

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

Tuesday, November 13, 2018 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

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, City Manager Jeff Towery, Finance Director Marcia Baragary, Planning Director Heather Richards, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 5:35 p.m. and welcomed all in attendance.

2. RECOLOGY REPORT

Mayor Hill thanked Recology for helping with the clean-up on Marsh Lane.

Carl Peters, CEO of Recology presented. He reminded Council that Recology is 100 % employee owned, they are a recycling and resource recovery company, and are a diverse company.

Mr. Peters shared that one of Recology's drivers, Dean Koch was nominated as the 2018 Driver of the Year by the National Waste and Recycling Association. Mr. Koch was up against 400,000 other drivers competing for Driver of the Year. He has gone 40 years in the community with no accidents or injuries. Mr. Peters explained that Mr. Koch leads with his heart and faith.

Mr. Peters stated that Recology cares about the community. He stated that Recology employees met up for a volunteer event at St. Vincent de Paul

this year. He stated that through volunteering they are able to provide strength and value to the community.

Mr. Peters stated that Recology is a company that values local support and they are committed to participating in the Car Camping Program. He emphasized the commitment to provide garbage service for the Car Camping Program and explained that each designated site will have garbage service, free of charge. Mr. Peters explained that Recology provides community support and education and shared that they support over 135 organizations. He noted that they are working with Zero Waste on Styrofoam Recycling, valuable items recovery in transfer-community yard sale, and inbound assessments of Construction and Demolition (C & D). They are also looking into increasing the frequency of glass service. He commended the City Council on their leadership on the visionary plastic bag ban.

Mr. Peters stated that Recology is focusing on recycling education as there is confusion around what can and cannot be recycled. He shared that they will have a website launched by January called [whatbin.com](http://whatbin.com) to help with recycling education. He provided examples of what should and shouldn't go into the comingle cart. He noted that compost is something they would like to promote. He displayed items that should not go into the compost.

Mr. Peters provided a simple overview of McMinnville's recycling program. He then provided the National Sword timeline from 2017 – present:

- 2017: China announces restrictions on imports of 24 types of recyclables.
- January 2018: Complete ban on mixed paper and scrap plastics.
- March 2018: Aggressive enforcement by Chinese customs officials.
- May 2018: Recyclables with <.5% contamination rejected at ports.
- August 2018: China began imposing 25% tariff on OCC, recovered paper, scrap plastics and various recovered metals.

Mr. Peters explained that recycling requires an end market. He stated that recyclable exports from U.S. to China have all but ceased, alternative markets in Southeast Asia are oversupplied, it is more expensive to ship to these markets than to China, and it is a long-term expense until new capacity comes online.

The industry response includes pursuing new markets, customer outreach focusing on education, enhanced processing and capital investments such as using optical sorters and robotics. Mr. Peters stated that there are still no clear solutions. The alternative markets are flooded and the prices are low, it is extremely difficult to meet China's 0.5% contamination standard,

investments in capital and personnel are not cost-effective, and anti-contamination measures don't address China's complete ban on mixed paper and #3-7 plastics.

Mr. Peters identified program alternatives such as keep unmarketable materials out of red bin and stockpile material until market recovers. He stated that local options are to continue to recycle, albeit at a higher cost, or asked for a concurrence from Department of Environmental Quality to landfill at a lesser cost.

Mr. Peters stated that they are asking for a proposed rate increase of 10.47%, effective January 1, 2019. 5.7 % of the increase is to cover the costs of the impacts as previously discussed and the balance is related to the CPI increase. He noted that they have not submitted a CPI increase to the City in three years. He clarified that the decision to pull out of the Riverbend Landfill has not impacted the rates or resulted in further expenses. He added that there are no retro costs included in the increase and Recology will continue to do everything they can to keep their program viable and effective. There would be no future potential rate submissions until July 2020 and they will continue diversion efforts, maximize recycling, and keep recyclables out of the landfill. He stated that they do not take rate increases lightly and they have eliminated a couple of salaried positions.

Councilor Drabkin asked about the last rate increase. Walter Budzik of Recology, explained that in January 2018 there was a 10 % increase. In October 2016, there was a 5.5 % increase and in July 2017 there was a 5 % increase. He noted that the increases were related to the addition of glass and yard debris. In 2014 and 2015 there were not increase.

Councilor Peralta clarified that the increase proposal is for one year. Mr. Peters responded that they will not propose another increase until 2020.

Councilor Garvin asked where this would put McMinnville to comparable cities. Mr. Peters responded that it is difficult to do a rate to rate comparison because Recology offers a tremendous amount of service level options. Discussion ensued regarding current rates and what the increased rates would be. He stated that through adjusting service levels, customers can offset the increase. He noted that this is an option not offered in many cities.

Councilor Stassens asked for more data to review. City Manager Towery stated that more data will be provided for a decision to be made at the November 27<sup>th</sup> City Council meeting.

Mr. Peters noted that they provide livable wages and that is important. He stated that they view the relationship with the community as a partnership.

3.

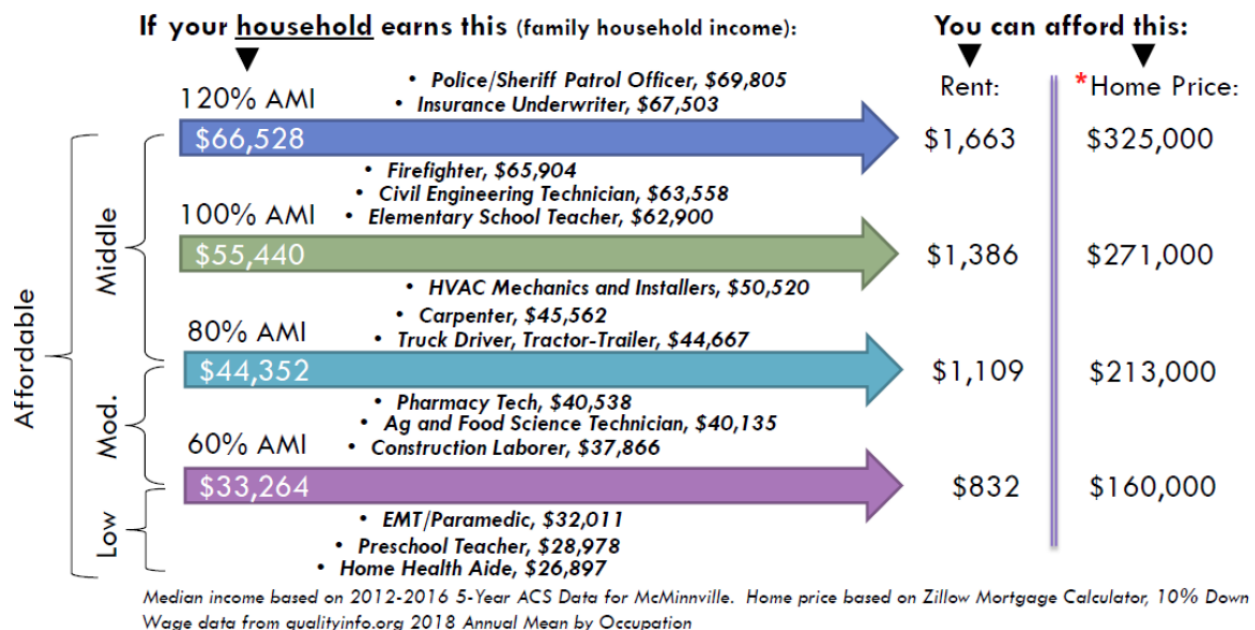
### MCMINNVILLE AFFORDABLE HOUSING TASK FORCE UPDATE.

Planning Director Richards presented the McMinnville Annual AHTF update. She provided some statistics for McMinnville residents:

- Homeowners: 1/3 (33%) of home owners with mortgages are in unaffordable conditions. This equates to 1386 households. There are 4,481 total households in the City.
- Renters 1/2 (54%) of renters are in unaffordable housing. There are 2,662 rental units in the City.

In McMinnville the Median Household Income is \$55,440. The median listed home price is \$377,450 and the median price of home sold is \$317,000. The average rent for an apartment is \$1,113 and for a two bedroom apartment rates is \$1,048.

Ms. Richards displayed and discussed the charts below.



Ms. Richards stated that the average home sale price in Yamhill County was \$344,914 in 2017, which was up 8.8% from 2016.

Ms. Richards shared that there are many people living in cost burdened situations relative to their housing. She added that there is a housing supply issue as well. She stated that there is a deficit of housing over the last ten years. She noted that housing affordability is a problem throughout the State.

