to Transient Lodging Tax).

Finance Director Cuellar said this resolution was related to the public hearing earlier tonight about the Transient Lodging Tax.

Councilor Menke MOVED to adopt Resolution 2021-38; SECONDED by Council President Drabkin. Motion PASSED unanimously 6-0.

- 8.d. Consider **Resolution No. 2021-39**: A Resolution Adopting a Supplemental Budget for Fiscal Year 2020-2021 and Making

Supplemental Appropriations (Related to General Fund and Information Services Fund).

Finance Director Cuellar said this supplemental budget was due to receipt of the Coronavirus Relief Fund Grant, special payments category for Water & Light, remote Court operations, and equipment needed for work at home.

Councilor Menke MOVED to adopt Resolution 2021-39; SECONDED by Council President Drabkin. Motion PASSED unanimously 6-0.

- 8.e. Consider **Resolution No. 2021-40**: A Resolution Adopting a Supplemental Budget for Fiscal Year 2020-2021 and Making Supplemental Appropriations (Related to Telecommunications Fund).

Finance Director Cuellar said this supplemental budget was due to franchise fees coming in slightly above projections for the Telecommunications Fund.

Councilor Peralta MOVED to adopt Resolution 2021-40; SECONDED by Councilor Menke. Motion PASSED unanimously 6-0.

- 8.f. Consider **Resolution No. 2021-41**: A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency signed by Mayor Scott Hill on May 27, 2021.

Finance Director Cuellar said this was a request to ratify an updated emergency declaration to extend funds to YCAP for the moteling program. She read the declaration that the Mayor signed on May 27.

Councilor Menke MOVED to adopt Resolution 2021-41; SECONDED by Council President Drabkin. Motion PASSED unanimously 6-0.

9. ORDINANCE

- 9.a. Consider first reading with a possible second reading of **Ordinance No. 5104**: An Ordinance Amending Title 17 (Zoning) of the McMinnville City Code, Specific to Multiple Chapters to Update Definitions for Child Care and Remove Regulatory Barriers for Child Care Opportunities.

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. 5104, amending Title 17 (Zoning) of the McMinnville City Code, specific to

multiple chapters to update definitions for childcare and remove regulatory barriers for childcare opportunities.

Planning Director Richards said this was a legislative code amendment to remove regulatory barriers to childcare opportunities. The Planning Commission voted unanimously to recommend approval of the amendment. She discussed childcare in Oregon, percentage of children with access to childcare in metropolitan and nonmetropolitan counties, how there was an inadequate regulated childcare supply especially for infants and toddlers, current permitted and conditional uses in the zoning ordinance, compliance with state regulations, proposed amendments, Planning Commission questions, notice/comments received, and residential vs. commercial childcare providers.

There was discussion regarding home occupation provisions, parking requirements and drop off/pick up, database of in-home facilities, and support for the amendment.

Councilor Menke MOVED to pass Ordinance No. 5104 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. 5104.

Councilor Garvin MOVED to adopt Ordinance No. 5104 amending Title 17 (Zoning) of the McMinnville City Code, specific to multiple chapters to update definitions for childcare and remove regulatory barriers for childcare opportunities; SECONDED by Councilor Geary. PASSED by a unanimous roll-call vote of 6-0.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:36 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder