



Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128

City Council Meeting Agenda
Tuesday, October 9, 2018
6:00 p.m. – Work Session
7:00 p.m. – Regular Council Meeting

Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."

6:00 PM – WORK SESSION – COUNCIL CHAMBERS

1. Call to Order
2. Presentation of draft Strategic Plan.
3. Adjournment

7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any 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. Please complete a request to speak card prior to the meeting. Speakers may not yield their time to others.*
4. CONSENT AGENDA
 - a. Consider approval of the minutes from the July 24, 2018 City Council Work Session and Regular Meeting, August 14, 2018 City Council Meeting, and August 22, 2018 Work Session.
 - b. Consider request from Pinto Productions Wine Company dba. J Douglas Wines (435 NE Irvine) for a OLCC Winery License.
5. ORDINANCE
 - a. First Reading with Possible Second Reading of **Ordinance No. 5059**: An Ordinance Amending Chapter 5 Business Taxes And Licenses And Regulations; Adding Chapter 5.40 - Care Facility Specialty Business Licenses.
6. RESOLUTIONS
 - a. Consider Resolution No. **2018-54**: A Resolution providing for a combined fee schedule that allows the Fire Department to recover costs for fire and EMS services allowed within City Ordinance and the International Fire Code as adopted by the State of Oregon.
 - b. Consider Resolution No. **2018-55**: A Resolution appointing three more members to the McMinnville Affordable Housing Task Force.

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or melissa.grace@mcminnvilleoregon.gov.

7. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
- c. Cash & Investment Report

8. ADJOURNMENT



**City of McMinnville
Administration**
230 NE Second Street
McMinnville, OR 97128
(503) 434-7302

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: October 9, 2018
TO: Mayor and City Council
FROM: Jeff Towery, City Manager
VIA:
SUBJECT: Council Work Session – Strategic Plan

Report in Brief:

At its October 9 work session, Council will review a working draft of the Final Plan to provide overall feedback on the content, but with special focus on a few areas where some additional guidance would be especially helpful to the City.

Background:

The Mac-Town 2032 Strategic Planning Process is entering its tenth month and nearing completion of its third and final phase of work. Having articulated a broadly-held Vision for McMinnville, a Mission for the City Government, and some core community Values in Phase 1, BDS Planning kicked-off a series of staff and community work groups to express Goals and supporting Objectives for each of the seven Strategic Priority areas. Finally, in Phase 3, City staff have been at work to develop Actions that will help to achieve these Objectives and Success Measures to track progress over the course of the Plan's implementation.

Discussion:

Areas for focused Council review and feedback are anticipated to be the following:
Translation of Economic Development Strategy Mission to Strategic Plan Goal and Objectives.
Draft proposed Success Measures
Draft proposed priority actions
Brian Scott from BDS Planning will facilitate a conversation with the Mayor and City Councilors on these topics and record their direction for the improvement of the final plan.

Attachments:

Attachment 1 – Strategic Plan DRAFT (to be provided separately)
Attachment 2 – Strategic Plan Slide Show (to be provided separately)

Recommendation:

Review the documents, ask questions and provide any guidance that will inform the continuing work on the project.

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

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

Presiding: Mayor Scott Hill

Recording Secretary: Melissa Grace

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|-------------|---|------------------------|
| Councilors: | <u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens | <u>Excused Absence</u> |
|-------------|---|------------------------|

Also present were City Manager Jeff Towery and Library Director Jenny Berg.

1. CALL TO ORDER

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

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

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

3. ADJOURNMENT

Mayor Hill adjourned the meeting at 6:40 p.m.

Melissa Grace, City Recorder

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

Tuesday, July 24, 2018 at 7:00 p.m.

Presiding: Mayor Scott Hill

Recording Secretary: Melissa Grace

| | | |
|-------------|---|------------------------|
| Councilors: | <u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens | <u>Excused Absence</u> |
|-------------|---|------------------------|

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

AGENDA ITEM

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

Councilor Drabkin led the Pledge of Allegiance.

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

3. CONSENT AGENDA

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

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

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

4. DISCUSSION ON LEGISLATIVE PRIORITIES – LEAGUE OF OREGON CITIES

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

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

Councilor Stassens asked to include wetlands development permitting.

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

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

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

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

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

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

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

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

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

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

6.

ORDINANCE

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

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

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

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

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

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

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

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

ADD ITEM

APPOINTMENT TO THE MCMINNVILLE WATER AND LIGHT COMMISSION

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

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

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

Email from Mayor to City Council – July 23, 2018

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

- Mayor Hill

Here is background information from Nancy:

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

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

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

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

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

Thank you,

Nancy Carlton

7.

ADVICE/ INFORMATION ITEMS

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

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

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

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

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

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

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

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

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

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

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

Melissa Grace, City Recorder

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

Tuesday, August 14, 2018 at 7:00 p.m.

Presiding: Mayor Scott Hill

Recording Secretary: Erica Thomas

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| Councilors: | <u>Present</u> Remy Drabkin Adam Garvin Kellie Menke, Council President Sal Peralta Alan Ruden Wendy Stassens (via Telephone) | <u>Excused Absence</u> |
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Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Finance Director Marcia Baragary, and members of the News Media, Jerry Eichten of McMinnville Community Media, Dave Adams of KLYC Radio, and Tom Henderson of the News Register.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:10 p.m. and welcomed all in attendance.

Councilor Peralta led the Pledge of Allegiance.
2. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment. There were no public comments.
3. CONSENT AGENDA
 - a. Consider OLCC Off-Premises Sales license request from McMinnville Grocery Outlet located at 568 N Highway 99W.
 - b. Consider OLCC Limited Off-Premises Sales license request from The Gallery at Ten Oaks, LLC at 801 SW Baker Street.
 - c. Consider OLCC Winery license request from Balanza Vineyard located at 2803 NE Orchard Avenue.

- d. Consider OLCC Winery license request from Stone Wolf Vineyards, LLC located at 2155 NE Lafayette Avenue.

Councilor Ruden MOVED to adopt the consent agenda; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

4. RESOLUTIONS

- 4.a. Resolution No. **2018-43**: A Resolution approving Task Order No. 1 to the Personal Services Contract for the design of the Old Sheridan Road Improvements Project, Project 2017-6.

