

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

Tuesday, February 13, 2018 at 5:45 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

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

Also present were City Attorney David Koch, Planning Director Heather Richards, Information Systems Director Scott Burke, Finance Director Marcia Baragary, Deputy City Attorney Natalee Levine, Captain Rhonda Sandoval 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 5:47 p.m. and welcomed all in attendance.

2. STRATEGIC PLAN

Mr. Brian Scott, Strategic Planning Consultant with BDS Planning and Urban Design, displayed an illustration of the strategic planning process. He noted that there would be four opportunities for discussion with Council.

Mr. Scott asked three questions of the Council. The first questions was: What do you personally value about living in McMinnville?

The Council responded: livability, community, community vitality, smaller aspect of the community that provides for needs, volunteerism, and charm.

Mr. Scott then asked Council to describe McMinnville in a single word.

The Council responded: exquisite, fun, beautiful, home, verdant, quality, civil.

The final question Mr. Scott asked Council was: What is your greatest fear for McMinnville?

The Council responded: growth, putting the cart before the horse, damage from growth, unplanned growth, being complacent, decline, accelerated growth/ losing character and feel.

Mr. Scott defined vision, mission and values. He shared that three focus groups met to discussion the vision, mission, and values. Mr. Scott reviewed the words the focus groups identified related to vision, mission and values.

Vision: Honor the past, embrace progress, proactive, stewardship, and progressive.

Mission: Catalyst, collaborative, basic services for a growing city, compassionate, collective leadership, leverage partnerships, transparent, service oriented, efficient and effective.

Values: Future orientated, inclusive, civic discourse, civility, fiscally responsible, engagement service, embracing change, and forward facing.

Discussion ensued regarding next steps and how the focus groups were identified.

3.

### AFFORDABLE HOUSING TASK FORCE HOMELESS SUBCOMMITTEE REPORT

Councilor Drabkin shared that the subcommittee identified four groups of homeless: Veterans, Senior Women, Youth (anyone under 18), and vehicular homeless.

Veterans: McMinnville is now operating at a function zero, meaning that when a homeless vet is identified, there are many options for finding housing for the veterans.

Senior Women: Fastest growing population of homeless in McMinnville. Covenant Church is moving forward with a project on creating housing for Senior women on the brink of homelessness.

Youth: Councilor Drabkin noted that this is the largest population of homeless in McMinnville. Approximately 45% of homeless are under 18. Councilor Drabkin stated that the subcommittee is working with the County.

Vehicular Homeless: Councilor Drabkin shared that they are focused on replicating a successful model out of Springfield related to car camping. Car camping works by having a site designation and could be in any zone. A willing property owner is needed along with a site manager, and access to sanitation, being handwashing, a portable toilet, and garbage service. Councilor Drabkin shared that they have found a willing site manager and garbage service provider. She noted that there would be one or two vehicles at a site for 90 days.

Councilor Drabkin shared the successes of the Springfield/ Eugene car camping program. The City, a non-profit and the homeless worked together to create successes. She stated that businesses would come to the program facilitators asking to be a host site. The failure is that they have had to convict four people in the last ten years. Councilor Drabkin explained the program in detail. She emphasized the role of a site manager and shared that there is an interested site manager that could dedicate 20 hours per week. She explained that the process included community partners, City staff and ordinances.

Councilor Drabkin stated that in order to continue forward, the subcommittee needs the blessing of Council. She also shared that the portable bathroom would need to be funded and the cost would be approximately \$1,000 per year (need one per site).

Mayor Hill reviewed the members of the Affordable Housing Task Force Homeless Subcommittee.

Council thanked the members for their work.

Planning Director Richards explained that the program has been running for about 20 years. She noted that it was important to have a non-profit champion. Discussion ensued regarding the evolution of the program in Eugene and Springfield.

Discussion ensued regarding a 90-day stay and the costs of portable toilets.

Councilor Drabkin discussed the tenant/ landlord relationship noting that there have been no liabilities.

Councilor Peralta expressed his thanks and shared that he supports the work.

Discussion ensued regarding the cost of the program and how it is funded in Eugene and Springfield.

Mayor Hill suggested Council to direct questions further questions to Councilor Drabkin and Ms. Richards and stated that the Council could discuss the topic further at a future Council meeting.

4. ADJOURNMENT: Mayor Hill adjourned the Special Called Meeting of the City Council at 7:00 p.m.

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, February 13, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens	<u>Excused Absence</u>
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Also present were City Attorney David Koch, Planning Director Heather Richards, Information Systems Director Scott Burke, Finance Director Marcia Baragary, Deputy City Attorney Natalee Levine, 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

Councilor Garvin led the Pledge of Allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Jared Miller, 947 SE Ford Street, was wondering about the audit that would be presented later that night. It looked like \$16 million was in the budget for capital improvements to the transportation system. He congratulated Councilor Drabkin for the report regarding homelessness. He noted that he was really glad that there were programs in McMinnville for the homeless and he hoped the framework would blossom into avenues of approach that everyone could work with and he hoped everyone would find their outlet through these programs.

