

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

Tuesday, September 24, 2013, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Absent

Scott Hill	Alan Ruden	Kevin Jeffries
Paul May	Larry Yoder	Kellie Menke

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Information Systems Director Murray Paolo, Information Systems Analyst II Scott Burke, and a member of the news media, Nicole Montesano of the *News Register*.

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:34 p.m. and reviewed the two proclamations on the agenda - National Manufacturing Day and Extra Mile Day!. He advised that McMinnville Economic Development Partnership Executive Director Jody Christensen would be in attendance to receive the proclamation for National Manufacturing Day.

ORDINANCE - UPDATES TO CHAPTER 11 OF THE MUNICIPAL CODE RELATED TO THE AIRPORT: Community Development Director Bisset briefly reviewed the Airport Commission activities regarding the Chapter 11 revisions. He advised that following a series of work sessions with the Commission and interested parties, staff took the final revisions to the Airport Commission in July. The Airport Commission recommended approval of the updated Chapter 11 to the City Council. He pointed out that the Commission had asked for assistance from the City Council regarding the dollar amount of penalty, should one need to be assessed. He explained that the old language referred to FAA regulations and other materials that were no longer needed in the Code. Mr. Bisset noted that some of the Airport Commissioners would be in attendance at the Regular Meeting. It was also possible that private citizens interested in the airport might also be in attendance. He pointed out that some are interested in the Commercial Standards for the airport. The FAA states that Commercial Standards need to be adopted. The last time the Airport Commercial Standards was adopted was in 2005. He advised that the ordinance for the Chapter 11 revisions was the first step in a three step process. Second step would be the Commercial Standards and the last task in the trilogy would be the Airport Handbook.

RESOLUTIONS: Community Development Director Bisset reviewed the resolution awarding the contract for Professional Services for Phase 2 of the Water Reclamation Facility Expansion, Project 2019-9.

Police Chief Noble advised that the resolution awarding the contract for the regular maintenance of the City of McMinnville Public Safety Radio System had

been tabled until the October 8, 2013 City Council Meeting, He advised that he had just learned that there are two Motorola providers in this service area. Therefore, he stated staff would need to go through the bid process on this contract.

ADVICE / INFORMAITON ITEMS: Mayor Olson briefly reviewed the Advice and Information items.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:51 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, September 24, 2013, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Absent</u>
	Scott Hill	Alan Ruden
	Paul May	Larry Yoder
		Kevin Jeffries
		Kellie Menke

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Information Systems Director Murray Paolo, Information Systems Analyst II Scott Burke, Police Chief Ron Noble, 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. Mayor Olson stated that he was very pleased to be working with the City's first ever electronic agenda and Council packet. He advised that all had gone relatively smoothly and that he had no trouble navigating the new system.

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

PROCLAMATIONS

National Manufacturing Day: Mayor Olson asked McMinnville Economic Development Partnership Executive Director Christensen to step to the front of the room. Ms. Christensen and new Marketing Specialist Heather Simpson came forward. Mayor Olson read the National Manufacturing Day proclamation into the record. He gave the proclamation to Ms. Christensen and Ms. Simpson.

Extra Mile Day!: Mayor Olson Read the Extra Mile Day! proclamation into the record and asked for applause to honor the City's volunteers. He asked all volunteers to congratulate themselves.

CONSIDER MINUTES: Councilor Hill MOVED to approve the minutes of the July 23, 2013 and the August 27, 2013 Dinner and Regular Meetings and the September 10, 2013 Work Session minutes as submitted; SECONDED by Councilor Yoder. Motion PASSED unanimously.

1. NEW BUSINESS

1.a. McMINNVILLE PUBLIC LIBRARY BRIDGES THE DIGITAL DIVIDE: Mayor Olson welcomed Library Director Berg. Ms. Berg explained that the idea for the presentation began as a thank you to the Friends of the Library and the Library Foundation. Last year these groups purchased six laptops for the Library patrons. She explained that the "digital divide" is the inequality between groups in terms of access to and knowledge of technology. 30 percent of Americans have no internet access at home and rely on their libraries to provide that access. The City, the Friends of the Library, and the Library Foundation provide local technological support infrastructure, technical support, desktop and laptop computers, staff training, high speed internet, and handheld devices such as e-readers and tablets.

Ms. Berg told real-life stories of the frustration and helplessness that people who are not technologically literate feel because of their lack of knowledge. The Library staff is able to assist these people. They provide assistance that runs the gamut - from one-on-one lessons to the individuals who need just a little bit of help. She thanked the City Council, Friends of the Library, and the Library Foundation for helping to make the Library the "go to" place for bridging the digital divide.

Each of the Councilors thanked Ms. Berg and her staff for all they do in assisting Library patrons.

2. ORDINANCE

2.a.

UPDATES TO CHAPTER 11 OF THE MUNICIPAL CODE RELATED TO THE AIRPORT: Community Development Director Bisset referred to his memorandum in the packet that highlighted the events that occurred regarding the Chapter 11 update. He noted that three work-sessions were held with a working group of City staff, various Airport Commissioners, and airport users. The work sessions were well attended and there was significant discussion regarding the various sections of the existing code. He noted that in many areas, it was the recommendation of the group to eliminate sections of the Code because they were already covered by FAA regulations or they were no longer relevant to current operations at the Airport. He stated that this process represents a "new day" at the Airport, one where all can collaboratively take part in a project like this and make great things happen. He stated that this process makes a statement about how airport users want to do business in a forward-thinking and collaborative manner.

Mayor Olson asked for comments from the Airport Commissioners who were present.

Airport Commissioners Jody Christensen and Joe Mollahan spoke. Ms. Christensen stated that as Chair of the Airport Commission, she felt that the process had been extraordinarily collaborative with vigorous conversation. She stated that the Commission made sure every voice was heard because they wanted to make sure that the language and intent of the revised Chapter 11 was correct and that the property owned by the City was protected.

Joe Mollahan expressed his thanks to all who had been involved with the project. He noted that the revision was not complete or finished and would have to be amended to show the changes that go on within the community. He referred to it as a living document. He advised that the FAA regulatory guidance had been removed from the Municipal Code and that the Chapter was down from 18 pages to just 6. He stated that it was not a perfect document and not everyone agrees with what is in it, but the Commission recommends moving forward with it.

Responding to an inquiry from Councilor Hill, Ms. Christensen advised that the Commission had not determined the document maintenance schedule. She explained that approval of this document would trigger the next piece on their list of things to do and as the Commission moves through its list, review of this document will be added. Councilor Hill responded that the Council meets yearly to determine its goals and objectives for the year and he suggested that the Commission do the same type of exercise. He noted that the Council is very pleased with the members of the Commission.

Councilor May asked about Chapter 11.20 which refers to the fact that aircraft cannot land anywhere except at the

Airport. Community Development Director Bisset explained that this item had been taken up since the Commission had worked on it, especially since it does not deal with Airport property. He explained that the City Attorney worked with him on the language. He explained that it outlines the process regarding helicopter landings, etc. within the City. He advised that it could certainly be revised.

Mayor Olson congratulated staff and the Commission on the job that they were doing. He stated that the Council was pleased and excited to see the work on the minimum commercial standards, and the Airport Handbook, but recognized that the work on Chapter 11 was the first step. He asked for other comments.

Alan Zanuzoski, 22355 Bachelor Blvd, Hillsboro, Oregon, reiterated Ms. Christensen's and Mr. Mollahan's comments but cautioned that if the Council were to adopt the ordinance as written, it would not be complete and it has many errors. He agreed that it is much better than what was written, but still had some contradictions. He stated that he needed the City Council to give its word that the Commission and citizens could continue to fix it. He stated he would like to have City Manager Taylor attend the meetings.

Mayor Olson reassured Mr. Zanuzoski that the Council would make sure that this matter would not be dropped and it would continue to move forward.

Councilor May suggested the addition of a sunset clause in the ordinance that would trigger a review. City Attorney Haines stated that a section could certainly be added to the ordinance that would address the timeliness of a review.

Mayor Olson thanked all who had provided comments and emphasized the importance of this project. He asked staff about their recommendations regarding the penalty phase.

Community Development Director Bisset advised that staff was comfortable with the \$250 amount. Mr. Bisset also noted that the issue of jail time in the penalty portion of the document had been removed.

A brief discussion ensued regarding the need for a penalty. By consensus, the Council agreed that \$250 was an acceptable penalty amount. Consensus was also reached on the matter of landings and take-offs and on a one-year time period for review of the ordinance.

City Attorney Haines advised that the draft ordinance would be back before the Council for adoption at its next meeting.

3.a. RESOLUTION AWARDING THE CONTRACT FOR PROFESSIONAL SERVICES FOR PHASE 2 OF THE WATER RECLAMATION FACILITY (WRF) EXPANSION, PROJECT 2012-9: Community Development Director Bisset referenced the memorandum from Engineering Services Manager Rich Spofford regarding the WRF Expansion Project Design and Bidding Services Contract which outlined the scope of work. He explained that this phase was the second of three phases. This phase of the work would include engineering and schematic design; permitting support; landscape design; contract documents; bidding services; and quality control.

Councilor Ruden asked if staff expected any problems with the existing system during construction. Mr. Bisset responded that staff did not expect any problems, but it was a very good question because during the summer months, the plant is under very tight treatment standards and restrictions.

Councilor Ruden MOVED to adopt Resolution No. 2013-24 awarding the contract for personal services for Phase 2 of the Water Reclamation Facility Expansion, Project No. 2012-9; SECONDED by Councilor Hill. Motion PASSED unanimously.

4 ADVICE / INFORMATION ITEMS:

4.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: Each of the City Councilors gave a brief report.

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

5. ADJOURNMENT: Mayor Olson adjourned the meeting at 8:18 p.m.

Rose A. Lorenzen, Recording Secretary