Community Development Director Mike Bisset presented. He stated that the Task Order amends the Personal Services Contract with Harper Houf Peterson Righellis, Inc to include final design work for the Old Sheridan Road Improvements Project. The work includes: include completion of the final design and construction documents for the proposed improvements, project permitting, property acquisition, and engineering services during construction. He stated that the funds are from the 2014 transportation bond proceeds.

Councilor Ruden commented on the large cost of the project. Mr. Bisset shared the details of the project sharing that it is a complex project. It includes widening and other improvements between Highway 99W and Cypress Lane, including traffic signal upgrades, new turn lanes, bridge reconstruction, bike lanes and pedestrian improvements to improve traffic flow and safety.

Mayor Hill asked if the County will be assisting financially in any way with improvements on Hill Road or on Old Sheridan Road. Ms. Bisset stated that there was not a funding agreement with the County for Hill Road. He stated that there has not been a jurisdictional transfer request and that the scope of work figures in obtaining County permits.

Discussion ensued regarding the use of System Development Charges (SDC) and the allocation of SDC funds on the projects. Mr. Bisset stated that the Transportation Bond proceeds, gas tax allocations and SDC funds will allow all of the work to be completed.

Councilor Garvin asked about the contingency money for acquisition of properties. It was noted that there are 14 properties that there may need to be discussion with. Mr. Bisset shared the process for acquisition and eminent domain.

Councilor Garvin asked about completion date. Mr. Bisset stated that the project will likely go into 2020.

Councilor Drabkin asked if there has been any outreach with property owners in the area. Mr. Bisset shared that a project information sheet was shared initially. He stated that individual discussions will begin to take place as the design work begins. She asked about the people who live near the bridge and commented that there is not an easy detour around the bridge. Mr. Bisset responded that he does not currently have an answer but there will be discussion on feasibility and impact as the project moves forward. Discussion ensued regarding bridge construction.

City Attorney Koch commented on how property acquisition has taken place recently, noting that there has been success in cooperative acquisition.

Councilor Ruden MOVED to adopt Resolution No. 2018-43 approving Task Order No. 1 to the Personal Services Contract for the design of the Old Sheridan Road Improvements Project, Project 2017-6.; SECONDED by Councilor Garvin. Motion PASSED unanimously.

4.b.

Resolution No. **2018-44**: A Resolution accepting the grand offer and authorizing the City Manager to execute an agreement with the Federal Aviation Administration (FAA) for the Airport Improvement Project.

Community Development Director Bisset stated that in May, 2018, the Council awarded consulting services for the Airport Apron Rehabilitation Project to Century West Engineering, Inc. He stated that those services would be funded 90% by FFA Funds and the City is responsible for the 10% match which will be funded by an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) grant the City was awarded on February 13, 2018. Grant funding will be accounted for in the Airport Fund. The FAA Grant Offer proposes to fund the environmental and design services, surveying, project management, geotechnical investigations, inner agency coordination, FAA reporting, and bidding services for the Apron Rehabilitation Project.

Councilor Garvin asked about ability to do business at the Airport during the construction. Mr. Bisset shared that it is too early on in the project to know for certain. Mr. Bisset stated that impacts will be clearly explained. Councilor Gavin stated that the work is needed.

Councilor Drabkin MOVED to adopt Resolution No. 2018-37 accepting the grand offer and authorizing the City Manager to execute an agreement with the Federal Aviation Administration (FAA) for the Airport Improvement Project; SECONDED by Councilor Peralta. Motion PASSED unanimously.

5.

ADVICE/ INFORMATION ITEMS

Councilor Garvin shared that there will be a YCOM meeting on Thursday. He stated that he has been working with Oregon Bottle Drop and trying to get a facility in McMinnville.

Councilor Peralta explained that Bottle Drop is a cooperative that sets up a single recycling center for grocery stores. He stated that MEDP has helped identify possible locations within the City. He stated that Mid-Willamette Valley of Governments is asking for legislative priorities. He stated that he would go with the same suggestions that the Council decided on recommending to the League of Oregon Cities. He stated that they are also asking for recommendations for City Staff Member of the Year recognition. Councilor Peralta stated that from 2015-2017 most of the homelessness growth has happened in the rural west in population centers below 50,000. He stated that this comes with a series of challenges from a funding standpoint because a lot of the funding is attached to larger cities rather than smaller ones. He stated that he has been having conversations about increasing permanent supportive housing. He would like to bring the information to the Affordable Housing Task Force. He also noted that Federal Government has released their four year strategic plan on addressing homelessness and he would like to bring the information to the Affordable Housing Task Force as well.

Council President Menke stated that the Parkway Committee Meeting is coming out. She shared that the Visit McMinnville meeting was cancelled.

Councilor Ruden shared that there is an Airport Commission meeting coming up.

Councilor Drabkin shared that there is an Affordable Housing Task Force meeting coming up and they are in need of more applicants. She stated that they are Council appointed positions and explained the make-up of the members.

6.

ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 7:55 p.m.

Melissa Grace, City Recorder

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

Tuesday, August 22, 2018 at 5:30 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Grace

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| Councilors: | <u>Present</u> Adam Garvin Kellie Menke, Council President Sal Peralta Wendy Stassens | <u>Excused Absence</u> Remy Drabkin Alan Ruden |
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Also present were City Manager Jeff Towery, City Attorney David Koch, Emergency Management Coordinator Damon Schulze, Fire Chief Rich Leipfert, Human Resources Manager Kylie Bayer-Fertterer, Parks and Recreation Director Susan Muir, and Police Captain Tim Symons.

Also present were Marci Humlie (McMinnville Water & Light) John Dietz General Manager (McMinnville Water & Light) and Brian Young, Emergency Manager (Yamhill County).

1. CALL TO ORDER: The meeting was called to order at 5:41 p.m.
2. PRESENTATION: EMERGENCY MANAGEMENT

Fire Chief Leipfert explained that National Incident Management System is the template for how disasters are managed. It enables Federal, State, Tribal, local governments, the private sector and nongovernmental organizations to work together. He stated that is to simplify the process. It applies to all hazards and jurisdictions. It is not the operational plan. He shared that the components include: Preparedness, Communications and Information Management, Resource Management, Command and Management and ongoing Management and Maintenance. He noted that the Command and Management includes: Incident Command System, Multiagency Coordination Systems and Public Information.

The Incident Commander's Role includes:

- Provides overall leadership for incident response.
- Takes policy direction from the Executives/ Senior Official.
- Delegates authority to others.
- Ensures incident safety.
- Provides information to internal and external stakeholders.

- Establishes and maintains liaison with other agencies participating in the incident.
- Establishes incident objectives.
- Directs the development of the Incident Action Plan.

Fire Chief Leipfert explained that the Incident Commander is dependent upon the type of Incident. He stated that the Policy Makers will be staged in the Police Department Conference Room. City Manager Towery noted that as more people become available to respond or as the event goes on, the roles in the room will change.

Fire Chief Leipfert stated that the initial decisions and objectives are established based on the following priorities:

1. Life Safety
2. Incident stabilization.
3. Property/ Environmental Conservation.

Fire Chief Leipfert reviewed the roles of the Incident Management Team. He stated that Executive/ Senior Officials roles and responsibilities include:

- Providing policy guidance on priorities and objectives based on situational needs and the Emergency Plan.
- Overseeing resource coordination and support on the on-scene command from the Emergency Operations Center or through dispatch.
- Policy, Mission, Strategic direction and Authority.

The Incident Commander manages the incident at the scene and keeps the EOC informed on all important matters pertaining to the incident.

Chief Leipfert stated that in a situation where multiple jurisdictions are impacted there would be a unified command.

Chief Leipfert shared that the County has a Public Information Officer (PIO) group that meets regularly. The goal of the PIO is to prepare a message to the public that relates the goals and intent and give the community the information they need to have. The PIO represents and advises the Incident Command and manages on-scene media and public inquiries.

It was noted that the Joint Information Center will be the Council Chambers. This is where the media is set up. The Joint Information Center is a physical location used to coordinate: critical emergency information, crisis communications, and public affairs functions.

The Council's role is to ensure that a single message is being relayed. The PIO always drafts a written message and it is usually delivered by the elected official or the City Manager.

Fire Chief Leipfert stated that as long range planning is being reviewed. The Continuity of Operations, Hazard Mitigation, Debris Removal Plan are being worked on and having those plans in place helps with the more frequent events.

Mayor Hill stated that he has been impressed with David Renshaw and the Public Works Department on the annual events.

Fire Chief Leipfert explained that the Emergency Operations Center (EOC) is scalable.

Councilor Peralta asked if there would be recommendations being made to make the City more resilient. Fire Chief Leipfert stated that the City will be participating in a Hazard Mitigation Plan and once that is complete, Staff will be ready to make recommendations.

Emergency Management Coordinator Schulze shared that in 2010 the Emergency Operation Plan (EOP) was adopted by Resolution. An Elected Officials course was presented at a City Council Meeting in 2010. He stated that the Continuity of Operations Plan is currently being worked on. The City is providing support in improving community awareness information for citizens. The City will ensure public information releases are coordinated through the PIO and improve communication to the public during emergencies.

The following accomplishments were recognized.

- From 2010-2011 ICS training for all City employees took place.
- From 2011-present over 160 CERT members have been trained.
- Active Shooter exercises were conducted from 2013-2015 and in 2017.
- In 2015 the City assisted in developing an alternative care plan.
- In 2015/2016 the City was awarded grants to receive two CERT Trailers and promote CERT classes.
- In 2015 there was an alternative Care Plan exercise.
- In 2015 the EOP was updated.
- In 2016 position specific notebooks were assembled.
- In 2016 some electronics in the EOC were updated.
- In 2016 a Continuity of Operations Plan was worked on.
- From 2015-2016 there were several community presentations on disaster preparedness and a County wide PIO consortium developed with monthly meetings.
- In 2016 the City website added an Emergency Management page to include information about disaster preparedness, CERT and the EOP.
- In 2017 the City collaborated with County Emergency Management to transition the City CERT Program and resources to provide for economy of scale.

Mr. Schulze shared that future plans include:

- Develop and adopt a Hazard Mitigation Plan.
- Complete the Continuity on Operations Plan for the City.
- Identify and train City Staff for positions within the EOC.
- Maintain ICS Training with new hires and promotions.
- Promote and assist with County wide Incident Management Team Concept.
- Determine the GIS capabilities and needs of the City.
- Develop resource options, shelter pre-planning, planning ahead with community partners, develop a resource list.
- Create a new hazard vulnerability study.
- Develop a volunteer management and credentialing process.
- Complete and adopt a debris removal plan.
- Work with Yamhill County Emergency Management on the new emergency notification system.
- Establish emergency food, water, and essential supplies for staff and families.

Mayor Hill stated that many of the items in the future plans are good and need to be addressed. Mayor Hill asked for the opportunity to observe trainings.

Yamhill County Emergency Manager Brian Young stated that they have some active shooter training coming up and invited the Council to participate.

Mayor Hill expressed his thanks to Mr. Young for the County's role in Emergency Management.

Mr. Young shared his career experience. He noted that the declaration process is on the Oregon Emergency Management Website. He commented on virtual meetings. He shared that the Emergency Alert System can send out notifications and that the City and McMinnville Water and Light will have access to the System for reasonable notifications. He encouraged everyone to sign up for the Emergency Management Alert System. Mr. Young stated that there is a debris management training coming up in September. He shared that the Regional Debris Management Plan was completed in November 2017. There is a Yamhill County specific annex within the Plan. The County has a grant request in with Oregon Emergency Management. He stated that this will give the county 75% of the funding for updating the Plan.

Mr. Young stated that the Red Cross is coming for a Prepare Out Loud training.

Mr. Young stated that the County would assist with resource allocation during an emergency.

Marci Humlie, Human Resources Generalist for McMinnville Water & Light shared that they have a group of 14 staff that meets monthly and talk about emergency management. They have developed a Continuity of Operations Plan and are working on a revision. Last year they developed a quick reference Continuity of Operations Plan. She stated that they are participating in the Yamhill County Emergency meetings. They have had several of their management staff attend the training. They also have put together a communications trailer. She shared that they have been talking with the City and the School District. They are having an employee training day in October where they will be talking about Emergency Training. They will be doing a seismic study on their building.

John Dietz, General Manager for McMinnville Water & Light, shared that they have begun keeping an inventory of food at their building. He stated that liquid fuel is currently their number one priority. He noted that McMinnville Water and Light purchased snow plows and a fuel truck in 2008. He stated that they are a 24-7 hour operation and that they also have Mutual Aid Agreements related to power that are nationwide. He shared that they are looking at Mutual Aid Agreement options for Water.

