



## City Council Meeting Agenda

Tuesday, August 22, 2023

6:30 p.m. – Work Session Meeting

7:00 p.m. – City Council Regular Meeting

**REVISED 08/21/2023**

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:

- Email at any time up to **12 p.m. on Monday, August 21st** to [claudia.cisneros@mcminnvilleoregon.gov](mailto:claudia.cisneros@mcminnvilleoregon.gov)
- If appearing via telephone only please sign up prior by **12 p.m. on Monday, August 21st** by emailing the City Recorder at [claudia.cisneros@mcminnvilleoregon.gov](mailto:claudia.cisneros@mcminnvilleoregon.gov) as the chat function is not available when calling in zoom;
- Join the zoom meeting use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, and contact information (email or phone) to the City.**

You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

[mcm11.org/live](http://mcm11.org/live)

### **CITY COUNCIL WORK SESSION & REGULAR MEETING:**

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/84875056243?pwd=U3NCeEk5Zkt2ek03bUtuTUqvUGpiUT09>

Zoom ID: 848 7505 6243

Zoom Password: 524434

Or you can call in and listen via Zoom: 1-253- 215- 8782

ID: 848 7505 6243

## **6:30 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER
2. PROGRESS REPORT ON DOLLARS AND SENSE
3. ADJOURNMENT OF WORK SESSION

## **7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –

*The Mayor will announce that interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*

4. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports

5. CONSENT AGENDA

- a. Consider the Minutes of the May 9, 2023, City Council Work Session & Regular Meeting.
- b. Consider the Minutes of the May 23, 2023, City Council Regular Meeting.
- c. Consider the Minutes of the June 7, 2023, Special Called City Council Meeting.
- d. Consider the Minutes of the June 13, 2023, City Council Work Session & Regular Meeting.
- e. Consider the Minutes of the June 14, 2023, Special Called Joint City Council & McMinnville Water & Light Work Session Meeting.
- f. Consider the Minutes of the June 27, 2023, City Council Work Session & Regular Meeting.
- g. Consider the request from Tres Colline Vineyards LLC. Db: Tres Colline Vineyards for Winery Primary Location, OLCC Liquor License located at 1445 NE Miller Street D1.
- h. Consider **Resolution No. 2023-54**: A Resolution appointing Rachel Flores to the McMinnville Planning Commission. **ADDED 08/21/2023**

~~RESOLUTION~~ **REMOVED 08/21/2023**

- ~~a. Consider **Resolution No. 2023-53**: A Resolution awarding the Public Improvement Contract for the First Presbyterian Church Parking Lot Paving, Project 2023-9.~~

6. ADJOURNMENT OF REGULAR MEETING

**From:** [Claudia Cisneros](#)  
**To:** [Claudia Cisneros](#)  
**Subject:** FW: Establishing Safe Zones 4 kids  
**Date:** Monday, August 14, 2023 10:42:31 AM  
**Attachments:** [Establishing Safe Zones 4 kids.docx](#)

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**From:** Michael Riddle <[mike@mikeriddleconstruction.com](mailto:mike@mikeriddleconstruction.com)>  
**Sent:** Tuesday, August 8, 2023 3:29 PM  
**To:** Remy Drabkin <[Remy.Drabkin@mcminnvilleoregon.gov](mailto:Remy.Drabkin@mcminnvilleoregon.gov)>; Adam Garvin <[Adam.Garvin@mcminnvilleoregon.gov](mailto:Adam.Garvin@mcminnvilleoregon.gov)>; Sal Peralta <[Sal.Peralta@mcminnvilleoregon.gov](mailto:Sal.Peralta@mcminnvilleoregon.gov)>; Chris Chenoweth <[Chris.Chenoweth@mcminnvilleoregon.gov](mailto:Chris.Chenoweth@mcminnvilleoregon.gov)>; Kellie Menke <[Kellie.Menke@mcminnvilleoregon.gov](mailto:Kellie.Menke@mcminnvilleoregon.gov)>; Zack Geary <[Zack.Geary@mcminnvilleoregon.gov](mailto:Zack.Geary@mcminnvilleoregon.gov)>; Jessica Payne <[Jessica.Payne@mcminnvilleoregon.gov](mailto:Jessica.Payne@mcminnvilleoregon.gov)>  
**Subject:** Establishing Safe Zones 4 kids

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**This message originated outside of the City of McMinnville.**

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Dear City Council Members,

I appreciate all you do and your dedication to our City. Please see the attached letter in support of establishing safe zones 4 kids.



**Mike Riddle**



<https://mikeriddleconstruction.com/>



[mike@mikeriddleconstruction.com](mailto:mike@mikeriddleconstruction.com)

8-8-23

Re: Safe Zones 4 Kids

My name is Mike Riddle and I'm a long-time resident of McMinnville. I am writing in support of the efforts being made to "establish safe zones 4 kids" and I will make this short and sweet. Bottom line is that we rely on elected officials to make wise decisions to keep the community safe. Establishing these safety zones for kids is the wise decision I'm expecting all of you to support. I appreciate the time you dedicate to your community.

Mike Riddle

Owner of Mike Riddle Construction LLC



**From:** [Morris Design](#)  
**To:** [Claudia Cisneros](#)  
**Subject:** Fw: School Zones and Marsh Lane Bike Lanes  
**Date:** Wednesday, August 16, 2023 2:58:20 PM  
**Attachments:** [We sent you safe versions of your files.msg](#)  
[Task Force Response to Mayor Drabkin's Email 8.16.23.pdf](#)  
[School Zones and Marsh Lane concerns.pdf](#)

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Claudia Can you distribute this letter to the council please. They weren't all listed on Remy's response and I wanted to make sure it got to them through the proper channel.

Thank you for your time, as always.

Kim Morris on behalf of the  
McMinnville Community Task Force

**From:** Morris Design  
**Sent:** Wednesday, August 16, 2023 2:06 PM  
**To:** Remy Drabkin ; Adam Garvin ; Zack Geary  
**Cc:** Matt Scales ; Ty Darby ; Jeff Towery ; Dale Marshall ; tim.symons@mcminnvilleoregon.gov ; rich.leipfert@mcminnvilleoregon.gov ; dbrockett@msd.k12.or.us ; bcrain@msd.k12.or.us ; susan.muir@mcminnvilleoregon.gov ; jcd@mc-power.com  
**Subject:** Re: School Zones and Marsh Lane Bike Lanes

Mayor Drabkin,

Attached is our response to the below email sent by you on 8/11/23. We have also attached our original letter dated 7/19/23.

Please note we have also added back in the individuals you deleted from our original letter. We feel it is important that the McMinnville School District and McMinnville Water and Light or kept in the loop of our communication, because the issues at hand directly effect those two entities.

We appreciate your time.

McMinnville Community Task Force

**From:** Remy Drabkin  
**Sent:** Friday, August 11, 2023 6:14 AM  
**To:** Morris Design ; Adam Garvin ; Zack Geary

**Cc:** Matt Scales ; Ty Darby ; Jeff Towery ; Dale Marshall  
**Subject:** Re: School Zones and Marsh Lane Bike Lanes

Dear Members of the Task Force,

In response to your July 19<sup>th</sup> letter to the McMinnville City Council, I'd like to first address the effective work the community task force has undertaken:

- Poster development with emergency contact information for businesses was well received and a useful tool for many business owners.
- Informing businesses about how to enter a trespass agreement with the City and how that allows the police to respond to a situation was good and important work and work that will need be ongoing to continue it's effectiveness.
- Hosting forums for our City staff to answer questions and further detail opportunities and barriers has also been a useful tool for members of the community task force.

We are still hopeful the community task force will undertake the project for which Council President and I have laid the groundwork, lighting the railroad tracks between 8<sup>th</sup> and 13<sup>th</sup>. We have a tentative agreement with the railroad to pay for lighting installation on private property to deter future crime on that section of tracks. This is the most troubled section of track in City limits. We have not heard back as to whether you will pursue this since June when you last said you were working on a map. If you've decided not to pursue this opportunity, we would like to understand why.

Your outward facing community work has been effective. However, twice now, the community task force has suggested policy, both times the actions and laws you suggest have real legal implications for the City.

While most cities scramble right now to get their street camping ordinances corrected to meet State law – we at the City have had 3 legal reviews of our ordinance – and understand the City to be in compliance with State law and therefore protected from potential litigation related to exclusionary laws that have been deemed unconstitutional. My job is to protect the City of McMinnville – that means addressing problems as they arise through a legal framework and not exposing the City and it's citizens to lawsuits.

I agree we need ongoing partnerships to address these issues as they arise in our community. Which is why our Police Department has engaged with County Health to address the public health issues on Marsh Lane. We have increased Officer Heidt's time at the same location. We have reached out YCAP for increased response as the situation on Marsh Lane has deteriorated over the past month. I agree that we have lost ground on the valuable progress we had made on Marsh Lane – the street remained clean and approachable without any permanent campsites for at least six months. However, this sudden change and loss of progress doesn't allow us to change our transportation systems plans on a suggestion. Transportation Systems Plans are thoughtful and deliberate – not reactionary.

I understand these problems are doxing on our community. I understand you have pooled creative resources to come up with solutions. However, the law is clear and our resources at the City are finite – too finite to invest time and money into every idea, no matter how good it seems on the

surface.

I would appreciate your help in gathering volunteers for our Splash and Scrub graffiti program which you heard about at Council. I would appreciate if the community task force dedicated itself to ongoing education for businesses regarding trespass agreements and keeping emergency contact information updated.

Procedurally, this recent letter and the prior policy suggestion (closing all City parks) was sent to the Council as a whole and not through your Council liaison, as I have repeatedly requested. I am dismissing your Council liaison and will not be appointing another Councilor in their place since you aren't using this tool.

I appreciate your passion for McMinnville and all of the efforts you are making as we all work to make the community safe and livable for everyone.

Remy Drabkin  
Mayor, City of McMinnville, OR  
971-901-2084  
Remy.Drabkin@McMinnvilleOregon.Gov

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**From:** Morris Design [REDACTED]  
**Sent:** Wednesday, July 19, 2023 12:39 PM  
**To:** Remy Drabkin <Remy.Drabkin@mcminnvilleoregon.gov>; Adam Garvin <Adam.Garvin@mcminnvilleoregon.gov>; Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>; Zack Geary <Zack.Geary@mcminnvilleoregon.gov>; sal.peralta@mcminnvilleoregon.gov; kellie.menke@mcminnvilleoregon.gov; Jessica Payne <Jessica.Payne@mcminnvilleoregon.gov>  
**Cc:** Matt Scales <Matt.Scales@mcminnvilleoregon.gov>; tim.symons@mcminnvilleoregon.gov; rich.leipfert@mcminnvilleoregon.gov; Ty Darby <Ty.Darby@mcminnvilleoregon.gov>; Jeff Towery <Jeff.Towery@mcminnvilleoregon.gov>; dbrockett@msd.k12.or.us; bcrain@msd.k12.or.us; susan.muir@mcminnvilleoregon.gov; jcd@mc-power.com; Dale Marshall <Dale.Marshall@mcminnvilleoregon.gov>  
**Subject:** School Zones and Marsh Lane Bike Lanes

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

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**This message originated outside of the City of McMinnville.**

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Good Afternoon,

Attached is a letter from the McMinnville Community Task Force. On behalf of the 23 member core group I would like to submit this letter to you, our Mayor and City Council. We sincerely appreciate your consideration of the concerns & proposed solutions addressed

in the letter and look forward to a timely response from you.

Please feel free to contact me at this email or the phone number listed below. I'm more than happy to discuss the issues and look forward to working together for positive resolution.

Working together for the benefit and safety of our Community.

Kim Morris

McMinnville Community Task Force



To Mayor Drabkin,

Thank you for taking the time to acknowledge the accomplishments and successful impact of the McMinnville Community Task Force, as highlighted in your email dated August 11, 2023. Your recognition of the positive outcomes stemming from our initiatives, such as the creation of emergency contact information posters, the collection of signed Trespass Enforcement Agreements, and the facilitation of forums for city staff to address transient activity challenges, is greatly appreciated. These efforts have played a significant role in enhancing safety, fostering collaboration, and addressing issues related to transient activity and crime in our community. These actions represent only a small portion of the dedicated work we have undertaken since our inception in February.

It is important to emphasize that the core Task Force comprises 25 influential leaders, and local business owners residing within the city. This dynamic and diverse group not only takes the lead in championing our cause but has also gained significant attention. A strong and growing following of over 2,000+ citizens wholeheartedly support our endeavors, further solidifying our commitment to enhancing the safety of McMinnville. Together, we are united in our goal to create a more vibrant and secure place for our children and residents.

First and foremost, we want to emphasize our commitment to open and productive collaboration with you, as Mayor and our City Council. However, we feel it is important to bring to your attention some concerns that have arisen regarding the information presented in your email.

**I. INADEQUATE INFORMATION ON THE RAILROAD LIGHTING PROJECT:**

We appreciate your communication regarding the Railroad Lighting Project, and would like to address concerns that have arisen from your email. Specifically, we have noticed discrepancies in the information regarding the Railroad Lighting Project. We need to gain a clear understanding of the current status of the proposed lighting installation along the railroad tracks spanning from 8th to 13th streets. While we acknowledge the groundwork laid out for this project and your efforts, there appears to be a lack of communication regarding its progress.

Our appointed liaison, Councilman Zack Geary, shared insights with the Task Force about the potential lighting project along the railroad tracks. During discussions, the topic arose regarding assessing building owners' willingness to have lighting fixtures attached to their properties, projecting onto the tracks. The Task Force expressed readiness to reach out to building owners, but requested more information to effectively propose the project and address questions. This request was communicated in person and, as evidenced in email correspondence as well. The responses received were limited in nature. In addition, the Task Force conducted an area walk between 13th and Washington Streets and engaged with building owners, seeking their interest in the project. The information gathered was reported to Councilman Geary on June 8th as evident in email form. Email correspondence with Councilman Geary is available upon request.

We have made a real effort to advance the Railroad Lighting Project, based on the limited information provided by Councilman Geary. However, asking us to undertake a program with no information is setting us up for failure. To date, we have done what we can with the lack of information given. Moving forward, we seek clarity on the agreement with the railroad for the lighting program. We stand ready to provide assistance, yet, it is crucial to emphasize that success hinges on clear insights and a robust agreement with the railroad.

- a. **Could you provide us with a copy of the agreement with the Railroad?**
- b. **What aspects of the project will the Railroad be responsible for covering?**
- c. **How many installations along the Railroad are they offering to cover?**
- d. **Can we clarify the precise area and street crossings the project aims to address?**
- e. **Will the project follow a reimbursement structure or involve the Railroad supplying addresses for installation by licensed electricians within a specified timeframe?**

## 2. YOUR DECISION TO REMOVE CITY COUNCILMAN GEARY AS OUR LIAISON:

We believe in fostering strong communication to cultivate trust between residents and their leaders. Guided by effective leadership that encourages cooperation, your abrupt removal of Councilman Geary from our group, without having dialogue, conveys a lack of willingness from the Mayor to collaborate with us and genuinely consider the voices of our community. This has raised questions about the equitable representation of our community's viewpoints. However, we must also address specific concerns impacting our interactions with Councilman Geary.

Councilman Geary's lack of reporting or updates on Task Force leadership during Council meetings has further raised significant concern. Additionally, his limited involvement in crucial matters such as the Railroad Lighting Project and addressing the increasing transient populations and crime activity in our city has also raised significant alarms. Furthermore, consistent communication gaps and delayed or non-responsive emails from Councilman Geary have hindered our efforts to establish an effective and ongoing dialogue. In his role as our liaison, he frequently directed us to individually contact city leaders and department heads for updates or assistance, rather than offering direct support, which created difficulties in maintaining productive relationships. With these concerns in mind, we have some questions we would like to address with you:

- f. Why was your decision made to promptly remove our liaison without initiating a discussion?
- g. Is it equitable to have a city-recognized group without a designated liaison?
- h. How can communication be enhanced to prevent delays in information exchange?
- i. How might the liaison role be improved for more streamlined updates and Task Force support?
- j. Can Task Force updates be integrated into City Council meetings through our liaison?
- k. What actions can the City Council take to effectively address pressing issues such as transient activity and crime in the community?

## 3. YOUR DECISION TO EXCLUDE THE TASK FORCE LETTER FROM A CITY COUNCIL MEETING AGENDA:

Regarding the letter dated July 19, 2023, sent by the Task Force to both you as the Mayor and the City Council, our intention was never to disregard established protocols. We sent the letter to ensure that our concerns and proposals were shared with all relevant parties. During our June meeting, when the concept of establishing a "Safe Zone 4 Kids" was discussed, **Councilman Geary was the first to voice his support. He encouraged us to conduct research, formulate a written proposal, and forward it to both the Mayor and the City Council.**

Furthermore, we seek clarity on your decision to exclude our letter from a City Council Meeting Agenda. We are perplexed by the lack of response and action concerning our submitted proposals. These proposals, meticulously crafted and supported by thorough research, were carefully designed to align within legal boundaries—a fact we ensured during our diligent preparation. They were intended for review and consideration by you and the City Council. As of now, we have encountered no knowledge of any legal constraints hindering the implementation of these initiatives. Successful safe zone initiatives around schools, athletic fields, and libraries have been established across Oregon and the wider nation, with support from numerous City Council members and Mayors, resulting in positive outcomes for communities and children. In your email, you mentioned, **"...the law is clear and our resources at the City are finite too finite to invest time and money into every idea, no matter how good it seems on the surface..."** We are not aware of any existing law prohibiting the establishment of safe zones for children or the implementation of bike lanes that lead to a park within a community. We would appreciate your insight into the specific considerations that have influenced your decision to withhold the opportunity for the City Council to review and discuss our letter.

- l. What specific law, either by OAR or ORS, prohibits the establishment of a safe zone near schools?
- m. Could you cite the exact law that prevents us from implementing bike lanes on Marsh Lane?
- n. Can you provide the rationale behind not presenting our proposals to the City Council for review?
- o. What are the specific reasons or potential consequences that influenced your decision?
- p. How can diverse opinions be embraced rather than disregarded?
- q. Is it genuinely inclusive to dismiss ideas from over 2,000+ citizens?
- r. A fundamental question arises: Isn't safeguarding our children a responsible and essential action?
- s. How can the City Council ensure the genuine consideration of our letters and proposals that reflect community concerns about protecting children?



We are unwavering in our commitment to bridge communication, uncover common ground, and safeguard the well-being of our children and residents. As we journey forward, we envision open dialogues and collaboration with you and the City Council to address transient activity, crime, and resident safety. Hence, we urge you to reconsider your position on our two proposals: 1) **Establishing a Safe Zone 4 Kids** before school commences on August 28, 2023, and 2) **Implementing Bike Lanes on Marsh Lane**, extending from Riverside Drive to Joe Dancer Park. We have attached the letter, for your quick reference. Just two days ago, another harrowing incident occurred that underscores the gravity of our concerns. An RV parked at the Patton Middle School Zone suddenly burst into flames, creating a dire situation. The flames rapidly engulfed the vehicle, extending to nearby trees, while multiple propane tank explosions intensified the crisis. **See photos of the burned RV below.** Equally concerning, just last week, a young teenage female volunteer at the public library was subjected to verbal abuse by a local transient with a history of such behavior. This distressing occurrence further underscores the urgent necessity for Safe Zones to protect our youth from unwarranted mistreatment. Given the gravity of these matters, we strongly urge the City Council's collective attention. As our Mayor, we kindly request you to include our letter dated July 19, 2023, on the upcoming City Council meeting agenda, as recognizing the concerns and ideas of constituents is paramount to effective governance.

We trust in your commitment to creating a safer environment for our community's children. Additionally, we kindly request that you reconsider the decision to remove the City Council liaison from our Task Force. The presence of a committed liaison should facilitate more productive communication between the city and our community, allowing for a smoother exchange of ideas and collaboration. Together, we can harness our collective strength to build a safer and more vibrant community. We appreciate your time and eagerly await your prompt response to our inquiries.

Respectfully,

The McMinnville Community Task Force

Photo Captions at Patton Middle School - Top Left to Right: 1) A large encampment obstructing the walkway accompanied by two sizable propane tanks in the dry grass 2) The RV that tragically burned just yesterday | Bottom Photos Left to Right: 3) The aftermath of the RV fire now awaiting removal and cleanup 4) Sidewalk blocked on the corner of the school 5) Sidewalk obstructed with the athletic field in the background  
Safeguarding the children in our community must become our city's utmost priority.



cc: Matt Scales Police Chief  
 cc: Tim Symons Police Captain  
 cc: Rich Leipfert Fire Chief  
 cc: Ty Darby Fire Marshal  
 cc: Debbie Brockett MSD Superintendent

cc: Brian Crain MSD Director of Operations  
 cc: Jeff Towery, City Manager  
 cc: Susan Muir Parks Director  
 cc: ~~Adrian~~ ~~of~~ ~~9~~ ~~Water & Light GM~~  
 cc: Dale Marshall Public Works Supervisor

To Mayor Drabkin and McMinnville City Council:

The McMinnville Community Task Force would like to request your attention to address critical matters that pertain to encampments in school zones, the public library, and the ongoing dangerous and hazardous problems occurring on Marsh Lane. Through rigorous research and extensive discussions within our Task Force, we have identified these issues as paramount, as they align with the pressing concerns expressed by our community members. These matters require immediate consideration and resolution, given that school is scheduled to begin on August 28, 2023.

#### I. ESTABLISHMENT OF “SAFE ZONES 4 KIDS”

The safety of children in our community is our top priority. The presence of encampments in school zones and near the public library poses an imminent threat to the safety and well-being of our children, who are the future of our community. These encampments harbor individuals who exhibit aggressive behavior due to substance abuse or mental health issues. It is important to note that some of these individuals are sex offenders and parolees, posing a significant threat to our children’s safety, health and overall welfare. As the children navigate their way, they are forced to contend with excessive amounts of litter strewn across the sidewalks, including hazardous items such as broken glass, drugs, used needles, uncapped syringes and drug paraphernalia such as matches, lighters, used foil and straws for smoking fentanyl. Additionally, the unsanitary conditions extend to nearby fields, parks and sidewalks where human waste is indiscriminately dumped. Ensuring that our children can expect safe and hygienic public places is of utmost importance. It is imperative for the city to assume responsibility and take necessary measures to safeguard them from harm. Our children deserve the ability to walk to school or the library without discomfort, fear of being harassed or witnessing illegal activities.

**To address this issue, we propose implementing a critical ordinance prior to the new school year this Fall, which prohibits camping within 1,500 feet of school properties, including daycares and the public library. The specific details of the ordinance are as follows:**

- a. No camping within 1,500 feet of preschools, kindergartens, elementary, middle, or secondary schools, as well as licensed and certified childcare centers authorized under ORS 329A.250 through 329A.460, ORD 418.205 to 418.970, OAR 419-410-0010 to OAR 419-490-0170. Additionally, no camping should be permitted within 1,500 feet of the public library or any property owned or utilized by the McMinnville School District.
- b. Our state and community have already recognized the importance of protecting children by implementing an ordinance that restricts the sale of liquor and cannabis near schools. However, we must remain vigilant in shielding them from exposure to other harmful substances such as meth, fentanyl, and other drugs, as well as preventing encounters with needle usage, alcohol intoxication, and erratic behaviors during their commute to school, sporting events, or the public library.

#### 2. ESTABLISHING BIKE LANES ON MARSH LANE:

It is crucial that we take immediate action to address the pressing issues of encampments on Marsh Lane. This situation not only jeopardizes the well-being and safety of our community but also places an excessive burden on Mac Water & Light, Mac PD, Mac Fire, Public Works, as well as the surrounding private businesses and residences.

Frequent fires involving recreational vehicles, large grass fields, and brush in Joe Dancer Park pose a significant risk to people in the area and create environmental hazards. These incidents also divert valuable and limited resources from the already understaffed Mac PD and Mac Fire Departments. Furthermore, there have been multiple drug overdoses, leading to numerous calls that require the response of Mac Fire and Mac PD. The increasing presence of RVs, trailers, tents, and the excessive amount of litter thrown on the street, sidewalks, and grass fields, not only detract from aesthetics but also raise significant health and safety concerns.

Improper waste disposal, including the illegal dumping of human waste into the grass field owned by Mac Water & Light, poses significant risks to public health and the environment. The strong odor of urine and feces has become increasingly unbearable for workers and citizens in the vicinity. Mac Water & Light has unfortunately been subjected to numerous challenges due to transients blocking their entrance gates, misusing their parking lot, leaving behind excessive litter, in addition to harassing and intimidating both employees and customers.



Moreover, these individuals have resorted to acts of vandalism such as cutting fences and using the field as a dumping ground for human waste. The dedicated employees of Mac Water & Light deserve a work environment that is safe, clean, conducive, and free from hazards. Public Works has been diligently cleaning the area on a weekly basis, often times filling a 10-yard or 20-yard dump truck with rubbish. It also puts their health at risk being exposed to toxic waste and drug paraphernalia. This practice drains extensive city resources, staff, time and a significant amount of money.

Additionally, the encampments obstruct the necessary access required by Mac Water & Light, a vital utility service provider in our city. Their large operating trucks struggle to navigate through the highly congested and waste cluttered area, potentially obstructing their ability to provide reliable services to our community. This not only causes inconvenience, but also poses major safety hazards.

**To address this complex problem, we strongly advocate for the implementation of dedicated bike lanes on both sides of Marsh Lane. The proposed solution presents a practical and highly effective approach to tackle the ongoing and hazardous issues at present. It is of utmost importance to expedite the implementation of these bike lanes, especially considering the upcoming school year and the commencement of the Fall soccer season at Joe Dancer Park.**

- a. By implementing bike lanes on each side of Marsh Lane, a natural connection will be established between the current bike lanes on Riverside Drive that lead to Joe Dancer Park. Additionally, this initiative will ensure the safety of children, other pedestrians and cyclists who frequently travel to and from our beloved park. This approach will greatly benefit not only the local businesses but also the residential community in the vicinity. We kindly urge the city to prioritize the addition of bike lanes on Marsh Lane to address these issues effectively.
- b. At present, Marsh Lane has yellow-painted sidewalks designated for no parking, but unfortunately, this is not being enforced. We kindly request that the city take necessary measures to enforce this regulation, as it will contribute to the development of a more inclusive and vibrant community while promoting environmentally friendly modes of transportation.

The McMinnville Community Task Force earnestly implores your undivided attention and immediate action in resolving these pressing matters. The safety of our children, the vitality of our public library, and the well-being of our community members on Marsh Lane hang precariously in the balance. We firmly believe that by swiftly implementing these proposals, we can address the problems at hand, assuage the concerns expressed by the community, alleviate the strain on our city's resources, and propel McMinnville towards a more secure and prosperous future. We eagerly anticipate hearing from you in a timely manner, as the school year will begin next month on August 28th. Your collaboration is vital to achieving positive and transformative change for our community and most importantly, protecting our children. Thank you for your time and dedication to McMinnville.

Respectfully,

The McMinnville Community Task Force

cc: *Matt Scales Police Chief*  
cc: *Tim Symons Police Captain*  
cc: *Rich Leipfert Fire Chief*  
cc: *Ty Darby Fire Marshal*  
cc: *Debbie Brockett MSD Superintendent*

cc: *Brian Crain MSD Director of Operations*  
cc: *Jeff Towery, City Manager*  
cc: *Susan Muir Parks Director*  
cc: *John Dietz Mac Water & Light GM*  
cc: *Dale Marshall Public Works Supervisor*

August 18, 2023

Heather Richards  
Director of Planning  
Planning Department  
525 NE 4<sup>th</sup> Street  
McMinnville, OR 97128



BY: .....

Dear Heather,

I ran into Noelle Amaya at the Thursday market yesterday and shared with her some of my concerns about the Dollars and Sense survey, which, incidentally, you have done a fantastic job promoting.

I think most people are aware of the economic toll and social toll of the Covid years, the growing homeless and drug crises, and the current inflationary pressures. We know that the city suffered a budget shortfall – hence the surcharge to pay the bills. What we don't know – and I think is important to know – is which areas of city government have been most acutely affected and/or which areas have suffered the most from long-term underfunding. Except for budget nerds, most citizens do not know how much of the revenue is already committed before the budget ever reaches the Budget Committee and the Council. Personally, I found it difficult to rank spending preferences without any information about the costs of specific needs of the various city departments and without knowing how much discretionary income exists in the current budget – if any.

The other unknown I am struggling with is our underlying assumptions. Planning decisions - like the current push to once again expand our UGB –are predicated on specific growth assumptions. While we can debate the merits of choosing one projection over another, there seems to be an assumption that growth is desirable, inevitable, and will follow traditional growth models. The latter assumption has resulted in considerable pushback on various

development projects from the citizens, many of whom seem to be concerned about maintaining a good quality of life in a small city while being fiscally and environmentally responsible. It is not unreasonable to examine our growth assumptions carefully.

If moderate to high growth is inevitable, then we should be including the projected costs of that growth, which would include expanded city services, more employees, facilities, equipment, pensions, roads, traffic, public safety, bigger city facilities, more housing, social services, etc. So, there are two cost categories that I felt I needed more information on: *existing needs and costs* and *projected needs and costs*.

Noelle very rightly asked me what I thought the city *should* be doing as part of this outreach process. I gave her an old-fashioned answer: reach out to service clubs and churches and ask them to host meetings. Also, I found that public meetings at city hall are effective, if factual information is provided and discussed in a civil, back-and-forth discussion where people can listen, learn, express opinions and ask questions without time limits being imposed. The Fire District meetings set a good example of how effective this can be.

Noelle suggested that I sign up for a focus group which might provide this type of discussion venue. That sounded like a good idea until she said the city plans to pay people \$50 to attend. I don't think we should be paying people to do their civic duty. Will they be there because they actually want to be part of an informed discussion or because they want a quick fifty bucks?

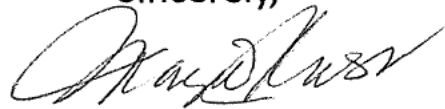
Noelle also suggested I attend the Ideas Fair on September 28 and float around between stations. Presumably these stations will provide more information about our current funding needs, but Individual feedback is simply not as useful as a community conversation where we listen and learn from each other. I'll attend, but I would really rather have a chance to sit down with my fellow citizens and

collaborate with them in a situation where “I want” opinions are examined within the context of what we are required by law to provide, what we need, what we can and can’t afford, and alternative funding mechanisms.

I have one additional comment. Has the Budget Committee or the Council discussed the creation of special districts for the library and parks & rec district? If not, I think you should. Separating out these taxing districts from the nuts- and- bolts operating budget would create more flexible options for their funding and provide the opportunity for consistent funding that isn’t vulnerable to being gutted when you have meet pressing, required expenses like pensions costs and storm drains. Special Districts would enable better long-term planning and more short-term flexibility.

Hopefully my concerns are premature. If all the city is seeking is “I want” feedback, I am sure you will get that. I am not sure how valuable that will be when placed within the context of current and future infrastructure needs and costs, but perhaps you are planning a second phase of citizen involvement that will be more data-based and offer an opportunity for more in-depth evaluation.

Sincerely,



Margaret Cross

[Redacted]

cc: McMinnville City Council and Mayor

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

Tuesday, May 9, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent  
Adam Garvin, Council President joined @ 6:23pm (via Zoom)  
Chris Chenoweth  
Zack Geary  
Kellie Menke joined @ 6:34pm (via Zoom)  
Sal Peralta Jessica Payne

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Finance Director Jennifer Cuellar, Public Works Director Anne Pagano, Parks & Recreation Manager Susan Muir, and members of the News Media – Phil Guzzo, McMinnville Community Media and Scott Unger, *News-Register (via zoom)*.

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:16 p.m.

2. RECOLOGY RATE INCREASE

Finance Director Jennifer Cuellar introduced the three Recology presenters: Dan Blue Governments Community Relations Manager, Ernie Martin Operations Manager, and Chris Carey General Manager, and introduced the topic.

Chris Carey General Manager of Western Oregon Recology provided a collection update and provided a staffing update. Mentioned looking at electrical vehicle grant opportunities. Talked about how to continue to defer waste to the land field and talked about the food waste prevention program. Proposing a 4% rate increase based on the CPI (Consumer Price Index), mentioned their big driver is the 10% increase in labor cost. Talked about the other operation cost increases.

There was a discussion about the State of Oregon RMA (Recycling Modernization Act) recycling program and its impact on Recology. Dan Blue shared an example of a similar program, Oregon E-Cycles, currently

in place similar to the RMA program. Talked about the program being too early to tell what the big impact the RMA program would have.

Mr. Carey talked about expanding the footprint of the transfer station to be able to offer construction recycling as well. Looking to design and engineering to expand the facility in the near future. Talked about and gave an update about the Styrofoam crushing machine.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:45 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, May 9, 2023 at 7:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	
	Chris Chenoweth	
	Zack Geary	
	Kellie Menke	
	Sal Peralta	Jessica Payne

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Walt Gowell, Library Director Jenny Berg, Finance Director Jennifer Cuellar, Community Development Director Heather Richards, Parks & Recreation Director Susan Muir (via zoom), Airport Administrator Willy Williamson (via zoom), Human Resources Manager Vicki Hedges (via zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE

The Fire & Police Department led the pledge of allegiance.

Mayor Drabkin read a statement regarding a technical mapping error related to McMinnville Fire District Measure 36-227, impacting 250 residents was made aware of it within the last two hours. The city is working with Yamhill County, the Oregon Department of Revenue, and the Oregon Secretary of State to find a resolution. Stated the city of McMinnville is committed to continuing to provide fire service to the rural residents regardless of the direction received from the state. The Board of Commissioners has called a special meeting tomorrow May 10<sup>th</sup>, at 9am to discuss.

3. PROCLAMATION

3.a. National Economic Development Week Proclamation

Mayor Drabkin read the proclamation declaring the week of May 8-12, 2023 as National Economic Development Week.

3.b. National Police Week Proclamation

Mayor Drabkin read the proclamation declaring the week of May 14-20, 2023 as National Police Week.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Drabkin invited the public to comment.

Deanne Rozanski, a McMinnville community member commented on the new signage in the locker rooms at the aquatic center.

Amanda Pewonka, a McMinnville community member thanked the Council for placing a cap on Airbnb as this has helped her obtain a rental property.

5. PUBLIC HEARING

5.a. Consider **Ordinance No. 5132**: An Ordinance Approving a Zone Map Amendment to Apply the Flood Area Zone (FP) to 28.25 Acres and the 9000 Minimum Lot Size Residential Zone (R-1) to 1.65 Acres of Tax Lots R4421 00900 and 01200 Upon Annexation into the City Limits AND **Ordinance No. 5133**: An Ordinance Annexing to the City of McMinnville Tax Lots R4421 00900 and R4421 01200.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if there was any objection to the jurisdiction of the Council to hear this matter. There was none. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this application. There was none. She asked if anyone needed to disclose any ex-parte contact. There was none.

Community Development Director Richards shared a PowerPoint presentation shared the different process requirements to have the property to be annexed. Went through the process of annexation. Received one testimony from the Fair Housing Council and Housing Land Advocates in support of the annexation. The Planning Commission also held a public hearing and recommended the approval with conditions of the zone map amendment, ZC 3-22.



Steve Kay of Cascadia Planning Development Services representing the applicant shared the concept plan submitted with the application shows the build of one residential home and the applicant has been working with the City and appreciate the help of City staff.

Public Testimony:

No one provided public testimony.

*Councilor Peralta moved to close the public hearing and the public record. The motion was seconded by Councilor Geary and passed unanimously.*

Mayor Drabkin closed the public hearing.

6. ADVICE/ INFORMATION ITEMS

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

Councilor Peralta reported MWCOG has been working with State Legislature and lobbyists to get funding for economic development in the region and state-wide.

Councilor Geary said DEIAC will meet this Thursday, the McMinnville Community Task Force met today and heard from County Mental Health and Behavioral Health Director Jason Henness made a presentation and provided an update on the 988 Statewide crisis hotline.

Councilor Chenoweth had nothing to report.

Councilor Menke had nothing to report.

Council President Garvin stated Airport Commission meets Monday, May 15<sup>th</sup>. Handed out about fourth thousand informational pieces regarding the Fire Districting, and thanked the community volunteers and firefighters from other districts for helping. Have a meeting with the County Commissioners tomorrow at 9 a.m.

Mayor Drabkin assigned two new committee assignments to Councilor Peralta and Councilor Payne. Spending some additional time at legislature working on Third Street Improvement Project and Housing & Homelessness response asks from the city. Had Planning Commission interviews and sat on a roundtable discussion hosted by the Children's Institute. On Thursday will be hosting Oregon Housing & Community Services Director Andrea Bell in McMinnville to share some of the collaborative projects like the navigation center, stratus village followed by a roundtable discussion on funding.

6.b. Department Head Reports

City Manager Jeff Towery said have Budget Committee meetings scheduled for Wednesday, Thursday, and Friday as needed from 6 p.m. to 10 p.m. Some have been in contact with municipal court Judge Arnold Poole, working to schedule a work session or presentation on the status of Municipal Court.

Interim City Attorney Walt Gowell stated primarily focused on reviewing various contracts and intergovernmental agreements this month.

Finance Director Jennifer Cuellar had nothing to report.

Parks & Recreation Director Susan Muir stated an administrative parking policy memo is called out in the agenda and the memo was included in the packet. This is the start of the notification process for change in the administrative policy impacting parks and parking in parks. Beginning June 1<sup>st</sup> no longer allowing RVs, trailers, or any towed vehicles to park in the parks.

Public Works Director Anne Pagano had nothing to report.

Police Chief Matt Scales stated they had sworn a new recruitment today, canine narcotics Tucker recently certified to detect fentanyl. Storm and Mako the two new canines have been deployed and working on the road. The drone program has had several successful deployments. The police was reaccredited reaffirming the Police Department is doing things the right way under best practices. Will be the president of the Oregon Association of Chiefs of Police.

Community Development Director Heather Richards said the Code Compliance team put in a summer splash and scrub program and got great response to the program. Got the Gwendolyn Decision out today and the appeal deadline for this is May 30<sup>th</sup>, 2023.

City Recorder Claudia Cisneros reminded everyone about the Community Fair at the Mayor State of the City Address and two weeks away from the event.

7. CONSENT AGENDA

a. Consider the request from Little Hellion Wines for Winery Primary Location, OLCC Liquor License located at 2376 NW Fendle Way.

b. Consider the Minutes of the April 11, 2023 City Council Regular Meeting.

c. Consider the Minutes of the April 25, 2023 City Council Regular Meeting.

d. Consider the request from Extra Virgin LLC dba: Wellspent Market for Limited on-premises and off-premises, OLCC Liquor License located at 1140 NE Alpine Avenue.

e. Consider **Resolution 2023-20**: A Resolution approving Amendment No. 2 to the December 10, 2021, Professional Services Agreement with Jacobs Engineering Group, Inc. (Jacobs) for Services During Construction of the SOLIDS TREATMENT CAPACITY IMPROVEMENTS PROJECT, Project No. 2019-10 (Project), formerly known as Water Reclamation Facility Biosolids Storage Tank and Grit System Expansion.

f. Consider the request from Patton Valley Wines for Winery Primary Location, OLCC Liquor License located at 1182 NW Vista Ct.

g. Consider the Request to Permit a Waiver of the Noise Ordinance from The Oak for August 25th and August 26th, 2023.

*Councilor Geary MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously 5-0.*

8. RESOLUTIONS

8.a. Consider Resolution No. **2023-21**: A Resolution approving the award of a Construction Project to J.W. Fowler, Inc. for the SOLIDS TREATMENT CAPACITY IMPROVEMENTS PROJECT, Project Number 2019-10, and authorizing a construction contingency.

Wastewater Manager Leland Koester said this contract is for the construction of solids treatment and the project started in 2019. Asking to construct a new digestion facility, a new odor control system, modify the existing treatment facilities, and construct improvements to the electrical instrumentation & control equipment.

*Councilor Menke MOVED to approve Resolution No. 2023-21, Approving the award of a Construction Project to J.W. Fowler, Inc. for the Solids Treatment Capacity Improvements Project, Project Number 2019-10; SECONDED by Councilor Chenoweth. Motion PASSED unanimously 5-0.*

8.b. Consider Resolution No. **2023-24**: A Resolution of the City of McMinnville Approving a Collection Rate Increase Not to Exceed 4% for Recology Inc.

Finance Director Cuellar said Council heard a work session from Recology earlier this evening. This resolution would increase Recology rates by 4% starting July 1<sup>st</sup>, 2023. Have met all the administrative conditions required to move forward with the request.

Council asked for additional information about the location of the waste being hauled to and the item was postponed for the next agenda.

- 8.c. Consider Resolution No. **2023-22**: A Resolution authorizing the City Manager to enter into a subgrantee agreement with Yamhill Community Action Partnership for pre-construction and construction reimbursement for applicable expenses incurred between July 07, 2021, through June 30, 2023 for the ANYDOOR Place, a McMinnville Navigation Center.

Ms. Richards said this subgrant agreement for ANYDOOR place, Navigation Center.

*Councilor Peralta MOVED to approve Resolution No. 2023-22, Authorizing City Manager to enter into a subgrantee agreement with Yamhill Community Action Partnership for pre-construction and construction reimbursement for applicable expenses incurred between July 07, 2021, through June 30, 2023, for the ANYDOOR Place, a McMinnville Navigation Center; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

- 8.d. Consider Resolution No. **2023-23**: A authorizing the City Manager to Construction Contracts with Fackler Construction Company for the Construction of the ANYDOOR Place, a McMinnville Navigation Center.

Ms. Richards shared a PowerPoint presentation for the construction of ANYDOOR Place, Navigation Center. Shared images of what the facility would look like and mentioned this is a partnership with YCAP. Shared expenses and all the different contracts will be used for the project.

*Councilor Peralta MOVED to approve Resolution No. 2023-23, Authorizing City Manager to Construction Contracts with Fackler Construction Company for the Construction of the ANYDOOR Place, a McMinnville Navigation Center; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*

9. ORDINANCES

- 9.a. Consider the first reading with a possible second reading of **Ordinance No. 5132**: An Ordinance Approving a Zone Map Amendment to Apply the Flood Area Zone (FP) to 28.25 Acres and the 9000 Minimum Lot Size

Residential Zone (R-1) to 1.65 Acres of Tax Lots R4421 00900 and 01200 Upon Annexation into the City Limits.

Mayor Drabkin asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

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

Interim Land-Use Attorney Bill Kabeiseman read by title only Ordinance No. 5132.

*Councilor Geary MOVED to pass Ordinance No. 5132 to a second reading; SECONDED by Councilor Peralta. Motion PASSED 5-0 by the following vote:*

*Aye – Councilors Garvin, Geary, Chenoweth, Menke, and Peralta  
Nay – None*

Interim Land-Use Attorney Bill Kabeiseman read by title only for a second time Ordinance No. 5132.

*Councilor Geary MOVED to adopt Ordinance No. 5135, Approving a Zone Map Amendment to Apply the Flood Area Zone (FP) to 28.25 Acres and the 9000 Minimum Lot Size Residential Zone (R-1) to 1.65 Acres of Tax Lots R4421 00900 and 01200 Upon Annexation into the City Limits; SECONDED by Councilor Peralta. Motion PASSED 5-0 by the following vote:*

*Aye – Councilors Garvin, Geary, Chenoweth, Menke, and Peralta  
Nay – None*

- 9.b. Consider the first reading with a possible second reading of **Ordinance No. 5133**: An Ordinance Annexing to the City of McMinnville Tax Lots R4421 00900 and R4421 01200.

Mayor Drabkin asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

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

Interim Land-use Attorney Bill Kabeiseman read by title only Ordinance No. 5133.

*Councilor Geary MOVED to pass Ordinance No. 5133 to a second reading; SECONDED by Councilor Peralta. Motion PASSED 5-0 by the following vote:*

*Aye – Councilors Garvin, Geary, Chenoweth, Menke, and Peralta*  
*Nay – None*

Interim Land-use Attorney Bill Kabeiseman read by title only for a second time Ordinance No. 5133.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5133, Annexing to the City of McMinnville Tax Lots R4421 00900 and R4421 01200; SECONDED by Council President Garvin. Motion PASSED 5-0 by the following vote:*

*Aye – Councilors Garvin, Geary, Chenoweth, Menke, and Peralta*  
*Nay – None*

10. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 8:30 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, May 23, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President (via Zoom)	
	Chris Chenoweth	
	Zack Geary	
	Kellie Menke (via Zoom)	
	Jessica Payne	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Walt Gowell, Public Works Director Anne Pagano, Senior Planner Tom Schauer, Training Division Chief Scott Law, Finance Director Jennifer Cuellar (via Zoom), Airport Administrator Willy Williamson (via Zoom), Wastewater Services Manager Leland Koester (via Zoom), Interim Land-use Attorney Bill Kabeiseman (via Zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE  
  
The Fire & EMS Department and Public Works Director Anne Pagano led the pledge of allegiance.
3. PROCLAMATION
  - 3.a. National Emergency Medical Services Week Proclamation  
  
Mayor Drabkin read the proclamation declaring the week of May 21-27, 2023 as National Emergency Medical Services Week.
  - 3.b. National Public Works Week Proclamation  
  
Mayor Drabkin read the proclamation declaring the week of May 21-27, 2023 as National Public Work Week.

4. PUBLIC HEARING

- 4.a. Consider **Ordinance No. 5134**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code and the Northeast Gateway Planned Development Overlay (Ordinance 4971) to Amend Standards for Short-Term Rentals, Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-23, and Ending the Moratorium Enacted by Ordinance No. 5118 and Extended by Ordinance No. 5127.

Senior Planner Tom Schauer shared a PowerPoint presentation. Mr. Schauer went through the five sections of Ordinance No. 5134. Shared the amendments to the NE Gateway Overlay. He stated there was oral testimony at the 3/16 planning commission meeting, written testimony was included in the packet, there was no additional written testimony and only one person signed up to testify tonight. Went through the four major changes to the zoning ordinance. Shared a few map comparators of 200 feet vs 500 feet for short-term rentals. Went through some of the questions and comments received while going through this process.

Mayor Drabkin opened the public hearing.

Public Testimony:

Mark Davis, McMinnville Community member stated he's in favor of the ordinance and spoke in favor at Planning Commission. Stated in the staff report there were 63 short-term rentals which sounds like a small number, but this number is having an impact on affordable housing in the community. Gentrification in neighborhoods is also having an impact on affordable housing.

There was clarification on spacing standards for Bed and Breakfasts.

Jim Kreutzbender, McMinnville Community member lives by the Gateway District and is in support of the 500 ft distance and in support of the Ordinance. Shared his thoughts on the multiple short-term rentals around that area and hopes this Ordinance passes.

Mayor Drabkin closed the public hearing.

5. PRESENTATION

- 5.a. Visit McMinnville Annual Report Presentation

Jeff Knapp CEO/President and Kitri McGuire VP of Strategic Communications from Visit McMinnville shared an internal



communication video of the work they do. Mr. Knapp stated they work with Steve Halasz to get data and information about the state of the visitor economy. Shared a PowerPoint Presentation and introduced Steve Halasz, Founder & CEO of Blue Room Research. Mr. Halasz shared the Tourism trends they are seeing in McMinnville and around the country. Started with hotel stats for 2021, 2022, and Q1 of 2023. Then shared data on short-term rentals then shared the consumer sentiment data. Mr. Knapp went over the fiscal year 2023 recap. Kitri McGuire provided an update about marketing and communications accomplishments from last year and priorities for fiscal year 2024. Mr. Knapp went over the FY24 proposed budget which is a 10.5% increase from FY23 and shared the four category breakdowns of the funding.

*Councilor Chenoweth MOVED to approve Visit McMinnville's budget and work plan; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

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

City Recorder Claudia Cisneros, stated Mark Davis submitted a letter to Council and will be made part of the record tomorrow.

Mark Davis, McMinnville Community Member, commented on the thoroughness the Budget Committee and Council put into the Budget process. Requesting the same consideration for long-term capital needs in the community. Would like to see a realistic assessment of City funding for some of the big ideas so they can be prioritized.

7. ADVICE/ INFORMATION ITEMS

- 7.a. Reports from Councilors on Committee & Board Assignments

Councilor Geary had nothing to report.

Councilor Chenoweth said MEVLC did not meet, and Parkway Committee met and looked at the budget forecast with a strongly focusing on funding for McDougall.

Councilor Payne reported Landscape review met last week and approved several street tree removal permits and had a conversation about how a lot of McMinnville homeowners do not know they need to obtain a permit to remove street trees.

Councilor Menke said attended the Willamette Valley Homelessness Conference in Salem with lots of interesting ideas presented. Also attended

the Fox Ridge Road discussion. Affordable Housing is meeting tomorrow with Katie Curry reporting on the restricted property used within Habitat for Humanity. YCAP Finance Committee met and discussed the budget and having their Board Retreat on June 22<sup>nd</sup> in Grand Ronde.

Council President Garvin stated Airport Commission hasn't met, YCOM's meeting from today was moved to June 13<sup>th</sup> and go over the budget process and adopt the Budget on June 20<sup>th</sup>. The Fire District passed via voters on May 16<sup>th</sup> waiting for the certified election results.

Mayor Drabkin reminded all of the Community Fair on Thursday, May 25<sup>th</sup> from 4:00pm to 7:00pm.

7.b.

Department Head Reports

City Manager Jeff Towery had nothing to report.

Interim City Attorney Walt Gowell had nothing to report.

Senior Planner Tom Schauer had nothing to report.

Public Works Director Anne Pagano had nothing to report.

City Recorder Claudia Cisneros reiterated what the Mayor stated about the Community Fair State of the City Address for Thursday.

Finance Director Jennifer Cuellar had nothing to report.

8.

CONSENT AGENDA

a. Consider the request from Violet Vines LLC for Winery Primary Location, OLCC Liquor License located at 1245 NE Alpha Drive Unit 2C.

b. Consider the request from Violet Vines LLC for Winery Primary Location, OLCC Liquor License located at 1245 NE Alpha Drive Unit 4E.

c. Consider **Resolution No. 2023-28**: A Resolution appointing a volunteer to the Planning Commission.

d. Consider the request from Village for a New outlet – Off-premises, OLCC Liquor License located at 615 NE Lafayette Ave Suite B.

Mayor Drabkin requested to remove agenda Item c.

*Councilor Payne MOVED to adopt the consent agenda except for Item c.; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*

8. ITEMS REMOVED FROM THE CONSENT AGENDA

- 8.a. Consider **Resolution No. 2023-28**: A Resolution appointing a volunteer to the Planning Commission.

Senior Planner Tom Schauer stated had a vacancy on the Planning Commission and went through the interview process and are recommending Elena Madrek.

*Councilor Geary MOVED to approve Resolution No. 2023-28, appointing a volunteer to the Planning Commission; SECONDED by Councilor Payne. Motion PASSED unanimously 5-0.*

9. RESOLUTIONS

- 9.a. Consider Resolution No. **2023-27**: A Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2019-35 and 2022-20.

Public Works Director Anne Pagano introduced the topic and is requesting to a 3.5% sewer rate increase effective July 1<sup>st</sup>, 2023. Rates have not increased since July 1<sup>st</sup>, 2019. Consultant Deb Gallardi reviewed the financial plan and CIP and recommended the rate increase.

*Councilor Geary MOVED to approve Resolution No. 2023-27, establishing revised sanitary sewer user fees; and repealing Resolution 2019-35 and 2022-20; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

- 9.b. Consider Resolution No. **2023-29**: A Resolution adopting a supplemental budget for fiscal year 2022-2023 and making supplemental appropriations and Contingency Transfers.

Finance Director Cuellar said to enact a supplemental budget for the current fiscal year. Proposing the four funds to increase appropriations which are: Administration Fund increased by \$80,000 for legal support, Finance Department increase by \$10,000 for the not expected cost of printing, publications for the Budget process, Park Maintenance through ARPA already approved to purchase equipment and vehicles requesting increase by \$55,000 from already approved ARPA funds. Non-Departmental increase by \$95,00 for city services billing fees and one-time implementation costs. Transient Lodging Tax Fund increase of \$30,000. Affordable Housing Funds changing a category of funding, the fund will reimburse the general fund for \$94,000 for support services cost and direct programming support. Transferring \$10,500 for administrative support for

Construction Excise Tax support. Wastewater services fund of \$40,000 for billing services charges. Detailed out in Resolution as well.

*Councilor Menke MOVED to approve Resolution No. 2023-29, adopting a supplemental budget for fiscal year 2022-2023 and making supplemental appropriations and Contingency Transfers; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*

- 9.c. Consider Resolution No. **2023-24**: A Resolution of the City of McMinnville Approving a Collection Rate Increase Not to Exceed 4% for Recology Inc.

Ms. Cuellar is following up with the information requested from the Council from the previous Council meeting. Still looking for a 4% increase for Recology for solid waste collection.

There was discussion regarding a timeline from Recology about going to a scale-based system than the square foot-based system currently in place.

*Councilor Menke, MOVED to approve Resolution No. 2023-24, Approving a Collection Rate Increase Not to Exceed 4% for Recology Inc; SECONDED by Councilor Chenoweth. Motion PASSED 4-1 with Councilor Geary opposed.*

- 9.d. Consider Resolution No. **2023-31**: A Resolution approving the award of a Professional Services Contract to Century West Engineering Airport Master Plan Update, Project 2022 - 10.

Ms. Pagano stated the McMinnville Municipal Airport is due for an update to the airport master plan. They received only one proposal request from Century West and met all the requirements of the proposal. Most of the funding will be from FAA Grant and the estimated City share is \$26,000 from the airport fund.

*Council President Garvin MOVED to approve Resolution No. 2023-31, approving the award of a Professional Services Contract to Century West Engineering Airport Master Plan Update, Project 2022 - 10; SECONDED by Councilor Payne. Motion PASSED unanimously 5-0.*

10. ORDINANCES

- 10.a. Consider the first reading with a possible second reading of **Ordinance No. 5134**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code and the Northeast Gateway Planned Development Overlay (Ordinance 4971) to Amend Standards for Short-Term Rentals, Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-23, and

Ending the Moratorium Enacted by Ordinance No. 5118 and Extended by Ordinance No. 5127.

Mayor Drabkin asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

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

Interim Land-Use Attorney Bill Kabeiseman read by title only Ordinance No. 5134.

There was a discussion on the consideration of state or local residency requirements to strengthen short-term rental permits. Additionally adding a cap on short-term rentals or adding an operator license fee. Had discussion regarding bed and breakfasts.

*Councilor Menke MOVED to pass Ordinance No. 5134 to a second reading; SECONDED by Councilor Geary Motion PASSED with dissent 3-2 by the following vote:*

*Aye – Councilors Geary, Menke, and Peralta  
Nay – Councilor Chenoweth and Garvin*

The second reading will be brought back on June 13, 2023 with an emergency clause before the moratorium expires.

11. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 8:39 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
MINUTES OF SPECIAL CALLED CITY COUNCIL MEETING  
Held via Zoom Video Conference ONLY

Wednesday, June 7, 2023 at 4:00 p.m.

Presiding: Remy Drabkin, Mayor

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	
	Kellie Menke	
	Zack Geary	Sal Peralta
	Jessica Payne	Chris Chenoweth

Also present via Zoom were City Manager Jeff Towery, Interim Attorney Walt Gowell, City Recorder Claudia Cisneros, Fire Chief Rich Leipfert, Special Legal Counsel Truman Stone, Fire Operations Chief Amy Hanifan, and members of the News Media – Jerry Eichten, McMinnville Community Media, and Scott Unger, *News-Register (via zoom)*.

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 4:01 p.m. and welcomed all in attendance.
2. NEW BUSINESS
- 3.a. Motion to approve First Amendment to the City-County Intergovernmental Agreement.  
  
Fire Chief Leipfert stated the agreement was signed on January 5, 2023 regarding out-of-pocket costs and liability issues regarding the McMinnville Fire Districting Election and Section 1 of the amendment clarifies the third-party claims.  
  
*Councilor Geary MOVED to approve the first amendment agreement; SECONDED by Councilor Menke. Motion PASSED unanimously 4-0*
4. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 4:04 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, June 13, 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President (via Zoom)	
	Chris Chenoweth	
	Zack Geary	Jessica Payne
	Kellie Menke	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Finance Director Jennifer Cuellar, Information Systems Director Scott Burke, Community Development Director Heather Richards (via Zoom), and members of the News Media – Jerry Eichten, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 5:33 p.m.
2. BDS PLANNING & URBAN DESIGN CONSULTING PRESENTATION AND DIALOGUE WITH CITY COUNCIL

Mayor Drabkin introduced the topic and stated this is part of the long-term strategic plan on how the City of McMinnville works with McMinnville Water & Light.

Brian Scott, Managing Partner, and Andrés Mantilla, Partner of BDS Planning & Urban Design Consulting went through the agenda for the meeting. Mayor Drabkin provided welcoming remarks stating the goal is to focus on the relationship for the future. Stated that a common theme between both Council and Commission is the shared value of the betterment of citizens of McMinnville and the care of the City of McMinnville.

Mr. Scott & Mr. Mantilla shared a PowerPoint presentation. Mr. Mantilla stated the intended outcome is a joint framework that clarifies roles and responsibilities of the Council, the Commission, and their members, as well

as strengthened mutual relationships. Went through the Water & Light Strategic Priorities and what has been the process so far and will provide a recommendation for both bodies. Mr. Scott went through the MW&L Charter (Chapter 10 of City Charter) with a clarification stating in the absence of the Mayor, Council President chairs the Commission meeting, if both Mayor and Council President are absent then the MW&L Commission Chair presides. Provided the eight key takeaways from the one-on-one conversations with both bodies. There were three questions for discussion to consider for tomorrow's joint meeting. The three questions were:

1. What principles might guide the City-Utility relationship?
2. What does the Council need from the Commission for a successful working relationship?
3. What can the Council do to support a successful working relationship?

Council discussed the questions and provided their thoughts. There was consensus about having more joint meetings of both bodies.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:31 p.m.

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Claudia Cisneros, City Recorder



CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, June 13, 2023 at 7:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	
	Chris Chenoweth	
	Zack Geary	Jessica Payne
	Kellie Menke	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Walt Gowell, Finance Director Jennifer Cuellar, Information Systems Director Scott Burke, Fire Chief Rich Leipfert, Parks & Recreation Director Susan Muir, Community Center Manager Katie Noyd, Children’s Librarian Sam Geary, Community Development Director Heather Richards (via Zoom), and members of the News Media – Jerry Eichten, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 7:00 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Councilor Geary and his son led the pledge of allegiance.

3. PROCLAMATION

3.a. Parks and Recreation Month Proclamation and Summer Fun

Mayor Drabkin read the proclamation declaring the month of July as Parks and Recreation Month.

Community Center Manager Katie Noyd and Children’s Librarian Samantha Geary gave an update about the upcoming Summer Fun activities. Summer Fun is a joint collaboration of Parks & Recreation and the Public Library providing 174 free programs.

3.b. LGBTQIA+ Pride Month Proclamation

Mayor Drabkin read the proclamation declaring the month of June as L  
GBTQIA+ Pride Month.

