

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, July 11, 2017 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors: Present Excused Absence
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, Planning Director Heather Richards, and Community Development Director Mike Bisset, Parks and Recreation Director Susan Muir, Tom Henderson and intern Hannah Jones of the *News Register*, and Daved Adams of KLYC Radio.

DINNER

CALL TO ORDER: Mayor Hill called the Dinner Meeting to order at 6:21 p.m. and welcomed all in attendance.

DISCUSSION:

Mayor Hill asked for a volunteer to lead the Pledge of Allegiance and Council President Menke volunteered.

It was noted that there may be citizen comments regarding homelessness concerns and the downtown transient population.

The agenda items for the evening were reviewed.

Planning Director Richards stated that letters were mailed out regarding Sign Ordinance compliance and that the Planning Department is trying to work as partners with those impacted including local sign companies. Discussion ensued regarding feedback received.

ADJOURNMENT: The Dinner Meeting adjourned at 6:43 p.m.

s/s Melissa Grace

Melissa Grace, City Recorder

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, July 11, 2017, at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	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, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, and Community Development Director Mike Bisset, Information Systems Director Scott Burke, Finance Director Baragary, Tom Henderson and intern Hannah Jones of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Council President Menke led the Pledge of Allegiance.
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Alan Zanuzoski requested that his airport hanger lease be redrawn and be similar to the new leases. He stated that everyone should be treated fairly.

Colleen Schroeder, 302 Dayton Avenue, stated that there is a parking strip and sidewalk where teenagers have been hanging out and leaving trash on and next to her property. She stated that they are scratching into the concrete retaining wall. Ms. Schroeder stated that the liability is not good. She also mentioned that she owns Blue Moon and is concerned for her employee's safety.

Amy (no last name or address provided) shared that she is building a home in McMinnville and will be moving to the community soon and is nervous to raise her family here because she is concerned for their safety. She asked that the Homelessness Subcommittee meeting meet more than once a month and be moved to later in the evening. She also stated that there are parks that have needles in them.

Steve Gertz, 133 SW Ford Street, stated that between Ford and 2nd Street it is like a transient living room, bedroom and bathroom. He is concerned for children's safety. He stated that he has spoken with the police department. Mr. Gertz stated that he would like to see legislation be passed to help address the issue and asked that Council remain compassionate but not foolish.

Shannon Brooks, 1549 SE Morgan Lane, shared that a group of neighbors formed a neighborhood watch about a year ago. She stated that they have turned things around quite a bit with the help of the City of McMinnville and the Police Department. Ms. Brooks stated that she has the same concerns as those who spoke before her. She asked for more police presence and for it to be a high priority to help the community to feel safe.

Councilor Drabkin thanked Ms. Brooks for her efforts and hopes that others will follow her model.

Council President Menke mentioned that three new officers were budgeted for last year and there are five in the academy.

Stacy Martin, downtown McMinnville property owner and McMinnville Citizen, stated that she would like to know if there are things that can be done to help the downtown transient population such as no camping and no loitering ordinances. She asked that the City take swift action while continuing long-term solutions.

Richard Andersen, 960 SW Edmunston Street, provided a history on a piece of property adjacent to his property. He noted that the land had been reserved for a road; however, the road is unnecessary now. Mr. Andersen explained that he went through mediation with his neighbors that was

unsuccessful. Mr. Andersen handed out information regarding his concerns to the Council and asked that Council the street vacation process be initiated.

Mayor Hill noted that the Councilors are moving forward very thoughtfully in addressing the issues brought before them. He stated that he appreciates the comments.

4. PRESENTATION

4.a. Yamhill County Gospel Rescue Mission

Kaye Sawyer and Dave Haugeberg of Yamhill County Gospel Rescue Mission (YCGRM) provided a presentation. Ms. Sawyer stated that fundraising for the shelter has exceeded \$1,000,000 and shared that YCGRM will be able to start building the men's facility in the fall. Ms. Sawyer expressed her thanks to the City and Council for their support. Ms. Sawyer stated that she noticed that many people in the community are not aware there is a shelter in the community. She clarified that the shelter is year-round. She thanked the Council for the work they have been doing.

