

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

Tuesday, January 23, 2018 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Kellie Menke, Council President	Wendy Stassens
	Alan Ruden	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney David Koch, Deputy City Attorney Natalee Levine, and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:16 p.m.
2. DISCUSS POSSIBLE TIME CHANGE/FORMAT FOR WORK SESSIONS/  
CITY COUNCIL MEETINGS.

Mayor Hill shared his thoughts of changing the dinner meeting to a work session. He felt that it would be a great opportunity to make the meetings more productive by having presentations by partners, the community and discussing topics that needed to be handled in a timely manner and issues that are complex or controversial. He suggested that the work sessions take place around 5:40 p.m. It was noted that work sessions will also take place on the third Wednesday of each month at 5:30 p.m.

Discussion ensued regarding timing, joint work sessions with other boards and commissions, and topics for future work sessions.

Cyrus Buchholz of Sheridan asked Council about how the City is helping those in need who want help. He asked where they can find showers. Discussion ensued regarding services the County offers and it was noted that the Community Center is available for showering and that there is a voucher program available to those in need. Council thanked Mr. Buchholz for attending the meeting and raising the issue.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:56 p.m.

s/s 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, January 23, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Kellie Menke, Council President	
	Alan Ruden	
	Wendy Stassens	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Deputy City Attorney Natalee Levine, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Information Systems Director Scott Burke, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Chief Matt Scales and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

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: Councilor Ruden led the pledge of allegiance.
3. OATH OF OFFICE: City Attorney David Koch administered the Oath of Office to appointed Councilor Sal Peralta.
4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Sean Casey, 3133 Lily Lane, recently moved to Lily Lane. He commented that he had not seen anything being done directly to address neighbors' concerns. He noted that there were numerous RVs and semi-trucks parked near the neighborhood. He expressed his concerns about worrying about family when he was away and stated that he checked his vehicles more often. He kept hearing on public forums that the City wanted to help both sides. He thought it was an unacceptable situation. He had not seen Code Enforcement address this issue, no tires had been marked or vehicles towed.

Caroline O'Brien, 1591 SW Wright Street, stated there was an enormous problem with speeding on her street and Agee Street. She asked that the City consider putting in speed bumps on Agee Street. She was concerned about children riding their bikes to school and felt the fast traffic was a safety issue.

Nick Robinson, 3190 Lily Lane, was trying to be proactive and find solutions, but he was running into a roadblock. He had some discussions with Code Enforcement and police officers, but had received feedback that the ordinances were too vague to be enforced. He was concerned about dogs running at large and the codes not being enforced. He commented on an ORS that said people could not park within ten feet of a fire hydrant. There was a trailer that was parked right on the edge of the yellow paint and Code Enforcement's response was that she did not enforce the code but enforced the paint. He asked at what point they needed to sue the City for the City not acting. He reiterated that he was trying to be proactive.

Myah Lovett, 3157 Hidden Meadow Drive, asked if she could find out if those staying in the RVs in her neighborhood were on the sexual offender list. She expressed concern with them open carrying and would like to know if they were felons. She asked that the City follow State statutes addressing motor homes in the public right-of-way and suggested using the statutes from the City of Newberg regarding RVs. She didn't believe that it should take so long for something to happen. She also commented that it was possible someone had been dumping sewage into the storm water areas. People were looking for places to camp and if there were no policies in place, more would come to McMinnville.

Cheryl Gara, 3136 Hidden Meadow Drive, stated that when she moved into the neighborhood it was a nice place to be. It was clean, beautiful, and great and now there was a camp on Doran Drive. One of her neighbors sold his home for much less than what he thought it was worth because of complaints about those camping on Doran Drive. She saw stray dogs and people walking around that she had never seen before. She felt that it not a nice, safe neighborhood like it used to be. If she were to sell her home, she would not get a fair price for it. She asked for a law where people could not camp overnight on City streets. People would start moving out of the area because McMinnville would become known for allowing camping on streets. That would affect local businesses, and people would not want to move to McMinnville. It was unacceptable for people to permanently camp in their RVs in neighborhoods.

Griffin Zollner, 3743 Hidden Meadow Drive, stated that the people camping on Doran Drive found a loophole to camp on City streets. RV parks were a viable route for this type of lifestyle. He moved here three years ago and feared that the issues of Portland would creep into McMinnville. He didn't see that the issues would get any better if they were allowed to continue to perpetuate. He asked the City Council to imagine if there were piles of belongings and congregated trailers on their street day in and day out, questioning if they wanted to walk down the street, what their property taxes were being used for, and what the resale value was of their homes. He asked that Council resolve the issue as soon as possible.

Mark Riche, 1427 NW 5<sup>th</sup> Street, addressed the homeless issue. He noted that homeless needed a place to go and that the City should give them a place to go, a piece of land that the City owned. He felt that it was an ongoing problem. He stated that everyone was being attacked in one way or another. He did not think it would cost the City anything, and he thought the City could donate the land and it could be a write-off. He thought they should ban fortified liquor on Third Street. These problems were spinning out of control, and the way to solve it was to provide a piece of property for a place to be.

Police Chief Scales noted that the Police Department had been out to the area and would continue to monitor the situation. The semi-trucks were only required to be permitted if they were adjacent to a residential area. Since the area on Doran where they were parking was business/industrial, no permit was needed. The issue of RV camping and parking was not going unnoticed, however there were loopholes in the ordinance. The issue would continue to be addressed, but it was complex and multifaceted.

5. PUBLIC HEARING: To take testimony and evidence on the following matter:  
Zoning Ordinance Text Amendment: Chapter 17.55, Wireless Communications Facilities.

DOCKET NUMBER: G 4-17

The City of McMinnville was proposing to amend Chapter 17.55 (Wireless Communications Facilities) of the McMinnville Zoning Ordinance to update provisions related to wireless telecommunications facilities to bring it into compliance with current Federal Communications Commission (FCC) regulations and to protect livability in McMinnville.

Mayor Hill explained the rules of the public hearing and called the public hearing to order at 7:34 p.m.

Mayor Hill asked if there was any objection to the Council's jurisdiction to hear this matter. There was none.

Mayor Hill asked if any Councilor had any disclosures to make or would abstain from participating and voting on the application. There was none.

Mayor Hill asked if any Councilor had ex parte contact to declare. There was none.

Planning Director Richards stated that the topic was a Legislative Land Use application being initiated by staff to amend the Code regarding wireless facilities. She explained that the City's first wireless communications facilities chapter of the Zoning Ordinance was adopted in June 2000 and had not been changed since then. Over the last 17 years, the FCC had adopted multiple amendments governing the wireless industry such as: exemption from most regulations for personal wireless devices and exemptions requiring local agencies to administratively approve minor amendments to existing facilities. It was timely to consider updating the City's regulations to maintain FCC compliance and to

consider zoning opportunities to achieve a better community aesthetic. Adoption of the current regulations provided a good foundation for establishing McMinnville's first wireless facilities code. These regulations had allowed wireless towers in industrial zones without height limits. Current regulations also allowed up to 20 additional feet of height to be added by antennas mounted to existing structures in all zones. Landscaping at the antenna base and equipment enclosure required a six foot tall fence and sight obscuring plantings. Placement of antennas mounted to existing structures located in the historic downtown area required Conditional Use approval. She explained current installation and showed local examples of wireless communications towers and alternative support structures. The intent of the amendments was to allow for the flexibility of an evolving technology that was becoming more and more prolific, but started to require aesthetic standards so that the technology was not only a functional asset but also a built environment asset. The amendments included stealth and colocation when possible, minimizing height in residential and special areas, and allowing for small cell technology. They wanted to avoid land use cases and petitions.

She reviewed the process of getting to this decision:

- Identified as a product of the 2017 Planning Commission Work Plan.
- Reviewed and evaluated other community codes.
- Developed a draft and worked with legal counsel for compliance with FCC.
- Held Planning Commission Work Sessions.
- Developed amendments with Crown Castle.
- Planning Commission made a recommendation to City Council on November 16, 2017.
- City Council was introduced to the topic on November 28, 2017.
- Verizon asked for time to review and comment.
- City Council held a Public Hearing on January 23, 2018.