Mayor Hill shared that Mayor Bob Andrews in Newberg has been reaching out to the churches in Newberg and brought them together to discuss the first 72 hours of an emergency. Mayor Hill stated that he is willing to assist with doing something like that in McMinnville. Fire Chief Leipfert commented that the NGOs provide assistance in the aftermath of disasters.

City Manager Towery stated that they are looking at 2-3 day kits for essential employees. Particularly those who would need to staff an EOC or respond directly to an emergency.

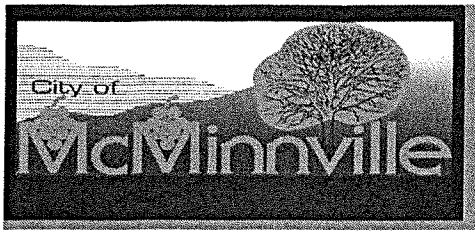
Councilor Stassens stated that she would like to know about any kind of trainings that they could be involved in.

Councilor Peralta thanked McMinnville Water and Light for their efforts in Emergency Management.

Councilor Garvin thanked the team for their efforts.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:20 p.m.

City Recorder



| | |
|--|--------------------------------------|
| City Recorder Use | |
| Final Action: _____ | |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Disapproved |

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Pinot Productions Wine Company dba J. Douglas Wines

BUSINESS LOCATION ADDRESS: 455 NE Irvine St

LIQUOR LICENSE TYPE: Winery-NC

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: N/A

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

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



McMinnville Fire Department

M E M O R A N D U M

DATE: October 9, 2018

TO: Jeff Towery, City Manager

FROM: Rich Leipfert, Fire Chief

Subject: Ordinance 5059 Amending Chapter 5 of the City Code; adding Specialty Business License

There are 17 Licensed Care Facilities operating within the City of McMinnville with space for 1093 residents, or approximately 3% of the City's residents. These facilities include Residential Care Facilities, Assisted Living Facilities, Nursing Facilities or Memory Care Facilities (collectively referred to as "Care Facilities"), which are licensed and certified by the State of Oregon. All of the care homes are either publicly traded companies or for profit corporations, and all but one of the parent companies are located outside of Oregon.

This segment of the City's population is among the most vulnerable of our citizens, requiring dedicated medical and related support services. Due to the vulnerable nature of their residents, Care Facilities are heavily regulated by the State and require a heightened level of inspection and oversight by the City to ensure that the operation and maintenance of such facilities meets the City's building code, fire code and public safety requirements for the protection of care facility residents.

The City is proposing to establish a specialty business license program for Care Facilities to ensure that the City obtains accurate information concerning the management and operation of Care Facilities, as well as to support the costs to the City for providing adequate levels of oversight for this industry operating within the City of McMinnville. The operation of Care Facilities is regulated by the City to ensure that the special health, safety, and welfare needs of these vulnerable citizens are met. A proposed specialty business license fee of \$200 per resident bed in the Care Facility would generate approximately \$218,000 per year.

In 2017, calls for emergency medical services (EMS) to Care Facilities accounted for approximately 37% of all EMS system calls for service to the City; a call rate that is substantially higher than the EMS call rate for the general population. Not only does the use of EMS services by Care Facilities drive cause overall service delays and EMS system overloads, but it also consumes the resources of one full time ambulance 24/7, at a net expense to the City (after offsets for transportation service fees) of \$1.1 million.

Compounding the negative system impacts is the fact that a significant number of calls for EMS service to Care Facilities were for non-emergency medical services or other nonessential services that Care Facilities are expected to handle with their own staff and resources. Some examples of these types of calls include:

- a. Requests for EMS to assist and evaluate residents who have fallen and are not injured;
- b. Request for EMS to evaluate a resident who experiences a significant change of condition;
- c. Requests for an EMS transport when the resident was competent, requested that EMS not be called, and indicated that they did not wish to be transported;
- d. Request for EMS transport to hospital because Care Facility did not renew prescription;
- e. Request for EMS to start a patient IV because care facility staff cannot get IV started;
- f. Requests for EMS assistances for the convenience of the Care Facility staff or management;
- g. Request for EMS assistance with routine wound care.

In 2017 alone, the City responded to over 500 EMS calls for the purpose of: evaluating or assisting residents who have fallen; or, evaluating residents who experienced a change in condition. These types of non-emergency and nonessential uses of the City's EMS system have negatively impacted the City's overall ability to provide emergency medical services.

Although the City has attempted to be proactive in educating Care Facility management and staff regarding the proper uses of the City's EMS system, the City has observed that Care Facilities in the City experience high levels of turnover among management staff. As a result, the City has been required to dedicate additional resources to such facilities for inspection, education and oversight activities in order to ensure that Care Facilities operate in a manner that meets the medical needs and expectations of their residents while not improperly utilizing the City's EMS system.

It is necessary to establish fees to reimburse the City for the costs associated with the use of the City's EMS system by Care Facilities for non-emergency medical and related support services that negatively impact the City's emergency medical response system. A proposed service fee of \$1,500 would be assessed to Care Facilities for EMS calls that are deemed non-emergency or for assistance in matters that fall with the Care Facility's expected standards of care. Care Facilities will be prohibited from passing on the service fee to their residents. Funds received from the service fee would be dedicated to the City's Ambulance Fund, directly supporting the City's EMS system.

Recommendation:

Staff recommends approval of:

- Ordinance 5059, establishing Chapter 5.40 – Care Facility Specialty Business License Specialty Business License program; and
- Resolution 2018-54, establishing application fees and annual license fees for the Care Facility Specialty Business License and establishing a service fee for nonemergency use of the City's EMS system by Care Facilities.

ORDINANCE NO. 5059

AN ORDINANCE AMENDING CHAPTER 5 BUSINESS TAXES AND LICENSES AND REGULATIONS; ADDING CHAPTER 5.40 - CARE FACILITY SPECIALTY BUSINESS LICENSES

RECITALS:

The City of McMinnville is authorized by the Oregon Constitution and its City Charter to adopt local laws and regulations providing for the health, welfare and safety of its residents.

Approximately 3% of the City's residents are domiciled in Residential Care Facilities, Assisted Living Facilities, Nursing Facilities or Memory Care Facilities (collectively referred to as "Care Facilities"), which are licensed and certified by the State of Oregon. This segment of the population is among the most vulnerable of the City's citizens, often requiring dedicated medical and related support services. Due to the vulnerable nature of their residents, Care Facilities are heavily regulated by the State and require a heightened level of inspection and oversight by the City to ensure that the operation and maintenance of such facilities meets the City's building code, fire code and public safety requirements.

It is necessary to establish a specialty business license program for Care Facilities to provide for adequate levels of oversight for this industry operating with the City of McMinnville. The operation of Care Facilities is regulated by the City to ensure that the special health, safety, and welfare needs of these vulnerable citizens are met.

Calls for emergency medical services (EMS) to Care Facilities account for approximately 37% of all EMS system calls for service to the City; a call rate that is approximately 12 times larger than the EMS call rate for the general population. A significant portion of EMS calls to Care Facilities are for non-emergency medical services or other nonessential services that do not result in a medically necessary patient transport. This type of non-emergency and nonessential use of the City's EMS system negatively impacts the City's ability to provide emergency medical services to all of the City's residents.

Care Facilities in the City experience high levels of turnover among management staff, which requires that the City dedicate additional resources to such facilities for inspection, education and oversight activities in order to ensure that Care Facilities operate in a manner that meets the medical needs and expectations of their residents while not improperly utilizing the City's EMS system.

It is necessary to establish fees to reimburse the City for the costs associated with the use of the City's EMS system by Care Facilities for non-emergency medical and related support services that negatively impact the City's emergency medical response system.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE HEREBY ORDAINS AS FOLLOWS:

1. That Chapter 5.40 "Care Facility Specialty Business License" is added to the McMinnville City Code as provided in Exhibit A to this Ordinance.
2. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council on October ____, 2018, by the following votes:

Ayes: _____

Nays: _____

Approved on October _____, 2018.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

Exhibit A

Chapter 5.40 – CARE FACILITY SPECIALTY BUSINESS LICENSE

Sections:

5.40.010 - Definitions.

5.40.020 - Specialty Business License Required

5.40.030 - Application for License; Issuance

5.40.040 - Examination of business premises; Administrative Hearing

5.40.050 - Display of license

5.40.060 - License Fees

5.40.070 - Standard of Care; Service Fees for Nonemergency Use of EMS System

5.40.010 - Definitions. For the purpose of this chapter, the following definitions will apply:

- A. "Assisted Living Facility" means an assisted living facility as defined in OAR 411-054-0005.
- B. "Care Facility" or "Care Facility business" means any establishment, whether operated for-profit or not-for-profit, that is licensed and certified by the State or Oregon as a Residential Care Facility, Assisted Living Facility, Nursing Facility, or Memory Care Facility.
- C. "EMS" or "EMS system" means the emergency medical services system operated by the City of McMinnville, using Paramedics, Emergency Medical Technicians, Ambulances and any other emergency response personnel or apparatus deemed appropriate for the provision of emergency medical services by the City.
- D. "Memory Care Facility" means a memory care facility as defined in OAR 411-057-0005.
- E. "Nursing Facility" means a nursing facility as defined in OAR 411-085-0005.
- F. "Person" means any person, firm, co-partnership, association, joint venture, syndicate, society or domestic or foreign corporation, and includes fraternal organizations, clubs, lodges and similar places or establishments employing full-time or part-time employees in any business which is not specifically exempt from the provisions of this chapter by the Constitution, laws or regulations of the United States or of the State.
- G. "Residential Care Facility" means a residential care facility as defined in OAR 411-054-0005.

5.40.020 – Specialty Business License Required.

- A. No person shall carry on any Care Facility business within the City without first obtaining from the City a specialty business license therefor, nor shall any person carry on any such business without complying with the provisions of this chapter.
- B. Any person that advertises or otherwise holds themselves out to the public as engaged in any Care Facility business for which a license is required, shall be conclusively presumed as carrying on a Care Facility business, and shall pay such fees as are required by this chapter.
- C. All monies received from a specialty business licenses issued under this chapter will be deposited in the General Fund for the purpose of supporting the City's building code, fire code, and public safety operations.
- D. The City Manager may adopt and enforce all policies, regulations and procedures deemed prudent and necessary to implement the provisions of this chapter.

5.40.030 - Application for License; Issuance

- A. Application for the license required by this chapter shall be made upon forms and in the manner provided by the City on or before the first day of January of each year for which a license is required.
- B. Any new Care Facility that is not in operation on or before the first day of the license year and that desires to conduct business within the City shall make application for the license required by this chapter to the Fire Department before starting a business.
- C. Incomplete applications will expire if not completed within ninety days. In the event a license application expires, the applicant may reapply for the business license upon payment of a new application fee.
- D. The Fire Department will review any completed application and, if it complies with all requirements of this chapter, including being legally allowed to operate in the City and all fees having been paid, the Fire Department will issue a license within thirty days of application being accepted as complete.

5.40.040 - Examination of business premises; Administrative Hearing.

- A. The City Manager is directed and empowered to authorize City officials and agents to investigate and examine all places of business licensed or subject to license under the terms of this chapter at any time and all reasonable times in accordance with applicable law for the purpose of determining whether such place of business is safe, sanitary and suitable for the business so licensed or for which application for license is made.
- B. The City Manager will adopt regulations that provide for notice and a right to administrative hearing if it is determined that any such place of business is dangerous to public health, safety, welfare or is likely to become or is at that time a public menace or nuisance. The purpose of the hearing will be to determine whether the concerned business will be permitted to receive a specialty business license, or if the concerned business had previously been issued a license, whether such license should be suspended or revoked.
- C. The notification to the concerned business shall set forth the time and place of the hearing and will cite specific incidents that constitute the basis for the determination by any City officer or agent that the concerned business is dangerous to either public health, safety, welfare or is likely to become or is at the present time a public menace or nuisance.

5.40.050 - Display of license.

- A. All licenses issued in accordance with this chapter must be openly displayed in the place of business or kept on the person or on the vehicle of the person licensed and shall be immediately produced and delivered for inspection to the Chief of Police, the Chief of the Fire Department, the Code Compliance Officer, other departments and/or their agents and subordinates, when so requested.
- B. If any person operates a business in the City in more than one location, each location shall be considered a separate business for the purpose of this chapter.
- C. The issuing of a license pursuant to this chapter or the collection of a fee or tax shall not permit any person to engage in any unlawful business.

5.40.060 – License Fees.

- A. All persons, upon submittal of an initial application for a Care Facility Specialty Business License, must pay an application fee.
- B. Prior to issuance of an initial Care Facility Specialty Business License and prior to each subsequent annual license renewal, each applicant or licensee must pay a Care Facility Specialty Business License Fee to the City, which will be calculated for each facility based upon the number of Residential Care Facility beds for residents at the facility. The amount of the specialty business license fee will be established by Resolution of the City Council.

- C. If an application is received on or before June 30, the full application fee and the full annual license fee is required. An application received on or after July 1 will be charged the full application fee and one-half the annual license fee.
- D. License fees not paid within thirty days of the required date shall be deemed delinquent. An initial collection charge may be imposed for delinquent fees. An additional collection charge equal to a percentage of the fee may be imposed for each month or portion thereof that the fees remain delinquent. The City Manager is authorized to waive payment of collection fees under circumstances where imposition thereof would create an injustice or unreasonable hardship.
- E. The fees imposed by this chapter shall be in addition to the general ad valorem taxes now or hereafter levied pursuant to law. All ordinances of the City in force on the effective date of the ordinance codified in this chapter pertaining to or covering any business, pursuit or occupation and providing a license or condition for its operation, shall remain in full force and effect to the extent not directly in conflict with the provisions of this chapter.
- F. No transfer or assignment of any license issued hereunder shall be valid or permitted, except that whenever any person sells or transfers in, and the fee has been paid, then the vendee thereof shall not be required to pay the balance of the license year.
- G. In the event the applicable classification or fees assessable to a business require clarification or interpretation, any interested person may request a determination by the City Manager, whose decision shall be final. The City Manager is authorized to waive all or a portion of established fees to meet the intent and purpose of this chapter.

5.40.070 – Standard of Care; Service Fees for Nonemergency Use of EMS System

- A. Care Facilities that are required to obtain a Specialty Business License from the City are expected to provide a standard of care for their residents that meets or exceeds the requirements of the State of Oregon without assistance from the City's EMS system. In addition to any requirements imposed by the State, Licensed Care Facilities are expected to be capable of performing the following activities without the assistance of the City's EMS system:
 - 1) Assisting residents who have fallen and are not injured;
 - 2) Evaluating a resident who experiences a change of condition;
 - 3) Performing a lift assist;
 - 4) Assisting residents to renew their prescriptions in a timely manner;
 - 5) Transporting residents to hospital because Care Facility failed to assist a resident in renewing their prescription;
 - 6) Starting an IV;
 - 7) Replacing a Foley Catheter;
 - 8) Performing Wound Care; or,
 - 9) Transporting a resident by Wheel Chair car, medical taxis, and stretcher cars, or Facility van, whether for the convenience of a patient, family, physician or Licensed Care Facility.
- B. Care Facilities will be assessed a service fee for each non-emergency use of the City's EMS system for the purpose of:
 - 1) providing non-emergency or nonessential services described in this Section;
 - 2) complying with corporate or company policies designed to transfer liability from the Care Facility,
 - 3) transporting patients from a Licensed Care Facility for services that the Licensed Care Facility is expected to be capable of performing with its own resources and staff;
 - 4) transporting patients by ambulance service when not medically necessary; and
 - 5) transporting patients at a higher level of service (Advanced Life Support) when a lower level of service would suffice (i.e. Wheel Chair car, medical taxis, and stretcher cars, or Facility van).

- C. The determination regarding whether to assess a fee for any EMS call to the facility for non-emergency calls will be made by the ranking City Officer on scene in response to the EMS call.
- D. The amount of the fee for non-emergency use of the City's EMS system will be established by Resolution of the City Council.
- E. All monies received by the City from fees authorized by this Section shall be deposited in the Ambulance Fund for the purpose of supporting the City's EMS operations.
- F. Care Facilities are prohibited from seeking reimbursement or payment of any portion of the fees imposed by this Section from any resident or patient of the facility. Violation of this subsection by any person is classified as a Class A Violation, pursuant to ORS 153.012.

DRAFT

RESOLUTION NO. 2018-54

A Resolution providing for a combined fee schedule that allows the Fire Department to recover costs for fire and EMS services allowed within City Ordinance and the International Fire Code as adopted by the State of Oregon; adding fees related to Care Facilities.

RECITALS:

The City of McMinnville has adopted Fire Codes as amended by the State of Oregon in accordance with Chapter 15.04 of the McMinnville Municipal Code; and the current Fire Code as adopted by the State of Oregon provides for fees under Section 113 of the Fire Code. The City also charges fees as part of its ambulance services.

The revised fee schedule, attached as Exhibit A is a combination of both fee schedules.

New fees are authorized to be added to the fee schedule, pursuant to MMC Chapter 5.40, related to the regulation and oversight of Care Facilities operating within the City of McMinnville.

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

1. The City of McMinnville adopts the attached fee schedule (Exhibit "A").
2. This Resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.
3. Resolutions 2018-39 and 2016-11 are repealed.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 9th day of October 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 9th day of October 2018.

MAYOR

Approved as to Form:

CITY ATTORNEY

Exhibit "A"

The McMinnville Fire Department Fire and EMS Fee Schedule

| <i>Description</i> | <i>Fee</i> | <i>Notes</i> |
|--|--------------------|---|
| <i>Code Enforcement</i> | | |
| First Fire Inspection | 0 | |
| First Re-inspection | 0 | |
| 2 nd Re-inspections | \$100 | |
| 3 rd Re-inspection | \$200 | |
| 4 th Re-inspection | \$400 | |
| Failure to Comply | Citation | IAW 15.08.070 of the McMinnville Municipal Code |
| Non-Code required Inspection | \$150 | Per Building per request |
| Environmental Review | \$50 | |
| <i>Care Facility Specialty Business License</i> | | |
| <i>Initial Application Fee</i> | \$500 | |
| <i>Annual Specialty License Fee</i> | \$200/bed | |
| <i>Stand By Fees</i> | | |
| Fire and Rescue standby request by private for profit companies, developers and industry (excludes ambulance). | Full Reimbursement | Fee is tied to Oregon State Conflagration rates for vehicles and crew |
| Hazardous Material Response Costs | Full Reimbursement | Fee is tied to Oregon State Conflagration rates for vehicles and crew |
| <i>False Alarm Response</i> | | |
| Each False Fire Alarm after 3 in a six month period | \$300 | |
| Each False Medical Alarm after 3 in a six month period | \$150 | |
| <i>General Violation Fees</i> | | |
| Fire response resulting from an illegal burn or specialized fire suppression required due to burning of illegal material | Full Reimbursement | Fee is tied to Oregon State Conflagration rates for vehicles and crew |
| Failure to obtain a permit | \$200 | |
| Failure to adhere to permit conditions | \$200 | |
| Burning in violation of fire code | \$100 | |
| <i>Fireworks Permits</i> | | |
| Fire Works Public Display | \$200 | |
| Retail or storage (structure) | \$50 | |
| Retail or storage (tent) | \$50 | |
| <i>Event Permits(festivals, celebrations, special events)</i> | | |
| For areas up / including 50,000 Sq Ft | \$150 | |
| For areas over 50,000 Sq Ft | \$250 | |
| Pyrotechnics/Flaming Art Performance | \$100 | |
| | | |
| | | |

| | | |
|---|-----------------------|--|
| | | |
| | | |
| | | |
| <i>EMS FEES</i> | | |
| Advance Life Support | \$1,784 | Base Rate In City |
| Advanced Life Support | \$2,008 | Base Rate Outside of City |
| Basic Life Support | \$1,784 | Base Rate In City |
| Basic Life Support | \$2,008 | Base Rate Outside of City |
| Specialty Care Transport | \$2,300 | |
| Medical Aid | \$504 | |
| Mileage | \$25 | |
| Vehicle Accident Non-resident | Full Reimbursement | Fee is tied to Oregon State Conflagration Rates |
| Waiting Time | \$100 | Per hour or fraction thereof |
| Fire Med Subscription | \$70 | Per family within City |
| Fire Med Subscription | \$90 | Per Family Outside City |
| Time Pay Contract Monthly Fee | \$5 | |
| Care Facility – Non-emergency EMS service | \$1,500 | |



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

STAFF REPORT

MEETING DATE: October 9, 2018
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Resolution No. 2018-55 - Appointments to the Affordable Housing Task Force

Council Goal:

Promote Sustainable Growth and Development

Report in Brief:

This action is the consideration of Resolution No. 2018-55, a resolution appointing volunteers to three open positions on the Affordable Housing Task Force.

Background:

Without the service of volunteers on city committees, commissions, boards, and task forces, much of the work of the City of McMinnville would not get accomplished.

City Council created the Affordable Housing Task Force in 2016 by Resolution 2016-20, with nine members representing different perspectives. The resolution provides that after the initial appointments, subsequent appointments are to be made by City Council with advice from the Task Force. In September, City Council also approved an amendment to the composition of the committee to add a Citizen at Large position.

Discussion:

After two appointments made in September, and with the new Citizen at Large position, there are currently three vacancies on the Task Force. At its August 22 meeting, the Affordable Housing Task Force authorized the Chair and Co-Chair to make recommendations to City Council on their behalf regarding appointments for the remaining vacancies. They have reviewed the applications and recommend appointment of the following volunteers to the Task Force. Chair Drabkin abstained from the recommendation on the Business Community representative. That recommendation was made by Vice-Chair Menke.

Attachments:

Attachment 1: Application from Meredith Nelson;

Attachment 2: Application from Howard Aster;

Attachment 3: Application from Mark Davis;

Attachment 4: Resolution No. 2018-55

The following appointments are recommended for the City Council's consideration:

| <u>Name & Organization</u> | <u>Position (3-year terms):</u> |
|---|--|
| Meredith Nelson, Willamette Valley Medical Center | Business Community |
| Howard Aster, Aster Construction | Building Community |
| Mark Davis | Citizen at Large |

Fiscal Impact:

There is no anticipated fiscal impact.

Alternative Courses of Action:

1. **APPROVE** Resolution No. 2018-55.
2. **REQUEST** more information.
3. **DO NOT APPROVE** Resolution No. 2018-55.

Recommendation/Suggested Motion:

Staff recommends that the Council approve Resolution No. 2018-55, appointing three volunteers to serve on the Affordable Housing Task Force, consistent with the recommendation of the Chair and Co-Chair on behalf of the Affordable Housing Task Force.

“BASED ON THE RECOMMENDATION OF THE AFFORDABLE HOUSING TASK FORCE, I MOVE TO APPROVE RESOLUTION NO. 2018-55, AND THANK THE VOLUNTEERS FOR THEIR SERVICE AND COMMITMENT TO THE CITY OF MCMINNVILLE.”

Attachments:

Attachment 1: Application from Meredith Nelson;

Attachment 2: Application from Howard Aster;

Attachment 3: Application from Mark Davis;

Attachment 4: Resolution No. 2018-55



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: Meredith Nelson

Home Phone: [REDACTED]

Address: [REDACTED]

Cell Phone: [REDACTED]

McMinnville, OR 97128

Work Phone: [REDACTED]

Email: [REDACTED]

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

- | | |
|---|--|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Landscape Review Committee |
| <input type="checkbox"/> Airport Commission | <input checked="" type="checkbox"/> McMinnville Affordable Housing |
| <input type="checkbox"/> Board of Appeals | Task Force |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> McMinnville Urban Renewal |
| <input type="checkbox"/> Citizens' Advisory Committee | Advisory Committee (MURAC) |
| <input type="checkbox"/> Historic Landmark Committee | <input type="checkbox"/> Planning Commission |

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 5

Educational and occupational background: I have a Bachelor of Arts from Tulane University, a Masters in Business Administration from Belmont University, and I am a Tennessee licensed CPA. My current occupation is Chief Financial Officer at Willamette Valley Medical Center. I have been in this position for 5 years. Prior to moving to McMinnville, I was in a similar position in Arizona. I also volunteer and/or board member of a number of community organizations including Habitat for Humanity, McMinnville Area Chamber of Commerce, and McMinnville Education Foundation.

Why are you interested in serving? As a community member and business leader in McMinnville, I fully understand and appreciate the need for affordable housing. I would like to assist in whatever way I can to help find solutions for this important challenge.

