

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 27 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	
	Kellie Menke	
	Jessica Payne (via Zoom)	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Information Systems Director Scott Burke, Parks & Recreation Director Susan Muir, Police Chief Matt Scales, Community Development Director Heather Richards, Public Works Director Anne Pagano (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 6:16 p.m.

2. PROS PLAN UPDATE

Parks and Recreation Director Susan Muir presented the topic and introduced Jon Pheanis and Elly Schaefer from MIG, Inc. Jon Pheanis Principal | Director of Portland Operations from MIG shared a PowerPoint providing the following overviews:

- Process and Schedule Update
- Existing System Highlights
- Community Needs and Key Themes
- Vision and Goals Exercise
- Next steps

Outlined the five key park types within the city and provided a map. Recapping the questions and opportunities brought forward during the Council Meeting from June 2022 and March 2023. Shared some of the key needs of having welcoming parks for people of all ages, abilities, incomes, and cultures. Having parks that connect to nature and other recreational

opportunities. A top concern was having safe parks and public spaces. Reinvesting in aging parks and facilities. And having equitable park and recreation access.

Mr. Pheanis went through the vision, goals, and objectives discussion posing two questions:

1. What changes would you suggest (if any) to the current vision statement?
2. What other specific goals or objectives would you like to see?

The mayor opened it up for discussion. Council discussed their recommendations for the updated vision statements.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:59 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  
McMinnville, Oregon

Tuesday, June 27, 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	
	Kellie Menke	
	Jessica Payne (via Zoom)	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Wat Gowell, Information Systems Director Scott Burke, Police Chief Matt Scales, Community Development Director Heather Richards, Fire Chief Rich Leipfert, Finance Director Jennifer Cuellar, Public Works Director Anne Pagano (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 7:02 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Council President Garvin led the pledge of allegiance.

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

City Recorder Claudia Cisneros stated Mark Davis submitted a public comment letter to Council and was included on page 4 of the revised agenda. There were no further public comments.

4. PRESENTATIONS:

4.a. Stewardship Report on City insurance coverage from Ryan Hartzell, Hagan Hamilton.

Ryan Hartzell from Hagan Hamilton provided an update on the insurance coverage for the city detailed memo included in the packet. There was discussion on workers' claims.

5. PUBLIC HEARING

5.a. Public Hearing on Uses of State Revenue Sharing for Fiscal Year 2023-2024 as approved by the Budget Committee.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Finance Director Cuellar stated this is a statutorily required process. Did not receive any public comment and there were no changes from the approval by the Budget Committee.

There was no public testimony.

Mayor Drabkin closed the public hearing at 7:18 pm.

5.b. Public Hearing on the Proposed Fiscal Year 2023-2024 Budget as approved by the Budget Committee.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Ms. Cuellar stated this is another statutorily required process of the budget process. The budget was approved on June 16, 2023 by the Budget Committee. Details of the budget were published in the News-Register and posted on the website. No public comments were received.

There was no public testimony.

There was discussion about recruitment and retention at the Police Department.

Mayor Drabkin closed the public hearing at 7:32 pm.

5.c. Public Hearing to consider **Resolution No. 2023-25**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Community Development Director Heather Richards presented the staff report and stated that based on the Consumer Price Index (CPI) is asking for a 5% increase in fees. In 2018 Council directed staff to work towards full cost recovery for planning fees for private development projects and been working on a gradual and incremental catch-up. The increase is for the 10% catch-up plus the 5% CPI. Have also maintained a subsidized fee schedule for signed permits, appeal fees, and the downtown design review fees. Also, provide 50% reduced planning permit fees for qualifying affordable housing projects. Working with the Engineering team and a consulting firm regarding an engineering fee study that will happen over the next year.

There was no public testimony.

Mayor Drabkin closed the public hearing at 7:38 pm.

- 5.d. Public Hearing to consider **Resolution No. 2023-26**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Ms. Richards stated this is a similar discussion to the planning fee schedule. It's a full-cost recovery reviewing building permits for private development. Based on the CPI looking at a 5% increase, Council received an amended fee schedule on Monday included in the packet.

There was no public testimony.

Mayor Drabkin closed the public hearing at 7:41 pm.

6. **ADVICE/ INFORMATION ITEMS**

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

Councilor Menke stated YCAP has been busy and had its first board retreat. Had a budget meeting and approved the budget and presented it today to the Finance Committee. Looking for community members to serve on board. The Affordable Housing Committee will be meeting tomorrow and discussing temporary camping.

Councilor Payne said Landscape met last week and approved a tree removal permit and had a lengthy discussion on tree maintenance for subdivisions.

Councilor Chenoweth reported MEVLC has not met, parkway met wanting to get funding for the different components of the project have broken up sections to 2a, 2b, and 2c.

Councilor Geary said MURAC meets tomorrow.

Council President Garvin stated Airport Commission meets on July 5<sup>th</sup> and received money from Senator Wyden for Airport Master Plan. Airshow tickets are now available for purchase. Visit McMinnville had influencers to promote Pride Month and Farmers Market. Rural Fire Board met today to certify ballot measure 226 and County Commissioners certified their result on June 15<sup>th</sup>. On July 5<sup>th</sup> the new Fire Board will be sworn in at the Fire Department.

Mayor Drabkin shared unfortunately did not receive any money from the Legislatures this year but they are aware of the City's needs and plan for going forward. Council and Commissioners were invited to the MW&L Watershed tour on August 9<sup>th</sup>.

6.b.

#### Department Head Reports

City Manager Jeff Towery sent a disclosure memo on his wife's election to the School Board. The first concert at the park was a success and Zucchini races are on August 24<sup>th</sup> at 12:30 pm at the farmer's market.

Interim City Attorney Walt Gowell had nothing to report.

Finance Director Jennifer Cuellar since the last meeting has moved 20 million from low-interest earning accounts and potential of seeing earnings of over eight hundred thousand dollars in a year higher.

Community Development Director Heather Richards would like to encourage Council to walk around and get to know the neighbors. Looking at multi-family inventory for the workforce. Received notice last week regarding a successful grant from Business Oregon for master planning for the Innovation Campus and bringing Oregon as a stakeholder and partner.

Fire Chief Rich Leipfert is working on a draft IGA with the city and the new fire district for the six months of fire services. Will present the draft on July 5<sup>th</sup> and then Council on July 11<sup>th</sup>.

Chief of Police Matt Scales stated two officers were offered jobs and bringing them on at the end of July. August 1<sup>st</sup> is National Night Out. On August 8<sup>th</sup> and 11<sup>th</sup>, there will be an active shooter drill and inviting Council. The long session finished no bill passed that were harmful to Public Safety. RV Parking data on calls for service at 300%.

City Recorder Claudia Cisneros had nothing to report.

Information Services Director Scott Burke had nothing to report.

Public Works Director Anne Pagano gave Airport Administrator Willy Williamson a shout-out for his work on the FAA Grant and will start the master plan in the next couple of months. Received an almost one-million-dollar grant from ODOT for safe routes to school project and thanked David Renshaw for his work on this.

7. CONSENT AGENDA

Mayor Drabkin recused herself from presiding over this agenda topic and Council President Garvin presided for consent agenda.

a. Consider the Request to Permit a Waiver of the Noise Ordinance from Christina Fuller of Fuller Events for August 8, 2023, for the Willamette Valley Wineries Association Welcome Dinner.

b. Consider **Resolution 2023-34**: A Resolution authorizing the approval of an Intergovernmental Grant Agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) for the Safe Routes to School Program: Sue Buel Elementary and Patton Middle School Pedestrian Safety Projects, Agreement No. SRTS23-0.

*Councilor Chenoweth MOVED to adopt the consent agenda except for Item a; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

7. ITEMS REMOVED FROM THE CONSENT AGENDA

7.a. Consider the Request to Permit a Waiver of the Noise Ordinance from Christina Fuller of Fuller Events for August 8, 2023, for the Willamette Valley Wineries Association Welcome Dinner.

*Councilor Menke MOVED to approve the Request to Permit a Waiver of the Noise Ordinance from Christina Fuller of Fuller Events for August 8, 2023, for the Willamette Valley Wineries Association Welcome Dinner; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*

8. RESOLUTIONS

- 8.a. Consider **Resolution 2023-33**: A Resolution approving the Final Order of the County Commission Forming the McMinnville Fire District (attached Exhibit 1) and consenting to the formation of a fire district incorporating the McMinnville city limits.

Mr. Leipfert stated this is the final step in the approval of the process.

*Council President Garvin MOVED to approve Resolution No. 2023-33, Approving the Final Order of the County Commission Forming the McMinnville Fire District (attached Exhibit 1) and consenting to the formation of a fire district incorporating the McMinnville city limits SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 8.b. Consider **Resolution 2023-35**: A Resolution extending workers' compensation coverage to City of McMinnville volunteers.

Ms. Cuellar said this is an annual process ensuring volunteers are in the worker's comp policy. One change this year is proposing the SAFE worker's comp policy coverage be offered to public safety employees.

*Councilor Menke MOVED to approve Resolution No. 2023-35, Extending workers' compensation coverage to City of McMinnville volunteers SECONDED by Councilor Geary. Motion PASSED 5-0.*

- 8.c. Consider **Resolution 2023-36**: A Resolution declaring the City's election to receive certain state shared revenues.

Ms. Cuellar stated this resolution and the next one are statutorily required steps to access the state shared revenues

*Councilor Chenoweth MOVED to approve Resolution No. 2023-36, Declaring the City's election to receive certain state shared revenues SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 8.d. Consider **Resolution 2023-37**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

Ms. Cuellar said this is certifying the city has provided the requisite number of municipal services to be eligible for state shared revenue.



*Councilor Menke MOVED to approve Resolution No. 2023-37, Certifying provision of municipal services by the City of McMinnville as required by ORS 221.760 SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 8.e. Consider **Resolution 2023-38**: A Resolution establishing a new Fire District Transition Fund in FY2023-24.

Ms. Cuellar stated this is establishing the new fire district transition fund in the city's financial structure.

*Council President Garvin MOVED to approve Resolution No. 2023-35, establishing a new Fire District Transition Fund in FY2023-24 SECONDED by Councilor Geary. Motion PASSED 5-0.*

- 8.f. Consider **Resolution 2023-39**: A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments.

Ms. Cuellar stated this resolution and the next one are associated with internal borrowing actions. This is asking for authorization to move forward with approximately 1.4 million in inter-fund loans from the Wastewater Capital Fund to the General Fund to support a variety of capital replacement projects.

*Councilor Menke MOVED to approve Resolution No. 2023-39, Authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments SECONDED by Councilor Geary. Motion PASSED 5-0.*

- 8.g. Consider **Resolution 2023-40**: A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Fire and EMS Operating Costs.

Ms. Cuellar said this internal borrowing is separated because its for operating purposes.

*Councilor Geary MOVED to approve Resolution No. 2023-40, Authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Fire and EMS Operating Costs SECONDED by Council President Garvin. Motion PASSED 6-0.*

- 8.h. Consider **Resolution 2023-41**: A Resolution adopting the budget for the fiscal year beginning July 1, 2023; making the appropriations; imposing the property taxes; and categorizing the property taxes.

Ms. Cuellar stated this is the final step in order to levy the property taxes next year and have a budget in place to be able to begin using funds as of July 1. There were no changes between when it was approved by the budget committee and what was presented.

*Councilor Geary MOVED to adopt Resolution No. 2023-41, Adopting the 2023-2024 budget in total amount of \$156,382,633 for the fiscal year beginning July 1, 2023; to make the appropriations in the amount of \$124,297,792; to impose and categorize the City of McMinnville's permanent property tax rate of \$3.5200 per \$1,000 assessed value for general operations and \$3,091,410 for debt services; imposing the property taxes; and categorizing the property taxes SECONDED by Council President Garvin. Motion PASSED 4-1 with Councilor Chenoweth opposed.*

- 8.i. Consider **Resolution 2023-25**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

Ms. Richards stated this is an annual update of permitting fees to review land use applications and building permits to support their projects.

*Councilor Menke MOVED to approve Resolution No. 2023-25, Adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective SECONDED by Councilor Geary. Motion PASSED 4-1 with Councilor Chenoweth opposed.*

- 8.j. Consider **Resolution 2023-26**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Ms. Richards stated this is for the building fee schedule.

*Councilor Geary MOVED to approve Resolution No. 2023-26, Adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule SECONDED by Councilor Menke. Motion PASSED 4-1 with Councilor Chenoweth opposed.*

9. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 8:28 p.m.

*Claudia Cisneros*  
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Claudia Cisneros, City Recorder