The recommendations for the McMinnville Zoning Ordinance, Chapter 17.55 included deleting the existing Chapter 17.55 and adopting a new chapter because the amendments were extensive. There were also major updates and new elements for wireless communications such as exemptions for those items that did not need to be regulated. She displayed a suggested chart of permitted locations for antenna support structures and antennas (inclusive of small cells) mounted to alternative antenna support structures. There were also development review standards such as visual impact, setbacks and separation, and colocation. She reviewed the application process which included: a public meeting, residential siting analysis, geographical survey, visual impact analysis, design options and alternative site analysis, number of WCF, safety hazards, landscaping, height, and maintenance. There was also a section regarding the owner's responsibility and abandoned facilities. There would be abandoned product at the end of the lifecycle and they needed to make sure that the owner would remove that product and restore the site to original condition.

Planning Director Richards displayed samples of creative stealth towers. Small cells were also addressed in the proposed amendments. She noted that small cells was an emerging technology that allowed for more data and more reach. What

was included for small cells was likely to change in the future. There were ways to make the small cells stealth as well that would be an asset to an area, and she showed examples. The additional recommended amendments were: deleting the definition of Radio Frequency Engineer, amending the Visual Impact – Height section that required a report prepared by a Radio Frequency Engineer, and amending the Colocation Feasibility section that must be presented and certified by a Radio Frequency Engineer. Finding a licensed RF Engineer was difficult and most cities were changing the language to allow for a licensed civil engineer to perform those tasks. Another additional amendment was deleting a sentence from the Visual Impact – Accessory Building Size section which stated for facilities required to be approved as stealth facilities, no fencing around the wireless or broadcast communication facilities shall be allowed. These were typically proprietary equipment that the vendor felt needed to be secured. There were other sections in the code that said the equipment needed to be screened by landscaping so it would not be a negative impact. She recommended that they adopt the ordinance as amended.

Councilor Ruden stated that there didn't seem to be a downside to these changes. He asked for Ms. Richards to explain the Conditional Use process. Planning Director Richards explained the Conditional Use process was a land use application and had to meet the criteria of the code. It went through a public process with a neighborhood meeting and public hearing at the Planning Commission.

Councilor Peralta asked about a Conditional Use for the small cell towers, extending the height from ten feet to twenty. What was the reasoning behind that? Planning Director Richards explained that there was concern about height impact in residential areas. The towers needed clearance for the facilities to talk to each other and they had to go up and above the roof and tree lines. If they could not get coverage at ten feet, there was an allowance to go up to 20 feet. She noted that 20 feet would be a Conditional Use process.

Councilor Peralta asked if there were any other notices required other than the 1,000 feet from the facility. Planning Director Richards explained there also needed to be notice posted at the site and a notice in the newspaper if there was a public hearing.

Councilor Peralta asked about the cabinet size, which originally was not to be larger than six cubic feet, and how Verizon had requested that be deleted. Planning Director Richards said the intent was to allow the technology to occur and be functional and have flexibility as it evolved. By putting a box around the size, it could restrict future use. They wanted to mitigate the aesthetic standards and impacts to the site. The focus was more on screening and stealth, and size did not become as important.

Council President Menke asked about the public meeting process and if it was organized by the Planning Department or applicant. Planning Director Richards stated the neighborhood meeting was organized by the applicant. The City offered to provide mailing addresses, but it was the applicant's job to do the mailing and

run the meeting. The Planning Department would only go to the neighborhood meeting as an observer, not as a participant.

Councilor Stassens asked about the towers going over 100 feet in industrial areas. Would that be through a Conditional Use? Planning Director Richards said that was done through a feasibility analysis. By federal law they could not prevent the opportunity for this technology to come into the community and operate.

Councilor Stassens asked about the stealth requirements. Planning Director Richards said the amendments required stealth. She noted that if it was collocating, it needed to blend in with the existing facility. If it was coming in as new, it was coming in as stealth. In industrial zones, towers were allowed to be installed. That was where they wanted towers located and they were trying to make it as easy as possible to go there.

Discussion ensued regarding installations on the agricultural holding zone.

Planning Director Richards explained that the future use of the property was not farming in the agricultural holding zone and they wanted to ensure that the infrastructure that would be installed would be compatible to the future development of the area.

Proponent: Meridee Pabst, Verizon representative, thanked staff for their time and careful review of Verizon's suggested changes. She noted that one of the more important changes was the restoration of the allowance for an additional 20 feet for rooftop installations in both residential and commercial zones. She explained that it was a critical option for carriers in order to serve all areas of the City. Carriers needed an option to get above rooftops. The City's interest in aesthetics was now protected by the stealth requirements. She shared that Verizon also supported the proposed changes for small cells. It was a work in progress and Verizon looked forward to working with the City to create some standards that would work for everyone.