3.c. Juneteenth Proclamation

Mayor Drabkin read the proclamation declaring June 19<sup>th</sup> as Juneteenth.

4. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor  
Drabkin invited the public to comment.

Mark Davis, a McMinnville community member commented on the work  
session discussing the relationship with McMinnville Water & Light.  
Stated he's attended both meetings for the past ten years and is familiar  
with how both bodies operate. Would like to see MW&L be more part of  
the City.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Menke said Affordable Housing met and has met with Carrie  
Martin twice and working on plans to try and obtain money for affordable  
housing.

Councilor Chenoweth reported Parkway Committee meets Thursday and  
MEVLC has not met in a couple of months.

Councilor Geary said MURAC meeting got postponed, DEIAC met but  
missed the meeting and will miss it next month. The Public Safety Task  
Force met today and learned about fire codes and prevention. BottleDrop is  
targeting for a September opening on Lafayette Avenue.

Council President Garvin stated Airport Commission has not met since the  
last meeting, YCOM met today as an executive board and in the budget  
committee. Still pending certification of Fire District results will meet next  
week to adopt a budget with a four percent increase. There's a Yamhill  
County Commission meeting at 10 am on Thursday and on the agenda are  
the certification results of Measure 227. Visit McMinnville meets next  
week.

5.b. Department Head Reports

City Manager Jeff Towery had nothing to report.

Interim City Attorney Walt Gowell stated it's been a busy month working on contracts for projects the Council has approved. His office is also working on a draft intergovernmental agreement with the prospective McMinnville Fire District.

Finance Director Jennifer Cuellar had nothing to report.

Fire Chief said it's fire season and the Yamhill County team was deployed to the Umatilla Hebron fire.

City Recorder Claudia Cisneros had nothing to report.

Information Systems Director Scott Burke had nothing to report.

Community Development Director Heather Richards said had a second design workshop for the Fox Ridge Road area plan and it went well. Has also launched the program for business assistance grants and loans. The Navigation Center also called ANYDOOR Place is underway.

6.

#### CONSENT AGENDA

- a. Consider the request from VF Wine Company LLC dba: Vincent Wine Company for New Outlet, OLCC Liquor License located at 230 NW 13th Street.
- b. Consider the request from Denison Cellars LLC for Winery Primary Location, OLCC Liquor License located at 1245 NE Alpha Drive Unit 2C.
- c. Consider the request from JSNSBJ LLC: Taste of India 1 for Commercial New Outlet, OLCC Liquor License located at 315 NE 3rd Street.
- d. Consider the request from Arabilis LLC dba: Arabilis Wines for Winery Primary Location, OLCC Liquor License located at 1245 NE Alpha Drive Unit 4E.
- e. Consider the request from Secus LLC dba: Secus for Winery Primary Location, OLCC Liquor License located at 1135 NE Irvine Street.
- f. Motion to approve Revised First Amendment to the City-County Intergovernmental Agreement.

*Councilor Menke MOVED to adopt the consent agenda except for Item f.; SECONDED by Councilor Geary. Motion PASSED unanimously 4-0.*

6. ITEMS REMOVED FROM THE CONSENT AGENDA

- 6.f. Motion to approve Revised First Amendment to the City-County Intergovernmental Agreement.

Mr. Gowell stated at the request of the County Council this came before Council last week at a special called meeting. There were concerns by County Commission did not want to incur out-of-pocket expenses for any third-party claims arising out of the mapping error that came from the petition of the formation of the McMinnville Fire District. This is the first amendment to the IGA approved last week with changes to adding the additional properties discovered.

*Council President Garvin MOVED to approve the revised first amendment to the City-County Intergovernmental Agreement; SECONDED by Councilor Geary. Motion PASSED unanimously 4-0.*

7. RESOLUTIONS

- 7.a. Consider Resolution No. **2023-30**: A Resolution providing for certain increases to the Fire Department fee schedule that allows the Fire Department to recover costs for Fire and EMS services allowed within City ordinances 4300 and 4649, and the International Fire Code as adopted by the State of Oregon.

Mr. Leipfert said this resolution would increase EMS charges by 7.9% based on the CPI with a net revenue change of about \$55,000. Change in fees for vehicle accident responses that require actions at the incident.

*Councilor Menke MOVED to approve Resolution No. 2023-30, Providing for certain increases to the Fire Department fee schedule that allows the Fire Department to recover costs for Fire and EMS services allowed within City ordinances 4300 and 4649, and the International Fire Code as adopted by the State of Oregon; SECONDED by Council President Garvin. Motion PASSED unanimously 4-0.*

- 7.b. Consider Resolution No. **2023-32**: A Resolution adopting a supplemental budget for fiscal year 2022-2023 and making supplemental appropriations and Contingency Transfers.

Ms. Cuellar stated this is a correction to the supplemental budget approved at last meeting. There was an overestimation amount on contingency transfer needed.

*Councilor Chenoweth MOVED to approve Resolution No. 2023-32, Adopting a supplemental budget for fiscal year 2022-2023 and making*

*supplemental appropriations and Contingency Transfers; SECONDED by Councilor Menke. Motion PASSED unanimously 4-0.*

8. ORDINANCES

- 8.a. Consider the second reading of **Ordinance No. 5134**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code and the Northeast Gateway Planned Development Overlay (Ordinance 4971) to Amend Standards for Short-Term Rentals, Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-23, Ending the Moratorium Enacted by Ordinance No. 5118 and Extended by Ordinance No. 5127, and Declaring an Emergency.

Ms. Richards stated this is the second reading of the Ordinance, two changes are it has been changed into an emergency ordinance and also added a preamble and read the last whereas into the record.

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

Mr. Gowell read by title only for a second time Ordinance No. 5134.

*Councilor Geary MOVED to adopt Ordinance No. 5134, Amending Title 17 (Zoning) of the McMinnville Municipal Code and the Northeast Gateway Planned Development Overlay (Ordinance 4971) to Amend Standards for Short-Term Rentals, Approving the Decision, Findings, and Conclusionary Findings for Docket G 1-23, Ending the Moratorium Enacted by Ordinance No. 5118 and Extended by Ordinance No. 5127, and Declaring an Emergency; SECONDED by Councilor Menke. Motion PASSED 3-2 by the following vote:*

*Aye – Councilors Geary, Menke, and Mayor Drabkin  
Nay – Councilors Garvin and Chenoweth*

- 8.b. Consider the first reading with a possible second reading of **Ordinance No. 5135**: An Ordinance Amending the Comcast Cable Television Franchise Agreement to Extend the Term.

Mayor Drabkin asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

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

Mr. Gowell read by title only Ordinance No. 5135.

Ms. Cuellar stated talked about this back in December 2022, and has been in the process of negotiating and requesting three additional months to bring an

agreement for consideration for a new 10-year cable franchise agreement with Comcast.

*Councilor Geary MOVED to pass Ordinance No. 5135 to a second reading; SECONDED by Councilor Peralta. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Chenoweth, Garvin, Geary, and Menke  
Nay – None*

Mr. Gowell read by title only for a second time Ordinance No. 5135.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5135, Amending the Comcast Cable Television Franchise Agreement to Extend the Term; SECONDED by Councilor Menke. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Chenoweth, Garvin, Geary, and Menke  
Nay – None*

8.c.

Consider the first reading with a possible second reading of **Ordinance No. 5136**: An Ordinance Amending the Zply Cable Television Franchise Agreement to Extend the Term.

Mayor Drabkin asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

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

Mr. Gowell read by title only Ordinance No. 5136.

*Councilor Menke MOVED to pass Ordinance No. 5136 to a second reading; SECONDED by Councilor Geary. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Chenoweth, Garvin, Geary, and Menke  
Nay – None*

Mr. Gowell read by title only for a second time Ordinance No. 5136.

*Councilor Chenoweth MOVED to adopt Ordinance No. 5136, Amending the Zply Cable Television Franchise Agreement to Extend the Term; SECONDED by Councilor Menke. Motion PASSED 4-0 by the following vote:*

*Aye – Councilors Chenoweth, Garvin, Geary, and Menke*

*Nay – None*

9. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 7:52 p.m.

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Claudia Cisneros, City Recorder

DRAFT

MINUTES OF SPECIAL CALLED JOINT CITY COUNCIL & MCMINNVILLE WATER &  
LIGHT COMMISSION WORK SESSION  
Held via Zoom Video Conference and at the Police Department Training Room  
McMinnville, Oregon

Wednesday, June 14, 2023 at 4:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent  
Adam Garvin, Council President Sal Peralta  
Kellie Menke  
Zack Geary  
Chris Chenoweth  
Jessica Payne

MW&L Present Absent  
Commissioners: Tom Tankersley  
Ed Gormley  
Jody Christensen  
Kathy Tate

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, Information Systems Director Scott Burke, MW&L General Manager John Dietz, MW&L Commission Clerk Trena McManus, and members of the News Media – Jerry Eichten & Kyle Dauterman, McMinnville Community Media, and Scott Unger, *News-Register (via zoom)*.

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 4:00p.m.

Mayor opened the meeting and introduced the topic and emphasized the goal of the meeting is increased communication, transparency, and accountability. Started with an introduction exercise by partnering up Council and Commission and asking them to introduce who they partnered with and what they value about McMinnville.

2. BDS PLANNING & URBAN DESIGN CONSULTING PRESENTATION AND DIALOGUE WITH COUNCIL & COMMISSION

BDS Planning & Urban Design group introduced themselves: Brian Scott Managing Partner, Andrés Mantilla Partner, and Jacqueline Robinette Organizational Development & Strategic Planning Lead.



Mr. Mantilla started the topic and went through the partner exercise. He went through the process of the meetings. Ms. Robinette went through the Strategic Plan for the City and MW&L Strategic Plan. Highlighted the alignments between the two plans. Mr. Mantilla went over the key takeaways from each of the one-on-ones.

Mr. Scott, went through the guiding principles and path to agreement. Then went through the key points:

- Clarity of roles and responsibilities
- Commitment to joint onboarding and continued education
- Regular meetings between executives
- Regular updates to each body
- Regular meetings between organizations

Talked about the structure of having Joint meetings twice a year. There were discussions regarding roles and responsibilities. Discussed the joint onboarding and education. Discussion on quarterly updates partnership.

Talked about the next steps outlining a mutual agreement between the two bodies possibly at a partnership framework meeting on August 1<sup>st</sup>, 2023.

Mayor thanked everyone and made closing comments.

3. ADJOURNMENT: Mayor adjourned the Special Called Work Session at 6:23 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, June 27 2023 at 6:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President (via Zoom)	
	Chris Chenoweth	
	Zack Geary	
	Kellie Menke	
	Jessica Payne (via Zoom)	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Information Systems Director Scott Burke, Parks & Recreation Director Susan Muir, Police Chief Matt Scales, Community Development Director Heather Richards, Public Works Director Anne Pagano (via Zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 6:16 p.m.

2. PROS PLAN UPDATE

Parks and Recreation Director Susan Muir presented the topic and introduced Jon Pheanis and Elly Schaefer from MIG, Inc. Jon Pheanis Principal | Director of Portland Operations from MIG shared a PowerPoint providing the following overviews:

- Process and Schedule Update
- Existing System Highlights
- Community Needs and Key Themes
- Vision and Goals Exercise
- Next steps

Outlined the five key park types within the city and provided a map. Recapping the questions and opportunities brought forward during the Council Meeting from June 2022 and March 2023. Shared some of the key needs of having welcoming parks for people of all ages, abilities, incomes, and cultures. Having parks that connect to nature and other recreational

opportunities. A top concern was having safe parks and public spaces. Reinvesting in aging parks and facilities. And having equitable park and recreation access.

Mr. Pheanis went through the vision, goals, and objectives discussion posing two questions:

1. What changes would you suggest (if any) to the current vision statement?
2. What other specific goals or objectives would you like to see?

The mayor opened it up for discussion. Council discussed their recommendations for the updated vision statements.

3. ADJOURNMENT: Mayor Drabkin adjourned the Work Session at 6:59 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, June 27, 2023 at 7:00 p.m.