Dave Haugeberg, stated that the McMinnville Community Foundation appreciates the work that has been done and that the work has been above and beyond. He provided an example of how Community Development Director Bisset worked quickly and efficiently. He then noted how former Planning Director Doug Montgomery and Principal Planner Ron Pomeroy helped in the expansion process of the Mission. He also shared how former City Attorney Candace Haines helped. Mr. Haugeberg also recognized former Building Official Robert Poskin and Planning Director Heather Richards for their work. He stated that the foundation has decided to provide a \$5,000 grant to fund a kitchen for the women's and children's shelter that will be in recognition of the City Staff of the Building and Planning Department.

4.b. Receive Report and Recommendation from Gary Eastlund, Hagan Hamilton to approve the 2017 – 2018 Property, Liability, Workers' Compensation, and Auto Insurance Coverages.

Mr. Gary Eastland, Commercial Agent for Hagan Hamilton Insurance explained that CityCounty Insurance (CIS) is providing a good and fairly flat renewal (4.1% increase). He noted that the Workers' Compensation rates have dropped slightly. Mr. Eastland noted that the CIS Insurance program is a successful program and that no one is able to compete with CIS.

Discussion ensued regarding recreational liabilities, the recent related legislation and the drivers for airport liability increases.

Mayor Hill noted that safety is paramount and this shows in the insurance rates.

Council President Menke MOVED to renew the City's insurance coverage through CIS for fiscal year 2017-2018 for property/ liability, and workers' compensation, and on a separate policy, renew the airport owners and operators liability coverage; SECONDED by Councilor Garvin. Motion PASSED unanimously.

4.c.

HB 4079 – UGB Affordable Housing Pilot Project Application Submittal

Planning Director Richards stated that the Planning Department has been vetting properties over the last few weeks related to the HB 4079 – UGB Affordable Housing Pilot Project. She noted that 4,048 (over 9,000 residents) households are considered house burdened meaning that they are in vulnerable housing situations. Ms. Richards detailed HB 4079 noting that it is a pilot program to develop affordable and needed housing on land currently outside Urban Growth Boundary (UGB). Ms. Richards displayed a map of McMinnville's URB.

Ms. Richards stated that the current UGB is 7,552 acres. She noted that a 50 acre would increase it by .6%.

Ms. Richards stated that the City is the applicant for the HB 4079 project. She reviewed the table of measures that are being worked through to encourage affordable and needed housing. She noted that the pre-application is due in September.

Ms. Richards explained that part of the process includes reviewing the soil maps. High Value Farmland was identified. She stated that this program will not serve the community because there is not any land available that is not considered High Value Farmland.

Planning Director Richards stated that the community is going to have a dialogue about growth as housing supply is constrained, permit levels are low, planning permits are low and it is difficult to fund public services at existing levels if the tax base does not grow at the same rate as personnel costs.

Discussion ensued regarding density, development and population growth.

Councilor Drabkin asked what could be done within the current constraints to help ensure affordable housing is being considered.

Planning Director Richards stated that they would be launching a great neighborhood principal discussion with the community. Information gathered will help write a zoning ordinance to achieve the desired standards.

Mark Davis, 652 SE Washington Street, reminded Council that there are two sources of land for development: new land and infill. He encouraged Council to look at the Urban Renewal District.

John Englebrecht, 1266 NE Augusta Drive, commented on HB 4079 and feels that affordable housing projects must be done within the UGB. Mr. Englebrecht discussed previous affordable housing efforts and noted that affordable housing has to come.

5. CONSENT AGENDA

5.a. Consider the Minutes of the May 9, 2017 and June 27, 2017 Dinner and Regular Meetings.

