

CITY OF McMinnville
MINUTES OF THE WORK SESSION
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 14, 2017, at 4:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absences</u>
	Remy Drabkin	Adam Garvin
	Kellie Menke, Council President	Kevin Jeffries
	Wendy Stassens	Alan Ruden

Also present were City Manager Jeff Towery, City Attorney David Koch, Police Chief Matt Scales, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, Information Systems Director Scott Burke, Parks and Recreation Director Jay Pearson and Planning Director Heather Richards.

Damema Mann, Senior Survey Associate from the National Research Center presented the key findings of the 2016 National City Survey. She explained that the survey covered the following facets of Community Livability: Safety, Natural Environment, Mobility, Built Environment, Economy, Education and Enrichment, Recreation and Wellness, and Community Engagement.

Ms. Mann stated that the survey is a scientific sample of 3,000 randomly selected households. McMinnville received 831 returned surveys which was a 29% response rate with a margin of error of +/- 3%. The survey included an expanded sample (which helps lower the margin of error), an open-ended question, an option to complete the survey online, an option to complete the survey in Spanish and a geographic comparison. The 2016 National Benchmark Comparisons were explained. She stated that three responses received higher ratings, ten received lower ratings and ninety-two received similar ratings. The three higher ratings were for McMinnville's vibrant downtown and commercial area, McMinnville as a place to visit, and more residents recycled than in other communities. She noted that variety of housing options and affordable quality housing were ranked lower in the results.

She reviewed the comparisons from 2016 to 2011. The two most important facets identified were safety and economy which is a typical result for most communities.

Ms. Mann stated that based on the survey McMinnville residents enjoy an overall high quality of life. The majority of respondents rated the quality of life as excellent or good. 81% ranked McMinnville as an excellent or good place to raise kids, 80% ranked overall appearance as excellent or good, 76% ranked overall image as excellent or good and 75% ranked their neighborhoods as excellent or good.

At least four in five respondents were very or somewhat likely to recommend McMinnville as a place to live or play and plan on remaining in McMinnville for at least the next five years.

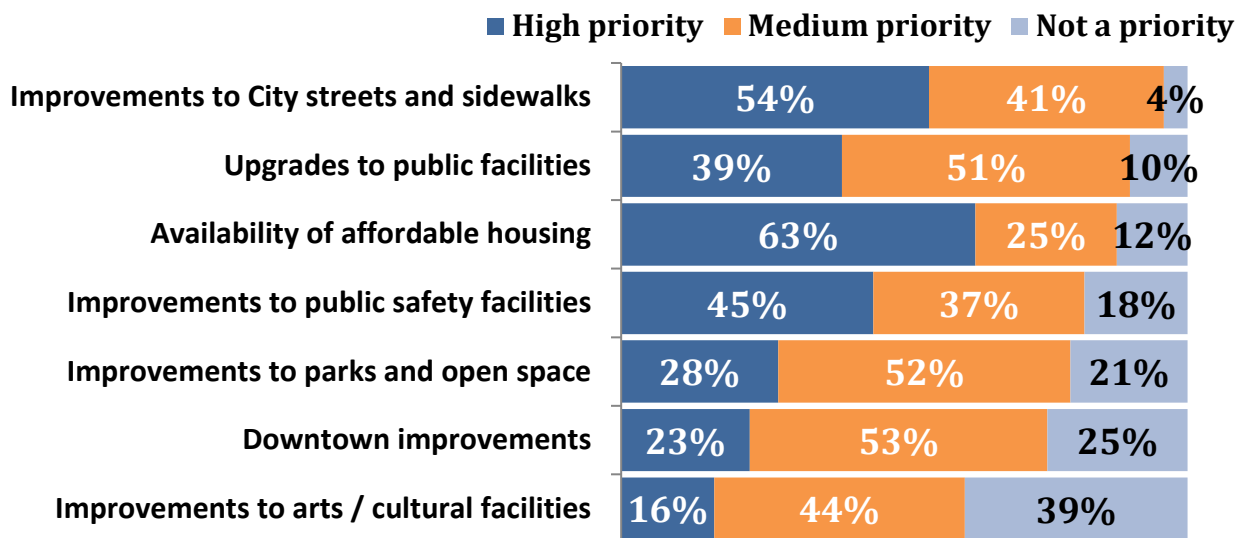
Ms. Mann noted that safety was identified as a top priority for the community. Eight in ten respondents felt safe in their neighborhoods and in downtown. She noted that feelings of safety in the downtown area has slightly decreased since the 2011 survey. With regards to the overall feeling of safety 18% felt it was excellent, 59% responded good, 14% responded fair and 9% responded poor. Responses for safety services were also reviewed. The following percentages ranked the respective services as excellent or good: Fire – 86%, Ambulance/ EMS – 85%, Fire prevention – 77%, Police – 73%, Crime prevention – 55%, and Emergency Preparedness – 47%.

Ms. Mann stated that based on the survey the economy was found to be one of the most important facets for the community to focus on. Seven in ten respondents gave excellent ratings for McMinnville standing out as a place to visit and for a vibrant downtown area. Responses for the aspects of the economy were reviewed. The following percentages ranked the respective services as excellent or good: place to visit – 79%, vibrant downtown area – 74%, Business and services – 64%, overall economic health– 57%, place to work – 56%, cost of living – 42%, shopping opportunities – 38%, and employment opportunities – 28%.

The final key finding was related to built environment. Ms. Mann reviewed aspects related to built environment noting that housing options and affordable quality housing were ranked lower than the national benchmark.

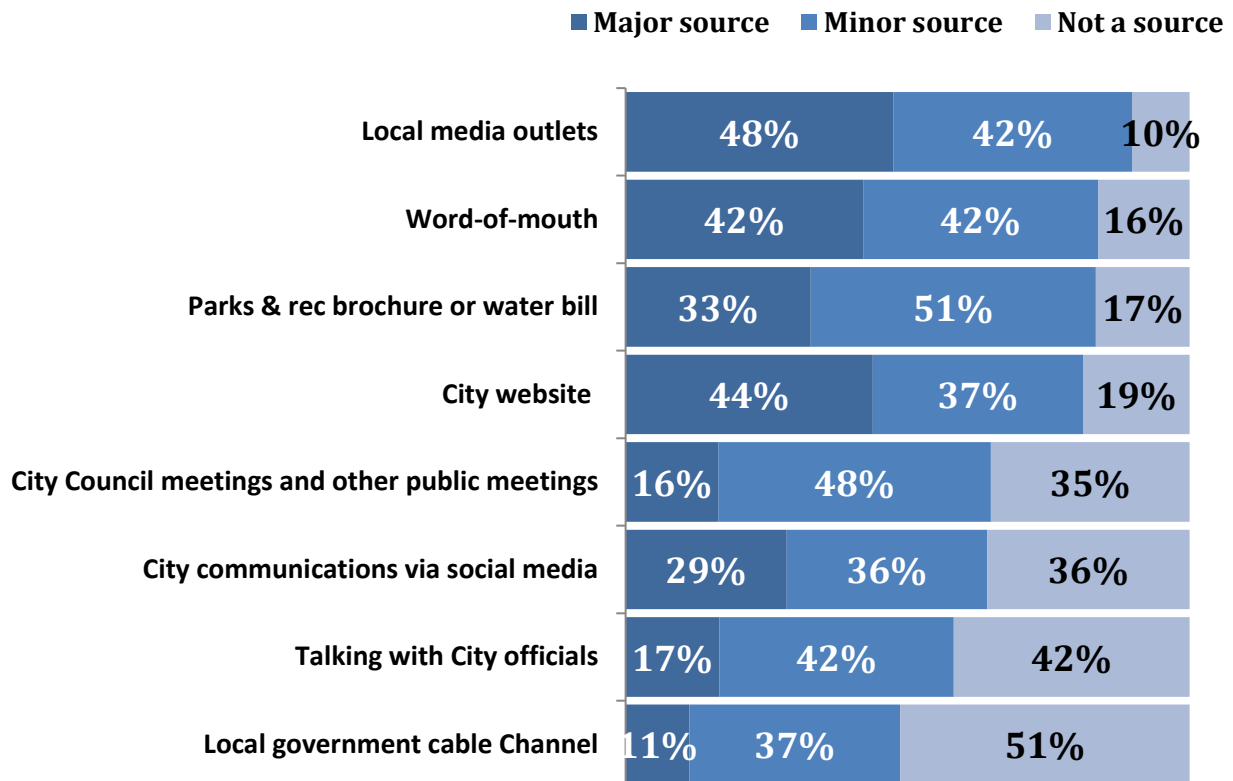
One question asked in the survey that was unique to McMinnville was: “To increase the availability of housing within McMinnville, how strongly would you support or oppose increasing the density of housing through apartment, condo or townhome developments. 45% responded with somewhat support, 25% responded strongly support, 15% responded somewhat oppose, 16% responded strongly oppose.

