

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 10, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	
	Kellie Menke	
	Zack Geary	
	Chris Chenoweth	
	Sal Peralta	
	Jessica Payne	

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Public Works Director Anne Pagano, Wastewater Services Manager Leland Koester, Public Works Operations Superintendent David Renshaw, Parks & Recreation Director Susan Muir, Finance Director Jennifer Cuellar (via zoom), Library Director Jenny Berg (via zoom), Human Resources Manager Vicki Hedges (via zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media.

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:00 p.m.

2. PUBLIC WORKS ADMINISTRATION SPACE NEEDS ANALYSIS

Public Works Director Pagano introduced the agenda topic stated there was a request for proposals (RFP) issued in January of 2022 for a consulting firm to evaluate the administrative facility needs for the Public Works operations facilities and the Water Reclamation facility. Introduced Leland Koester, Wastewater Services Manager as lead staff of the project and Mike McCann from Jacobs Engineering as lead consultant for the project.

Mr. McCann presented a PowerPoint. Provided update of the current facility, some alternative concepts, and next steps.

McMinnville Water & Light General Manager John Dietz provided an about the similar assessment he's working on in his facility. Expressed concerns relating to supply chain and outgrowing the facility.

There was discussion about shared used facilities with other organizations such as the Yamhill County, McMinnville School District, and McMinnville Water and Light.

Wastewater Services Manager Koester talked about future stormwater master planning with Jacobs and including total maximum daily loads (TMDL) requirements and including national pollutant discharge elimination system (NPDES) permit system.

There was discussion about the condition of the Public Works Operations building and it being categorized as no return on investment from the facility needs assessment report as well as four other buildings.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:56 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder

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

Tuesday, January 10, 2023 at 7:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	
	Kellie Menke	
	Zack Geary	
	Chris Chenoweth	
	Sal Peralta	
	Jessica Payne	

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Public Works Director Anne Pagano, Wastewater Services Manager Leland Koester, Public Works Operations Superintendent David Renshaw, Parks & Recreation Director Susan Muir, Community Development Director Heather Richards, Finance Director Jennifer Cuellar (via zoom), Library Director Jenny Berg (via zoom), Human Resources Manager Vicki Hedges (via zoom), Police Chief Matt Scales (via zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media, and Scott Unger, *News Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 7:01 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Council President Garvin led the pledge of allegiance.
3. OATH OF OFFICE – Councilor Sal Peralta, Councilor Zack Geary, and Councilor Jessica Payne

Councilor Peralta, Councilor Geary, and Councilor Payne read the Oath of Office and were sworn in by Municipal Court Judge Poole
4. ELECTION OF COUNCIL PRESIDENT:

Councilor Menke suggested Councilor Garvin remain the Council President. There were no further nominations.

Councilor Menke MOVED to nominate Councilor Garvin for Council President; SECONDED by Councilor Peralta. Motion PASSED unanimously.

5. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Council President Garvin invited the public to comment.

Carley Bushart, McMinnville resident asked for the consideration of making the City of McMinnville a quiet zone with the Federal Railroad Administration by removing the requirement for railroad Engineers to sound a horn or whistle at railroad crossings. Ms. Bushart outlined the process the City would need to take for this requirement.

Mark Davis, McMinnville resident stated his support in everything Ms. Bushart had asked for.

6. CONSENT AGENDA

a. Consider the request from Scenic Woods LLC. dba: Scariano for Winery Primary Location, OLCC Liquor License located at 707 NE 5th Street.

b. Consider Resolution No. **2023-01**: A Resolution Ratifying Billing Services Agreement with McMinnville Water and Light.

c. Consider Resolution No. **2023-02**: A Resolution establishing a role for the Affordable Housing Committee in conducting outreach and making recommendations to City Council for use of Affordable Housing Construction Excise Tax (AHCET) Funds.

d. Consider the request from Jose's Taquiera for Limited on-premises, OLCC Liquor License located at 1259 SW Booth Bend Rd.

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

7. RESOLUTIONS

- 7.a. Consider Resolution No. **2023-03**: A Resolution deciding on the appeal of the Planning Commission's denial of a short-term rental permit for 790 NW 21st Street.

Mayor Drabkin stated Resolution No. 2023-03 was removed from the agenda .

8. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta said Historic Landmark Committee held a public hearing on January 5th, 2023 to consider the demolition of three historic buildings on Third Ave and replaced with a new hotel and since no decision has been made he's been advised by the contract City Attorney not to provide further details. Reported on Mid-Willamette Council of Governments (MWVCOG) was a reminder for the February 15th, 2023 Annual Meeting with board presentation and award ceremony. Asked to see a representation of Executive Team and Council members at the event.

Councilor Payne had nothing to report.

Councilor Menke had nothing to report.

Councilor Chenoweth had nothing to report.

Councilor Geary stated McMinnville Urban Renewal Agency (MURAC) will meet on February 1st, 2023. Diversity, Equity, and Inclusion Advisory Committee (DEIAC) will meet on Thursday to discuss working on beta testing the department assessment tool. The Parks and Open Spaces Master Plan is efforts are continuing and asked everyone to take part in the survey found at www.mcminnvilleparksplan.com.

Council President Garvin reported Airport Commission met last week and Willy, Airport Administrator will be doing Hanger Inspections before the March meeting. Yamhill Communications Agency (YCOM) met today and received updates on legislative bills. Fire Chief, Union President Godfrey and he are continuing to make Fire District presentations and has an upcoming second public hearing with the County. Reminded the Council about the upcoming Budget Committee meeting to talk about the taxing authority and having that meeting be an open dialogue.

Mayor Drabkin said will have a Budget Committee meeting to discuss the taxing Authority and getting the information out to the public to participate. Acknowledge the seven hour and nineteen minutes public hearing the Historic Landmark Committee meeting had. Is looking forward to the upcoming Council Retreat, she and Council President Garvin have spent many months planning the retreat. Mentioned Senator Wyden and Congresswoman Salinas will be coming to McMinnville for a Town Hall. The Council will also be attending City Day at the Capital at the end of the month.

8.b. Department Head Reports

City Manager Towery confirmed the Joint Meeting with the McMinnville School District School Board will be on Wednesday, March 22nd, 2023. Have scheduled City Attorney interviews for January 20th, 2023.

Public Works Director Pagano had nothing to report.

Community Development Director Richards had nothing to report.

Susan Muir restated the webpage address for the survey www.mcminnvilleparksplan.com and the survey is a new technology using a geographic based survey. Stated there will be a System Development Charges work session on February 28th, 2023. Stated the survey closes on February 5th, 2023.

City Recorder Cisneros had nothing to report.

Library Director Berg invited all to the Friends of the McMinnville public library book sale on Friday, January 13th at the Library from 9am – noon and proceeds go to support library programs.

Finance Director Cuellar reported Municipal Court has resumed doing arraignments at the jail. Stated in late December the Governor issued an Order of remission which affects some McMinnville drivers who have gone to court and have a driver licenses suspension. Will be working through about 150 cases listed in the Governor's order. In Finance they received a clean audit report for the City's financial statements, Federal audit and Urban Renewal Area. Budget is kicking off and having staff wide budget kick off meeting on Thursday. One change this year will be two budgets, one will be status quo with the Fire Department and the second one will be with no Fire Department. Provided update on the City Services charge.

Police Chief Scales gave a staffing update.

Human Resources Manager Hedges restated City Attorney interview invitations will be sent tomorrow.

9. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 7:42 p.m.

Claudia Cisneros

Claudia Cisneros, City Recorder