Date 9/13/18

Signed [Signature]

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128



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: HOWARD ASTER Home Phone: [REDACTED]
 Address: [REDACTED] Cell Phone: [REDACTED]
McMINNVILLE, OR Work Phone: [REDACTED]
 Email: [REDACTED]

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

- | | |
|---|---|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Landscape Review Committee |
| <input type="checkbox"/> Airport Commission | <input checked="" type="checkbox"/> McMinnville Affordable Housing Task Force |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Citizens' Advisory Committee | |
| <input type="checkbox"/> Historic Landmark Committee | |

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? SINCE 1972

Educational and occupational background: BS IN Education: Linfield College - Masters Education: Linfield College
Real Estate Broker SINCE 1977
Building Contractor SINCE 1981

Why are you interested in serving? GIVE SUPPORT FOR City

Date 8-27-18

Signed Howard Aster

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128



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: Mark Davis _____

Home Phone: _____

Address: _____

Cell Phone: _____

McMinnville _____

Work Phone: _____

Email: _____

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

- | | |
|---|---|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Landscape Review Committee |
| <input type="checkbox"/> Airport Commission | <input checked="" type="checkbox"/> McMinnville Affordable Housing Task Force |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input type="checkbox"/> Budget Committee | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Citizens' Advisory Committee | |
| <input type="checkbox"/> Historic Landmark Committee | |

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? _____ 25

Educational and occupational background: BS Accounting and Computing Science Linfield College, 1988. Prior to graduating I worked many years in construction and farming. I also managed the natural foods cooperative in downtown McMinnville (pre MDA era). After graduating I worked 5 years for a CPA firm in Portland. In 1993 I began working for Housing Authority of Yamhill County (HAYC), starting as Finance Director and later becoming the Development Director, while also managing the computer network in both positions. I assisted in developing most of the ~600 housing units owned by HAYC. I was involved in obtaining funding from State, Federal and private sources to construct these projects. I retired in 2012.

Why are you interested in serving? I am still interested in affordable housing and believe the City has an important role to play in both protecting existing affordable projects and assisting other entities to construct new ones. I believe my experience is relevant to the committee. _____

Date Sept 26, 2018 _____

Signed //S// Mark Davis _____

RESOLUTION NO. 2018-55

A Resolution appointing members to the Affordable Housing Task Force.

RECITALS:

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

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 volunteers to the Affordable Housing Task Force (3-year term):

| | |
|--------------------------------------|---------------------------------|
| Meredith Nelson (Business Community) | new appointment to vacancy |
| Howard Aster (Building Community) | new appointment to vacancy |
| Mark Davis (Citizen at Large) | new appointment to new position |

2. This Resolution and these appointments will take effect immediately, and the remainder of the terms of the vacant positions will be served. If the remainder of the term is less than one year, then this appointment includes the next full 3-year term, as follows:

Meredith Nelson will serve the remainder of the three year term of the vacant Business Community position which expires on December 31, 2019.

Howard Aster will serve the remainder of the three year term of the vacant Building Community position which expires on December 31, 2018. He is reappointed to the three year term which begins January 1, 2019 and expires on December 31, 2021.

Mark Davis will serve the remainder of 2018 and a three year term for the newly created Citizen at Large position which begins January 1, 2019 and expires on December 31, 2021.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 9th day of October, 2018 by the following votes:

Ayes: _____

Nays: _____

Approved this 9th day of October, 2018.

MAYOR

Approved as to form:

CITY ATTORNEY

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
June 2018

| FUND # | FUND NAME | GENERAL OPERATING | | |
|-------------|-------------------------------------|-------------------|----------------|----------------|
| | | CASH IN BANK | INVESTMENT | TOTAL |
| 01 | General | \$398,418.33 | \$6,930,673.47 | \$7,329,091.80 |
| 05 | Special Assessment | 365.99 | 150,618.82 | 150,984.81 |
| 07 | Transient Lodging Tax | 170.33 | (86,000.00) | (85,829.67) |
| 10 | Telecommunications | 819.93 | 1,030.00 | 1,849.93 |
| 15 | Emergency Communications | 797.37 | 150,094.81 | 150,892.18 |
| 20 | Street (State Tax) | 253.66 | 1,923,173.29 | 1,923,426.95 |
| 25 | Airport Maintenance | 403.58 | 176,749.03 | 177,152.61 |
| 40 | Public Safety Facility Construction | 0.00 | 0.00 | 0.00 |
| 45 | Transportation | 144.01 | 12,089,453.69 | 12,089,597.70 |
| 50 | Park Development | 395.07 | 1,246,672.66 | 1,247,067.73 |
| 58 | Urban Renewal | 30.75 | 293,558.49 | 293,589.24 |
| 59 | Urban Renewal Debt Service | 534.71 | 286,579.07 | 287,113.78 |
| 60 | Debt Service | 335.28 | 1,218,445.55 | 1,218,780.83 |
| 70 | Building | 380.14 | 1,331,500.00 | 1,331,880.14 |
| 75 | Sewer | 539.29 | 1,396,472.83 | 1,397,012.12 |
| 77 | Sewer Capital | 380.56 | 24,294,103.65 | 24,294,484.21 |
| 79 | Ambulance | 83.84 | (266,164.72) | (266,080.88) |
| 80 | Information Systems & Services | 316.22 | 226,713.61 | 227,029.83 |
| 85 | Insurance Reserve | 371.86 | 1,942,290.54 | 1,942,662.40 |
| CITY TOTALS | | 404,740.92 | 53,305,964.79 | 53,710,705.71 |

| MATURITY DATE | INSTITUTION | TYPE OF INVESTMENT | INTEREST | CASH VALUE |
|------------------|----------------------------|---|----------|-------------------------|
| | | | RATE | |
| N/A | Key Bank of Oregon | Checking & Repurchase Sweep Account | 0.20% | \$ 404,935.68 |
| N/A | Key Bank of Oregon | Money Market Savings Account | 0.02% | 7,005,485.36 |
| N/A | State of Oregon | Local Government Investment Pool (LGIP) | 2.16% | 35,143,647.64 |
| N/A | State of Oregon | Park Improvement Bonds (LGIP) | 2.16% | 666,329.98 |
| N/A | State of Oregon | Transportation Bond (LGIP) | 2.16% | 9,587,794.21 |
| N/A | State of Oregon | Urban Renewal Loan Proceeds (LGIP) | 2.16% | 295,722.97 |
| N/A | MassMutual Financial Group | Group Annuity | 3.00% | 606,789.87 |
| | | | | <u>\$ 53,710,705.71</u> |