

CITY OF MCMINNVILLE  
MINUTES OF DINNER MEETING of the McMinnville City Council  
Held in the Conference Room at the Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, May 14, 2013, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Paul May	Alan Ruden
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Planning Director Doug Montgomery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Information Systems Manager Murray Paolo, Financial Consultant Bob Wells, and a member of the news media, Nicole Montesano of the News Register.

DINNER

CALL TO ORDER: Mayor Olson called the meeting to order at 6:33 p.m. and welcomed all in attendance.

MCMINNVILLE URBAN RENEWAL AGENCY: Mayor Olson explained that during the first meeting of the City's Urban Renewal Agency Meeting, the Council will need to decide whether to move forward and proceed with the public process. He explained that the Council will, if in agreement, need to make a motion to direct staff to move forward with the public process.

PRESENTATION BY OREGON ACCREDITATION ALLIANCE: City Manager Taylor advised that Oregon Accreditation Alliance Chair Ken Elwer is unable to attend the meeting. Police Chief Noble will present the accreditation paperwork to Sergeant Symons. Sergeant Symons took the lead on the Department's accreditation process.

INFORMATIONAL PRESENTATION ON PARKS MAINTENANCE: City Manager Taylor noted that Public Works Superintendent Renshaw and Parks Maintenance Supervisor Noble will give an update and presentation on the work of the Parks Maintenance crew. He advised that the presentation was very educational and well done.

AGENDA REVIEW: Mayor Olson briefly reviewed the balance of the agenda items.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:42 p.m.

---

Rose A. Lorenzen, Recording Secretary

CITY OF McMinnville  
MINUTES OF McMinnville Urban Renewal Agency Meeting  
Held at the Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, May 14, 2013, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Paul May	Alan Ruden
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Planning Director Doug Montgomery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Information Systems Manager Murray Paolo, Parks and Recreation Director Jay Pearson, Police Chief Ron Noble, Financial Consultant Bob Wells, and a member of the news media, Nicole Montesano of the News Register.

AGENDA ITEM

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

DISCUSSION OREGARDING PUBLIC REVIEW OF THE URBAN RENEWAL DISTRICT AND COORDINATION WITH AFFECTED TAXING DISTRICTS: Planning Director Montgomery noted that an historic moment was occurring, in that this was the first meeting of the McMinnville Urban Renewal Agency. He stated that the body had been provided with a Draft Urban Renewal Plan and an Urban Renewal Report. Both the Plan and the Report come with a recommendation from the Urban Renewal Committee.

Mr. Montgomery reviewed the key decision points that had been made to date, including the education portion, the feasibility study, and then the draft report. This time carries the decision to direct staff to proceed to the public hearing process phase of the project. He noted that in her memorandum, consultant Elaine Howard directed her comments to that point.

Council discussion ensued. Positive comments were heard from each of the Council members.

Agency Member Hill MOVED to direct staff to begin the public review process for the draft Plan and Report, as described in the memorandum from Elaine Howard, dated May 1, 2013; SECONDED by Agency Member Menke. Motion PASSED unanimously.

ADJOURN: Mayor Olson adjourned the meeting of the McMinnville Urban Renewal Agency at 7:10 p.m.

---

Rose A. Lorenzen, Recording Secretary

CITY OF McMINNVILLE  
MINUTES OF REGULAR MEETING of the McMinnville City Council  
Held at the Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, May 14, 2013, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Paul May	Alan Ruden
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Planning Director Doug Montgomery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Information Systems Manager Murray Paolo, Parks and Recreation Director Jay Pearson, Police Chief Ron Noble, Financial Consultant Bob Wells, and a member of the news media, Nicole Montesano of the News Register.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:11 p.m. and welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Councilor Menke led in the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No comments were heard from the audience.

CONSIDER MINUTES: Councilor Yoder MOVED to approve the minutes of the April 9, 2013 City Council Dinner and Regular Meetings, the April 17, 2013 City Council Work Session, and the April 29, 2013 Special City Council Meeting as submitted; SECONDED by Councilor Hill. Motion PASSED unanimously.

PRESENTATION BY OREGON ACCREDITATION ALLIANCE TO THE McMinnville Police Department: Police Chief Noble, on behalf of the Oregon Accreditation Alliance, gave a brief history of the organization. He noted that former McMinnville Police Chief Rod Brown was instrumental in coalescing the Alliance and that as the current President of the Oregon Chiefs of Police, he currently serves on the Alliance's Board of Directors. Following a thorough review of the Department's policies and standards, the Alliance nominated the Department for approval. Radio systems, alternate power sources, body armor, vehicles, and other standards and policies make up a portion of the 102 standards that each department must meet before accreditation is awarded. Chief Noble singled out Sgt. Tim Symonds, the Department's Accreditation Manager, and stated that Sgt. Symonds did an excellent job getting the Department in order for accreditation. He also lauded the efforts of the entire Department. Chief Noble presented the accreditation award to Sgt. Symonds.

Mayor Olson thanked Chief Noble and stated his pleasure and congratulations on behalf of the entire City Council.

PROCLAMATION - National Police Week: Mayor Olson asked the Police staff members who were in attendance to come forward. He read the proclamation into the record and thanked each of the Police Department members for their service to the community.

PROCLAMATION - National Public Works Week: Mayor Olson called Community Development Director Mike Bisset, Public Works Supervisor David Renshaw, Parks Maintenance Supervisor Lannette Noble, and McMinnville Water and Light General Manager Kem Carr forward and explained the close connection and the relationship between the City's Public Works and Water and Light. He noted that they work together for the betterment of our citizens. Mayor Olson read the proclamation for National Public Works Week into the record. He thanked each of the individuals in attendance for all they do for the community.

PRESENTATION BY PETCO FOUNDATION - A Dog Park Security Lighting Grant: Parks and Recreation Director Pearson stated that the City has a new partner in the PETCO Foundation. He introduced PETCO Regional Manager Doug Moehlmann and McMinnville Manager Rick Fleming and stated that Mr. Moehlmann, a McMinnville resident, contacted him last fall regarding improvements for the dog park. Mr. Moehlmann had suggested that the PETCO Foundation might be interested in funding one of the three potential dog park improvement projects that were listed on the Dog Park Facebook page. After some discussion, Mr. Pearson stated that he completed the grant request to PETCO Foundation for additional dog park lighting.

Mr. Pearson stated that in March 2013, he received notification from PETCO Foundation Executive Director Paul

Jolly that McMinnville had been awarded the \$18,000 grant to support the lighting project.

Mr. Moehlmann stated that he appreciated the partnership that has been forged with the City and that he and Mr. Fleming had been looking for community projects such as the dog park lighting project. This will further the bond between humans and animals and the PETCO Foundation is always looking for ways to become involved in the community. Mr. Fleming agreed and emphasized that they felt very fortunate to be involved with such private - public relationships. Mr. Moehlmann and Mr. Fleming presented the City Council with a check for \$18,000.

Mayor Olson thanked Mr. Moehlmann, Mr. Fleming, and the PETCO Foundation for the generosity shown to the community and McMinnville's popular dog park.

I OLD BUSINESS

I-A FINANCIAL UPDATE BY FINANCE DIRECTOR MARCIA BARAGARY AND CONSULTANT BOB WELLS ON THE CITY'S THREE-YEAR FISCAL FORECAST: Mayor Olson welcomed Mr. Wells. Mr. Wells thanked the City Council and staff for another opportunity to be present and to discuss the City's financial outlook. He reminded the Council that local government finances began to decline in 2007 and since that time have been very much a challenge. He stated that the City of McMinnville had done an outstanding stewardship of leading the City through this period. Mr. Wells stated that it appeared "the bottom of the trough" had been reached and things are beginning to appear better. Property taxes collected were higher than anticipated, franchise fees were higher, expenses and wage increases were below the forecasted amount. The State legislature's consideration of a PERS rate rollback to current year's levels will also be beneficial to the City's financial picture.

Finance Director Baragary stated that she has very much appreciated the opportunity of working with Mr. Wells. She noted that he had been a wonderful resource for the City.

City Manager Taylor echoed Ms. Baragary's remarks and reflected that the City of Eugene's reserve policy is eight percent and the City of McMinnville reserve is currently 38 percent. He cautioned that while the City was not yet "out of the woods," the picture was better than anticipated. He credited the work of the City's Management Team in helping to steer the City through the economic downturn.

The Mayor and each of the City Councilors expressed their appreciation to Mr. Wells and stated that his work has been much appreciated.

I-B REVIEW OF DRAFT NUMBER TWO OF THE PROPOSED TRANSIENT LODGING TAX ORDINANCE: City Attorney Haines advised that

she had been asked to redraft the ordinance after the April 17, 2013 Work Session on the transient lodging tax issue. She highlighted the inclusions from the original draft. These include the definition of lodging; the agreed upon eight percent tax; the schedule for payment - determined to be quarterly with monthly reporting; an advisory group made up of tourist-related industries, citizens, and Council liaison to review and recommend how the tourist related portion of the tax would be spent; and, audits to be conducted every three years and if necessary more often with a provision of the under-payers to pay for a portion of the audit.

Ms. Haines advised that there was still one gap - she explained that she needed to know how far beneath the amount due should the clause requiring the merchant to pay a portion of the audit amount read. She stated that the effective date would be January 1, 2014 and she would like to have the draft ordinance pulled together in time for a June 11, 2013 public hearing.

Mayor Olson asked how much of the audit fee an establishment would pay if they were found to be out of compliance. Ms. Haines responded that the ordinance is currently written so that the establishment would pay its pro-rata share. She explained that Finance Director Baragary would devise a formula to be based fairly on each individual business. City Manager Taylor pointed out that the draft ordinance also would allow people who chronically underpay to pay for individual audits.

Following Council discussion, it was determined that the ordinance should start with an amount of 15 percent which could be adjusted after a period of time. It was also suggested that the Council revisit the ordinance after it had been in place for a year's period of time. City Manager Taylor agreed. He also noted that staff would be judicious in applying an audit penalty, especially if it appeared that someone's system was not running correctly and/or if it appeared that they were trying to be in compliance with the ordinance and the tax.

Councilor Menke MOVED to set a date of June 11, 2013 to hold a public hearing on the draft transient lodging tax ordinance; SECONDED by Councilor Ruden. Motion PASSED unanimously.

II

NEW BUSINESS

II-A

INFORMATIONAL PRESENTATION ON PARKS MAINTENANCE SERVICES: Mayor Olson welcomed Public Works Superintendent David Renshaw and Parks Maintenance Supervisor Lannette Noble, who thanked the Council for the opportunity to talk with them regarding the parks maintenance services that the City provides.

Mr. Renshaw advised that Parks Maintenance is housed at the Public Works complex with the Streets Division - both of which are member divisions of the Community Development Department. Parks Maintenance employs nine full-time equivalent (FTE) employees. Their mission is to provide the citizens of McMinnville with safe, clean, well-maintained parks and open spaces. Its vision follows the Parks Master Plan of 1999 and states that parks, recreation programs and facilities, and open spaces are essential elements in enhancing the quality of life in McMinnville. They foster healthy, active lifestyles; strengthen a sense of community; prevent crime; protect the environment; and contribute to a healthy economy.

Mr. Renshaw explained that in order to proactively manage and maintain the City's park facility assets in the most cost-efficient manner, they use a software product called Hansen Software, a computerized maintenance management system. All assets are entered into the system, maintenance routines are developed, and work is tracked against a specific asset. Accomplishments can be tracked against targets and workloads can be projected. He clarified that their work includes planned maintenance, program/event support, and demand work - unplanned work caused by weather and people. Many of the demand activities are now planned. Staff prioritizes its work in the following manner: public safety, asset preservation, City Council, City Manager, Department direction, and staff goals and priorities.

Planned work includes park operations (litter removal, restroom cleaning, general upkeep, vandalism reporting, cleaning, and repair); turf program (131 acres of manicured turf mowing); horticulture (shrubs, plant beds, pruning, fertilizing, weed management, and herbicidal use); arboriculture (tree work); irrigation (625 irrigation zones readied for annual system start up, programming, regular maintenance, repair, and programming); annual program (annual flower displays at various City buildings); trail system (9.81 miles of hard surface, 5 miles of soft surface); structures (clean roofs, paint interior and exterior, seal wood, seal and graffiti-coat surfaces, maintain lighting systems, maintain building security systems; and maintain plumbing systems); play equipment (14 play structures to inspect and maintain and identify and repair safety hazards); Discovery Meadows Water Feature (system includes programmable logic control to produce "dancing" water jet pattern, splash pad with push button activation bollard; pH control via CO2 gas feeder; disinfection via chlorine erosion feeder; automated chemical controller; and recirculation and filtration system); Recreation Program support (sports field set ups and take downs, field support amenities, line painting, monitoring and repairing play surfaces, daily game preparation for baseball and softball; and other support activities); park amenities (includes benches, tables, drinking fountains, pathway lighting, bike racks, dog waste

bag dispensers, and informational/interpretive signing); natural areas (undeveloped park areas); and, parks planning (working closely with Parks and Recreation to review potential park sites, design and construction plans, some inspection and monitoring services).

Mr. Renshaw stated that this past year staff looked comprehensively at its priorities. What came from the process was a ranked list of priorities based on whether someone else could do the work; could the work approach be modified, could the service level be reduced, or could the activity be eliminated. He advised that because of reduced services in areas, some things will look a little different than in past years. He noted that the process emphasized the preservation of the heart of the system including "hard" assets and maintaining user safety.

Mr. Renshaw concluded the presentation by stating that each facility tells a story about the value the community places on these public assets. The Parks Maintenance Division feels that today's story is in alignment with the organization's and the community's needs and resources. He quoted Theodore Roosevelt, "*Do what you can, with what you have, where you are.*"

Mayor Olson and each of the City Councilors heartily thanked Mr. Renshaw and Ms. Noble for their thorough presentation and stated that it gave them a much broader picture of the workings of the Parks Maintenance Division.

### III

#### RESOLUTIONS

#### III-A

AUHORIZING AND APPROVING LETTER AGREEMENT NO. 3 TO THE FIBER OPTIC TELECOMMUNICATIONS AGREEMENT BETWEEN THE CITY OF McMINNVILLE AND THE McMINNVILLE WATER AND LIGHT COMMISSION: Information Systems Director Paolo related that 15 years ago, the City, McMinnville Water & Light, and the School District constructed a fiber optic system. The system has served the City well. Since its inception, there was anticipation that part of the system would be used as a utility. The proposed resolution would adopt Letter Agreement No. 3 which would allow Water and Light to proceed with continued maintenance and expansion of the fiber optic system.

Responding to an inquiry from Councilor May, Mr. Paolo stated that of the original 144 pairs of fiber, 108 pairs are available for development.

Water and Light General Manager Kem Carr stated that Water and Light currently has seven organizations that are leasing fiber.

Councilor May MOVED to adopt Resolution No. 2013-10 authorizing and approving Letter Agreement No. 3 to the Fiber Optic Telecommunications Agreement between the City of McMinnville and the McMinnville Water and Light

Commission; SECONDED by Councilor Hill. Motion PASSED unanimously.

III-B

APPROVING THE AWARD OF BID RELATED TO JANITORIAL SERVICES IN VARIOUS CITY BUILDINGS: Community Development Director Bisset referred to the memorandum from Project Manager Markee that was located in the Council packets and advised that on Thursday, Marh 19, 2013, the following two bids were received, opened, and publicly read:

<u>BIDDER</u>	<u>BID AMOUNT</u>
ABM Janitorial	\$ 128,460.00/yr
Busy Bee Cleaning	\$ 130,793.04/yr

He noted that the City's current janitorial provider, ABM Janitorial, had the lowest responsible bid and staff recommended award of the bid to ABM Janitorial.

Councilor Menke MOVED to adopt Resolution No. 2013-11 authorizing and directing the entry into a contract for the provision of janitorial services at various City facilities; SECONDED by Councilor May. Motion PASSED unanimously.

IV

ADVICE / INFORMATION ITEMS

IV-A

REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: Due to the lateness of the hour, no reports were given.

IV-B

DEPARTMENT HEAD REPORTS: Each department head present gave a brief report.

V

ADJOURNMENT: Mayor Olson adjourned the meeting at 9:02 p.m.

---

Rose A. Lorenzen, Recording Secretary