

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, August 08, 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	Zack Geary
	Chris Chenoweth	Sal Peralta
	Kellie Menke	
	Jessica Payne	

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery (via Zoom), Interim City Attorney Walt Gowell, Project Engineer Chip Ulstead, Leland Koester Wastewater Services Manager, Public Works Director Anne Pagano (via Zoom), Finance Director Jennifer Cuellar, City Engineer James Lofton (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 6:01 p.m.

2. STORMWATER UTILITY ANALYSIS:

Public Works Director Anne Pagano introduced the team members of the project and shared a PowerPoint presentation. Stated they are looking at forming a new stormwater utility separate from the wastewater utility that's already in place. The two studies currently underway are the Stormwater Utility Analysis and the Wastewater Master Plan. Talked about the regulatory requirement of the mercury total maximum daily load (TMDL) the plan was approved by DEQ in 2022 and has a five-year implementation and went through the implementation steps. Another regulatory requirement coming soon might be the Municipal Separate Storm Sewer System (MS4) Permit and explained the requirements and steps of the requirement. She explained what a stormwater utility analysis is. Currently working on the technical analysis and policy decision for the wastewater master plan. Described the public engagement/outreach plan for both stormwater and wastewater projects.

Deb Gallardi from Gallardi Rothstein Group covered the four elements of setting up a stormwater utility. The four components are:

1. Legal: (adopting fees by resolution)
 - a. Local code changes
2. Financial Planning: (estimating the near-term and long-term revenue requirements)
 - a. Identify revenue requirements and funding level
3. Rate Settings: (determining what's an equitable and defensible rate structure)
 - a. Select rate structure & calculate rates
4. Administration: (support system requiring changes to billing system)
 - a. Develop support systems (billing, accounting, customer service)

Ms. Gallardi showed a range of stormwater fees in other cities and the rates charged if they have an MS4 permitting system. Council President Garvin asked how many of the cities were managing the MS4 permitting system as well as what the triggering components DEQ uses to determine an MS4 requirement. Ms. Pagano stated that information will be brought back to the Council. City Engineer James Lofton provided some additional content about MS4 population requirements.

Ms. Gallardi stated will be looking at all the revenue requirements to support the utility which will include the operation, maintenance, administrative costs, and the capital improvement plan. Provided the different funding progressions. Talked about the different determining revenue requirements.

There was discussion about the partnership with MW&L to help develop and implement the stormwater utility fee.

Ms. Gallardi talked about rate structure development and talked about the implementation process for the plan. Ms. Pagano ended the presentation by providing the next steps for this project.

There was discussion and concern about adding another fee/charge to the community, talked about finding grants to support this project.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:53 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, August 08, 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	Zack Geary
	Chris Chenoweth	Sal Peralta
	Kellie Menke	
	Jessica Payne	

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery (via Zoom), Interim City Attorney Walt Gowell, Leland Koester Wastewater Services Manager, Project Manager Jeff Gooden, Special Projects Manager Jody Christensen, Public Works Director Anne Pagano (via Zoom), Finance Director Jennifer Cuellar, City Engineer James Lofton (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 Payne and his son led the pledge of allegiance.

3. PROCLAMATION

3.a. Lemonade Day Proclamation

Mayor Drabkin read the proclamation declaring August 19, 2023, as Lemonade Day.

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

Heather Miller, a McMinnville community member mentioned it's National Farmers Market week and have several things planned at the Downtown Farmers Market including a vendor raffle. Will also have free giveaways for the kids, will have a photo booth, and thank you cards to

write to Farmers. Provided a brief history of the Farmer's Market. Invite all to celebrate this and every week at the Farmers Market. Thanked the City and First Baptist Church for the space as well as the McMinnville Downtown Association (MDA) staff.

Kimberly Lattig, a McMinnville community member read a statement about an incident that occurred on Thursday, July 20th, 2023 at Joe Dance Park involving children and an individual. Her statement was entered into the record.

5.

CONSENT AGENDA

a. Consider the request from Ocelli Cellars LLC dba: Ocelli Cellars for Winery 2nd Location, OLCC Liquor License located at 801 SW Baker Street.

b. Consider the request from Patton Valley LLC dba: Patton Valley Wines for Winery 2nd Location, OLCC Liquor License located at 801 SW Baker Street.

c. Consider the request from Stickmen McMinnville LLC dba: Stickmen Brewing Company for Commercial Full on-premises, OLCC Liquor License located at 1031 NE Lafayette Ave.

d. Consider **Resolution No. 2023-45**: A Resolution approving code compliance liens on properties to recover unpaid civil penalty citations.

e. Consider **Resolution No. 2023-49**: A Resolution authorizing the City Manager to enter into a contract with Solid Waste Systems (SWS) for \$569,836.55 for the purchase of a Sewer Equipment Co. of America (SECA) ECO-900 Combination Cleaner Vacuum Truck for the City's Wastewater Services Conveyance System through Sourcewell, an Interstate Cooperative Purchasing Program.

f. Consider **Resolution No. 2023-50**: A Resolution awarding the Professional Services Contract for the 30% design of the Third Street Improvement Project, Project # 2023-4.

g. Consider **Resolution No. 2023-51**: A Resolution approving the acceptance of an FAA and Oregon Department of Aviation (COAR) Grants for the Airport Master Plan Update, Project 2022 – 10.

h. Consider **Resolution No. 2023-52**: A Resolution of the City of McMinnville Approving the Second Amendment to Personal Services Contract with Erskine Law Practice LLC to Provide City Prosecutorial Services.

Councilor Menke MOVED to adopt the consent agenda as amended (removing item f.); SECONDED by Councilor Chenoweth. Motion PASSED unanimously 4-0.

5. ITEMS REMOVED FROM THE CONSENT AGENDA

- 5.f. Consider **Resolution No. 2023-50**: A Resolution awarding the Professional Services Contract for the 30% design of the Third Street Improvement Project, Project # 2023-4.

Public Works Director Anne Pagano introduced Project Manager Jeff Gooden and Special Projects Manager Jody Christensen. Moving into the design phase of the Third Street Improvement project and the resolution approves the design contract and approval of additional funding to cover design fees. Went through the request for proposal process and received three proposals. The proposals were reviewed by the selection committee and BKF Engineers was chosen. The cost provided by BKF is \$896, 174.17 the adopted fiscal year 2024 budget included \$600,000 in ARPA allocated funds and \$185,000 in Urban Renewal funds so requesting the remainder of \$111,174.17 additional funds. The 30% design is scheduled to be reached in about one year or August of 2024.

Councilor Chenoweth MOVED to approve Resolution No. 2023-50; Awarding the Professional Services Contract for the 30% design of the Third Street Improvement Project, Project # 2023-4; SECONDED by Councilor Menke. Motion PASSED unanimously 4-0.

6. ORDINANCES

- 6.a. Consider the first reading with a possible second reading of **Ordinance No. 5137**: An Ordinance Amending Titles 2.50, Code Compliance, and 8.10, Public Nuisances, of the McMinnville Municipal Code.

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.

Interim City Attorney Walt Gowell read by title only Ordinance No. 5137.

Ms. Richards introduced Lead Code Compliance Officer Nic Miles, stated the code amendments before Council tonight do two things: one the proposed amendments of Chapter 2.50 allows the Code Compliance

program to go into a more expedited administrative process of compliance for habitual property nuisances. The Chapter 8.10 amendments are housekeeping amendments in the nuisance chapter.

Councilor Menke MOVED to pass Ordinance No. 5137 to a second reading; SECONDED by Council President Garvin. Motion PASSED 4-0 by the following vote:

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

Interim City Attorney Walt Gowell read by title only for a second time Ordinance No. 5137.

There was discussion about graffiti and the graffiti removal program Mr. Miles has launched. There was discussion about the noise code.

Council President Garvin MOVED to adopt Ordinance No. 5137, Amending Titles 2.50, Code Compliance, and 8.10, Public Nuisances, of the McMinnville Municipal Code; SECONDED by Councilor Menke. Motion PASSED 4-0 by the following vote:

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

7. ADVICE/ INFORMATION ITEMS

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

Councilor Menke said she is the chair of the Affordable Housing Committee, and went through the goal list. Katie Curry and Carrie Martin provided reports on affordability models. YCAP is hoping to take over the turnkey project on September 1st.

Councilor Payne stated the Local Public Safety Coordinating Council will meet on August 30th and the Landscape Review meeting was canceled.

Councilor Chenoweth reported in the polling process in determining the goals and objectives for the MEVLC and Parkway Committee has not met.

Council President Garvin said there was no YCOM meeting next meeting will be in September. No Airport Commission meeting and Visit McMinnville will meet next week.

Mayor Drabkin tomorrow will be hosting the Watershed Tour and hosting 27 participants. Congresswoman Salinas will be doing a very brief business tour on August 22, 2023. Will start the planning for the short session

7.b.

Department Head Reports

City Manager Jeff Towery had nothing to report.

Community Development Director Heather Richards had nothing to report.

Public Works Director Anne Pagano had nothing to report.

Interim City Attorney Walt Gowell had nothing to report.

Finance Director Jennifer Cuellar

1. Comcast Cable Franchise Renewal Update (Staff Report in packet)
Provided an update about the Comcast cable renewal process. Special Legal Counsel Nancy Werner stated doesn't see any stumbling blocks and does feel like will reach an agreement with Comcast.

Council provided general direction to staff to continue with contract negotiations and not to table this for five years.

City Recorder Claudia Cisneros stated the August 28th at 7pm will have a Joint meeting w/MSD Board at the School Board District Office and on August 29th Joint meeting w/MW&L at 9am via Zoom only.

8.

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

Claudia Cisneros

Claudia Cisneros, City Recorder