Councilor Peralta asked how much additional infrastructure would be needed on rooftops. Ms. Pabst explained carriers were proceeding with developing both new macro sites and installing small cells. Small cells were useful in addressing high capacity need areas, such as downtown. Technology was changing and these things would evolve over time in order to serve the community.

Opponent: None.

Council President Menke moved to close the hearing and proceed to deliberation; seconded by Councilor Stassens. Passed unanimously.

Mayor Hill closed the public hearing at 8:15 p.m.

6.

## ORDINANCE

Second reading of Ordinance No. 5043: Second reading of **Ordinance No. 5043**: An Ordinance amending Title 17 of the McMinnville City Code Specific

to Chapter 17.06, Definitions, and 17.55 Wireless Communications Facilities to help achieve a more desirable community aesthetic while ensuring code compliance with current Federal Communications Commission (FCC) regulations.

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

City Attorney Koch read by title only for a second time Ordinance No. 5043.

Councilor Garvin MOVED to adopt Ordinance No. 5043 amending Title 17 of the McMinnville City Code Specific to Chapter 17.06, Definitions, and 17.55 Wireless Communications Facilities to help achieve a more desirable community aesthetic while ensuring code compliance with current Federal Communications Commission (FCC) regulations; SECONDED by Councilor Stassens. Ordinance No. 5043 PASSED by a unanimous roll-call vote.

7.a.

#### PRESENTATION: Downtown Safety Task Force

Police Chief Scales and Parks and Recreation Director Muir presented. Police Chief Scales noted the names of the Task Force members. Since the November Council check in, the survey was closed and the Task Force reviewed the results, they brainstormed potential solutions to problems, had presentations from Mac City Pastors and Officer Heidt, ranked proposed solutions, identified pros and cons for solutions, and continued improvements to the web page.

Parks and Recreation Director Muir discussed the survey that quantified the summer of 2017. She shared that over 200 people took the survey. The survey was distributed online through the McMinnville Downtown Association, flyers were hand delivered to the neighborhood north of downtown, the survey was emailed to SoDAN (south of downtown neighbors), and was posted on the City's website. She noted that 46% of survey respondents were employees of a downtown business, 20% were downtown residents, 18% were downtown business owners, 12% were others, and 4% were visitors/shoppers. The focus was on what happened in the summer of 2017 and to create a baseline. For the question how many times did you or your employees personally feel unsafe in our downtown, 42% said sometimes, 21% said seldom, 20% said often, 16% said never, and 1% said always. The goal would be to get more who said seldom or never so that people felt safe downtown. For the question how much communication did you personally read, see or hear about regarding what efforts were underway to improved downtown issues, 60% stated some but too little, 21% said none, 18% said about right, and 1% said too much. Parks and Recreation Director Muir stated that they were working on better communication. For the question how many times did you or your employees see or deal with camping or loitering on your property, the majority said 1-5 times. For the question how many times did you or your employees deal with urine or human waste on your property, 59% stated 0 times, 32% said 1-5 times, 4% said 6-10 times, 5% said 10 or more times. For the question how often did you see a police presence or park ranger in downtown, and the majority said never or seldom/sometimes.



Chief Scales shared that the Task Force met for a brainstorming session for prioritizing issues and potential solutions. He noted that Officer Heidt had been working with the courts and patrol officers on excluding persons from downtown. Officer Heidt had seen a decrease in the number of behavior issues downtown and Chief Scales had received calls noting that business owners and residents had also seen a decrease. The next steps for the Task Force were: two more meetings, finalize recommendations including short and long term solutions and measures for success, pros/cons list for solutions, and return to City Council on March 27, 2018 with a final product.

Councilor Stassens asked about what kind of traffic there had been on the website. Police Chief Scales would have to look into that. He talked about working with the *News Register* to tell the story about how the City was handling the problem as well as include that story on the website. Parks and Recreation Director Muir added that the McMinnville Downtown Association also had the exclusions on their website. She would work with them and the City to get a counter to see how many people were accessing the information.

Discussion ensued regarding exclusions and how long people were on the list. Police Chief Scales said people could be excluded for up to 180 days.

Mayor Hill commented on the marked difference that Officer Heidt noted. He thanked the Task Force for their work. He noted the importance of doing things thoughtfully and creating ordinances that were right for the long term.

