

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, July 24, 2018 at 6:00 p.m.

Presiding: Mayor Scott Hill

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 Manager Jeff Towery and Library Director Jenny Berg.

1. CALL TO ORDER

Mayor Hill called the meeting to order at 6:05 p.m.

2. TOUR OF THE LIBRARY CHILDREN'S ROOM AND BOOKMOBILE.

Library Director Jenny Berg gave a tour of the Library Children's Room and the Bookmobile.

3. ADJOURNMENT

Mayor Hill adjourned the meeting at 6:40 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 24, 2018 at 7:00 p.m.

Presiding: Mayor Scott Hill

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 Manager Jeff Towery, City Attorney David Koch, Fire Chief Leipfert, EMS Chief Dale Mount, and members of the News Media, Jerry Eichten of McMinnville Community Media, Dave Adams of KLYC Radio, and Tom Henderson of the News Register.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:01 p.m. and welcomed all in attendance.

Councilor Drabkin led the Pledge of Allegiance.

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

3. CONSENT AGENDA

- a. Consider the Minutes of May 8th, 2018 of the Regular City Council meeting, May 22nd, 2018 Work Session and Regular City Council meeting, June 12, 2018 Work Session and Regular City Council meeting.

- b. Consider OLCC Limited on-premises license request from Blue Ocean Wines LLC located at 2803 NE Orchard Avenue.

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

4.

DISCUSSION ON LEGISLATIVE PRIORITIES – LEAGUE OF OREGON CITIES

City Manager Towery directed Council to a chart reflecting the priorities Councilors discussed at their last City Council Meeting. Councilor Stassens felt that it was prudent to look at PERS, and permanent housing investments. Discussion ensued regarding Beer and Cider tax. City Manager Towery stated that this was a legislative item that could increase revenue. Councilor Ruden asked about the third party builder inspection. City Manager Towery explained that building inspection services could not be contracted out.

Councilor Drabkin felt it was important to address permanent support of affordable housing. She commented on a Statewide ballot measure amending the Constitution allowing for local bonds for financing for affordable housing. Councilor Drabkin also noted that there are a lot of vacancies on the Affordable Housing Task Force.

Councilor Stassens asked to include wetlands development permitting.

Councilor Ruden asked to include housing investment in the top four.

The top priorities that would be suggested to the League of Oregon Cities were determined to be:

- Third Party Building Inspection
- Wetlands Development Permitting
- PERS Reform and PERS Unfunded Liability Revenue Stream Dedication
- Permanent Supportive Housing Investment

5.

PUBLIC HEARING ON PROPOSED ORDINANCE NO. 5056: An Ordinance amending the 2012-2022 Franchise Agreement between the City of McMinnville and Comcast of Oregon II, Inc. (Ord. 4960).

Mayor Hill opened the public hearing at 7:17 p.m.

Jerry Eichten, Executive Director of McMinnville Community Media (MCM) provided a history of MCM and explained the services and programs they provide. Mr. Eichten stated that they support the Ordinance and they have been looking forward to the opportunity for quite

a long time. He stated that people should have the ability to view their local programming in the highest possible quality available. He shared that a number of local places have their channels in High Definition (HD) and that McMinnville subscribers should be able to view in HD as well.

Councilor Peralta thanked MCM for their work and the skills they help build. He stated that MCM is the main group impacted by this. He stated that this Agreement restricts the ability to have three low definition channels and allows for one high definition channel.

Mr. Eichten responded that their preference was to have the same programming available on the HD and standard definition. Mr. Eichten stated that not everyone has HD cable. He wanted to make sure that the programming was available to the widest number of cable subscribers. He stated that they are using one of the two channels potentially available. Councilor Peralta asked about the end of franchise. Mr. Eichten felt that it would be unlikely that the demand for the channel capacity would outgrow what they can currently provide by the end of the current Franchise Agreement in 2022.

Councilor Peralta asked about suggestions for the next Franchise Agreement. Mr. Eichten stated that what was agreed to in 2012 was an adequate compromise under the circumstances. He stated that HD in community channels was new at that time. Councilor Peralta thanked the City Attorney and City Manager for their work advocating for the City.

6.

ORDINANCE

- a. Consider First reading with possible Second Reading of **Ordinance No. 5056**: An Ordinance amending the 2012-2022 Franchise Agreement between the City of McMinnville and Comcast of Oregon II, Inc.

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

City Attorney Koch read by title only Ordinance No. 5056.

City Manager Towery thanked MCM for their patience as the negotiations have taken a while.

Councilor Peralta stated that he is not aware of any stakeholders so he is okay with the Ordinance moving forward.

Councilor Peralta MOVED to pass Ordinance No. 5056 to a second reading; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5056.

Council President Menke MOVED to approve Ordinance No. 5056 amending the 2012-2022 Franchise Agreement between the City of McMinnville and Comcast of Oregon II, Inc; SECONDED by Councilor Drabkin. Ordinance No. 5056 PASSED by a unanimous roll-call vote.