Ms. Richards then provided the point-in-time count of those who self-identified as homeless. There were 1,386 individual in 2018. She stated that Yamhill County is the 10<sup>th</sup> most populated county in Oregon and has the 2<sup>nd</sup> highest number of persons who are homeless and fleeing domestic violence and the 5<sup>th</sup> highest in number of persons who are homeless with serious mental illness. She shared that 59 individuals precariously housed were Domestic Violence victims, 411 were 18 years or younger and 25 were 55 or older. In terms of those unsheltered, 51 were domestic violence, 64%. She explained that Yamhill County is achieving more shelter for people year after year but there are also more people in unsheltered situations.

<b>Data: Point in Time Count, Homeless in Yamhill County</b>								
<b>Point-In-Time Count</b>	<b>Total Homeless Population</b>	<b>Year over Year Change</b>	<b>Sheltered</b>	<b>Year over Year Change</b>	<b>Precariously Housed (Doubled-Up / Couch-Surfing)</b>	<b>Year over Year Change</b>	<b>Unsheltered</b>	<b>Year over Year Change</b>
<b>2018</b>	<b>1,386</b>	<b>+ 30%</b>	<b>240</b>	<b>+18%</b>	<b>729</b>	<b>+27%</b>	<b>417</b>	<b>+54%</b>
<b>2017</b>	<b>1,066</b>	<b>- 12%</b>	<b>203</b>	<b>+22%</b>	<b>573</b>		<b>270</b>	
<b>2016</b>	<b>1,197</b>	<b>n/a</b>	<b>167</b>	<b>n/a</b>				

Ms. Richards then shared that the Affordable Housing Task Force (AHTF) has nine members appointment by Council and that they meet monthly. Five new members were recently appointed. She stated that the charge is to review and recommend to the City Council, policies and or amendments to current zoning ordinances, Building Division review processes, System Development charge fees, street standards and other governmental policies that encourage increased access to and construction of housing for citizens earning 80 % or less of McMinnville's median income. This year the AHTF added workforce housing to the charge.

Ms. Richards stated that the action plan is a three year plan which includes immediate and short term actions (due May 1, 2017), mid-term actions (due May 1, 2018) and long-term actions (due May 1, 2019).

Short-term actions that had been completed included:

- Memorialize Systems Development Charge discounts for affordable housing projects; and
- Offer an expedited permit process to builders including affordable housing.

There were two short-term actions underway:

- Review recently adopted inclusionary zoning law, and if warranted, draft an inclusionary zoning ordinance and present to the Council for consideration; and

- Research “Cottage Codes” from other jurisdictions and, if warranted, prepare ordinance language for adoptions by the Council and for inclusion in McMinnville’s zoning ordinance.

Mid-term actions that are underway included:

1. Evaluate the impact of a density bonus for developers including affordable housing units.
2. Survey the city for property opportunities (City-owned, County-owned and Non-Profit owned). Research and evaluate creative programs to leverage these properties for affordable housing.
3. Review emergency shelter zoning ordinance provisions for tiny homes or temporary shelter for residents suffering from homelessness.

The long-term actions to be completed by May 1, 2019 included:

1. Review the City’s inventory of surplus lands to assess for possible rezoning to multi-family housing.
2. Reach out to local service groups to involve them in neighborhood stabilization programs.
3. Conduct or partner with an outside organization to complete a needs assessment in regard to housing for the city of McMinnville.
4. Evaluate the possibility and sources for a local match fund for nonprofit builders.

Ms. Richards then explained that SB 1533 allows for inclusionary zoning. She noted that the City can require multi-family structures contain at least 20 units to include up to 20% of the units affordable to households at 80% or higher of an area median income. She stated that the AHTF discussed this and felt there was a need for it. Ms. Richards explained that SB 1533 also allows a City the authority to impose up to 1% tax, based on permit valuation, on new construction and additions to square footage for affordable housing. She displayed a chart with valuation and revenue examples based if a construction excise tax was imposed. She noted that this type of resource was typical for a community the size of McMinnville.

Ms. Richards stated that the AHTF looked at property opportunities including City, County and non-profit organizations. She discussed church properties and explained that they looked at State Law and how it fits within the City Code. She stated that they are tough discussions and no projects have yielded from the conversations with the churches.

Ms. Richards then shared an example of an Emergency Shelter Ordinance. She stated that a Floating Zone Ordinance is being drafted as a proposal. A Floating Zone allows for one or two pilot projects for emergency housing to serve housing/ homeless needs. The Zone would have criteria for development and standards to mitigate impact to neighboring properties.

Ms. Richards discussed the Buildable Lands Inventory and Housing Needs Analysis that are currently underway. She stated that this will provide an idea of current buildable lands inventory in the Urban Growth Boundary and housing needs for the next five, ten, twenty, and fifty years. She noted that they will be looking at tools available in the future such as an Urban Grown Boundary Amendment or an Urban Reserve Area.

Ms. Richards reviewed the current development incentives for qualifying affordable housing projects.

She stated that a lot of time was spent trying to respond to HB 4079. The State was interested in McMinnville being successful. When the Soils Map was created it was determined that the City did not have any qualifying parcels.

Ms. Richards discussed Code Improvements and how to incentivize more housing in the Community. The Planning Commission would be reviewing code improvements to allow to upper story residential.

She stated that the AHTF determined that the Homeless discussion is a large discussion and more partners are needed at the table. She stated that the AHTF has a Housing for Homeless Subcommittee. This subcommittee was formed in February 2019 and there has been an effort to have broad-based community representation. She stated that they have been identifying subsets of populations experiencing homelessness and dedicating action plans towards achieving incremental success. The subcommittee has focused on the following populations: Homeless Veterans, Vehicular Homeless, Senior Women and Youth. Successes included:

- The Yamhill County Housing Authority successfully received more housing vouchers for Veterans.
- The City of McMinnville recently adopted an Ordinance to enable a Car Camping Program modeled after the successful program in Eugene.
- A church partnered with the high school engineering program to design a tiny home for senior women to build a small cluster of cottages on church-owned property. (Still in the development phase)
- The County is hoping to partner with a non-profit to bring a teen advocacy center to McMinnville.
- Intangible successes include partnerships, networking, awareness, efforts towards solutions.

Ms. Richards shared the Homeless Subcommittee was chosen by The Collaborative to work on Strategic Doing funded by the Ford Foundation. The Strategic Doing was to develop action plans.

Ms. Richards stated that the next steps include:

- Developing an Action Plan for the AHTF for the next 5-10 years.
- Conducting the Strategic Doing and developing an Action Plan for the Housing for Homelessness Subcommittee for the next couple of years.
- Partner with the State on City Center Housing Strategy.
- There are 310 new apartment units in permitting.

4. ADJOURNMENT: Mayor Hill adjourned the Work Session at 7:05 p.m.

s/s Melissa Bisset  
Melissa Bisset, City Recorder



CITY OF McMinnville  
MINUTES OF CITY COUNCIL REGULAR MEETING  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, November 13, 2018 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

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 Associate Planner Jamie Fleckenstein, City Attorney David Koch, City Manager Jeff Towery, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Planning Director Heather Richards, Senior Planner Chuck Darnell, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:06 p.m. and welcomed all in attendance.

2. PLEDGE

Councilor Peralta led the Pledge of Allegiance.

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

There were not any comments.

4. HISTORIC LANDMARKS COMMITTEE ANNUAL REPORT

Senior Planner Chuck Darnell presented.

He provided a brief explanation of the Historic Landmarks Committees roles:

- Administer and manage the City's historic preservation program.

- Provide an advisory role to Planning Commission and the City Council.
- Decision-making and hearings body for land use decisions related to Historic Preservation.
- Manage the City's Historic Resources Inventory.
- Review alterations to historic resources.
- Conduct surveys and studies.
- Raise public awareness of historic resources.

He noted that there are five members: Joan Drabkin, Chair, John Mead, Mary Beth Branch, Mark Cooley, and Heather Sharfeddin. He stated that they bring a variety of ideas and expertise.

Mr. Darnell displayed the 2017-2019 Work Plan and noted that they received a certified local government grant from the State of \$12,000 and it was used to complete a lot of the work done over the last year.

Mr. Darnell reviewed the Committee's accomplishments from the past year:

- Re-established the Historic Preservation Award Program.
- Oversaw completion of an Intensive level Survey (ILD) in residential area north of downtown.
- Oversaw completion of the Historic Preservation Plan. The key components of the Plan included: Historic Context of McMinnville, Goals, Policies, and Proposals, Implementation Plan for future Historic Preservation Activities including awareness/public engagement, areas to survey/ study further, and potential historic district areas.

Mr. Darnell shared that the Committee reviewed quite a bit of activity in the downtown area. He stated that they reviewed the Taylor Dale Building and that they were able to keep a lot of the façade as it is today. He noted that they replaced the wooden windows and it was a big investment in the building. The 620 NE 3<sup>rd</sup> Street improvement project and Primisys Building were also reviewed by the Committee. He shared they were able to find a historic photo of the building from the 1940s and the architect was able to bring it back to a closer design to how it was previously designed.

Mr. Darnell reviewed the planned work of the Committee for 2019:

- Finalize the Historic Preservation Plan and recommend for approval to the Planning Commission and the City Council. It will come before the City Council as a Comprehensive Plan Amendment.
- Adopt the 2019 Work Plan and use the implementation plan from the Historic Preservation Plan to guide activities.

- They will celebrate National Preservation Month in May 2019.
- Continue the Historic Preservation Award Program
- Use Intensive Level Survey (ILS) to explore Potential Historic District.

Discussion ensued regarding Historic Home Tours.

## 5. LANDSCAPE REVIEW COMMITTEE ANNUAL REPORT

Associate Planner Jamie Fleckenstein presented. He stated that the Landscape Review Committee (LRC) reviews and approves Landscape Plans for new construction and redevelopment projects, Street Tree Plans, and Street Tree Removal Requests. They also review specific species and plant placement and they consider long-term aesthetics of the site.

Mr. Fleckenstein shared that the current members of the LRC are: Rob Stephenson, Chair, Sharon Gunter, Vice Chair, Rose Marie Caughran, Josh Kearns, and Tim McDaniel. They meet once a month and in 2018 they reviewed 25 land use applications including: 17 Landscape Plans, 3 Street Tree Plans, and 5 Street Tree Removal Requests. The Committee also began updating the Comprehensive Street Tree List.

Mr. Fleckenstein provided some examples of Landscape Plans they reviewed over the last year. He stated that in 2019 the Landscape Review Committee will continue to review Landscape Plan Applications, update the Street Tree List and develop a “Right Tree Right Plan” informational pamphlet. They will arrange for a Downtown Tree Inventory and provide input on management of the downtown trees. They are also looking at selecting a neutral 3<sup>rd</sup> party consulting arborist. Ms. Richards added that they have been receiving a lot of requests to remove downtown trees. She stated that removal of downtown trees has been a decision made administratively by City Staff and it requires an arborist’s report to make the decision. She felt it would be beneficial for an outside arborist to assess the downtown trees and see if it is a safety issue in terms of a compromised tree or if there are other ways to address the resulting conflict with the sidewalk in a manner to address the sidewalk without losing the tree as the trees are such a valuable asset to the downtown. She added that they want to make thoughtful decisions regarding the trees and noted that the tree canopy is a distinctive feature of the downtown area. Ms. Richards stated that they have been in discussion with a potential arborist and noted that there is not a certified arborist on staff. Discussion ensued regarding the Street Tree Replacement Plan.

Mayor Hill commented on the passion of the group. He stated that they are committed to Tree USA Standards and that they look for solutions and not removal of trees.

Councilor Garvin commented on the important work and expressed his appreciation for the work the Committee does.

6. 1<sup>ST</sup> QUARTER 2018-2019 BUDGET UPDATE/ LEAGUE OF OREGON CITIES REPORT

Finance Director Baragary noted that the financial statements auditors are currently in town. She stated that the General Fund reserve being carried forward from 2017-2018 to 2018-2019 is \$6.8 million or approximately 30 % of annual expenditures. She noted that the City's assessed property value for 2018-2019 is approximately \$2.742 billion, including the urban renewal increment compared to \$2.608 billion for 2017-2018.

She shared that Marijuana Tax reports have been difficult to estimate. The current estimate is that local taxes for 2018-2019 will be approximately \$125,000 or \$25,000 more than budgeted and state-shared taxes will be \$100,000 or \$20,000 more than budgeted.