Griffin Zollner, Hidden Meadow Drive, thanked Council, Police Chief Scales, and Captain Symons for their involvement and the information they had provided regarding the parking of RVs and cars in the public right-of-way. There were about a dozen people who had come to this meeting with the same concerns. He was looking forward to the hearing next week and getting this resolved quickly. He explained that many neighbors planned to be in attendance next week.

Jacob and Valerie Miller shared that they lived in an RV. Mr. Miller was concerned about the verbiage he had heard regarding RVs and the by right versus by loophole. He had gotten a lot more harassment after some of the verbiage. He felt that it was more encouraged than slowed down. He stated that he was thrown in jail for living in an RV on a City street. That case was thrown out, not because it was a loophole but because it was unconstitutional. He stated that just because someone was of a lesser economic status did not make them the new person that got to take the hate and negativity. That was what it had become, not someone that was protected. He had not found a loophole, but was living and making do with what he had. He had been arrested on a zoning code. Proper procedures were not followed and he hoped it would not continue. He noted that he was a member of the community too. Ms. Miller commented that they had been on the streets and raising their family here. McMinnville had changed in the last ten years. She noted that apartments were not affordable any more. Many of her neighbors were living in RVs while they were waiting for housing. Ms. Miller stated that they had been doing what they were being accused of, making a mess and dumping trash. She had friends and family in this community and they could not believe that people were saying these things about her family. Her children were seeing what was happening and how they were being treated. She felt it was not the right message.

4. **PRESENTATION: Mayor's Legacy Award**

Mayor Hill said the annual Mayor's Awards were presented on January 30<sup>th</sup>. One award was the Pillar of Community Award for unique and exemplary contributions for building a stronger McMinnville. He listed the recipients of that award. Another award was the Mayor's Legacy Award for profound and lasting impact on the McMinnville community. The recipient for this award was out of town at the award ceremony. He played a video which showcased the recipient's contributions to the City. He then presented Dave Haugeberg with the Mayor's Legacy Award.

Mr. Haugeberg thanked everyone and recognized his family in attendance. His life had been incredibly enriched by being a part of this community.

5. **JOINT MEETING MCMINNVILLE URBAN RENEWAL AGENCY  
MEETING & MCMINNVILLE CITY COUNCIL**

Mayor Hill called the joint meeting to order at 7:25 p.m.

Presentation: Audit Report for Fiscal Year 2016-2017 presented by Merina & Company

Finance Director Marcia Baragary introduced Tonya Moffitt from Merina and Company LLP. She noted that this was the second year that Merina and Company had performed the financial statements audit for the City and Urban Renewal Agency. This year they also performed the single audit. She felt fortunate to be working with Ms. Moffitt, her firm, and her staff. She showed excellent leadership and was a tremendous resource and her team was professional and helpful. Ms. Moffitt met with the Audit Committee this afternoon and went over the results of the audit. She was here this evening to present that information to the Urban Renewal Agency Board and City Council.

Ms. Moffitt reported that the financial statement audit had a clean opinion, which was the highest level of a financial statement audit that could be given. She noted that the City's financial statements were a comprehensive annual financial report. This was a special award that the City received from the Government Finance Officers Association. To receive the award, staff went above and beyond what was required of them to put together financial statements. There was an auditor's report in the back of the financial statements that was a state standard. This report looked at ORS 279, public purchasing laws, to ensure the City was following the rules appropriately. She reported that under those standards there were no findings for the City. The Urban Renewal Agency also had a clean opinion. She also reported on the single audit, explaining that this audit looked at all of the compliance requirements associated with receiving and spending over \$750,000 of federal funds. The GAS report was also a clean opinion and the report on the single audit for federal programs was a clean opinion and unmodified report. City Staff was very willing to give the auditors everything they asked for and the City's records were in order.

Mayor Hill commented that the Audit Committee met for an hour prior to the Council meeting this evening and they went into more detail about the audit. He asked Council President Menke to give her perspective.

Council President Menke shared that there was a great deal of respect between staff and the auditor. She thought that the auditor was very qualified. She noted that there was interesting information regarding the statistics from the last ten years. She felt good about the process.

