

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

Tuesday, June 24, 2014 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	Alan Ruden
	Kevin Jeffries	Paul May
		Kellie Menke
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Library Director Jenny Berg, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Police Chief Ron Noble, Police Captain Matt Scales, Parks and Recreation Director Jay Pearson, 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 6:30 p.m. He advised that Councilors Menke and Yoder had been excused from the evening's meetings.

BRIEF AGENDA OVERVIEW: Mayor Olson briefly reviewed the agenda. He noted that although there were several resolutions, most were end-of-fiscal-year housekeeping items.

SMOKING PROHIBITIONS IN UPPER CITY PARK AND THE LIBRARY PLAZA: Mayor Olson asked Parks and Recreation Director Pearson and Library Director Berg to brief the Council on the proposed ordinance banning tobacco and skateboard use in the Upper City Park and Library Plaza areas.

Parks and Recreation Director Pearson advised that for the past 15 years, there have been problems managing the conduct of some individuals at Upper City Park and the Library Plaza area. He explained that he and Library Director Berg, along with the Park Rangers, would like to slightly amend the Park Ordinance to include no smoking or use of tobacco products and no skateboards or scooters in these designated areas. He explained that these amendments would address problem areas and the day-to-day management challenges. He stated that the purpose behind these revisions would protect the buildings and facilities from damage and would be consistent with the public's wishes and staff's thoughts regarding the behavior of those who use the park facilities.

Library Director Berg added that the purpose of the revisions would be to make the Plaza area more welcoming for families. She pointed out that there are many doors around the Library and it would be easier to simply say "no smoking" rather than attempting to ensure that all tobacco users stayed 10 feet from the doorways.

Responding to an inquiry from Mayor Olson regarding the west end of Third Street, Police Chief Noble stated that thanks to a partnership with the McMinnville Downtown Association (MDA), the City and the MDA will partner to have the Park Rangers patrol Third Street as well as the Upper City Park area. This will better address vandalism and other problems that occur in the Third Street area. He stated that smoking, tagging, and vandalism occur much more frequently during the summer months when we are experiencing good weather.

Councilor May asked about smoking in other City parks. Mr. Pearson responded that there is a smoking ban at Tice and Airport parks only. Councilor May advised that he would like to see the ordinance be more encompassing and would like to see a ban on smoking at all City-owned properties. City Manager Taylor stated that such an all-encompassing ban would be very difficult to enforce.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:44 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 24, 2014 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	Alan Ruden
	Kevin Jeffries	Paul May
		Kellie Menke
		Larry Yoder

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Library Director Jenny Berg, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Police Chief Ron Noble, Police Captain Matt Scales, Parks and Recreation Director Jay Pearson, 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. He noted for the record that Councilors Menke and Yoder had been excused from the evening's proceedings.

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

- 1 PRESENTATION ON VISIT to McMinnville, Tennessee: Mayor Olson introduced Chuck and Lorraine Biederman who recently led a tour group of McMinnville, Oregon citizens to McMinnville, Tennessee - McMinnville, Oregon's namesake. Mr. and Mrs. Biederman gave a brief slide show presentation and stated that they had worked with Mayor Olson and McMinnville, Tennessee's Mayor Hailey and had been assisted by Mary Ann Nolan to put the tour together. Mr. Biederman stated that Mayor Hailey's group was very receptive to the Oregon tour group and they told the Oregon group many stories and showed them a great deal of Civil War battle memorabilia. He presented several gifts to the Mayor and Council from Mayor Hailey and the townspeople of McMinnville, Tennessee.

Mayor Olson thanked Mr. and Mrs. Biederman and their group for their presentation and for being excellent ambassadors.

CONSIDER MINUTES: Councilor Hill MOVED to approve the minutes of the May 13, and 27, 2014 City Council Dinner and Regular Meetings as submitted; SECONDED by Councilor Ruden. Motion PASSED unanimously.

- 2 NEW BUSINESS

- 2 a REPORT AND RECOMMENDATION BY GARY EASTLUND OF HAGAN-HAMILTON TO APPROVE THE 2014-2015 PROPERTY, LIABILITY, WORKERS COMPENSATION, AND AUTO INSURANCE COVERAGES: Mayor Olson welcomed the City's insurance agent of record, Gary Eastlund of Hagan-Hamilton Insurance.