Councilor Stassens MOVED to adopt the consent agenda; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

6. RESOLUTION

6.a. **Resolution No. 2017-52:** A Resolution amending the McMinnville Affordable Housing Task Force Annual Action Plan.

Planning Director Richards stated that the three-year Affordable Housing Task Force Action Plan was reviewed by the McMinnville Affordable Housing Task Force. She noted that the proposed amendments include a survey of the City for property opportunities followed by research and evaluation of those properties for affordable housing. The other proposed change is a revision of priorities to include a housing needs analysis in 2018-2019.

Councilor Drabkin noted the hard, efficient, and well-done work of the Planning Department. She stated that she would like to see the mid-term actions be reprioritized. Councilor Drabkin stated that the removal of action item related to HB 4079 could be removed. She recommended that the remaining three action items be reprioritized as follows: 1. Review emergency shelter zoning ordinance provisions and revise as necessary to provide allowance for tiny homes or temporary shelter to residents suffering from homelessness. 2. Survey the city for property opportunities (City-owned, County-owned and Non-Profit- owned). Research and evaluate creative programs to leverage these properties for affordable housing (affordable housing exchange, land trusts, etc. 3. Evaluate the impact of a density bonus for developers including affordable housing units.

Council President Menke MOVED to adopt Resolution No. 2017-52 as amended by Councilor Drabkin amending the McMinnville Affordable Housing Task Force Annual Action Plan. SECONDED by Councilor Stassens. Motion PASSED unanimously.

7. ORDINANCES

7.a. First Reading with possible Second Reading of Ordinance No. 5030: An Ordinance authorizing lease of real property located at the McMinnville Airport to Redtail Soaring, LLC, pursuant to ORS 271.310.

Community Development Director Bisset explained that the lease is for 8.7 acres of airport property for glider operations. He noted that the lease expired on September 30, 2016 and if this area would be used as farm area if it was not used as a glider lease.

Councilor Jeffries asked about the relationship between local residents and Redtail Soaring. Community Development Director Bisset stated that the lease includes a provision that they will work on conforming with the Fly Friendly Program.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5030 An Ordinance authorizing lease of real property located at the McMinnville Airport to Redtail Soaring, LLC, pursuant to ORS 271.310.

Council President Menke MOVED to pass Ordinance No. 5030 to a second reading; SECONDED by Councilor Garvin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5030.

Council President Menke MOVED to approve Ordinance No. 5030 authorizing lease of real property located at the McMinnville Airport to Redtail Soaring, LLC, pursuant to ORS 271.310; SECONDED by Councilor Stassens. Ordinance No. 5030 PASSED by a unanimous roll-call vote.

8.d. First Reading with possible Second Reading of Ordinance No. 5031: An Ordinance authorizing lease of real property located at the McMinnville Airport to Potcake Farms, LLC, pursuant to ORS 271.310.

Community Development Director Bisset explained that the location of the proposed hangers is consistent with the adopted Airport Layout Plan. The lease is for 35 years and the lease allows for five-year extensions throughout the useful lifetime of the built hangers. Mr. Bisset noted that this is a

different approach to leases than in the past. He shared that he has heard that the current lease terms are restricting and make it difficult for financing to be obtained.

Staff recommends that Council entertain revisiting existing leases. The Airport Commission also recommends revisiting the existing leases.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5031 An Ordinance authorizing lease of real property located at the McMinnville Airport to Potcake Farms, LLC, pursuant to ORS 271.310.

Councilor Garvin noted that he spent some time at the airport recently speaking with the airport operators, leases, and pilots. He commented on his observations. He feels that the new platform for leases is more sustainable.

Discussion continued regarding the new lease terms.

Graham Goad, associated with B & G Hanger, stated that he will be asking for the same lease terms and rate as Potcake Farms, LLC.

Holy Nehls, Konnect Aviation and Airport Manager, thanked City Staff for putting together the lease packages and stated that the leases helps generate revenues for maintaining the airport facilities.

Councilor Drabkin MOVED to pass Ordinance No. 5031 to a second reading; SECONDED by Councilor Stassens. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5031.

Councilor Jeffries MOVED to approve Ordinance No. 5031 authorizing lease of real property located at the McMinnville Airport to Potcake Farms, LLC, pursuant to ORS 271.310; SECONDED by Councilor Drabkin. Ordinance No. 5031 PASSED by a unanimous roll-call vote.

8.e.

First Reading with possible Second Reading of Ordinance No. 5032: An Ordinance authorizing lease of real property located at the McMinnville Airport to Kauer Family Farms, LLC, pursuant to ORS 271.310.

Community Development Director discussed the details of the lease. He explained that a Request for Proposals (RFP) package for the leasing of farm land at the McMinnville Municipal Airport was issued in March of 2017. Upon completion of the review process the RFP submitted by Kauer Family Farms, LLC was determined to be in the best interest of the Airport. He noted that the total financial compensation over the initial five year lease

period will be approximately \$310,000. The lease was considered by the Airport Commission and is being recommended.

Mr. Bisset added that in addition to the proposed financial compensation, Kauer Family Farms, LLC has proposed to perform the following services to the airport at no charge:

- Mowing services for the large grass areas that cannot be farmed. Such mowing services will be provided up to twice per lease year, at the sole cost and expense of the Kauer Family Farms, LLC; and
- Weed spraying services of all taxiway/ runway shoulders, old taxiway areas, and overrun shoulder areas. Such spaying services will be provided up to twice per lease year, at the sole cost and expense of the Kauer Family Farms, LLC.

No Councilor present requested that the Ordinance be read in full.

City Attorney Koch read by title only Ordinance No. 5032 An Ordinance authorizing lease of real property located at the McMinnville Airport to Kauer Family Farms, LLC, pursuant to ORS 271.310.

Councilor Drabkin asked how the weed spraying is addressed in regards to the endangered species at the airport. Safety operations are excluded from those endangered species protections because it relates to safety operations. Discussion ensued regarding how the determination of safety prioritization takes place.

Airport Manager Nehls explained the minimal impact to the endangered species from the safety maintenance conducted.

Councilor Garvin MOVED to pass Ordinance No. 5032 to a second reading; SECONDED by Council President Menke. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5032.

Councilor Garvin MOVED to approve Ordinance No. 5032 An Ordinance authorizing lease of real property located at the McMinnville Airport to Kauer Family Farms, LLC, pursuant to ORS 271.310; SECONDED by Councilor Ruden. Ordinance No. 5032 PASSED by a unanimous roll-call vote.

8. ADVICE/ INFORMATION ITEMS

8. a. Reports from Councilors on Committee and Board Assignments

Councilor Jeffries stated that he recently met with the new Executive Director Sean O'Day. He noted that Mr. O'Day is conducting a listening tour and will be visiting McMinnville soon.

Councilor Drabkin shared that the Affordable Homeless Sub Committee has been exploring partnerships with Yamhill County to bring programs to McMinnville that have proven track records in other communities. She noted that Peace and Community Together has a monthly meeting at the McMinnville Cooperative Ministries.

Mayor Hill provided an update on the Parkway Committee. He stated that they are looking at Phase 2 of the bypass. A soft opening of Phase 1 of the bypass is expected in mid-September with a full opening in December.

8.b. Department Head Reports

City Manager noted he will be out of town the rest of the week at Oregon City Managers Association.

8.c. Cash & Investment Report

9. EXECUTIVE SESSION: EXECUTIVE SESSION UNDER ORS 192.660(2)(d) TO CONDUCT DELIBERATIONS WITH PERSONS DESIGNATED TO CARRY OUT LABOR NEGOTIATIONS.

Council and staff designated to participate in the Executive Session entered executive Session at 9:33 p.m. The Executive Session concluded at 10:02 p.m.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:27 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder