

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, July 10, 2018 at 5:30 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
	Sal Peralta	
	Alan Ruden	

Also present were City Attorney David Koch, Planning Director Heather Richards, Police Chief Scales, 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 5:39 p.m. and welcomed all in attendance.
2. ECONOMIC DEVELOPMENT STRATEGY

Planning Director Richards introduced Mr. Elliot Weiss of Community Attributes Inc. and Economic Development Strategy Consultant. She stated the intention of the plan is to take efforts and leverage towards a bigger cause. The process has involved McMinnville Economic Development Partnership, McMinnville Chamber of Commerce, McMinnville Downtown Association and the Chamber of Commerce.

Mr. Weiss reviewed the process that included monthly advisory committee meetings. He shared that February through March the process included the following efforts:

- Robust data profile to ascertain current and anticipated demographic and economic characteristics of McMinnville.
- City tour- downtown, Granary District, various neighborhoods, Linfield College, and elsewhere.
- Four focus groups with business leaders from a broad range of industries, including manufacturing, software development, financial services, education, agriculture, wine, tourism and hospitality, and others.

- One public open house to share key findings from the data profile and to solicit feedback on McMinnville's economic vision and strategic priorities.
- Development and hosting of an online Idea Map as an open forum for public comment on opportunities and challenges facing McMinnville.

In April they submitted a SWOT analysis and a summary of economic development challenges and opportunities for McMinnville. They also submitted a strategic framework to guide strategy development.

Mr. Weiss shared that in May they submitted a draft strategy, conducted a public open house and presented during a City Council work session. He shared that the work in June – July includes: revision and submission of final strategy, compilation of strategy and other project materials in a draft report, a presentation of the report to City Council and finalization and submission of the Economic Development Strategy.

Mr. Weiss then reviewed the opportunities and challenges:

Opportunities

- Balanced employment across industry sectors.
- High quality life to boast about and attract investment.
- Robust wine and tourism economy, as well as cultural and recreational amenities that bring visitors.
- Good location in proximity to major metro area with natural environment assets nearby, climate and soils suited to agriculture.
- Proximity to Portland allows McMinnville to capitalize on urban infrastructure/ amenities.

Challenges

- McMinnville's median household income is low, with disparities by race or ethnicity and educational attainment.
- Balanced employment across industry sectors.
- Relatively low educational attainment.
- Lack of housing options.

Mr. Weiss discussed living wage methodology. He provided an example of the living wage required to rent a 2-bedroom unit in McMinnville noting that the minimum income required would be \$50,400. This assumes that a renter is not spending more than 30%.

Mr. Weiss read the proposed economic development mission: McMinnville provides economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors, from steel manufacturing to technology. Economic Growth is collaborative, and inclusive of individuals from diverse backgrounds. Businesses leverage local and regional talent pipelines while attracting new employees and residents who value McMinnville's high quality of life. Our strong downtown serves

residents and visitors alike, featuring unique shops and world-class restaurants that offer locally-produced food products and globally-renowned wine. As we evolve, we prize our small town roots and we maintain McMinnville's character.

Mr. Weiss reviewed the Strategic framework and draft strategies as detailed in the Economic Development Strategy.

The Council expressed their appreciation for the work.

Jody Christensen of the McMinnville Economic Development Partnership (MEDP) stated that the process has been very exciting for them and that it has validated things they knew and unearthed some things that were surprising.

Jeff Knapp of Visit McMinnville thanked the Council for making the Economic Development Strategy a priority.

3.

LEGISLATIVE PRIORITIES – LEAGUE OF OREGON CITIES

City Manager Towery shared that the League's eight policy committees have proposed 29 policy areas to consider as priorities for a pro-active legislative agenda and have asked member cities to identify up for four top issues for the League's Board to consider.

Mr. Towery shared that the Executive Team suggests that the Council considers select its top four priorities from the following list:

- Beer and Cider Tax Increase.
- Permanent Supportive Housing Investment.
- PERS Unfunded Liability Revenue Stream Dedication.
- Property Tax Reform.
- Third Party Building Inspection.
- Wetland Development Permitting.

Mr. Towery shared that the Executive Team felt that all of the topics are important for municipalities and at the very least, the League should be prepared to work to maintain local government authority in any of these areas. In particular, the following:

- Right-of-Way and Franchise Fee Authority
- Small Area Cell Deployment

City Manager Towery noted that Councilor Drabkin sent an email that shared her preference to have the top two priorities be Permanent Supportive Housing Investment and PERS Unfunded Liability Revenue Stream Dedication.

Councilor Peralta felt that Mental Health Investment was a good thing to add as well as Permanent Supportive Housing Investment. He felt that the most significant items on the list were the PERS related items.

Councilor Garvin felt that it would be good to focus on the PERS items as well. He also felt that Beer and Cider Tax Increase, and Property Tax Reform should be prioritized.

Mayor Hill stated that Mental Health will fall to the County and that he would prefer to focus the League's efforts elsewhere. He commented on the importance of focusing on small area cell deployment.

Councilor Ruden felt that annexation flexibility and PERS reform should be focused on.

Council President Menke suggested the Beer and Cider Tax Increase, Permanent Supportive Housing Investment, PERS Unfunded Liability Stream Dedication and Third Party Building Inspection should be prioritized.

City Manager Towery stated he would summarize choices and bring them back to Council for their final approval.

Reports from Councilors on Committee and Board Assignments

Councilor Garvin updated the Council on the YCOM project and noted that there are new project managers and the project is moving along.

Councilor Peralta commented that the Mid-Willamette Council of Governments has started distributing a new advisory letter to cities.

Councilor Ruden noted that the Affordable Housing Task Force meeting has been postponed. He stated that the Airport Commission will be meeting in September.

Mayor Hill and Council President Menke shared that they attended a Senior Officials Emergency Management Training funded by FEMA.

4. ADJOURNMENT: Mayor Hill adjourned the Work Session Meeting of the City Council at 6:49 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 10, 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	Wendy Stassens
	Sal Peralta	
	Alan Ruden	

Also present were City Attorney David Koch, Planning Director Heather Richards, Police Chief Scales, Parks and Recreation Director Susan Muir, Senior Center Manager Anne Lane, 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 7:02 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.

There were no public comments.

4. PROCLAMATION: Fill the Boot

Mayor Hill read the proclamation to members of the Local IAFF 3099 and MDA member Amanda Borrer. Ms. Borrer thanked Council and members of the Local IAFF 3099.

5. PRESENTATION: Yamhill County Transit Plan

Planning Director Richards stated that the purpose of the project is to provide strategic guidance to help YCTA provide a sustainable and innovative transit

system serving both urban and rural users over a 20-year period. She stated that the potential desired outcomes for a successful plan include:

- Optimize and/ or reorganize existing service.
- Enhance physical transit infrastructure.
- Provide revenue-neutral and increased funding scenarios.
- Promote full range of transportation options.
- Identify transit-supportive land use policies and provide local jurisdictions with guidance for planning and decision-making.
- Improve integration and coordination of urban and rural services, including the NW Oregon Transit Alliance and other YCTA partners.
- Meet needs expected from future regional growth and tourism.
- Preserve function of state highways by expanding regional transit and reducing single occupant vehicle travel.

Ms. Richards stated that the goals for YCTA are: mobility, accessibility, passenger experience, safety and security, livability and economy, and efficiency and financial accountability.

Ms. Richards displayed a map from the McMinnville Transit Feasibility Study of June 1997 showing the proposed Bus Routes and Proposed Urban Growth Areas, the Employment Density and Household Density from 1991 and estimated for 2016.

Ms. Richards displayed a map of the existing service of YCTA and shared the following information about the YCTA:

- \$2.0 million annual operating budget.
- 4 intercity routes and local service in McMinnville and Newberg.
- 300,000 annual rides.
 - Nearly 50% are for work commute.
- People and jobs within ¼ of YCTA routes/ stops:
 - McMinnville: 70% of people and jobs.
 - Newberg – 80% of people and jobs.
 - Other cities: 36% of people and 58% of jobs.

Ms. Richards displayed a chart of the service type, annual ridership and annual service hours.