Presiding: Remy Drabkin, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin, Council President	
	Chris Chenoweth	
	Zack Geary	
	Kellie Menke	
	Jessica Payne (via Zoom)	Sal Peralta

Also present were City Recorder Claudia Cisneros, City Manager Jeff Towery, Interim City Attorney Wat Gowell, Information Systems Director Scott Burke, Police Chief Matt Scales, Community Development Director Heather Richards, Fire Chief Rich Leipfert, Finance Director Jennifer Cuellar, Public Works Director Anne Pagano (via Zoom), and members of the News Media – Phil Guzzo, McMinnville Community Media and Scott Unger, *News-Register* (via zoom).

1. CALL TO ORDER: Mayor Drabkin called the meeting to order at 7:02 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Council President Garvin led the pledge of allegiance.

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

City Recorder Claudia Cisneros stated Mark Davis submitted a public comment letter to Council and was included on page 4 of the revised agenda. There were no further public comments.

4. PRESENTATIONS:

4.a. Stewardship Report on City insurance coverage from Ryan Hartzell, Hagan Hamilton.

Ryan Hartzell from Hagan Hamilton provided an update on the insurance coverage for the city detailed memo included in the packet. There was discussion on workers' claims.

5. PUBLIC HEARING

5.a. Public Hearing on Uses of State Revenue Sharing for Fiscal Year 2023-2024 as approved by the Budget Committee.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Finance Director Cuellar stated this is a statutorily required process. Did not receive any public comment and there were no changes from the approval by the Budget Committee.

There was no public testimony.

Mayor Drabkin closed the public hearing at 7:18 pm.

5.b. Public Hearing on the Proposed Fiscal Year 2023-2024 Budget as approved by the Budget Committee.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Ms. Cuellar stated this is another statutorily required process of the budget process. The budget was approved on June 16, 2023 by the Budget Committee. Details of the budget were published in the News-Register and posted on the website. No public comments were received.

There was no public testimony.

There was discussion about recruitment and retention at the Police Department.

Mayor Drabkin closed the public hearing at 7:32 pm.

5.c. Public Hearing to consider **Resolution No. 2023-25**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Community Development Director Heather Richards presented the staff report and stated that based on the Consumer Price Index (CPI) is asking for a 5% increase in fees. In 2018 Council directed staff to work towards full cost recovery for planning fees for private development projects and been working on a gradual and incremental catch-up. The increase is for the 10% catch-up plus the 5% CPI. Have also maintained a subsidized fee schedule for signed permits, appeal fees, and the downtown design review fees. Also, provide 50% reduced planning permit fees for qualifying affordable housing projects. Working with the Engineering team and a consulting firm regarding an engineering fee study that will happen over the next year.

There was no public testimony.

Mayor Drabkin closed the public hearing at 7:38 pm.

- 5.d. Public Hearing to consider **Resolution No. 2023-26**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Mayor Drabkin opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Ms. Richards stated this is a similar discussion to the planning fee schedule. It's a full-cost recovery reviewing building permits for private development. Based on the CPI looking at a 5% increase, Council received an amended fee schedule on Monday included in the packet.

There was no public testimony.

Mayor Drabkin closed the public hearing at 7:41 pm.

6. **ADVICE/ INFORMATION ITEMS**

- 6.a. Reports from Councilors on Committee & Board Assignments

Councilor Menke stated YCAP has been busy and had its first board retreat. Had a budget meeting and approved the budget and presented it today to the Finance Committee. Looking for community members to serve on board. The Affordable Housing Committee will be meeting tomorrow and discussing temporary camping.

Councilor Payne said Landscape met last week and approved a tree removal permit and had a lengthy discussion on tree maintenance for subdivisions.

Councilor Chenoweth reported MEVLC has not met, parkway met wanting to get funding for the different components of the project have broken up sections to 2a, 2b, and 2c.

Councilor Geary said MURAC meets tomorrow.

Council President Garvin stated Airport Commission meets on July 5<sup>th</sup> and received money from Senator Wyden for Airport Master Plan. Airshow tickets are now available for purchase. Visit McMinnville had influencers to promote Pride Month and Farmers Market. Rural Fire Board met today to certify ballot measure 226 and County Commissioners certified their result on June 15<sup>th</sup>. On July 5<sup>th</sup> the new Fire Board will be sworn in at the Fire Department.

Mayor Drabkin shared unfortunately did not receive any money from the Legislatures this year but they are aware of the City's needs and plan for going forward. Council and Commissioners were invited to the MW&L Watershed tour on August 9<sup>th</sup>.

6.b.

#### Department Head Reports

City Manager Jeff Towery sent a disclosure memo on his wife's election to the School Board. The first concert at the park was a success and Zucchini races are on August 24<sup>th</sup> at 12:30 pm at the farmer's market.

Interim City Attorney Walt Gowell had nothing to report.

Finance Director Jennifer Cuellar since the last meeting has moved 20 million from low-interest earning accounts and potential of seeing earnings of over eight hundred thousand dollars in a year higher.

Community Development Director Heather Richards would like to encourage Council to walk around and get to know the neighbors. Looking at multi-family inventory for the workforce. Received notice last week regarding a successful grant from Business Oregon for master planning for the Innovation Campus and bringing Oregon as a stakeholder and partner.

Fire Chief Rich Leipfert is working on a draft IGA with the city and the new fire district for the six months of fire services. Will present the draft on July 5<sup>th</sup> and then Council on July 11<sup>th</sup>.

Chief of Police Matt Scales stated two officers were offered jobs and bringing them on at the end of July. August 1<sup>st</sup> is National Night Out. On August 8<sup>th</sup> and 11<sup>th</sup>, there will be an active shooter drill and inviting Council. The long session finished no bill passed that were harmful to Public Safety. RV Parking data on calls for service at 300%.

City Recorder Claudia Cisneros had nothing to report.

Information Services Director Scott Burke had nothing to report.

Public Works Director Anne Pagano gave Airport Administrator Willy Williamson a shout-out for his work on the FAA Grant and will start the master plan in the next couple of months. Received an almost one-million-dollar grant from ODOT for safe routes to school project and thanked David Renshaw for his work on this.

7. CONSENT AGENDA

Mayor Drabkin recused herself from presiding over this agenda topic and Council President Garvin presided for consent agenda.

a. Consider the Request to Permit a Waiver of the Noise Ordinance from Christina Fuller of Fuller Events for August 8, 2023, for the Willamette Valley Wineries Association Welcome Dinner.

b. Consider **Resolution 2023-34**: A Resolution authorizing the approval of an Intergovernmental Grant Agreement between the City of McMinnville and Oregon Department of Transportation (ODOT) for the Safe Routes to School Program: Sue Buel Elementary and Patton Middle School Pedestrian Safety Projects, Agreement No. SRTS23-0.

*Councilor Chenoweth MOVED to adopt the consent agenda except for Item a; SECONDED by Councilor Menke. Motion PASSED unanimously 5-0.*

7. ITEMS REMOVED FROM THE CONSENT AGENDA

7.a. Consider the Request to Permit a Waiver of the Noise Ordinance from Christina Fuller of Fuller Events for August 8, 2023, for the Willamette Valley Wineries Association Welcome Dinner.

*Councilor Menke MOVED to approve the Request to Permit a Waiver of the Noise Ordinance from Christina Fuller of Fuller Events for August 8, 2023, for the Willamette Valley Wineries Association Welcome Dinner; SECONDED by Councilor Geary. Motion PASSED unanimously 5-0.*



8. RESOLUTIONS

- 8.a. Consider **Resolution 2023-33**: A Resolution approving the Final Order of the County Commission Forming the McMinnville Fire District (attached Exhibit 1) and consenting to the formation of a fire district incorporating the McMinnville city limits.

Mr. Leipfert stated this is the final step in the approval of the process.

*Council President Garvin MOVED to approve Resolution No. 2023-33, Approving the Final Order of the County Commission Forming the McMinnville Fire District (attached Exhibit 1) and consenting to the formation of a fire district incorporating the McMinnville city limits SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 8.b. Consider **Resolution 2023-35**: A Resolution extending workers' compensation coverage to City of McMinnville volunteers.

Ms. Cuellar said this is an annual process ensuring volunteers are in the worker's comp policy. One change this year is proposing the SAFE worker's comp policy coverage be offered to public safety employees.

*Councilor Menke MOVED to approve Resolution No. 2023-35, Extending workers' compensation coverage to City of McMinnville volunteers SECONDED by Councilor Geary. Motion PASSED 5-0.*

- 8.c. Consider **Resolution 2023-36**: A Resolution declaring the City's election to receive certain state shared revenues.

Ms. Cuellar stated this resolution and the next one are statutorily required steps to access the state shared revenues

*Councilor Chenoweth MOVED to approve Resolution No. 2023-36, Declaring the City's election to receive certain state shared revenues SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 8.d. Consider **Resolution 2023-37**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

Ms. Cuellar said this is certifying the city has provided the requisite number of municipal services to be eligible for state shared revenue.

*Councilor Menke MOVED to approve Resolution No. 2023-37, Certifying provision of municipal services by the City of McMinnville as required by ORS 221.760 SECONDED by Councilor Menke. Motion PASSED 5-0.*

- 8.e. Consider **Resolution 2023-38**: A Resolution establishing a new Fire District Transition Fund in FY2023-24.

Ms. Cuellar stated this is establishing the new fire district transition fund in the city's financial structure.

*Council President Garvin MOVED to approve Resolution No. 2023-35, establishing a new Fire District Transition Fund in FY2023-24 SECONDED by Councilor Geary. Motion PASSED 5-0.*

- 8.f. Consider **Resolution 2023-39**: A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments.

Ms. Cuellar stated this resolution and the next one are associated with internal borrowing actions. This is asking for authorization to move forward with approximately 1.4 million in inter-fund loans from the Wastewater Capital Fund to the General Fund to support a variety of capital replacement projects.

*Councilor Menke MOVED to approve Resolution No. 2023-39, Authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Capital Investments SECONDED by Councilor Geary. Motion PASSED 5-0.*

- 8.g. Consider **Resolution 2023-40**: A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Fire and EMS Operating Costs.

Ms. Cuellar said this internal borrowing is separated because its for operating purposes.

*Councilor Geary MOVED to approve Resolution No. 2023-40, Authorizing an interfund loan from the Wastewater Capital Fund to the General Fund for Fire and EMS Operating Costs SECONDED by Council President Garvin. Motion PASSED 6-0.*

- 8.h. Consider **Resolution 2023-41**: A Resolution adopting the budget for the fiscal year beginning July 1, 2023; making the appropriations; imposing the property taxes; and categorizing the property taxes.

Ms. Cuellar stated this is the final step in order to levy the property taxes next year and have a budget in place to be able to begin using funds as of July 1. There were no changes between when it was approved by the budget committee and what was presented.

*Councilor Geary MOVED to adopt Resolution No. 2023-41, Adopting the 2023-2024 budget in total amount of \$156,382,633 for the fiscal year beginning July 1, 2023; to make the appropriations in the amount of \$124,297,792; to impose and categorize the City of McMinnville's permanent property tax rate of \$3.5200 per \$1,000 assessed value for general operations and \$3,091,410 for debt services; imposing the property taxes; and categorizing the property taxes SECONDED by Council President Garvin. Motion PASSED 4-1 with Councilor Chenoweth opposed.*

- 8.i. Consider **Resolution 2023-25**: A Resolution adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective.

Ms. Richards stated this is an annual update of permitting fees to review land use applications and building permits to support their projects.

*Councilor Menke MOVED to approve Resolution No. 2023-25, Adopting a Planning Fee Schedule and repealing all previous resolutions adopting planning fee schedules at the time this fee schedule becomes effective SECONDED by Councilor Geary. Motion PASSED 4-1 with Councilor Chenoweth opposed.*

- 8.j. Consider **Resolution 2023-26**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

Ms. Richards stated this is for the building fee schedule.