Mayor Hill noted that on pages 134-135 and 137-138 there was historical information that showed where the City had been, especially in regard to PERS. He asked the auditor about the openness of City staff to the auditor, and Ms. Moffitt had said they were very responsive and open. He had also asked staff about their view of the auditor, and staff had responded that there was a tremendous partnership that had developed. He thought the City had a legacy of financial excellence. He thanked the Finance Department for their good work.

Mayor Hill adjourned the joint meeting at 7:35 p.m.

6.

#### CONSENT AGENDA

- a. Consider the Minutes of the January 17, 2018 Special Called City Council Meeting.

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

7.

#### RESOLUTION

- a. Resolution No. **2018-08**: A Resolution establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2017-06.

Community Development Director Mike Bisset introduced Lauren Blincoe, Public Affairs Specialist. She had been helping to tell Community Development's story. She had made several enhancements to the website and had launched social media for the department. She would be helping to spread the word on the SDC rate increase if that was the direction from Council. The City's SDC ordinance allowed for an annual adjustment of the SDC rates based on an inflationary index which was an engineering index based out of Seattle. Seattle was the nearest one to McMinnville and represented northwest construction costs. The proposed 7.7 percent increase was the growth in the construction cost index from January 2017 to January 2018. It reflected the trends for construction costs in the northwest. This was a significant rate increase and larger than what had been done in recent history. Mr. Bisset noted that for a single family residential permit the 7.7% increase would translate to a \$575 per unit rate increase. That rate increase would be effective July 1<sup>st</sup>.

Councilor Ruden asked if this proposal had been noticed publically.

Mr. Bisset said there wasn't a special notice posted regarding this item. The normal course of action was after Council action, notices would be placed at the counter and copies of the rate increase would be put in packets that went out to builders. Additionally the Planning Department was holding a Meet and Greet in March and there would be a flyer to distribute at that meeting.

Council President Menke did not see the necessity for a public hearing if that was what Councilor Ruden was suggesting.

Councilor Ruden clarified that he thought there should be a meeting or public hearing to give people opportunity to give input on the increase.

Council President Menke commented that costs were going up and the City was usually behind the ball for these types of things. She thought it should be treated as a housekeeping item and a vote should be taken on it tonight.

Councilor Drabkin asked how this was related to Seattle.

Mr. Bisset explained the construction cost index and reviewed the components of the index which included labor costs.

Discussion ensued about the percent being high and how that compared with other cities.

Councilor Garvin stated that they did not want to fall behind. There had been a lot of subdivision permits, and more were coming. If they did not enact this increase now, they would be behind in the future.

Councilor Ruden noted other community's SDCs were significantly higher than McMinnville's. He was not against the resolution, but he was against not allowing public comment on the topic. Prices had gone up significantly and adding another increase to the SDCs was substantial. He would like to give the community time to weigh in.

Council President Menke did not want to delay this decision. She felt that nothing would be changed if there was a public hearing.

Councilor Ruden stated that although it might not change the situation, it gave people the time to comment.

Discussion ensued regarding recapture rates.

Councilor Peralta noted that if a public hearing were to be considered he would like to hear additional information. He felt that he was prepared to vote.

Council President Menke MOVED to adopt Resolution No. 2018-08; establishing revised System Development Charges (SDCs) pertaining to parks and recreation, sanitary sewer, and transportation; and repealing Resolution No. 2017-06; SECONDED by Councilor Peralta. Motion PASSED 4-2: Councilor Drabkin, Yea; Councilor Peralta, Yea; Council President Menke, Yea; Councilor Stassens, Yea; Councilor Ruden and Councilor Garvin, Nay.

## 8. ADVICE/ INFORMATION ITEMS

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

Councilor Garvin provided an update on YCOM noting they are getting ready to go live with the new system.

Council President Menke had the honor of testifying at the joint transportation committee in Salem. She stated that they are looking at HB 4060.



Councilor Stassens shared that MURAC discussed parking in the NE Gateway. They are looking at how to balance aesthetics with the need for parking.

Councilor Drabkin noted that there will be one opening on the Affordable Housing Task Force and in approximately six months there will another vacancy.

Mayor Hill noted that the Parkway Committee is meeting on Thursday.

b. Department Head Reports

Ms. Baragary shared that the City will be selling the remaining \$8,000,000 of GO Bonds. Staff will be logging on and will be able to see the bids.

Ms. Richards stated that McMinnville Matters is being launched as a community engagement tool. The website is: [www.mcminnvillematters.com](http://www.mcminnvillematters.com). There is also a Facebook Page, Twitter and Instagram.

Mr. Towery noted that he started as City Manager 364 days ago and he has found McMinnville to be a wonderful place to live and work. He thanked Council for their trust.

9. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:15 p.m.

s/s Melissa Grace  
Melissa Grace, City Recorder