The PERS Employer Contribution rates for 2019-2021 are slightly better than the rates included in the forecast, which should result in an estimated \$75,000 annual reduction in PERS costs.

Ms. Baragary then reviewed the League of Oregon Cities (LOC) Report on revenue streams common to Oregon cities. It identified commonalities and trends. It was a pilot project and the intent of the report was to paint broad trends of city revenues rather than serving as a comprehensive analysis of municipal finances in Oregon. She then reviewed the Revenue Source chart from the LOC Report.

Revenue Source	Avg rate	McMinnville	Notes
Cable franchise fee	5.54%	5.00%	Limited to 7.0%
Telecom franchise fee	5.40%	7.00%	Limited to 7.0%
General business license	\$50.00	N/A	Flat rate is most common
Local marijuana tax	3.00%	3.00%	Limited to 3.0%
Restaurant tax	5.00%	N/A	Ashland's rate; only city reporting this tax
Transient lodging tax	7.60%	10.00%	Varies significantly; 3% to 12%
Retail sales tax	N/A	N/A	No city reported a retail sales tax

The LOC concluded that the two most obvious possibilities to the LOC based on their report are to increase the city lodging tax and increase the city's franchise fee rate from five % to seven %. Ms. Baragary noted that

the report also provided revenue options such as a general sales tax, city income tax, gross receipts tax, luxury tax, vaping and e-cigarette tax, sponsorships, and red light camera fines. Ms. Baragary then discussed municipal services fees.

Ms. Baragary stated that the City will need to develop a comprehensive, financial plan. She explained that it is important to develop a strategy where existing revenues are identified and new revenue sources will be essential to funding future General Fund operations and achieving goals included in the Strategic Plan. She stated that there is no single revenue source that will solve all of the problems.

Councilor Stassens asked about the findings in the report regarding expenses in public safety, culture, and parks and recreation. It was considerably higher than other cities but it also showed that McMinnville was considerably less in general government expenses. Ms. Baragary explained that a lot of the data came from other cities' comprehensive annual financial reports and some of the comparisons may not be apples to apples.

Council President Menke noted the different types of revenue streams including Wastewater, Water and Electric.

Councilor Drabkin commented on the red-light photos as a revenue stream. She stated that it is illegal to cite for revenue. She then asked about the rules around the Transient Lodging Tax. Ms. Baragary explained that the 70 % goes to tourism and tourism related activities. She stated that the remaining 30 % goes into the General Fund and it is discretionary. Councilor Drabkin commented on the gas tax noting that it would be something she would be interested exploring and that it is something that unilaterally affects residents and tourists and there is environmental sustainability to it. Ms. Baragary noted that gas tax revenues would need to be applied to street maintenance.

Councilor Peralta felt that the per capita numbers the report provided were very helpful. He asked about the cable franchising fee and how it can be used. Ms. Baragary commented that it is discretionary money in the General Fund. Councilor Peralta stated that he was not enthusiastic about the red light cameras.

Councilor Garvin stated that it was nice to have the comparables but would like to see a deeper dive into the report.

Mayor Hill added that it was an opportunity to provide outreach in a position to represent numerous cities in our state.

7.

#### CONSENT AGENDA

- a. Consider approval of the minutes from the August 28, 2018 Work Session and Regular Meeting, September 19, 2018 Work Session, September 25, 2018 City Council Work Session and Regular Meeting, October 9, 2018 Work Session and Regular Meeting and October 17, 2018 Special Called Meeting.
- b. Consider Resolution No. **2018-56**: A Resolution granting an easement to McMinnville Water & Light for the purpose of installing an electric distribution system to service Verizon tower lease space.
- c. Consider OLCC Limited On-Premises liquor license request from Taqueria Tulancingo located at 903 NE 3<sup>rd</sup> Street.

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

8.

#### PUBLIC HEARING: Supplemental Budget Hearing (related to Airport Maintenance Fund).

Finance Director Baragary explained that the Resolution amends the Airport Maintenance Fund Budget. She stated that the Resolution transfers \$180,000 from the contingency appropriation with \$110,000 going toward materials and services. She noted that there were some unanticipated repairs including: the HVAC system in the for the Oregon State Police Building, costs to clean and repair fuel tanks, and costs to trim trees for runway clearance. In addition, \$70,000 would go toward Capital Outlay due to unanticipated engineering costs will be incurred due to the delay of completion of the runway. This supplemental budget increases materials and services appropriations from \$364,433 to \$474,433. Capital outlay appropriations are increased from \$67,400 to \$137,400. Because the supplemental budget transfers \$180,000 from contingency, which exceeds 15 % of total appropriations in the Airport Maintenance Fund, a public hearing is required by the Council prior to adopting the supplemental budget. Appropriate notice of the Public Hearing was published in the *News Register*.

Councilor Garvin asked if the tanks were being refurbished. Engineering Services Manager Rich Spofford explained that they are gathering bids to look at repairs to the low-lead tank. Discussion ensued regarding maintenance for the tanks.

Mayor Hill asked for public comments. A guest asked about whether or not a tank truck would suffice for low lead. Mr. Spofford responded that it has been brought up several times and the issue is that the fuel supplier

will not pump truck to truck due to insurance issues. He noted that they are exploring all options but none of the options are easy or quick.

There were no further public comments.

Councilor Drabkin asked about the quantity of low lead sold. Community Development Director Bisset explained that there is very small amount of revenue from fuel sales. He stated that there have been discussions on what is the right fuel flowage fee amount. Discussion ensued regarding the early failure of the low lead tank. Mr. Bisset shared that there will likely be a need for an additional Jet A fuel tank at some point in the future. Discussion ensued regarding the different types of fuels and the type of fuel required by different airplanes. Mr. Spofford stated that pilots know that there is an issue with the supply of low lead fuel at the airport.

9. RESOLUTIONS

- 9.a. Resolution No. **2018-57**: A Resolution adopting a supplemental budget for fiscal year 2018-19 and making a budgetary transfer of appropriation authority (Airport Maintenance Fund).

Finance Director Baragary stated that the Resolution allows for the City to make the change to the Airport Maintenance Budget and for Mr. Spofford to move forward with the work described during the Public Hearing.

Councilor Stassens MOVED to adopt Resolution No. **2018-57**; adopting a supplemental budget for fiscal year 2018-19 and making a budgetary transfer of appropriation authority (Airport Maintenance Fund); SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 9.b. Resolution No. **2018-58**: A Resolution awarding the contract for the design of the NE High School Basin Sanitary Sewer Project.

Community Development Director Bisset reminded Council that in early 2017 the Council adopted Resolution No. 2017-12 approving a qualified list of four consultants for sewer design work in the Wastewater Capital Improvement Plan. He stated that they first project is the 12th Street Sanitary Sewer Project. The second project is the NE High School Sanitary Sewer Rehabilitation Project and includes rehabilitation of 16,000 lineal feet of aging sanitary sewer pipelines. Based on the qualified lists of consultants AKS Engineering and Forestry was chosen to complete the design work for the second project to be constructed. The design estimate for the scope of work is \$368,465.00.

Discussion ensued regarding the different methods and costs of pipe repair. It was noted that the most cost effective method will be used based on the condition of the pipes.

Councilor Ruden MOVED to adopt Resolution No. 2018-58; awarding the contract for the design of the NE High School Basin Sanitary Sewer Project; SECONDED by Council President Menke. Motion PASSED unanimously.

- 9.c. Resolution No. 2018-59: A Resolution awarding a bid for the Water Reclamation Facility (WRF) Tertiary Treatment and Disinfection Project, Project No. 2017-2.

Community Development Director stated that they have been working on the Project for a while and that an exemption to public contracting was approved by Council to specify manufacturer's equipment for the project that best fit the existing UV System at the plant and filters. Mr. Bisset stated that 10 bids were received for the construction of the WRF Tertiary Treatment and Disinfection Project. The basis of award doesn't include the additive alternatives because it is believe that the two additives (coating both the existing steel tertiary clarifier mechanisms and coating and repairing the interior of existing ATAD #3) could be taken out and repackaged as work in a separate contract for award at a later date. Mr. Bisset stated that Staff recommends awarding the contract to Stettler Supply Company in the amount of \$1,909,500.00

Councilor Ruden MOVED to adopt Resolution No. 2018-59; awarding a bid for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2; SECONDED by Councilor Stassens. Motion PASSED unanimously.

- 9.d. Resolution No. 2018-60: A Resolution accepting the Critical Oregon Airport Relief Program Grant Offer and authorizing the City Manager to execute an agreement with the Oregon Department of Aviation (DOA) for the Airport Improvement Project.

Community Development Director Bisset reminded Council that in August 2018, the Council accepted a Federal Aviation Administration (FAA) Grant Offer for \$253,084.00 to fund the improvement project at the airport. He stated that the City is responsible for a 10 % match. He explained that Mr. Spofford worked with the Oregon Department of Aviation (ODA) to obtain a Grant that will pay 7.5 % of the City's 10 % match. As a result of the ODA Critical Oregon Airport Relief Program Grant the City will pay \$7,050 to fund the first phase of the project.

Councilor Drabkin MOVED to adopt Resolution No. 2018-60; accepting the Critical Oregon Airport Relief Program Grant Offer and authorizing the City Manager to execute an agreement with the Oregon Department of



Aviation (DOA) for the Airport Improvement Project; SECONDED by Councilor Garvin. Motion PASSED unanimously.

10. ADVISE/ INFORMATION ITEMS

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

Councilor Ruden shared that the Airport Commission met and discussed the maintenance of the fuel tanks and cutting of trees. It was a productive meeting but there is frustration regarding getting the tanks fixed.

Councilor Drabkin stated that there was a commitment for the first three-vehicle site and they are working with Champion Team to make all of the right connections happen.

Councilor Stassens shared that there was a good Urban Renewal Meeting (MURAC). There was a group from the Engineering and Aerospace Sciences Academy (EASA) that attended. They proposed a program where they will build an apparatus that could track parking coming in and out of the parking garage. She stated that everyone was interested in hearing more about the partnership. She noted that the equipment would stay with the City. She stated that the equipment would be inexpensive compared to what it would normally be and it would be a win-win. Councilor Stassens also shared that they heard a pre-application from The Bindery.

Councilor Garvin shared that YCOM held its first meeting in several months. He noted that the new computer-aided design (CAD) system will go live on December 12, 2018. He added that there was a module specific to McMinnville that needed to be added and the City will have an annual maintenance fee related to it. Councilor Garvin stated that the calls for service dues would be generated 1/1 – 12/11/18 instead of a full calendar year because of the system change so they won't be able to be compared apples to apples. He also shared that 63 % of callers were willing to perform CPR which was much higher than the state and national average. He added that the City of Dundee has entered into discussion to formally become a partner in July 2019.

Councilor Peralta shared that the Mid-Willamette Council of Governments had a meeting in mid-October. He stated that there were some new grant fund opportunities that he shared with the Planning Director. Councilor Peralta then shared that from 2016-2017 Marion, Polk and Linn County all had increases in poverty data and Yamhill County showed a reduction overall. Unemployment was down and the biggest growth (from August, 2018 data) was in education, health services, and construction.

Council President Menke shared that Visit McMinnville had a fascinating meeting and looked at marketing campaigns. They discussed the Winter Marketing Strategy.

Mayor Hill stated that MURAC is providing design assistance of any company in the Urban Renewal Area. He stated that the Urban Renewal District is alive and well and well ahead of growth estimates and revenue. Mayor Hill added that there was a Yamhill County Emergency Preparedness Fair with classes and vendors.

10.b. Department Head Reports

Fire Chief Leipfert stated that McMinnville did really well in the Cardiac Arrest Registry to Enhance Survival (CARES) report. He also noted that the Volunteer Firefighters are the ones that conduct CPR training for the most part. He stated the City will be sponsoring PulsePoint through the new CAD system. Chief Leipfert added that EMS Chief Dale Mount would be retiring and his position will be advertised internally and externally.

Planning Director Richards stated that a couple of long-range planning processes were underway. The Great Neighborhood Principles project will be asking what makes a great neighborhood in McMinnville. There will be community dialogue that will help inform the Development Code moving forward. The Three Mile Lane Project also launched. It will be a two-year project. A Project Advisory Committee will be formed. There is a grant from ODOT of \$215,000 dedicated to the Three Mile Lane Project. Ms. Richards also shared that a Buildable Lands Inventory and Housing Needs Analysis were being conducted.

City Manager Towery shared that the Committee for Public Art has secured a piece of art to be placed in the roundabout at Hill Road and Wallace.

11. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:01 p.m.

s/s Melissa Bisset  
Melissa Bisset, City Recorder