Mr. Eastlund thanked the Mayor and Council for the opportunity to discuss the City's insurance rates with them. He referred to his letter located in the Council packet and noted that, excluding workers compensation, the City's proposed annual contribution for the CIS package was \$338,487.40, representing an increase of approximately 18.5% over last year's contribution. He pointed out that the City has had several significant losses during the past three years. Mr. Eastlund advised that workers compensation renewal cost has increased also, up some 28.7 percent. He said that CityCounty Insurance Services (CIS) had stabilized insurance costs for all its members and the current rates are just five percent higher; whereas, the national insurance marketplace for public entity business has increased over 25 percent during that same period of time. He explained that with this adjustment, he would

expect this program to remain secure into the foreseeable future.

Mr. Eastlund discussed the City's Airport Owners and Operators liability coverage and advised that the renewal premium for the Airport Liability policy is the same as the expiring policy term at \$5,675.

Mr. Eastlund looked to future years and said that it was difficult to predict where insurance premiums would be in the next few years, although he was rather uneasy about the future premium outlook. He noted that although the City has embraced "best practice risk management," the workers' compensation mod had increased. He also pointed out that the insurance industry was experiencing many storms over the past year or so which could affect rates significantly.

Councilor May asked for time loss and the loss run statistics for the past year. Mr. Eastlund promised to provide those numbers.

Following a brief discussion, by consensus the Council accepted Mr. Eastlund's report.

2 b

MAYOR'S CHARITY BALL - PRESENTATION OF ANNUAL REPORT: Mayor Olson advised that Mayor's Charity Ball Director Erin Moran was unable to attend because of medical issues she was experiencing. He advised that her report would be rescheduled.

2 c

POLICE DEPARTMENT REPORT ON SCHOOL SECURITY AND PREPAREDNESS: Police Chief Noble thanked the Mayor and Council for the opportunity to update them on the City's ability to respond to active shooter type emergencies within the school system. He advised that Captain Scales would present a PowerPoint program.

Captain Scales presented the PowerPoint slide show and reviewed the history of mass shootings at schools since the Columbine incident in 1999. He noted that after the tragic Columbine event, police came under significant criticism because they did not know the school's floor plan and they did not do enough to stop the shooters. Because of that, police departments across the nation have modified their approach to these types of situations, including requiring that they have access to the buildings, have floor plans to all schools in their respective jurisdictions, and other safety-related tools. They recognize and train for single-officer entries as well as multiple-officer entries into the schools, and in McMinnville they train as a multi-jurisdictional team. They have partnered with McMinnville School District and all police vehicles have floor plans of all McMinnville School District schools on their mobile computers. Police have added security boxes to the school buildings in order to be able to gain access in a lockdown situation.

Following a brief question and answer period, each of the Council members thanked Captain Scales and Chief Noble for the training they have provided the Department.

3 ORDINANCES

- 3 a COMMITTING ALL EMERGENCY COMMUNICATIONS FUND RESOURCES TO PROVIDING EMERGENCY DISPATCH SERVICES FOR THE CITY AND DECLARING AN EMERGENCY: Finance Director Baragary explained that this ordinance is a housekeeping measure to keep the City within the required governmental accounting standards. She reminded the Council members that a similar ordinance had been passed earlier for the Airport Fund.

City Attorney Haines read Ordinance No. 4981 by title only committing all Emergency Communications Fund resources to providing emergency communications and emergency dispatch services for the City and declaring an emergency. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4981 PASSED by a unanimous roll-call vote.

- 3 b CLARIFYING PROHIBITIONS AND EXTENDING PROHIBITIONS ON SMOKING AND SKATEBOARD USE IN CITY PARK AND THE LIBRARY PLAZA AND VICINITY: Mayor Olson stated that this topic had been discussed at the Dinner Meeting. He asked Parks and Recreation Director Pearson for highlights of the proposed ordinance.

Mr. Pearson referenced the memorandum from Library Director Berg and him that was in the City Council informational packets and stated that although it sometimes seems that more and more rules are being created, it was important to remember that we are the stewards of the City parks and that in certain cases, there are public facilities, such as the Library, that are adjacent to or within the parks. He advised that the Park Rangers do an excellent job of making sure that park users are educated regarding rules on park usage. The proposed ordinance is another tool that the Rangers and other staff can use to fulfill the City's pledge to the citizens regarding safety in the parks.

Library Director Berg stated that the City has been working toward making the Library Plaza more welcoming and actually a part of the Library complex. She noted that staff had surveyed Library patrons and all were in favor of the smoking and skateboard prohibitions.

Councilor May stated for the record that he truly preferred to see an ordinance that prohibits tobacco usage in all of the City's parks and facilities. He would not, however, oppose the proposed ordinance.

Councilor Hill stated he was fully supportive and suggested that perhaps direction needed to be given to staff to look

into 'next steps' regarding tobacco and skateboard usage at all City parks and facilities.

Councilors Jeffries and Ruden agreed. Mayor Olson asked City Manager Taylor to look further into the idea of additional smoking prohibitions.

City Attorney Haines read by title only Ordinance No. 4982 repealing certain sections of Ordinance No. 4698, replacing those sections with new and revised sections, and establishing new rules regarding smoking and the riding of skateboards, scooters, and bicycles on City property west of Adams Street, north of Second Street, and adjacent to Star Mill and Wallace Streets, and declaring an emergency. (No Councilor present requested that the ordinance be read in full. The title of the ordinance was read for the second time.

Ordinance No. 4982 PASSED by a unanimous roll-call vote.

4 RESOLUTIONS

- 4 a MAKING CERTAIN BUDGETARY TRANSFERS FOR FISCAL YEAR 2013 - 2014: Finance Director Baragary stated that the proposed resolution amends the 2013 - 2014 budget in two ways - one is related to the Council's contribution of \$8,500 to REAL Heroes who are working on the World War II Memorial Statue; and the second, in the amount of \$18,000, is related to the loan agreement proceeds which will be used to purchase the new fire vehicles.

Councilor May MOVED to adopt Resolution No. 2014-22 making certain budgetary transfers for fiscal year 2013 - 2014; SECONDED by Councilor Ruden. Motion PASSED unanimously.

- 4 b ADOPTING THE 2014 - 2015 CITY BUDGET, MAKING APPROPRIATIONS, AND LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2014: Finance Director Baragary stated that the proposed resolution is a culmination of many months of hard work. She explained that the proposed resolution would adopt the City's budget for fiscal year 2014 - 2015. She pointed out that the proposed resolution incorporates differences between what was approved by the Budget Committee, including: 1) the City's contributions to Your Community Mediators and to Homeward Bound Pets; 2) an additional 1.8 percent increase in salaries for the McMinnville Police Association; 3) the debt service related to the loan agreement for the purchase of the new fire vehicles; 4) an additional \$10,000 for Park Rangers to patrol on Third Street - this money will be reimbursed by the McMinnville Downtown Association; and 5) the funding for projects that were not completed during the current fiscal year was moved into the 2014 - 2015 year. She recognized the outstanding efforts of City Manager Taylor for the fiscally conservative budget that supports departments as the City provides services to its citizens.

Following a brief discussion, during which the Mayor and each of the Councilors present thanked Ms. Baragary for the budgetary process, Councilor Ruden MOVED to adopt Resolution No. 2014-23 adopting the budget for the fiscal year beginning July 1, 2014; to make the appropriations; to impose the property taxes; and to categorize the property taxes; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

- 4 c DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES: Finance Director Baragary advised that the proposed resolution was a housekeeping measure, required by state law.

Councilor Hill MOVED to adopt Resolution No. 2014-24 declaring the City's election to receive certain state revenues; SECONDED by Councilor May. Motion PASSED unanimously.

- 4 d EXTENDING THE CITY OF McMinnville's WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF McMinnville: Finance Director Baragary explained that the resolution format is different than in past years - CityCounty Insurance Services developed a new format and is asking all of its member agencies to adopt the new layout. She pointed out that the content of the resolution had not changed.

Councilor Ruden MOVED to adopt Resolution No. 2014-25 extending workers' compensation coverage to City of McMinnville volunteers; SECONDED by Councilor Hill. Motion PASSED unanimously.

- 4 e ADOPTING A NEW FEE SCHEDULE FOR AMBULANCE SERVICES PROVIDED BY THE CITY OF McMinnville AND REPEALING RESOLUTION NO. 2012-26: Fire Chief Leipfert stated that the Department is requesting a slightly more than 2.7 percent increase in the rates charged for ambulance service. He reviewed the changes and noted that the rates had not been revised since 2012.

Responding to inquires, Chief Leipfert explained that a large portion of the higher rates will be written off through Medicare and Medicaid coverage. Private, commercial insurance companies will pay the higher rates. He advised that the City of McMinnville ambulance service had no contracts with any commercial insurance carriers. Chief Leipfert explained the difference between resident and non-resident fees and stated that residents of the City of McMinnville pay a lesser rate for service because they already contribute via their property taxes. The City's rates compare fairly equally with other service providers in the Willamette Valley. The Chief further explained that if the Medicare and Medicaid write offs were not necessary, the ambulance service would "break even" and would not require additional General Fund support.

Councilor Hill MOVED to adopt Resolution No. 2014-26 adopting a new fee schedule for ambulance services provided by the City of McMinnville and repealing Resolution No. 2012-26; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

4 f

PROVIDING FOR AND APPROVING A FORM OF CONTRACT BY AND BETWEEN THE CITY OF McMINNVILLE, OREGON AND THE McMINNVILLE RURAL FIRE PROTECTION DISTRICT: Fire Chief Leipfert explained that the proposed resolution would renew the contract with the McMinnville Rural Fire Protection District (MRFPD). The new contract provides for a three percent fee increase. He stated that the MRFPD Board would meet the next evening to also approve the contract. He pointed out that one addition not in the contract was the District's \$30,000 contribution to be put toward the purchase of a better quality water tender.

Councilor May MOVED to adopt Resolution No. 2014-27 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 Ruden. Motion PASSED unanimously.

4 g

REGARDING THE AWARD OF THE BID FOR THE CONSTRUCTION OF THE 2014 STREET OVERLAYS, PROJECT 2014-3: Community Development Director Bisset referred to the informational memorandum in the Council packets and stated that this was the first of two resolutions related to the City's summer pavement preservation work. He noted that the following bids were received and opened on Tuesday, June 10, 2014:

<u>BIDDER</u>	<u>BID AMOUNT</u>
North Santiam Paving Co.	\$389,132.50
Roy Houck Construction LLC	\$408,501.05
Baker Rock Resources	\$411,052.62
Brix Paving Northwest Inc	\$432,750.00
H&H Paving Co (a non-responsive bid)	\$439,958.52

Mr. Bisset advised that staff recommended awarding the bid to the lowest, responsive bidder, North Santiam Paving Co. in the amount of \$389,132.50. He noted that the City had worked with North Santiam Paving on other City projects and found them to be highly reliable.

Councilor Ruden MOVED to adopt Resolution No. 2014-28 regarding the award of the bid for the construction of the 2014 Street Overlay, Project 2014-3; SECONDED by Councilor May. Motion PASSED unanimously.

4 h

REGARDING THE AWARD OF THE BID FOR THE CONSTRUCTION OF THE 2014 SLURRY SEAL, PROJECT 2014-4: Community Development Director Bisset referenced the memorandum in the Council packets and asked for questions.

Councilor Jeffries noted that he had not been impressed with the slurry seal contractor for the last few years. He

explained that the material used breaks away and the street becomes rutted. Mr. Bisset advised that they have changed to a Type 3 slurry with larger aggregate and that it would "bleed" aggregate for a period of time. He advised that staff works with a street sweeper to reduce the amount of loose aggregate on the surface of the street. He explained that the material does take several hours to cure before traffic can be allowed back on it. He added that the use of larger, rougher aggregate adds life to the slurry seal; however, it does change ride characteristics, especially for narrow, small wheels like those on a skateboard.

Mr. Bisset advised that on June 10, 2014, the City had received and opened the following bids for the 2014 Slurry Seal Project:

<u>Bidder</u>	<u>Bid Amount</u>
Blackline Inc.	\$89,451.45
Intermountain Slurry Seal	\$99,939.00

Mr. Bisset advised that staff recommended awarding the bid to the lowest, responsible bidder, Blackline Inc in the amount of \$89,451.45.

Councilor May MOVED to adopt Resolution No. 2014-29 regarding the award of the bid for the construction of the 2014 Slurry Seal, Project 2014-4; SECONDED by Councilor Hill. Motion PASSED unanimously.

5 ADVICE / INFORMATION ITEMS

5 a REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS:
Each Councilor present gave a brief report on each of their board assignments.

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

6 ADJOURNMENT: Mayor Olson adjourned the meeting at 8:31 p.m.

Rose A. Lorenzen, Recording Secretary