

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, January 8, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Sal Peralta
	Adam Garvin	
	Zack Geary	
	Kellie Menke, Council President	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Planning Director Heather Richards, Community Development Director Mike Bisset, Parks and Recreation Director Susan Muir, Information Systems Director Scott Burke, Police Chief Matt Scales, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Finance Director Marcia Baragary, 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 OF ALLEGIANCE: Councilor Stassens led the pledge of allegiance.
3. PROCLAMATION & RECOGNITION OF COUNCILOR ALAN RUDEN

Mayor Hill read a proclamation declaring January 8, 2019, as Alan Ruden Day in recognition of Councilor Ruden's years of service to the City. He presented Councilor Ruden with the proclamation and a plaque.

The Mayor, Council, and City Manager shared their personal stories of Councilor Ruden and expressed their thanks for his leadership, compassion, and service.

Mayor Hill recognized Councilor Ruden's family in the audience and thanked them as well.

Councilor Ruden introduced his family. This was a strong community and he was proud of what had been accomplished in the last eight years. He thought the City was in good hands with the capable Council.

Mayor Hill recessed the meeting for a short reception for Councilor Ruden at 7:21 p.m.

Mayor Hill reconvened the meeting at 7:36 p.m.

4. OATH OF OFFICE – Councilor Remy Drabkin, Councilor Zack Geary, and Councilor Sal Peralta

Mayor Hill said Councilor Peralta was already sworn in this morning due to his absence tonight.

Councilors Drabkin and Geary read the Oath of Office. City Attorney Koch affirmed both Councilors had taken the Oath of Office and were qualified to serve.

5. ELECTION OF COUNCIL PRESIDENT

Mayor Hill suggested Councilor Menke remain the Council President for the next two years.

Councilor Drabkin MOVED to nominate Councilor Menke for Council President; SECONDED by Councilor Garvin. Motion PASSED unanimously.

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

There were no public comments.

7. CONSENT AGENDA

- a. Consider request from Andrew Minor Wines, LLC for a Winery 1st Location OLCC Liquor License located at 475 NE 17th Street.
- b. Consider request from Las Margaritas Mexican Restaurant, LLC for a Full on-premises, commercial OLCC Liquor License located at 1310 NE Baker Street.

There was consensus to approve the consent agenda.

8. RESOLUTIONS

- 8.a. Consider Resolution No. **2019-01**: A Resolution authorizing the approval of a cooperative fund exchange agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) known as 2018 Fund Exchange Agreement, No. 33147.

Community Development Director Bisset stated this resolution was the second in a number of fund exchanges that would happen over the term of the loan agreement. Per the loan agreement they were able to exchange their federal dollars one for one with state money to cover their loan principle and interest payments.

Councilor Stassens MOVED to adopt Resolution No. 2019-01; authorizing the approval of a cooperative fund exchange agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) known as 2018 Fund Exchange Agreement, No. 33147; SECONDED by Council President Menke. Motion PASSED unanimously.

- 8.b. Consider Resolution No. **2019-02**: A Resolution authorizing the release of an existing storm drainage easement, located in the City of McMinnville, Yamhill County, Oregon.

Community Development Director Bisset said the owner of the property at 624 SW Drumwood was redeveloping the property and constructing 27 townhomes. As part of the development, they were relocating an existing public storm mainline and were granting an easement over that new alignment. The release of the old easement would allow for the efficient development of the property.

Councilor Drabkin MOVED to adopt Resolution No. 2019-02; authorizing the release of an existing storm drainage easement, located in the City of McMinnville, Yamhill County, Oregon; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 8.c. Consider Resolution No. **2019-03**: A Resolution awarding a Contract Amendment 2 for Professional Services for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2.

Community Development Director Bisset said at the Council's November 13 meeting they awarded a construction contract to Stettler Supply for the construction of the tertiary filter and UV system improvements at the Water Treatment Plant. This contract amendment would allow CH2M Hill to provide construction services for the project.

Councilor Stassens MOVED to adopt Resolution No. 2019-03; awarding a Contract Amendment 2 for Professional Services for the Water Reclamation Facility Tertiary Treatment and Disinfection Project, Project No. 2017-2; SECONDED by Council President Menke. Motion PASSED unanimously.

- 8.d. Consider Resolution No. **2019-04**: A Resolution appointing Jerry Hart, Cherry Haas, and Leanna Gautney as representatives of the City of McMinnville Budget Committee.

Mayor Hill discussed the interview process for the Budget Committee representatives.

Council President Menke thought these candidates were remarkably qualified and looked forward to working with them.

Council President Menke MOVED to adopt Resolution No. 2019-04; appointing Jerry Hart, Cherry Haas, and Leanna Gautney as representatives of the City of McMinnville Budget Committee; SECONDED by Councilor Geary. Motion PASSED unanimously.

- 8.e. Consider Resolution No. **2019-05**: A Resolution awarding a bid for the NW Neighborhood Park, Project No. 2015-11.

Parks and Recreation Director Muir said this had been a project with a lot of community input. The funding for the park came from the bond, SDCs, donations from the Collins Foundation, Kiwanis, Oregon Community Foundation, Sunrise Rotary, Ford Family Foundation, and several individuals, and a State grant. They went out to bid in May and all responses were too high for the budget. Staff went back and right sized the project including reducing the grading in the park and downsizing the restroom facility. After sending it to bid again, they received bids under the engineer's estimate. C&M Excavation came in at \$800,007.68 which was in the budget and staff recommended approval. This park took into account people with all abilities and was how future parks would be built.

Mayor Hill thought this was a great location and a much needed park.

Councilor Drabkin said this had been an inspiring process with so much community collaboration. She was happy that it was moving forward.

Councilor Garvin MOVED to adopt Resolution No. 2019-05; awarding a bid for the NW Neighborhood Park, Project No. 2015-11; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

- 8.f. Consider Resolution No. **2019-06**: A Resolution adopting the Mac-Town 2032 Strategic Plan.

City Manager Towery summarized the process of developing the Strategic Plan. This was the recommended final draft of the plan. Much of it had been unchanged or only subtly changed from what the Council saw in October. The vision statement had been changed to be shorter and more aspirational. The mission, values, and strategic priorities were the same. An acknowledgements page had been added as well as a number of near, mid, and long term actions that had been identified to meet the goals in the plan. They would inform the upcoming budget and future budgets. There were actions listed for the City and City's partners for economic development as well. He then discussed the success measures that would show that the City was making progress. He recommended adoption of the plan.

Mayor Hill said he and City Manager Towery shared some of the plan with the City Club this afternoon. It was met with good reception. He was excited to use the plan in the Council's upcoming goal setting.

Councilor Stassens liked the changes that were made. She asked about the process for the scorecards, which were to be relevant to active measures instead of past measures.

City Manager Towery explained they would not be the only way to measure and report, but for ease of transmitting to a broad, interested public they would need high level measures that captured the fundamental essence of the goals. The success measures were intended to be at the high goal level and there would be other evaluations done on specific actions.

Council President Menke was in support of the new vision statement.

Councilor Garvin was overall happy with the plan. He asked about the business license fee helping to develop and implement coordinated onboarding systems. Once those systems were up and running, what would the fee go towards?

City Manager Towery said that was a potential project that had not been acted on yet until it came back to the Council for additional conversation.

Council President Menke MOVED to adopt Resolution No. 2019-06; adopting the Mac-Town 2032 Strategic Plan; SECONDED by Councilor Stassens. Motion PASSED unanimously.

9. ADVISE/ INFORMATION ITEMS

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

Mayor Hill discussed the Council assignments for various boards and committees.

Councilor Garvin stated the new CAD system had been up for a month. There would be a YCOM meeting on Thursday.

Council President Menke reported on the last Visit McMinnville meeting and how they had a great budget and were progressing well. She recommended the Council and Budget Committee review the current year's budget in preparation for the next year's budget process.

Councilor Stassens announced the McMinnville Urban Renewal Advisory Committee would be meeting this week. They would be reviewing some loan applications and would be receiving information on the Third Street project.

Councilor Drabkin stated the McMinnville Affordable Housing Task Force would be meeting at the end of the month. The Housing for Homeless

subcommittee partnered with the Ford Family Foundation to bring in a group that focused on strategic doing. At that meeting, they were broken down into smaller groups to develop doing plans, or smaller steps that would engage people quickly into action. There was a 30 day check in where these smaller groups would check in to make sure they were still moving forward with the projects. City Manager Towery worked with the Chamber to host a Greeters meeting last week and it was well attended. They presented the overnight car camping program at that meeting and some people expressed interest in participating.

Mayor Hill met with the mayors in Marion, Polk, and Yamhill counties. There had been \$22 million earmarked from Governor Brown for right-of-way acquisition for the Bypass project. The Parkway Committee would be going to Washington D.C. to meet with congressional representatives to pursue more funding for the project.

9.b. Department Head Reports

Police Chief Scales would be doing a Downtown Safety Task Force wrap up survey. He discussed the hiring and training of police officers that was being done currently.

Fire Chief Leipfert reported on the new CAD system. EMS Chief Mount had turned in his resignation effective January 31. They would be going through the interview process for the Operations Chief position soon.

Human Resources Manager Bayer-Fertterer reported on upcoming recruitments.

Information Systems Director Burke discussed the success of the CAD project. He also discussed the audio improvements to the Civic Hall building.

City Manager Towery said the February 16 Work Session had been cancelled as it was the same night as the Council of Governments annual dinner.

Mayor Hill announced the LOC Day at the Capitol was January 24.

10. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:33 p.m.

s/s Melissa Bisset
Melissa Bisset, City Recorder