Another question asked that was unique to McMinnville was related to City priorities. The results were displayed.



The following question asked “Of this list which of the following projects would you be willing to fund via additional taxes”. Respondents were allowed to select more than one option. The results were as follows: street and traffic improvements – 52%, police services – 48%, increasing affordable housing – 46%, fire/ ambulance services – 45%, library services – 25%, creating more recreation facilities – 24%, downtown improvements – 16%, none of the above – 16%.

A question related to information sources was reviewed. The following chart was displayed showing the results.



The final evaluative question on the survey was: “What single community need or issue would you like the City Council to prioritize in the next five years?” Infrastructure, Safety and Health and Human Services were themes found in the responses. Some of the responses included: “fixing city streets and sidewalks”, “improve streets”, “hiring more police officers”, “safety-gang issues”, “homeless people”, and “more resources for the homeless/ needy”.

Jody Christensen, Executive Director of the McMinnville Economic Development Partnership, shared that the MEDP is currently in the data collection mode and looking for ways to grow family wage jobs. She noted the affordable/ attainable housing aspect of the survey. She also shared that they are exploring the live, walk, play concept and she was happy to see that there was an appetite for looking at housing. She noted that in order to attract and retain talent a good mix of housing options. Ms. Christensen noted that the data shows that citizens feel they have a good quality of life in McMinnville.

Mayor Hill stated that there was an increased perception of the economic outlook and growth. He noted that speaks to the ongoing efforts. He also mentioned the affordable housing and homeless concerns are being addressed.

Discussion ensued regarding increased or positive perception of economic development services.

Gioia Goodrum, President of the Chamber of Commerce stated that the survey seems like it echoes what is already known, for example, the need for affordable housing and the tight labor market. She felt that there wasn't anything surprising in the results.

Jeff Knapp, Executive Director for Visit McMinnville, explained the goal of Visit McMinnville to attracting visitors, spurring economic growth and hopefully interest visitors in moving to McMinnville. He asked about the national benchmarks of McMinnville with regards to McMinnville as a place to visit. Ms. Mann responded that out of 195 communities that asked the same question, McMinnville ranked 53rd overall. It was noted that affordable housing can be a symptom of success.

Discussion ensued regarding the results as they pertain to each department and facet. Community needs were discussed and it was stated that the survey can help inform decisions.

Councilor Stassens asked about the demographics of the data. Ms. Mann explained that weights and adjustments are made and directed Council to the technical appendices.

City Manager Towery stated that the survey will help inform work that is being done.

Discussion ensued regarding the Latino response rate and the importance of offering the survey in Spanish.

Discussion continued regarding next steps.

Thank Mayor thanked the community partners for attending.

ADJOURNMENT: Mayor Hill adjourned the Work Session at 5:09 p.m.

s/s Melissa Grace
Melissa Grace, Recording Secretary

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

Tuesday, March 14, 2017, at 6:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors: Present
Remy Drabkin
Adam Garvin
Kevin Jeffries
Kellie Menke, Council President
Alan Ruden
Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Senior Court Clerk Christine Watts, and Senior Court Clerk Shawn Branson.

DINNER MEETING: Mayor Hill called the Dinner Meeting to order at 6:12 p.m. and welcomed all in attendance.

The City Council agenda for the evening was reviewed.

Senior Court Clerk Shawn Branson reviewed the proposed new rate schedule for Municipal Court fees. She noted that the Fix-It Fee is one of the biggest changes. Ms. Branson stated that the City is in line with the Circuit Court.

Senior Court Clerk Christine Watts explained the amnesty program that will run from April 3, 2017 – September 29th, 2017. Discussion ensued regarding the promoting program and the amount of debt currently being held.

City Council goals and objectives were discussed as well as Budget Committee appointments.

ADJOURNMENT: Mayor Hill adjourned the Dinner Meeting at 6:58 p.m.

s/s Melissa Grace
Melissa Grace, Recording Secretary

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, March 14, 2017, at 7:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors: Present
Remy Drabkin
Adam Garvin
Kevin Jeffries
Kellie Menke, Council President
Alan Ruden
Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Police Chief Matt Scales, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:02 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Council President Menke led in the recitation of the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill asked for comments from citizens on topics not on the evening's agenda.

Mark Davis, McMinnville resident, commented on the most recent Planning Commission interviews. He stated that there was no spontaneity or back and forth. He suggested having a screening process to narrow it down to a couple of citizens to bring before Council for interviews instead of rushing everyone through. He also stated that it seemed awkward running the incumbents with the new applicants.

JW Milligan, McMinnville resident, stated that he watched the Planning Commission interview process and thought that it was good to have the incumbents included. It was a long process that took too much time.

Councilor Drabkin responded that the Council and Department Heads were striving for a fair and productive process that gave more citizens a chance to apply.

4. CONSENT AGENDA

4.a. Consider the Minutes of the January 24, 2017 Dinner and Regular Meeting.

Council President Menke MOVED to adopt the consent agenda; SECONDED by Councilor Garvin. Motion PASSED unanimously.

5. NEW BUSINESS

5.a. Request from Mr. Foley for noise variance waiver for July 8, 2017.

Jasper Abyeta, 459 SW Howard, stated that he had applied for waivers several times. He stated that this was a community event on a Saturday afternoon and there had not been any issues with the neighbors in the past. The event would be over by 9 p.m. There was not a lot of through traffic and there should be no impact. He clarified it would be an outdoor concert and Galloway would be closed between 2nd and 3rd.

Councilor Stassens MOVED to approve the noise variance waiver request; SECONDED by Councilor Ruden. Motion PASSED unanimously.

6. RESOLUTIONS

6.a. Resolution No. 2017-18: A Resolution approving Task Orders No. 4 and 5 to the Personal Services Contract with Murray, Smith & Associates, Inc. for the design of the Oregon Route 99W at 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements transportation bond measure projects.

Community Development Director Bisset shared that the resolution amended the contract with Murray, Smith and Associates for two bond measure projects, the 2nd Street signal replacement and the 1st and 2nd Street pedestrian improvements. The signal replacement would take place this summer and the pedestrian improvements would be done in summer 2018. Task Order No. 4 included additional design services for the pedestrian improvements project. The cost associated with the Task Order was \$46,265. Task Order No. 5 amended the design work and added construction engineering services for the signal replacement project. The cost for this Task Order was \$175,589. He recommended approval.

Councilor Ruden MOVED to adopt Resolution No. 2017-18; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 6.b. Resolution No. 2017-19: A Resolution approving the acquisition of property from First Federal Savings & Loan for the OR 99W at 2nd Street Signal Replacement transportation bond project.

Community Development Director Bisset said this project was related to the 2nd Street signal replacement project. It was necessary to acquire property along First Federal's frontage to complete the project. This resolution would complete the purchase of the property for \$17,729 plus closing and escrow costs. He recommended approval.

Council President Menke MOVED to adopt Resolution No. 2017-19; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 6.c. Resolution No. 2017-20: A Resolution approving the dedication of right-of-way from City properties for the OR 99W at 2nd Street Signal Replacement transportation bond project.

Community Development Director Bisset stated there were two City owned pieces of property that needed to be dedicated as right-of-way so the 2nd Street signal project could be completed. One was located at the northwest corner of 2nd and Adams and the other was on the northeast corner of 2nd and Baker. He displayed a map of the two locations and recommended approval.

Councilor Garvin MOVED to adopt Resolution No. 2017-20; SECONDED by Council President Menke. Motion PASSED unanimously.

- 6.d. Resolution No. 2017-21: A Resolution awarding the contract for the 2017 Steel Mill Cured-In-Place-Pipe (CIPP) Project, Project 2017-1.

Community Development Director Bisset explained this project was related to the City's wastewater inflow and infiltration reduction efforts contained in the Wastewater Master Plan. This project would rehab 2,700 linear feet of public sewer line located on the Cascade Steel Mill site. They had received two bids for the project and the bid from Michaels Corporation in the amount of \$99,770 was deemed the lowest responsible bid. The work was expected to be completed prior to July 1. He recommended approval.

Discussion ensued regarding publicly owned and maintained lines on easements on private property. Community Development Director stated there was this kind of situation in a number of places in town where the City maintained public assets that were on easements on private property. He shared that the City had worked closely with Cascade Steel to identify sewer connections to the City's sewer system. They were currently a certified non-discharger of industrial waste.

Cascade Steel only had a domestic waste connection to the City's system. This was a chance to rehab the public asset on their property.

Councilor Ruden MOVED to adopt Resolution No. 2017-21; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 6.e. Resolution No. 2017-22: A Resolution adopting a new rate schedule for Municipal Court fees and revoking Resolution No. 2015-31.

