

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, June 25, 2013, at 6:00 p.m.

Presiding: Larry Yoder, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Kevin Jeffries	Alan Ruden
	Larry Yoder	Paul May
		Rick Olson, Mayor

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Police Chief Ron Noble, and McMinnville Rural Fire Protection Board Chair Ray Fields.

DINNER

CALL TO ORDER: Council President Yoder called the meeting to order at 6:30 p.m. and welcomed all in attendance.

GUEST: Former Mayor Edward Gormley was in attendance and gave a brief update on Waste Management's Stewardship Committee for the Riverbend Landfill. He also distributed a multi-paged handout regarding the Committee's activities.

REMEMBERING LAIKA - A POLICE CANINE TRIBUTE: Police Chief Noble advised that recently one of the Department's drug team canine members, Laika, passed away following a brief illness. He stated that members of the Department would be in attendance at the Regular Meeting to give a tribute to Laika.

PRESENTATION BY POLICE CHIEF NOBLE ON POLICE DEPARTMENT STRATEGIC PLANNING PROCESS AND SCHEDULE: Chief Noble stated that members of his command team would update the City Councilor's on the Department's strategic planning process. He advised that the contract strategic planning facilitator, Emergency Services Consulting International (ESCI) President Jack Snook would be in attendance. Chief Noble advised that the strategic planning process had been funded through a federal grant.

REPORT AND RECOMMENDATION BY GARY EASTLUND OF HAGAN-HAMILTON INSURANCE REGARDING 2013 - 2014 INSURANCE COVERAGES: City Manager Taylor reported that Gary Eastlund, the City's insurance agent of record, would be present at the Regular Meeting to give his report and recommendation for the upcoming 2013 - 2014 year regarding the City's property, liability, workers compensation, and auto insurance coverages. Mr. Taylor noted that Mr. Eastlund speaks highly of the coverage and service that the City receives from Citycounty Insurance Services. He stated that staff recommends that the Council approve Mr. Eastlund's recommendation.

PRESENTATION BY GREATER YAMHILL WATERSHED COUNCIL: City Manager Taylor stated that Wastewater Services employee Erik Grimstad is the City's liaison

to the Greater Yamhill Watershed Council and will be in attendance to introduce the Watershed Council's Executive Director Luke Westphal who will update the Council regarding the on-going activities at the Watershed Council.

RESOLUTIONS: McMinnville Rural Fire Protection District Chair Ray Fields thanked the Council for the continued cooperation between the City and the Fire District. He advised that the contract is the same as the previous year's contract and calls for a three percent increase in the fee paid to the City for fire protection.

Finance Director Baragary reviewed the resolutions that would (a) adopt the 2013 - 2014 Budget; (b) make certain budgetary transfers for the 2012 - 2013 Fiscal Year; (c) declare the City's election to receive state revenues; and (d) extend the City's workers compensation coverage to City of McMinnville volunteers.

Community Development Director Bisset reviewed the bid awards for the 2013 Street Overlay and for the 2013 Slurry Seal Projects.

ADJOURNMENT: Council President Yoder adjourned the Dinner Meeting at 6:43 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, June 25, 2013, at 7:00 p.m.

Presiding: Larry Yoder, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Kevin Jeffries	Alan Ruden
	Larry Yoder	Paul May
		Rick Olson, Mayor

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Police Chief Ron Noble, Fire Chief Rich Leipfert, Finance Director Marcia Baragary, ESCI President Jack Snook, and a member of the news media, Nicole Montesano of the News Register.

AGENDA ITEM

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

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

REMEMBERING LAIKA - Police Canine Tribute: Police Chief Noble asked Captain Dennis Marks and Sergeant Rhonda Sandoval to speak about Laika. They noted that Laika had been purchased by funds raised by the public in 2005. She had three different handlers - Sergeant Scott Fessler, Officer Eric Newhouse, and most recently, Officer Matt Peters. She passed away at the age of ten years after a brief but debilitating illness. She was responsible for located 103.5 pounds of marijuana, meth, and cocaine and for the seizure of over \$48,000 in cash. She was an exceptional dog who lived and loved to work.

Captain Marks stated that the current canine team consists of two patrol and two narcotics drug canines. They are hopeful that they will be able to replace Laika.

II

OLD BUSINESS

II-A

PRESENTATION BY POLICE CHIEF NOBLE ON POLICE DEPARTMENT STRATEGIC PLANNING PROCESS AND SCHEDULE: Police Chief Noble gave the floor to Captain Scales who explained that the Department had been able to retain Emergency Services Consulting International (ESCI) to help them employ their strategic planning for the next three to five years. He noted that ESCI is the nation's leader in emergency services consulting and ESCI President Jack Snook was in attendance to discuss the Department's strategic planning process.

Mr. Snook briefed the Council on his firm's background and noted that ESCI had done work for the McMinnville Fire Department, Yamhill County, and YCOM in the past. He advised that the firm is international in scope; however, most of their work is done in the United States and Canada.

Mr. Snook explained that the process they use is customer service driven and the strategic planning group will sit down with the City Manager to discover the needs and challenges that the Department faces in the community. From there, they will involve the City Council and will spend time defining goals, objectives, performance measures, and outcomes for the next three to five years. Because it is a customer centered plan, the process will include all major community stakeholders. Lastly, the Plan will be brought back before the Council for review before it is finalized and adopted. Mr. Snook advised that he would be the person from his organization that would be directly involved with the strategic planning process. He noted that former Fire Chief Bruce Caldwell had been a part

of ESCI following his retirement from the City of McMinnville and prior to his passing three years ago.

Following a question and answer period, Police Chief Noble briefed the Council on the Department's staffing levels. He noted that because of short staffing, the current patrol shifts are not sustainable. He explained how his officers have been deployed throughout the City and advised that it is very effective to have a team in each quadrant of the City. However, because of being short-staffed, his officers face burnout and fatigue. When this occurs, sometimes good judgment is not exercised. He stated that he met with City Manager Taylor to discuss options and they had found a way to add two officers. He advised that he would welcome any input the Council might have on how to prioritize where the new officers should be placed.

Following a brief Council discussion, Council President Yoder stated that he appreciated the report and that the City will be adequately protected.

III NEW BUSINESS

III-A REPORT AND RECOMMENDATION BY GARY EASTLUND OF HAGAN-HAMILTON INSURANCE TO APPROVE THE 2013 - 2014 PROPERTY, LIABILITY, WORKERS COMPENSATION, AND AUTO INSURANCE COVERAGES: Council President Yoder welcomed Mr. Eastlund who thanked the Council for the opportunity to discuss the City's insurance coverages. He referred to the letter he submitted for the Council packet and pointed out the upward trend in insurance premiums. He noted that earthquake coverage is currently one of the driving forces in the insurance world and because not too many markets provide earthquake coverage, rates have risen significantly.

Mr. Eastlund explained the 15.4 percent increase in the City's rates and pointed out that the increase is primarily seen in general liability and property. He complimented the Citycounty Insurance Services program and stated that it is much broader than one could find in private markets. He stated that he truly respected their actuarial management.

Following the presentation, Councilor Hill MOVED to adopt Mr. Eastlund's recommendations on insurance coverages for 2013 - 2014; SECONDED by Councilor Menke. Motion PASSED unanimously.

III-B PRESENTATION BY GREATER YAMHILL WATERSHED COUNCIL: City of McMinnville's Greater Yamhill Watershed Council Board member Erik Grimstead introduced himself and stated that he was employed by the City of McMinnville as a Laboratory Technician at the Water Reclamation Facility. He explained that the Wastewater Services Division has been involved with the Council for 15 years and that the Council's basic mission is to increase useful applications for water in Yamhill County for people and wildlife. He introduced

Executive Director Luke Westphal and Board Chair JL Liddane who gave a brief presentation about the Council and its activities. Mr. Westphal noted that the Greater Yamhill Watershed Council is recognized by the State of Oregon as an Oregon Watershed Council. He reviewed the criteria that drive the Council. He noted that volunteering community members and stakeholders are enhancing the quality of life for people, habitats, and the economy. The Council focuses on environment, education, and economic issues. Ms. Liddane distributed a summary of the strategic planning process the Council went through this past year. From that process three strategies were identified which include excellent organizational health; fundraising; and partnering with local governments and landowners. Mr. Westphal noted that when these three things are done correctly, it really benefits all.

Following their presentation, each of the Councilors thanked them for their presentation and for the work that they do.

IV

RESOLUTIONS

IV-A

PROVIDING FOR AND APPROVING A FORM OF CONTRACT BY AND BETWEEN THE CITY OF McMinnville, OREGON AND THE McMinnville Rural Fire Protection District: Council President Yoder stated that the Council had been briefed on the proposed contract by McMinnville Rural Fire Protection District Board Chair Ray Fields earlier, at the Dinner Meeting. Fire Chief Leipfert added that the resolution provides for renewal of the existing contract between the City and the District and provides for fire protection and education for District citizens. The new contract calls for a three percent increase in fees.

Councilor Jeffries MOVED to adopt Resolution No. 2013-15 providing for and approving a form of contract by and between the City of McMinnville, Oregon and the McMinnville Rural Fire Protection District; SECONDED by Councilor Menke. Motion PASSED unanimously.

IV-B

MAKING CERTAIN BUDGETARY TRANSFERS FOR THE FISCAL YEAR 2012 - 2013: Finance Director Baragary explained the need for the budgetary transfers noting that there was a possibility of unanticipated overtime in the Information Systems Department which could put the Department over its budget. There was also a need for adjustment in the Insurance Services Fund. This adjustment would provide for payments on invoices to Citycounty Insurance Services for the City's workers compensation insurance coverage.

Councilor Ruden MOVED to adopt Resolution No. 2013-16 making certain budgetary transfers for Fiscal Year 2012 - 13; SECONDED by Councilor Hill. Motion PASSED unanimously.

IV-C

ADOPTING THE 2013 - 2014 CITY BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES FOR THE FISCAL YEAR

BEGINNING JULY 1, 2013: Finance Director Baragary stated that small adjustments were made after the Budget Committee Meeting. These included an adjustment to the amount budgeted for Your Community Mediators; actual health insurance rates; and projected interest rates to be paid in the Oregon Department of Transportation loan due in January 2014. She noted that the PERS board released the new employer contribution rates and they were less than anticipated. The higher rate is included in the 2013 - 2014 Budget and at the City Manager's suggestion, these savings will be tracked and set aside for future use.

Councilor Menke MOVED to adopt Resolution No. 2013-17 adopting the budget for the fiscal year beginning July 1, 2013; to make the appropriations; to impose the property taxes; and to categorize the property taxes; SECONDED by Councilor Ruden. Motion PASSED unanimously.

IV-D

DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES: Finance Director Baragary stated that this resolution was a housekeeping item and adoption would allow the City to receive state revenue sharing dollars, which come primarily from liquor taxes.

Councilor Hill MOVED to adopt Resolution No. 2013-18 declaring the City's election to receive certain state revenues; SECONDED by Councilor Ruden. Motion PASSED unanimously.

IV-E

EXTENDING THE CITY OF McMINNVILLE'S WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF McMINNVILLE AND REPEALING RESOLUTION No. 2012-22: City Manager Taylor stated that this is a housekeeping item required by the City's insurer and extends workers compensation coverage to the City's many volunteers.

Councilor Rugen MOVED to adopt Resolution No. 2013-19 extending the City of McMinnville's workers compensation coverage to volunteers of the City of McMinnville and repealing Resolution No. 2012-22; SECONDED by Councilor Hill. Motion PASSED unanimously.

IV-F

AWARDING THE CONTRACT FOR THE 2013 STREET OVERLAY, PROJECT NO. 2013-5: Community Development Director Bisset referred to the memorandum in the Council's informational packets from Project Manager Roy Markee. He explained that bids were opened for the 2013 Street Overlay Project on Thursday, June 13, 2013 and the following bids were received:

<u>Bidder</u>		<u>Bid Amount</u>
Brix Paving Northwest Inc.	Schedule A	\$483,557.85
	Schedule B	62,581.20
	Total	\$546,139.05
Baker Rock Resources West Inc.	Schedule A	\$484,351.33
	Schedule B	64,567.15

	Total	\$548,918.48
North Santiam Paving Co.	Schedule A	\$494,618.10
	Schedule B	61,162.30
	Total	\$555,780.40
H & H Paving Co.	Schedule A	\$493,221.39
	Schedule B	68,361.30
	Total	\$561,582.69
Roy Houck Construction Inc.	Schedule A	\$572,485.05
	Schedule B	67,677.55
	Total	\$640,162.60

Mr. Bisset stated that it was staff's recommendation to award the Work Schedule A to Brix Paving Northwest, Inc, who was deemed the lowest, responsive bidder. He noted that the Schedule B work would be completed at a future time.

Councilor Hill MOVED to adopt Resolution No. 2013-20 regarding the award of the bid for the construction of the 2013 Street Overlay Project, Project 2013-15; SECONDED by Councilor Ruden. Motion PASSED unanimously.

IV-G

AWARDING THE CONTRACT FOR THE 2013 SLURRY SEAL, PROJECT NO. 2013-6: Community Development Director Bisset once again referred the Council to the memorandum from Project Manager Roy Markee. He noted that bids for this project were opened on Thursday, June 13. The following three bids were received and checked for completeness:

<u>Bidder</u>	<u>Bid Amount</u>
Asphalt Maintenance Associates Inc.	\$66,878.80
Blackline Inc.	\$69,272.00
VSS International Inc.	\$81,235.00

Mr. Bisset reviewed the cost of the slurry seal material over the past five years and noted that the cost for this project is within the same range as earlier work. He stated that it was staff's recommendation to award the bid for this project to the lowest, responsive bidder Asphalt Maintenance Associates, Inc.

Councilor Ruden MOVED to adopt Resolution No. 2013-21 regarding the award of the bid for the construction of the 2013 Slurry Seal, Project 2013-6; SECONDED by Councilor Menke. Motion PASSED unanimously.

V

ADVICE / INFORMATION ITEMS

V-A

REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS:
No reports were heard.

V-B

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

VI

ADJOURNMENT: Council President Yoder adjourned the meeting
at 8:21 p.m.

Rose A. Lorenzen, Recording Secretary