Ms. Richards stated that the key issues and findings from existing conditions include:

- Route alignment is generally good, but changes to schedules and route design are needed, some key destinations/ areas in McMinnville/ Newberg lack service.
- Weekend service and later/ earlier hours are priorities.
- Shopper types of shuttles to improve access to destinations. Walking to storefronts can be a challenge.
- Need to improve service in smaller communities.

She added that there were not any substantial changes for McMinnville.

The immediate changes for the Summer 2018 include:

- Minor schedule and routing changes.
 - Improve efficiency and connections between routes.
 - Help buses run on time.
 - Closer access to retail stores (Walmart/ Winco).
 - Renumber McMinnville routes so they are easier to understand.
 - Begin marking bus stop locations and place shelters when routes/ stops are confirmed.

The near-term (2019) changes include:

- Address issues with Route 3 (North) including service to Senior Center.
- Extend Route 2 to east, west, and south.
- Shopper Shuttle (1 day/ week).
- Longer-term:
 - Route serving Baker Creek/ Hill Road area
 - On-demand flex route pilot east of Lafayette Avenue.

Ms. Richards stated that the Capital Priorities include:

- Sign and mark bus stops.
- New buses with consistent markings/ branding.
- Ongoing stop improvement program (shelters, ADA access, etc).
- Technology upgrades: support real-time information and alerts.
- Improvements for CCC access roadway.

With regards to technology and programs YCTA plans to:

- Improve marketing and information, e.g. system map, website, online trip planning, real-time information/ alerts.
- Add fare payment technology.
- Provide travel training, volunteer driver program, etc.
- Add software to allow on-demand reservations.

Councilor Ruden about the new payroll tax related to transportation. It was noted that it comes out of the employee's paycheck and there is no employer match.

Ms. Richards stated that funding will come through the State Transportation Improvement Fund (HB 2017). The new annual revenues of \$500,000 in 2019 and \$1.1 million in 2020.

Ms. Richards stated that the next steps include:

- Finalize detailed service, capital and programmatic elements and phasing plan.
- Finalize financial plan and funding assumptions.
- Draft TDP – Late June/ early July.
- YCTA Board of Commissioners adoption process – Late July/ August.
- Final TDP in September.
- Implementation.
- McMinnville will amend the Comprehensive Plan and TSP if necessary.

6. CONSENT AGENDA

- Consider OLCC Limited on-premises license request from Sushi Kyo Express located at 877 SW Keck Drive.

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

7. RESOLUTION

- Resolution No. **2018-42**: A Resolution awarding the contract for the Senior Center Roof Replacement Project, Project 2018-4.

Parks and Recreation Director Muir explained that the roof in the senior center was from 1995 and is in need of repair.

Council President Menke mentioned that it was a long awaited roof and that she was happy to see this moving forward.

Council President Menke MOVED to adopt Resolution No. 2018-42; awarding the contract for the Senior Center Roof Replacement Project, Project 2018-4; SECONDED by Councilor Garvin. Motion PASSED unanimously.

8. DISCUSSION ON ORDINANCE ADOPTION PROCESS.

City Attorney Koch explained that Ordinances are to be passed as outlined in the Charter. It was noted that if the initial vote on the first reading is not unanimous then it would be automatically pushed it to a second reading at a later date

Council President Menke felt that the procedures should be left in place.

Councilor Peralta stated that if a Councilor has a concern then they could vote against a second reading. This would move it to a second reading at a later date. He felt that it was a good idea to open a public hearing or public comments.

Planning Director Richards explained that a notice should be provided to the public with plenty of advance.

Mayor Hill noted commented on seeking clarification from citizens making comments in public meetings but advised against getting into a debate.

Mayor Hill stated that the Council will proceed as they have been and if there needs to be a change later it can be looked at again.

9. ADVICE/ INFORMATION ITEMS

a. Department Head Reports

Parks and Recreation Director Muir commented on new events taking place at the Aquatic Center.

Planning Director Richards stated that they are starting the Buildable Lands Inventory process. Chuck Darnell was promoted to Senior Planner, and Tom Schauer from Grants Pass was just hired as Associate Planner.

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

s/s Melissa Grace
Melissa Grace, City Recorder