

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 13, 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 (via Zoom)	
	Chris Chenoweth	
	Zack Geary	Jessica Payne
	Kellie Menke	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Finance Director Jennifer Cuellar, Information Systems Director Scott Burke, Community Development Director Heather Richards (via Zoom), and members of the News Media – Jerry Eichten, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 5:33 p.m.
2. BDS PLANNING & URBAN DESIGN CONSULTING PRESENTATION AND DIALOGUE WITH CITY COUNCIL

Mayor Drabkin introduced the topic and stated this is part of the long-term strategic plan on how the City of McMinnville works with McMinnville Water & Light.

Brian Scott, Managing Partner, and Andrés Mantilla, Partner of BDS Planning & Urban Design Consulting went through the agenda for the meeting. Mayor Drabkin provided welcoming remarks stating the goal is to focus on the relationship for the future. Stated that a common theme between both Council and Commission is the shared value of the betterment of citizens of McMinnville and the care of the City of McMinnville.

Mr. Scott & Mr. Mantilla shared a PowerPoint presentation. Mr. Mantilla stated the intended outcome is a joint framework that clarifies roles and responsibilities of the Council, the Commission, and their members, as well

as strengthened mutual relationships. Went through the Water & Light Strategic Priorities and what has been the process so far and will provide a recommendation for both bodies. Mr. Scott went through the MW&L Charter (Chapter 10 of City Charter) with a clarification stating in the absence of the Mayor, Council President chairs the Commission meeting, if both Mayor and Council President are absent then the MW&L Commission Chair presides. Provided the eight key takeaways from the one-on-one conversations with both bodies. There were three questions for discussion to consider for tomorrow's joint meeting. The three questions were:

1. What principles might guide the City-Utility relationship?
2. What does the Council need from the Commission for a successful working relationship?
3. What can the Council do to support a successful working relationship?

Council discussed the questions and provided their thoughts. There was consensus about having more joint meetings of both bodies.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:31 p.m.

Claudia Cisneros

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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  
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Tuesday, June 13, 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	
	Chris Chenoweth	
	Zack Geary	Jessica Payne
	Kellie Menke	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Walt Gowell, Finance Director Jennifer Cuellar, Information Systems Director Scott Burke, Fire Chief Rich Leipfert, Parks & Recreation Director Susan Muir, Community Center Manager Katie Noyd, Children’s Librarian Sam Geary, Community Development Director Heather Richards (via Zoom), and members of the News Media – Jerry Eichten, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

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

2. PLEDGE OF ALLEGIANCE

Councilor Geary and his son led the pledge of allegiance.

3. PROCLAMATION

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

Mayor Drabkin read the proclamation declaring the month of July as Parks and Recreation Month.

Community Center Manager Katie Noyd and Children’s Librarian Samantha Geary gave an update about the upcoming Summer Fun activities. Summer Fun is a joint collaboration of Parks & Recreation and the Public Library providing 174 free programs.

3.b. LGBTQIA+ Pride Month Proclamation

Mayor Drabkin read the proclamation declaring the month of June as L  
GBTQIA+ Pride Month.

3.c. Juneteenth Proclamation

Mayor Drabkin read the proclamation declaring June 19<sup>th</sup> as Juneteenth.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor  
Drabkin invited the public to comment.

Mark Davis, a McMinnville community member commented on the work  
session discussing the relationship with McMinnville Water & Light.  
Stated he's attended both meetings for the past ten years and is familiar  
with how both bodies operate. Would like to see MW&L be more part of  
the City.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Menke said Affordable Housing met and has met with Carrie  
Martin twice and working on plans to try and obtain money for affordable  
housing.

Councilor Chenoweth reported Parkway Committee meets Thursday and  
MEVLC has not met in a couple of months.

Councilor Geary said MURAC meeting got postponed, DEIAC met but  
missed the meeting and will miss it next month. The Public Safety Task  
Force met today and learned about fire codes and prevention. BottleDrop is  
targeting for a September opening on Lafayette Avenue.

Council President Garvin stated Airport Commission has not met since the  
last meeting, YCOM met today as an executive board and in the budget  
committee. Still pending certification of Fire District results will meet next  
week to adopt a budget with a four percent increase. There's a Yamhill  
County Commission meeting at 10 am on Thursday and on the agenda are  
the certification results of Measure 227. Visit McMinnville meets next  
week.

5.b. Department Head Reports

City Manager Jeff Towery had nothing to report.

Interim City Attorney Walt Gowell stated it's been a busy month working on contracts for projects the Council has approved. His office is also working on a draft intergovernmental agreement with the prospective McMinnville Fire District.

Finance Director Jennifer Cuellar had nothing to report.

Fire Chief said it's fire season and the Yamhill County team was deployed to the Umatilla Hebron fire.

City Recorder Claudia Cisneros had nothing to report.

Information Systems Director Scott Burke had nothing to report.

Community Development Director Heather Richards said had a second design workshop for the Fox Ridge Road area plan and it went well. Has also launched the program for business assistance grants and loans. The Navigation Center also called ANYDOOR Place is underway.

6.

#### CONSENT AGENDA

a. Consider the request from VF Wine Company LLC dba: Vincent Wine Company for New Outlet, OLCC Liquor License located at 230 NW 13th Street.

b. Consider the request from Denison Cellars LLC for Winery Primary Location, OLCC Liquor License located at 1245 NE Alpha Drive Unit 2C.

c. Consider the request from JSNSBJ LLC: Taste of India 1 for Commercial New Outlet, OLCC Liquor License located at 315 NE 3rd Street.

d. Consider the request from Arabilis LLC dba: Arabilis Wines for Winery Primary Location, OLCC Liquor License located at 1245 NE Alpha Drive Unit 4E.

e. Consider the request from Secus LLC dba: Secus for Winery Primary Location, OLCC Liquor License located at 1135 NE Irvine Street.

f. Motion to approve Revised First Amendment to the City-County Intergovernmental Agreement.

*Councilor Menke MOVED to adopt the consent agenda except for Item f.; SECONDED by Councilor Geary. Motion PASSED unanimously 4-0.*

6. ITEMS REMOVED FROM THE CONSENT AGENDA

6.f. Motion to approve Revised First Amendment to the City-County Intergovernmental Agreement.

Mr. Gowell stated at the request of the County Council this came before Council last week at a special called meeting. There were concerns by County Commission did not want to incur out-of-pocket expenses for any third-party claims arising out of the mapping error that came from the petition of the formation of the McMinnville Fire District. This is the first amendment to the IGA approved last week with changes to adding the additional properties discovered.

*Council President Garvin MOVED to approve the revised first amendment to the City-County Intergovernmental Agreement; SECONDED by Councilor Geary. Motion PASSED unanimously 4-0.*

7. RESOLUTIONS

7.a. Consider Resolution No. **2023-30**: A Resolution providing for certain increases to the Fire Department fee schedule that allows the Fire Department to recover costs for Fire and EMS services allowed within City ordinances 4300 and 4649, and the International Fire Code as adopted by the State of Oregon.

Mr. Leipfert said this resolution would increase EMS charges by 7.9% based on the CPI with a net revenue change of about \$55,000. Change in fees for vehicle accident responses that require actions at the incident.

*Councilor Menke MOVED to approve Resolution No. 2023-30, Providing for certain increases to the Fire Department fee schedule that allows the Fire Department to recover costs for Fire and EMS services allowed within City ordinances 4300 and 4649, and the International Fire Code as adopted by the State of Oregon; SECONDED by Council President Garvin. Motion PASSED unanimously 4-0.*

7.b. Consider Resolution No. **2023-32**: A Resolution adopting a supplemental budget for fiscal year 2022-2023 and making supplemental appropriations and Contingency Transfers.

Ms. Cuellar stated this is a correction to the supplemental budget approved at last meeting. There was an overestimation amount on contingency transfer needed.

*Councilor Chenoweth MOVED to approve Resolution No. 2023-32, Adopting a supplemental budget for fiscal year 2022-2023 and making*

*supplemental appropriations and Contingency Transfers; SECONDED by Councilor Menke. Motion PASSED unanimously 4-0.*

8. ORDINANCES

- 8.a. Consider the second reading of **Ordinance No. 5134**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code and the Northeast Gateway Planned Development Overlay (Ordinance 4971) to Amend Standards for Short-Term Rentals, Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-23, Ending the Moratorium Enacted by Ordinance No. 5118 and Extended by Ordinance No. 5127, and Declaring an Emergency.

Ms. Richards stated this is the second reading of the Ordinance, two changes are it has been changed into an emergency ordinance and also added a preamble and read the last whereas into the record.

No Councilor present requested that the Ordinance be read in full.

Mr. Gowell read by title only for a second time Ordinance No. 5134.

*Councilor Geary MOVED to adopt Ordinance No. 5134, Amending Title 17 (Zoning) of the McMinnville Municipal Code and the Northeast Gateway Planned Development Overlay (Ordinance 4971) to Amend Standards for Short-Term Rentals, Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-23, Ending the Moratorium Enacted by Ordinance No. 5118 and Extended by Ordinance No. 5127, and Declaring an Emergency; SECONDED by Councilor Menke. Motion PASSED 3-2 by the following vote:*

*Aye – Councilors Geary, Menke, and Mayor Drabkin  
Nay – Councilors Garvin and Chenoweth*

- 8.b. Consider the first reading with a possible second reading of **Ordinance No. 5135**: An Ordinance Amending the Comcast Cable Television Franchise Agreement to Extend the Term.

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

No Councilor present requested that the Ordinance be read in full.

Mr. Gowell read by title only Ordinance No. 5135.

Ms. Cuellar stated talked about this back in December 2022, and has been in the process of negotiating and requesting three additional months to bring an

agreement for consideration for a new 10-year cable franchise agreement with Comcast.

*Councilor Geary MOVED to pass Ordinance No. 5135 to a second reading; SECONDED by Councilor Peralta. Motion PASSED 4-0 by the following vote:*

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

Mr. Gowell read by title only for a second time Ordinance No. 5135.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5135, Amending the Comcast Cable Television Franchise Agreement to Extend the Term; SECONDED by Councilor Menke. Motion PASSED 4-0 by the following vote:*

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

8.c. Consider the first reading with a possible second reading of **Ordinance No. 5136**: An Ordinance Amending the Zply Cable Television Franchise Agreement to Extend the Term.

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

No Councilor present requested that the Ordinance be read in full.

Mr. Gowell read by title only Ordinance No. 5136.

*Councilor Menke MOVED to pass Ordinance No. 5136 to a second reading; SECONDED by Councilor Geary. Motion PASSED 4-0 by the following vote:*

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

Mr. Gowell read by title only for a second time Ordinance No. 5136.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5136, Amending the Zply Cable Television Franchise Agreement to Extend the Term; SECONDED by Councilor Menke. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Chenoweth, Garvin, Geary, and Menke*



*Nay – None*

9. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 7:52 p.m.

Claudia Cisneros  
Claudia Cisneros, City Recorder