*Councilor Geary MOVED to approve Resolution No. 2023-26, Adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule SECONDED by Councilor Menke. Motion PASSED 4-1 with Councilor Chenoweth opposed.*

9. ADJOURNMENT: Mayor Drabkin adjourned the meeting at 8:28 p.m.

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Claudia Cisneros, City Recorder

## Liquor License Recommendation

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BUSINESS NAME / INDIVIDUAL: Tres Colline Vineyards LLC. dba: Tres Colline Vineyards  
BUSINESS LOCATION ADDRESS: 1445 NE Miller Street D1  
LIQUOR LICENSE TYPE: Winery: Primary location

Is the business at this location currently licensed by OLCC

Yes  No

If yes, what is the name of the existing business:

-----

Hours of operation: Sunday-Saturday 10 am to 4 pm  
Entertainment: N/A  
Hours of Music: N/A  
Seating Count: 34 total: 10 restaurant and 24 outdoor

EXEMPTIONS:  
(list any exemptions)

---

Tritech Records Management System Check: Yes  No

Criminal Records Check: Yes  No

Recommended Action: Approve  Disapprove

  
\_\_\_\_\_  
Chief of Police / Designee

\_\_\_\_\_  
City Manager / Designee

# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet |  Change of Ownership |  Greater Privilege |  Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

## Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

**After providing your recommendation, return this application to the applicant WITH the recommendation marked below**

City/County name:

(Please specify city or county)

Date application received: August 10, 2023

Optional: Date Stamp Received Below

Recommend this license be granted

Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Tres Colline Vineyards, LLC

Trade Name



**City of McMinnville**  
**Community Development**  
231 NE Fifth Street  
McMinnville, OR 97128  
(503) 434-7311  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

# STAFF REPORT

**DATE:** August 22, 2023  
**TO:** Mayor and City Councilors  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Resolution No. 2023-54, Appointment of Rachel Flores to the McMinnville Planning Commission

## STRATEGIC PRIORITY & GOAL:



### ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

## OBJECTIVE/S: Grow City's employees and Boards and Commissions to reflect our community

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### Report in Brief:

This is the consideration of Resolution No. 2023-54, appointing Rachel Flores to the McMinnville Planning Commission.

### Background:

The City of McMinnville has many boards, committees and commissions that support the City's work on a volunteer basis. The City Council makes the appointments to these boards, committees, and commissions.

The City solicits applications by advertising the vacancies in the News Register, social media, and other communication opportunities. The applications are then reviewed, and interviews conducted by the Mayor, City Councilors and city staff. Each interview consists of two City Councilors and lead city staff for the board, committee or commission. All applicants are interviewed. Then the interview panel makes a recommendation to the City Council for appointments.

### Discussion:

In May, 2023, a planning commission member from Ward 1 resigned. The term of their position extended to December 31, 2024.

After a solicitation, application and interview process, the Mayor and Council President are recommending Rachel Flores for the position.

**McMinnville Planning Commission – Rachel Flores, Ward 1, term expiring December 31, 2024:**

The Planning Commission is a nine-member City Council-appointed body, which takes action and makes recommendations to the City Council on a variety of current and long-range land use matters. Membership on the Commission requires that a person must be a resident of the City of McMinnville or within the Urban Growth Boundary and live in the ward they represent. Appointments are for 4 years.

**Attachments:**

- Resolution No. 2023-54
- Rachel Flores Planning Commission Application

**Fiscal Impact:**

There is no anticipated fiscal impact to the City of McMinnville with this decision.

**Recommendation/Suggested Motion:**

**“I MOVE TO APPROVE RESOLUTION NO. 2023 – 54 APPOINTING RACHEL FLORES TO THE MCMINNVILLE PLANNING COMMISSION.”**

**RESOLUTION NO. 2023 - 54**

A Resolution appointing Rachel Flores to the McMinnville Planning Commission.

RECITALS:

**Whereas**, the City of McMinnville has several Boards, Committees, Commissions, and Task Forces made up of volunteers; and

**Whereas**, the City Council is responsible for making appointments and re-appointments.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:**

1. The City Council appoints the following volunteer to the McMinnville Planning Commission as detailed below.

<b><u>PLANNING COMMISSION</u></b> (filling an existing term)	
<b>Rachel Flores</b> , (Ward 1)	Expires December 31, 2024

2. This Resolution and this appointment will take effect immediately.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22<sup>nd</sup> day of August 2023 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 22<sup>nd</sup> day of August 2023.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney


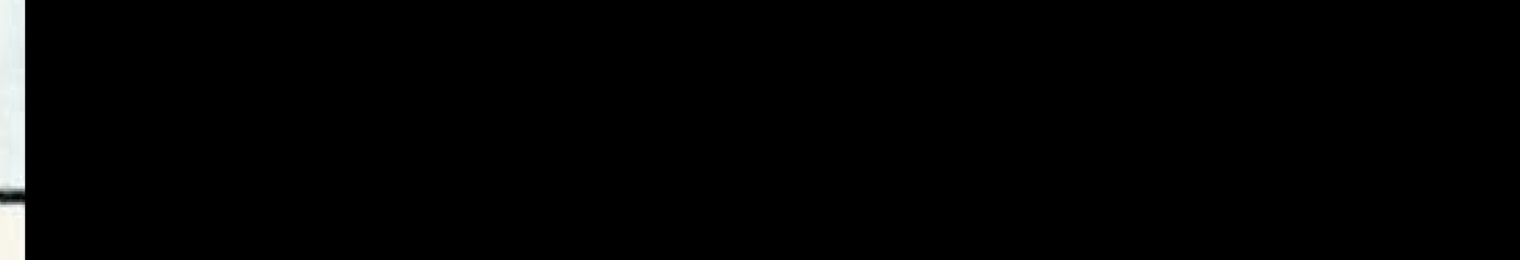
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City Recorder


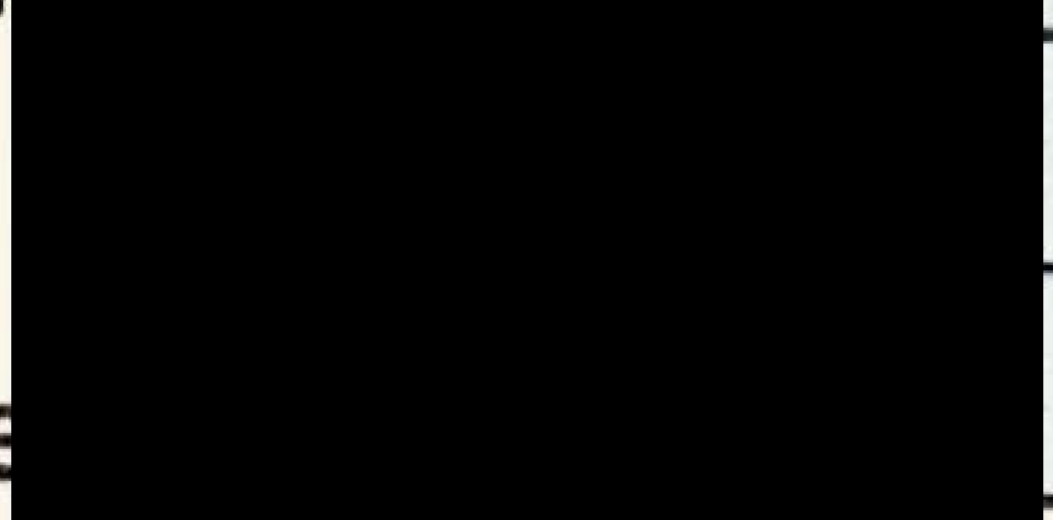
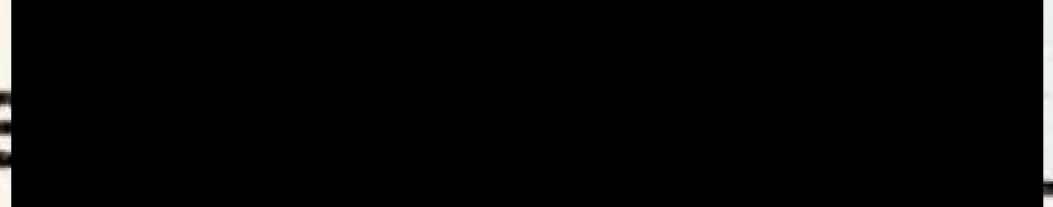


# City of McMinnville Oregon

## APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Rachel Flores  
Address:   
Email: 

Home Phone:   
Cell Phone:   
Work Phone: 

Board, Commission or Committee for which you are an applicant:

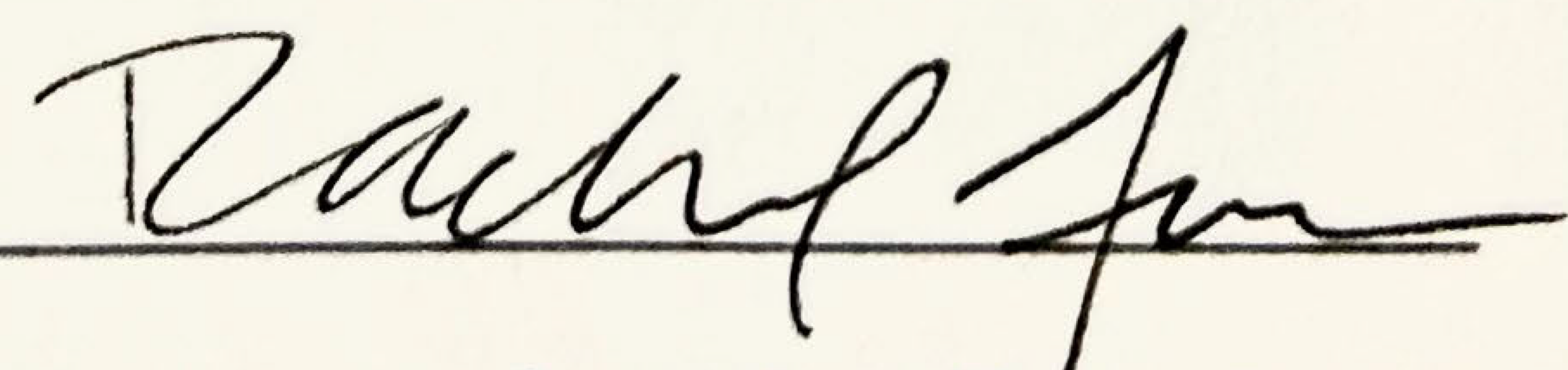
- |   |   |
|---|---|
| <input type="checkbox"/> Affordable Housing Committee                       | <input type="checkbox"/> Economic Vitality Leadership Council |
| <input type="checkbox"/> Airport Commission                                 | <input type="checkbox"/> Historic Landmark Committee          |
| <input type="checkbox"/> Budget Committee                                   | <input type="checkbox"/> Landscape Review Committee           |
| <input type="checkbox"/> Diversity, Equity and Inclusion Advisory Committee | <input checked="" type="checkbox"/> Planning Commission       |
|   | <input type="checkbox"/> Urban Renewal Advisory Committee     |

Ward in which you reside (if applicable): 1

How many years have you lived in McMinnville? 11

Educational and occupational background: I currently serve as the Development Director for Henderson House. My professional background is in nonprofit development, communications, marketing, and logistics. I have a BA in Political Science with a minor in Spanish from OSU and have completed some studies toward a Juris Doctorate from Willamette University College of Law.

Why are you interested in serving? I love McMinnville and have called it home for most of my adult life. I have dedicated my professional life and free time in service to our community. My daughter attends Willamette Elementary. My family enjoys our parks, we engage in local events, and frequent our local restaurants and shops. I recognize that the wonderful quality of life we enjoy is due to the thoughtful investments and planning by those who have come before us. I want to support that work, to ensure my daughter and later generations can continue thriving here.

Signature 

Date 7/17/2023

Please return to [planning@mcminnvilleoregon.gov](mailto:planning@mcminnvilleoregon.gov), the Community Development Center, 231 NE Fifth Street, McMinnville, OR 97128, or City Hall, 230 NE Second Street, McMinnville, OR 97128