ADD ITEM

APPOINTMENT TO THE MCMINNVILLE WATER AND LIGHT COMMISSION

Mayor Hill announced that Mike Keyes resigned from the McMinnville Water and Light Commission in July 2018. Mayor Hill stated that he would like to appoint Nancy Carlton to the McMinnville Water and Light Commission. Councilor Garvin stated that Ms. Carlton is a very strong candidate. Council President Menke felt that she is qualified. Councilor Drabkin stated that Ms. Carlton is extremely intelligent and well versed in the subject. Councilor Ruden stated that Ms. Carlton is highly qualified and willing and he supports the recommendation. Councilor Stassens stated that Ms. Carlton is very sharp and has knowledge of power and electricity.

Mayor Hill asked who could support the appointment of Nancy Carlton to the McMinnville Water and Light Commission. Council approved the appointment of Nancy Carlton unanimously.

City Attorney Koch asked that the email from the Mayor be included in the Minutes.

Email from Mayor to City Council – July 23, 2018

With the resignation of Mike Keyes from the McMinnville Water and Light Commission, as Mayor I have the opportunity to appoint his replacement. Having sought input from many of you and this morning John Dietz and myself had the opportunity to meet with Nancy Carlton who previously served on the commission for a short period. I feel that Nancy would be a great replacement for Mike, with her knowledge of MW&L and her industry experience, she comes to us ready to hit the road running. I would like to submit her name to you as Mike's replacement with her service to start at our next commission meeting on August 21st. She will complete Mike's term which expires at the end of 2019. If you have any questions feel free to contact me.

- Mayor Hill

Here is background information from Nancy:

I was appointed to the Commission in May 2006 to replace Vivian Bull. My service was cut short when my husband, Mark Carlton, was being considered for the Finance Director position at MWL in December 2006. To avoid any appearance of conflict of interest, I resigned while he was being considered and subsequently hired for the position. Now that Mark has retired from the MW&L, I would like to be considered for appointment again.

By way of background and experience, I worked for the California Energy Commission for 26 years. I took an early retirement in 2002 and moved to McMinnville to be closer to my aging parents. While at the Energy Commission, I had progressively more important positions and spent my last 13 years as a Division Chief—first for the Energy Technologies Development Division, and then for the newly created Transportation Energies Division. I was a part of the Executive Management Team and participated in and/or led a number of intra- and interagency committees and working groups. I was twice selected for the Commission's Outstanding Manager Award, and valued my relationships with commissioners, executive management and staff.

Before working at the Energy Commission, I served as a legislative assistant to a U.S. Senator in Washington, D.C., for five years. I had policy responsibility for transportation, air pollution, and energy. My duties involved advising the senator, drafting speeches and testimony, as well as developing questions for experts appearing before the Joint Atomic Energy Committee.

After moving to McMinnville, I became involved with the McMinnville Area Habitat for Humanity. At various times I was a volunteer (at the ReStore and on builds), the paid volunteer coordinator, and a Board member. I have also volunteered with SMART, and the Homeward Bound Thrift Store.

I received my B.A. in Political Studies from Pitzer College in Claremont, CA.

Thank you,

Nancy Carlton

7. **ADVICE/ INFORMATION ITEMS**

Councilor Ruden shared when the Airport Commission and Historic Landmarks Committee are set to meet.

Councilor Drabkin stated that there are a number of vacancies on the Affordable Housing Task Force. She stated that they are hoping for applications. The Housing for Homeless Subcommittee was a monthly meeting but there wasn't time to get enough work done in between so the meetings will now take place every other month. She stated that there is a new appointment Carrie Martin. Councilor Drabkin stated that there was a presentation from the Homeless Initiatives Coordinator for Marion and Polk County and she gave the Committee some new ideas.

Councilor Stassens stated that there was a Urban Renewal Advisory meeting on July 11th. She stated that they are looking at two properties that private investors have purchased and they are applying for property assistance.

Councilor Garvin stated that the next YCOM meeting will likely be scheduled on August 16th.

Councilor Peralta stated that the Mid-Willamette Valley Council of Governments is updating their Comprehensive Economic Development Plan.

Council President Menke stated that Visit McMinnville met last Wednesday. She stated that they are looking good financially. She stated that she attended an Emergency Management meeting put on by FEMA.

Mayor Hill stated that the Bypass Committee met. He stated that they have a soft number on right-of-way acquisition of property for the Bypass. He stated that for Phase II to move forward there will need to be local matching of some sort. He stated that the Committee will be asking for surrounding communities to contribute. Mayor Hill noted that he will be attending the annual Mayors Conference.

Councilor Ruden stated that there a couple of significant advisory committees being formed. One will be the Neighborhoods Advisory Committee that will be looking what makes a livable neighborhood and what standards will there be.

Fire Chief Leipfert stated that the architect who built the Fire Station had engineers out to look at the cost for seismic upgrades. They will be applying for a grant which would fund all of the seismic upgrades. He stated that computer automated dispatch is moving forward and there will be added features and benefits. He stated that he had a brief meeting with the Fire Chief of Amity and they will be working together. He stated that they are working on three new hires.

City Manager Towery noted that the next work session will be on August 22nd and will be on Emergency Management. He shared that the Executive Team will be meeting on July 31st for a Team Building Retreat. City Manager Towery stated that there are three finalists for the Human Resources Manager position being interviewed on Thursday and there will be a Meet and Greet between 1-2 pm.

8. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:00 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder