

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, June 22, 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, Parks and Recreation Director Susan Muir, Planning Director Richards, Police Chief Matt Scales, and *members of the News Media Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea, News Register.*

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 answering the question what was the most useful and/or surprising takeaway from completing the personality test and teambuilding exercise that they thought would be important for the Council to know.

Ms. Stassens then discussed the last meeting's action items including internal Council focus on the strategic plan.

City Recorder Cisneros had already shared a spreadsheet of what staff had done to focus their work around the strategic plan.

Ms. Stassens discussed the status of the action items for completing the Vision Traction Organizer process including: one year goals to be approved this month and a why exercise that would contribute to drafting

the purpose for this team for approval at the July Council Leadership meeting. Once they had those two items, staff would draft a VTO and present it to the Council.

City Manager Towery discussed crafting a strategic planning lens tool similar to a core services analysis and an equity lens. He had a draft to present at a future Council meeting.

Ms. Stassens then reviewed the items for communication with citizens.

Regarding creating a mechanism for regular bite sized updates on the strategic plan process, Mayor Hill said it was critical for the Council to accept the goals and break them down to measurables that were within the Council's ability to do.

Ms. Stassens considered this item completed as they were going to track the goals related to the strategic plan and continue scorecard work.

Councilor Peralta suggested aligning the goals with each department's mission and goals. The goals needed to be flexible enough for multiple departments to take into account in the planning process.

Regarding a dashboard on the City's website to show accomplishments to monitor progress and forming a group to evaluate the implementation of the dashboard, they would not be moving on this now until they determined the City's fiscal ability.

Regarding putting MacTown 2032 on the City's web page to make it easily searchable, staff was working on the searchable aspect.

Ms. Stassens then moved to Identify/Discuss/Solve Issues and led a discussion about the role of the Level 10 meetings. It was an organizational development tool, not for accomplishing output goals. She then discussed overcoming the five dysfunctions of a team. The first item on the Issues List IDS was lack of a shared and universally practiced working agreement/code of conduct. She shared notes from the last meeting and discussed why this was an issue.

The Council thought there was a need for being respectful to each other, to have baseline rules that governed their interactions and communications, importance of an operating agreement and people needed to be aware of the comments made about staff and side conversations, need for trust and a code of conduct, how there were code of conduct violations made by Council, and how the real issue was how the code of conduct was internalized and applied. The Council identified which codes of conduct

were problematic. They wanted to simplify the language and make it shorter, more concise.

There was further discussion regarding code #1: I will individually support the collective decision-making of the Council. If I disagree with the decision made by the Council, I will exercise my convictions without personalizing the issue without eroding the collective reputation of the Council. Once the decision is made, I will respect that decision. They determined that “without personalizing the issue” was not being followed.

They also thought code #7 needed to be addressed: If I have a concern or issue with another council member or Mayor, I will go to that person first and in a positive, private, and timely manner, share that concern. I will present my feelings and how those feelings affect me.

The Council would look for redundancies and work next time to simplify and reduce the list. They also wanted to include coming up with an agreement as to how to hold each other accountable and internalize the principles.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 6:58 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, June 22, 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, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Engineering Services Manager Larry Sherwood, Community Development Director Mike Bisset, and *members of the News Media Jerry Eichten, McMinnville Community Media and Kirby Neumann-Rea, News Register.*

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Councilor Garvin led the pledge of allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT

Mark Davis, McMinnville community member, commented on the joint Work Session with McMinnville Water & Light and the renewable energy sources they discussed. He noted nuclear energy was not renewable.

Tynan Pierce, McMinnville community member, spoke about the budget. He was concerned about the timing of the process and public input. He thought more funding should be put into the affordable housing budget and climate change initiatives.

4. PRESENTATION

Stewardship Report on City insurance coverage from Gary Eastlund, Hagan Hamilton

Finance Director Cuellar introduced the topic.

Gary Eastlund, Hagan Hamilton, explained the report that had been submitted on the City's insurance coverage. He discussed City County Insurance, projected 15% increase, changing the Workers Comp coverage to be provided by SAIF, and Workers Comp options. Staff recommended going with the guaranteed cost option. He reviewed the liability policy and separate coverage for the airport and air show, cyber insurance, and employee resources.

There was discussion regarding the reasons for the change to SAIF and thanks to Mr. Eastlund for his support during the pandemic.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Menke discussed the grants received for Project Turnkey.

Councilor Geary reported on the Landscape Review Committee meeting.

Councilor Chenoweth reported on the Economic Vitality Leadership Council meeting.

Councilor Garvin reported on YCOM's adoption of the budget.

Councilor Peralta reported on the Council of Governments meeting and upcoming stakeholder sessions.

Councilor President Drabkin reported on the DEI Advisory Committee and Affordable Housing Committee meetings.

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

There was discussion regarding Air Liquide and Cascade Steel franchise fees, electric rate increase, and MWAC funding for the 219 intersection.

Mayor Hill asked for any discussion on the 2021 Council Goals. There was none.

Councilor Menke MOVED to adopt the 2021 City Council Goals; SECONDED by Council President Drabkin. Motion PASSED unanimously 6-0.

5.b. Department Head Reports

Planning Director Richards discussed grants for long-range planning programs. She announced Associate Planner Fleckenstein had given notice.

City Attorney Guile-Hinman discussed national opioid litigation. The request was that all counties and cities agree to forgo their potential right to sue in exchange for a settlement payout funneled through the appropriate entity that was a plaintiff in the litigation. For McMinnville, they would be negotiating an agreement with Yamhill County for distribution of settlement funds received from the defendants. She recommended authorizing the City Attorney to negotiate the agreement.

Councilor Chenoweth MOVED to authorize the City Attorney to negotiate an agreement with Yamhill County regarding distribution of any settlement funds from the national opioid litigation; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

City Attorney Guile-Hinman discussed her legal memo regarding wireless communication facilities. This had to do with the County's approval of a 100-foot telecommunication monopole on EFU land within the City's Urban Growth Boundary and right next to the City limits. She recommended the Council approve the interpretation of the Municipal Code provisions as presented by the City Attorney's legal memorandum. She summarized the net effect of the change and the basis for the recommended action.

Councilor Chenoweth MOVED to approve the interpretation of the Municipal Code provisions presented in the June 10, 2021, legal memorandum provided in the Council packet; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.

City Manager Towery said the Work Session with White Bird and the City of Eugene Police Department was rescheduled to August.

6. RESOLUTIONS

6.a. Consider **Resolution No. 2021-33**: A Resolution awarding the contract for the 2021 Slurry Seal project, Project 2021-7, to VSS International, Inc.

Engineering Services Manager Sherwood said the City used slurry seal as part of their pavement preservation program for many years. This year they had doubled the budget for slurry seal as there were not any overlay packages due to revenue and budget constraints.

There was discussion regarding how far this got the City in terms of road improvements and by not doing overlays how much did that put them behind.

Community Development Director Bisset explained the current pavement condition and gap in funding to be able to keep the street network at its current condition. The City's pavement was declining on an annual basis.

Councilor Geary MOVED to adopt Resolution 2021-33; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 6.b. Consider **Resolution No. 2021-42**: A Resolution authorizing a name change for the Special Assessments Fund to the Grants and Special Assessments Fund.

Finance Director Cuellar said the Special Assessments Fund was used to account for funds received and disbursed from special assessments and for federal and state grants outside of normal operations. She requested changing the name to Grants and Special Assessments Fund for clarity.

Councilor Menke MOVED to adopt Resolution 2021-42; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 6.c. Consider **Resolution No. 2021-43**: A Resolution declaring the City's election to receive certain state shared revenues.

Finance Director Cuellar said the next four resolutions were associated with moving forward with next fiscal year's budget. This one was required for the City to receive state-shared revenues to be used for General Fund public services.

Councilor Menke MOVED to adopt Resolution 2021-43; SECONDED by Councilor Chenoweth. Motion PASSED unanimously 6-0.

- 6.d. Consider **Resolution No. 2021-44**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

Finance Director Cuellar said this certified they were a full-service city and provided more than four of the required activities.

Councilor Menke MOVED to adopt Resolution 2021-44; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

- 6.e. Consider **Resolution No. 2021-45**: A Resolution extending workers' compensation coverage to City of McMinnville volunteers.

Finance Director Cuellar said this resolution was needed for workers' compensation coverage for volunteers whose work was vital to the City.

Councilor Peralta MOVED to adopt Resolution 2021-45; SECONDED by Councilor Chenoweth. Motion PASSED unanimously 6-0.

- 6.f Consider **Resolution No. 2021-46**: A Resolution adopting the budget for the fiscal year beginning July 1, 2021; making the appropriations; imposing the property taxes; and categorizing the property taxes.

Finance Director Cuellar said this would establish the budget for next fiscal year. It allowed the City to make appropriations and impose and categorize property taxes. She discussed the changes to the budget since the Budget Committee approval. These had to do with projects that had to be extended to the next fiscal year. They also received the final numbers for the Yamhill Communications Agency that the cost would be lower than what was projected. The net impact of the changes resulted in an increase in the unappropriated ending fund balance in the General Fund by \$94,000.

There was discussion regarding the projects that needed to be extended, changes to the budget process, bringing up maintenance levels, discussions that would be future Work Session topics, and putting \$25,000 in the Police Department budget to enforce the camping ordinance.

Police Chief Scales said he was confident that there was enough funding in their budget already to enforce the ordinance. There was consensus that no changes to the Police Department budget needed to be made.

Councilor Chenoweth MOVED to adopt Resolution 2021-46; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.

7. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:57 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder