

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

Tuesday, April 23, 2019 at 6:30 p.m.

Presiding: Scott Hill

Recording Secretary: Melissa Bisset

Councilors: Present  
Remy Drabkin  
Adam Garvin  
Zack Geary  
Kellie Menke, Council President  
Sal Peralta  
Wendy Stassens

Also present were City Attorney David Koch, City Manager Jeff Towery, Finance Director Marcia Baragary, Library Director Jenny Berg, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:30 p.m. and welcomed all in attendance

Jenny Berg, McMinnville Downtown Association (MDA) Board President introduced members of the MDA Board Dustin Wyatt, Casee Clark, Dani Chisholm, Kent Taylor, Heather Miller, Sylla McClellan, Lucetta Elmer, and Gerry Hunter. McMinnville Downtown Association Communication and events Manager Tayler Brisbin.

Ms. Berg presented the annual report. The MDA had moved from a cash basis to an accrual basis. They also began separating out attribute expenses and their associated revenue streams for events such as Farmers Market and Concerts on the Plaza. While these improvements would provide more valuable and relevant financial information moving forward, it had made it slightly more difficult to compare the past. An independent accountant's review report has been submitted to the City Council for 2018 as well as 2016 and 2017.

In terms of statement of financial position, cash was up slightly and account receivable were down indicating a higher rate of collection of monies owed as of the end of September. Property equipment and improvements are down a little bit due to depreciations. Gift Certificates payable were up reflecting paper gift certificates sold but not redeemed. Paper gift certificates were no longer sold and not all would be redeemed so eventually some of that will be recognized as income at a later date. They were

working with accountants to make sure that it is done properly. Designated assets for operations reserves is being consumed by lease payments for office computers. The Finance Committee was currently reviewing other needs for the Cozine House and other equipment. Membership dues showed a decline; however, past statements showed potential memberships that were unlikely collectable and therefore income was overstated. Promotion revenues do not align line by line but they were continuing to clean up the book keeping and accounting practices. It had been a primary focus over the past year.

In 2018, the MDA launched a new gift certificate program. It helped facilitate \$30,000 of annual spending in the local economy. The MDA upgraded to a card based system which is easier for users and less expensive for businesses. The entire amount of the gift card went to the businesses where the money is spent.

The MDA had been focusing on bringing the local community downtown. They launched a yearlong “Find yourself in Downtown” campaign. They saw increased attendance and profits for downtown businesses.

The MDA had formed a hiring committee for a new executive director.

She shared that they are looking forward to the event season that includes Farmers Market, and the UFO Festival and Concerts in the Plaza.

She noted that the MDA is looking to renew the Economic Improvement District (EID). She mentioned that the EID was created in 1986 and thanked everyone who has supported the EID. She explained that the MDA had continued to successfully promote and enhance McMinnville’s historic downtown as the economic, social, and cultural heart of the community.

She stated that Third Street was a Best Main Street Finalist for Parade Magazine, