

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, February 13, 2024 at 6:00 p.m.

Presiding: Adam Garvin, Council President

Recording Secretary: Daniel Ruiz

Councilors:	<u>Present</u>	<u>Absent</u>
	Kellie Menke	Remy Drabkin, Mayor
	Zack Geary	Sal Peralta
	Chris Chenoweth	
	Jessica Payne	

Also present were City Manager Jeff Towery, City Attorney David Ligtenberg, City Recorder Claudia Cisneros, Deputy City Recorder/Executive Assistant Daniel Ruiz, Finance Director Jennifer Cuellar, and members of the News Media – Kyle Dauterman, McMinnville Community Media and Scott Unger, *News-Register (via Zoom)*.

1. CALL TO ORDER: Council President Garvin called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. CAMPAIGN FINANCE ORDINANCE DISCUSSION:

City Attorney David Ligtenberg shared a PowerPoint, there was discussion about redundancy with state election laws and the timing of the ordinance with election season.

Finance Director Jennifer Cuellar discussed time/staff needs to field & investigate complaints. The council discussed the need for this ordinance with the size of the City and discussed whether or not the ordinance would discourage community members from running for office. Discussed Oregon Elections System for Tracking & Reporting (ORESTAR) and providing more information about ORESTAR for the public on City website.

There was a consensus from the Council requesting staff to bring back the Ordinance for repeal.

3. ADJOURNMENT: Council President Garvin adjourned the meeting at 6:34 p.m.

  
Daniel Ruiz, Deputy 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, February 13, 2024 at 7:00 p.m.

Presiding: Adam Garvin, Council President

Recording Secretary: Daniel Ruiz

Councilors:	<u>Present</u>	<u>Absent</u>
	Kellie Menke	Remy Drabkin, Mayor
	Zack Geary	Sal Peralta
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Also present were City Manager Jeff Towery, City Attorney David Ligtenberg, City Recorder Claudia Cisneros, Deputy City Recorder/Executive Assistant Daniel Ruiz, Finance Director Jennifer Cuellar, and Community Development Director Heather Richards, and members of the News Media – Kyle Dauterman, McMinnville Community Media and Scott Unger, *News-Register* (via Zoom).

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

2. PLEDGE OF ALLEGIANCE

Councilor Chenoweth led the pledge of allegiance.

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT:  
Council President Garvin invited the public to comment.

Scott Thorkinson discussed electric vehicle charging stations and requesting Council to look into getting grant money to bring them to the city and with higher voltage.

4. PUBLIC HEARING

4.a. Public Hearing to consider Resolution No. 2024-06: A Resolution to submit an application for a McMinnville 2024 Housing Rehabilitation Community Development Block Grant (CDBG) to the Oregon Business Development Department (OBDD), and appointing Community Development Director, Heather Richards, as both the project and environmental review certifying officer.

Council President opened the public hearing and read the hearing statement. He 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 introduced Mark Irving from Yamhill County Affordable Housing Association (YCAHC). Ms. Richards reminded Council this was heard back in November 2023 to express interest in applying for this grant for \$500,000 for the McMinnville House Rehabilitation Program. This program has been done twice in McMinnville in 2014 and 2019. Discussed the partnership with YCAHC the history of the program, who they work with, and how the program works. Ms. Richards stated the council's consideration is to apply for the \$500,000 grant and to appoint herself as the project and environmental review certifying officer. This program typically lasts two years and Ms. Richards works with the partners to review the grant applications as they come in as well as the disbursement of the grant funds. Ms. Richards stated this public hearing is required and has noticed the hearing in the local newspaper in English and Spanish.

Ms. Richards stated in November of 2023 when there was a total of 123 families on the waitlist. Mr. Irving stated that has increased from 180 Countywide to 230 Countywide and 180 solely for McMinnville.

Councilor Payne asked about the goal of the funds, the prioritization of the needs, and where the funds come from. Ms. Richards & Mr. Irvine clarified with \$500,000 in funds they typically only provide 30 – 40 homes and Ms. Richards clarified where the funds come from. Mr. Irvin mentioned the YCAHC determines the needs of the families for these grants and find other ways to help them by offering them four or five different opportunities through different loans and grants if they don't get selected for this grant.

Councilor Garvin asked if the grant would be focused on certain types of homes or certain needs. Mr. Irvine stated the type and needs are based on certain criteria and Ms. Richards clarified this is open to all housing types not just manufactured and focuses on income levels and needs. There was discussion on staffing/time needs.

Public Testimony:

Mark Davis McMinnville community member, expressed his support for the program. Shared his experience with this program when he worked for the Housing Authority and requested the Council to support this program.

Council President closed the public hearing at 7:23 pm.

5. ADVISE/ INFORMATION ITEMS

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

Councilor Chenoweth stated Historic Landmark Committee met and voted on the chair and vice chair and had attended a great training regarding Public Hearing processes.

Councilor Geary said DEIAC discussed the Fox Ridge Road master plan and assessment tool. Affordable Housing Committee (AHC) selected chair and vice chair moved forward the density bonus and small lot allowance work. Stormwater utility public advisory committee met and discussed policy discussion regarding generating stormwater rates and the process if the rate is approved and gave the timeline for this work. MURAC committee met discussed 3<sup>rd</sup> street improvement project.

Councilor Menke stated AHC Menke was reelected as Vice Chair and Councilor Geary was elected as Co-Chair. Parkway Committee will meet on Thursday.

Councilor Payne stated Landscape Review met and discussed two different parking lot plans both approved with conditions.

Council President Garvin said YCOM heard a lengthy report and didn't have time to get into budget but established a meeting schedule for the rest of the year. Fire District has done most of the transitional work with the city. Had airport commission vacancy interviews and the recommendation will be at next Council meeting. Visit McMinnville will have their annual board retreat towards the end of the month.

5.b.

#### Department Head Reports

City Manager Jeff Towery had nothing to report.

City Manager David Lichtenberg reminded council of the long work session next week.

Community Development Director Heather Richards reported the State House Committee on Homelessness and Housing passed the city's House Bill 4134 "Housing Oregon's Workforce". Also mentioned MURAC and Council work session on February 27 discussing the 3<sup>rd</sup> Street Project. There is a vacancy for the planning commission.

Finance Director Jennifer Cuellar-Smith let council know on Wednesday, Thursday, and Friday will be first-round budget meetings with all departments.

City Recorder Claudia: Introduced new Deputy City Recorder Daniel Ruiz

- i. Cable Franchise Renewal Update (staff report and memo in packet)
- ii.

Ms. Cuellar referred the Council to the packet outlining the timeline, the recommendation from Comcast, and information regarding trend lines for the Franchise fees and revenue.

Nancy Werner Special Legal Counsel stated have been in negotiations with Comcast for over a year. Currently in the informal process as set by the federal law. Spoke about the policy issues first being the Public, Educational, Governmental (PEG) capital fee, next issue is the extension of the cable system, and lastly is the service to public buildings

Councilor Chenoweth, Payne, and Council President Garvin expressed their support for McMinnville Community Media (MCM) Nancy Werner answered questions regarding the timeline.

6. CONSENT AGENDA

- a. Consider the request from Geraldi's LLC for Full on-premises commercial, OLCC Liquor License located at 1135 SW Baker Street.
- b. Consider the request from Mikey's Pizza Inc. dba: Joysticks Arcade & Eatery for Full on-premises commercial, OLCC Liquor License located at 211 NE 3rd Street.
- c. Consider the request from Stoney Wines for Winery 2nd Location, OLCC Liquor License located at 475 NE 17th Street.
- d. Consider the request from Celestial Hill Vineyard LLC dba: Celestial Hill for Winery 3rd Location, OLCC Liquor License located at 525 NE 3rd Street.

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

7. NEW BUSINESS

- 7.a. Motion to Authorize City Manager to execute the Intergovernmental Agreement between the City of McMinnville and Yamhill County for Expanded Community Outreach Services.

Mr. Towery presented the staff report stating the City has been working with McMinnville Industrial Promotions (MIP) to get a letter of agreement and then the City will enter into an Intergovernmental Agreement (IGA) with the County for the services. The IGAs scope of work was left flexible to be able to evolve the services as time goes on.

Jason Henness Behavioral Health Director from Yamhill County, spoke about the work they have been doing and this would help do proactive work.

Councilor Chenoweth asked about recoup of cost if IGA is terminated and would like to see termination language added to the agreement t.

Councilor Payne expressed concerns regarding items number 6 and 7 in the IGA. Mr. Henness provided the background and skill set of the team.

Councilor Chenoweth, Geary, Menke, and Council President Garvin expressed their appreciation to the City and County for this work.

*Councilor Menke MOVED to approve the Motion to Authorize City Manager to execute the Intergovernmental Agreement between the City of McMinnville and Yamhill County for Expanded Community Outreach Services SECONDED by Councilor Geary. Motion PASSED 5-0.*

8. RESOLUTIONS

- 8.a. Consider **Resolution No. 2024-08**: A Resolution appointing Debbie Harmon Ferry and Meredith Maxfield as representatives of the City of McMinnville Budget Committee.

Ms. Cuellar said the Budget Committee had two vacancies with six applications and the recommendation was to reappoint Ms. Harmon Ferry and Ms. Maxfield this would be their second term ..

*Councilor Geary MOVED to approve Resolution No. 2024-08, appointing Debbie Harmon Ferry and Meredith Maxfield as representatives of the City of McMinnville Budget Committee as amended; SECONDED by Councilor Payne. Motion PASSED 5-0.*

- 8.b. Consider **Resolution No. 2024-06**: A Resolution to submit an application for a McMinnville 2024 Housing Rehabilitation Community Development Block Grant (CDBG) to the Oregon Business Development Department (OBDD), and appointing Community Development Director, Heather Richards, as both the project and environmental review certifying officer.

Ms. Richards had nothing further to add.

*Councilor Payne MOVED to approve Resolution No. 2024-06, to submit an application for a McMinnville 2024 Housing Rehabilitation Community Development Block Grant (CDBG) to the Oregon Business Development Department (OBDD), and appointing Community Development Director, Heather Richards, as both the project and environmental review certifying officer; as amended SECONDED by Councilor Chenoweth. Motion PASSED 5-0.*

9. ADJOURNMENT: Council President Garvin adjourned the meeting at 8:29 p.m.

  
Daniel Ruiz, Deputy City Recorder