7.b.

#### PRESENTATION: Mid Year Budget Report

Finance Director Baragary gave a high level view of the current fiscal year's budget. The Finance Department had updated the forecast as well. The beginning fund balance was higher than anticipated due to increased property tax revenue and personnel services savings in Parks Maintenance, Police, and Fire due to vacant positions. Revenues were higher than projected from marijuana taxes, franchise fees, and transient lodging tax rate increase. She reviewed the expenditures for the fiscal year. The biggest change was the staffing level changes due to adding two positions in the Police Department. PERS rates had also been updated. She displayed a chart of the General Fund reserve based on the adopted budget and compared it to the mid-year estimates. She noted that there was not a lot of variance. By the end of 2018-2019 they could reach the 25% threshold that was adopted as the General Fund reserve policy. The challenges for the future were increased PERS employer contributions rates and increasing health insurance costs. She noted that the option that was currently getting the most traction was the employer incentive fund and explained that the fund would be structured to allow the creation of a side account to be used to off-set PERS rate increases. What would be a benefit to the side accounts was that PERS would match employer contributions \$.25 on the \$1.00. The side accounts could only be funded with cash on hand, but there might be changes to allow use of bond or loan proceeds.

Finance Director Baragary noted that the state and local marijuana tax revenues should be approximately \$40,000 to \$50,000 for local and \$150,000 for state.

Property tax revenue had been increasing about 4%. There would also be a strategic planning process that would help the City determine how to fund some of the upcoming challenges. The first Budget Committee meeting would be held on May 16th.

Councilor Ruden asked about the decreasing General Fund reserves. Finance Director Baragary noted that the figures for the additional possible revenue streams were not included in that table. She thought that was where the strategic planning discussions would assist the City. If they did nothing, they were looking at a significant decrease in the reserves.

City Manager Towery noted that when they were looking 3-4 years out and assumed no proactive decisions, the numbers would get worse. It meant that they needed to make some decisions between now and then.

Mayor Hill noted that they needed to fine-tune the expense portion and to get creative in the revenue portion. They had to have a holistic approach.

Discussion ensued regarding how critical strategic planning was at this time.

City Manager Towery noted the City was being conservative on the revenues and expenditures, and over the long-term they ended up being better off than they thought. The reserves had been stable and he did not think they were in a precarious position at this point.

Councilor Peralta asked about other drivers and costs other than PERS. Finance Director Baragary shared that medical insurance was the most expensive after PERS. One thing that was not incorporated into the forecast was the CPI, which was 3.6%, and would affect the COLA. She had not had time to calculate what that would mean. It had not been that high in other parts of the country.

## 8. RESOLUTIONS

- 8.a. **Resolution No. 2018-02:** A resolution appointing \_\_\_\_\_ and \_\_\_\_\_ as representatives of the City of McMinnville Budget Committee.

Mayor Hill shared that two applications were received (Sherry Markwood and John Mead) for the vacant Budget Committee positions. Council President Menke, Mayor Hill, and Budget Committee Member Peter Hofstetter met on January 10th to interview Ms. Markwood. Because Mr. Mead had several years of experience serving on the Committee and there were two vacancies, it was determined unnecessary to interview him. These appointees would serve three year terms.

Councilor Ruden MOVED to adopt Resolution No. 2018-02; appointing Sherry Markwood and Peter Hofstetter as representatives of the City of McMinnville Budget Committee; SECONDED by Council President Menke. Motion PASSED unanimously.

- 8.b. **Resolution No. 2018-03:** A Resolution of the City of McMinnville accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30<sup>th</sup>, 2017, per Oregon Revised Statute 457.460.

Planning Director Richards explained that per ORS 457.060 the McMinnville Urban Renewal Agency was required to prepare an Annual Financial Report reporting resources, expenditures, activities, and impact to taxing districts for the previous fiscal year and file it with the governing municipality prior to January 31 of each year, and notice provided in the newspaper of the annual financial report being available for review. She reviewed the highlights of the report noting revenues and expenditures. The tax collected for last fiscal year was \$176,000 and the projects worked on were the Alpine Avenue improvements, Parking Study, Façade Improvement grants, and there were administrative costs for the bonds. She then described the long term obligations and the forecast for this fiscal year's budget revenues and expenditures. The primary project for this year was Alpine Avenue. They would also work on the Third Street improvement project and development assistance program. She then discussed the impact on the overlapping taxing districts in terms of foregone revenue.

Council President Menke MOVED to adopt Resolution No. 2018-03; accepting the Annual Financial Report for the McMinnville Urban Renewal Agency for Fiscal Year Ended June 30<sup>th</sup>, 2017, per Oregon Revised Statute 457.460; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 8.c. **Resolution No. 2018-04:** A Resolution awarding the contract for the construction of the Shadden Drive Sanitary Sewer Pipe Bursting Project, Project 2017-12.

Community Development Director Bisset stated that the project represented the rehabilitation of approximately 1,000 feet of eight inch sanitary sewer mainline. He noted that it was being constructed as part of the subdivision development in the area. The project would allow the repair before the street was paved. The funding for the project was contained in the budget for the wastewater services fund. Two quotes were received for the work and Canby Excavating was the low bidder. The work would be completed by March 2018 and he did not anticipate any delays.

Councilor Garvin MOVED to adopt Resolution No. 2018-04; awarding the contract for the construction of the Shadden Drive Sanitary Sewer Pipe Bursting Project, Project 2017-12; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 8.d. **Resolution No. 2018-05:** A Resolution awarding a Contract Amendment 1 for Professional Services for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2.

Community Development Director Bisset noted that about a year ago a design contract was awarded to CH2MHill for the first phase of the next expansion project at the treatment plant addressing the tertiary treatment process as well as

the disinfectant process. It was time to begin Phase 2 of the project explaining that this was the next large capital project in the Water Reclamation Facilities Plan. The scope of work included the development of the design contract documents and bid services for the project.

Council President Menke MOVED to adopt Resolution No. 2018-05 awarding a Contract Amendment 1 for Professional Services for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2; SECONDED by Councilor Ruden. Motion PASSED unanimously.

- 8.e. **Resolution No. 2018-06:** A Resolution Approving an Option and Tower Lease Agreement with Verizon Wireless, LLC.

Fire Chief Leipfert stated that the contract with Verizon was to give access and lease property on the tower to Verizon. There was room to accommodate Verizon on the tower and on the ground, however one of the parking spaces in the parking lot would be lost. There would be a brick wall placed around the tower to accommodate the new infrastructure. The contract included terms that would protect the City's emergency communications system.

Councilor Ruden MOVED to adopt Resolution No. 2018-06 approving an Option and Tower Lease Agreement with Verizon Wireless, LLC; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 8.f. **Resolution No. 2018-07:** A Resolution of the City amending a Deed that was recorded on August 18, 1971, in Film Volume 85, Page 1250, Deed and Mortgage Records of Yamhill County.

Planning Director Richards stated that the City conveyed a piece of property to Evergreen Helicopters Inc. International in 1971. The deed had several restrictions on how the property would be used. One of the restrictions was relative to the specific use of the property for helicopters. The property was now being used as the headquarters for TTR, a software development company. They were moving forward to obtain financing to support their growth and were having difficulties due to the deed restriction. She explained the proposed change to the deed.

Councilor Ruden MOVED to adopt Resolution No. 2018-07 amending a Deed that was recorded on August 18, 1971, in Film Volume 85, Page 1250, Deed and Mortgage Records of Yamhill County; SECONDED by Council President Menke. Motion PASSED unanimously.

9. **CONSENT AGENDA**

- a. Consider the Minutes of January 9, 2018 Regular City Council Meeting.
- b. Consider request from Les Brebis, LLC for an OLCC Winery License located at 2803 NE Orchard Avenue.

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

10. ADVICE/ INFORMATION ITEMS

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

Council President Menke shared that Visit McMinnville had their goal setting meeting and their main focus was on branding. Visit McMinnville would be coming to Council to discuss a feasibility study.

Mayor Hill shared that the Parkway Committee recently met and they were beginning to focus on Phase Two of the Newberg-Dundee Bypass. He announced that the inaugural Mayor's Award event would be held the following week. He shared that it was an opportunity to update citizens and business owners on the accomplishments of the City, where the City was going in 2018, and to recognize three pillars of the community for their outstanding service. The COG Dinner would be held on January 31.

10.b. Department Head Reports

City Manager Towery briefed Council on the Economic Development Strategy and strategic planning efforts.

11. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:22 p.m.

s/s Melissa Grace  
City Recorder