City Attorney Koch shared that every few years Municipal Court reviewed the fee structure to determine whether fees were keeping pace with the cost of providing services and matched with Circuit Court fees. Several fees were proposed to be changed. Most of the fees were going up, but some would be reduced, such as probation fees for those cases that could be resolved in six months or less and for the fix-it-ticket program fee for violations that were correctable. The proposed change was to charge 30 percent of what the minimum fine would be, based on the severity of the infraction. The goal of this was to gain compliance and effect driver behavior.

Police Chief Scales explained his philosophy was that traffic contacts were for traffic safety and education.

Mr. Koch also noted the change of fees for trials which would only be assessed if the defendant was found guilty.

Court Appointed Attorney fees and Court Ordered Investigator Fees were explained. Mr. Koch noted the City provided a reduced rate for a court appointed attorney and other legal fees depending on a defendant's financial situation and the amount of time it would take an attorney to represent the client. It would be \$45 per hour for the attorney and \$25 for the investigator. These rates might be waived, or the defendant might only have to pay some of the rates which would be determined by the judge.

Mayor Hill clarified there were 49 fees on the schedule, 14 that were increased and 4 that were reduced.

Councilor Ruden MOVED to adopt Resolution No. 2017-22; SECONDED by Council President Menke. Motion PASSED unanimously.

7. ADVICE / INFORMATION ITEMS

- 7.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS

Councilor Ruden announced there would be an Affordable Housing Task Force meeting tomorrow. He noted great progress was being made.

Councilor Drabkin reported that the subcommittee focusing solely on homelessness met yesterday. They were hoping to identify micro-populations within the homeless community to help overcome the issues people were facing. It was new, exciting, and challenging to work with the County on this topic. There were a few more positions on the subcommittee that they still had invitations out for, such as representatives from Linfield College, the high school and someone who was currently experiencing homelessness.

Councilor Stassens discussed the last Urban Renewal Advisory Committee meeting where the grant and loan programs and grant applications were discussed. They also received a presentation on the Atticus Hotel.

Councilor Garvin stated the YCOM executive meeting was cancelled and the preliminary budget information was sent out.

Council President Menke said Visit McMinnville was looking at their goals, strategic plan, and budget to make a presentation Inclusionary zoning would be discussed at the next Affordable Housing Task Force meeting.

7.b.

REPORTS FROM DEPARTMENT HEADS

Police Chief Scales provided an update on the recruitment for police officers. He was recently at a UNIDOS gathering this past week and he encouraged the Council to attend these functions.

Community Development Director Bisset reported that the 5th Street corridor project signal work was nearing completion. The reconstruction of 5th Street between Evans and Lafayette was yet to be done. He expected to be done with the project by May. He was working with ODOT on the right time to activate the signals. Alpine Avenue work was set to start next Monday. Construction notices had gone out and a reminder and press release would go out tomorrow regarding the groundbreaking scheduled for Monday. Bids would be advertised tomorrow for the 2017 summer overlay projects that were part of the transportation bond. The 2nd Street signal project would go out to bid on Friday. The bid award would come to Council in April and construction would begin in June. Construction project notice was sent and there would be continued outreach for the project. It would be a six month construction project. Work was continuing on the Ford Street sidewalk project. Construction was anticipated for this summer. They were nearing completion of the design of the Hill Road project.

City Attorney Koch said staff was undertaking a Clean Slate program starting April 1 and ending September 30. This was a program to address outstanding Municipal Court fines or fees that were more than two years old. The City would take \$0.50 per every \$1 owed to clean up old accounts. After that date, these fines would go into collections.

Councilor Stassens stated staff would be giving a tour on Thursday of the Huber building and Alpine Avenue. The Landscape Review Committee would be meeting tomorrow.

City Manager Towery said he had been City Manager for one month and he thanked the Council for his appointment. He would be out of town next Thursday and Friday on professional association business.

8. EXECUTIVE SESSION

Mayor Hill recessed the Regular Meeting to go into Executive Session pursuant to ORS 192.660(2)(d) labor negotiations.

9. RETURN FROM EXECUTIVE SESSION TO TAKE ACTION

Mayor Hill reconvened the Regular Meeting.

9.a. Resolution No. 2017-24: A Resolution ratifying a collective bargaining agreement between the City of McMinnville and the International Association of Fire Fighters, Local 3099 (IAFF) for wages only for the period starting July 1, 2017.

Council President Menke MOVED to adopt Resolution No. 2017-24; SECONDED by Councilor Garvin. Motion PASSED unanimously.

10. ADJOURNMENT: Mayor Hill adjourned the Regular Meeting at 8:49 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder