

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

Wednesday, November 15, 2017 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	Alan Ruden
	Kevin Jeffries	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Police Chief Matt Scales, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, and Finance Director Marcia Baragary.

CALL TO ORDER: Mayor Hill called the Work Session to order at 6:10 p.m. and welcomed everyone in attendance.

City Manager Towery shared that there is a possibility for a wastewater franchise fee. He noted that there will be further conversations on this topic.

He reviewed the additional revenue items for consideration:

- Specialty Business License – Licensed care facilities
- General Business License
- Cost Recovery System for fees and charges for departments such as Planning, Parks and Recreation and Code Enforcement
- Utility Surcharge
- Construction Excise Assessment

City Manager Towery shared that Councilor Drabkin asked about the possibility of adding a local gas tax. He added that often the revenue from the Utility Surcharge is dedicated to specific expenses.

Council expressed their strong interest in the licensed care facilities specialty business license. Mayor Hill asked how quickly this could be enacted.

Councilor Jeffries noted that business licenses add a level of security for citizens.

Council President Menke stated that there should be a focus on the Planning Department.

Councilor Stassens felt that the City should be looking at comparable cities to see what they are doing and how much they are charging.

Discussion ensued regarding developing a cost recovery system and what percent of cost recovery should be considered. Mr. Towery stated that there should be policy level decisions made related to subsidiaries. He noted that the process of developing the policies would include a conversation with stakeholders.

Council President Menke shared that she would also be interested in the local gas tax.

Discussion ensued regarding the parking study and if there was a way to generate additional revenue.

City Manager Towery reviewed the mid-year financial status report. He noted that there were some expenditure savings and tax revenues came in higher than expected. He explained the differences in the forecast.

Mr. Towery continued by providing a process overview related to program, service and facility needs. The process will include:

1. Work sessions where fees, the current landscape and potential opportunities will be identified.
2. Strategic planning and goal setting will take place in 2018.
3. Community engagement/ check-in and identification of outcomes.
4. A financial gap analysis.
5. Community check-in and discussion/ implementation of revenues sources to achieve outcomes.

Mr. Towery displayed two graphs of the estimated obligations bonds and the Series 2018 transportation bonds.

Discussion ensued regarding the many unmet capital needs. Mr. Towery noted that there has not been an assessment done of all needs.

Mr. Towery briefed Council on the request for proposals for consultants for economic development strategy and strategic planning.

Mayor Hill stated that 2018 will be a year of information gathering and developing the strategic plan.

Councilor Garvin stated that he looks forward to an in-depth conversation related to the facilities.

ADJOURNMENT: The Work Session adjourned at 6:51 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder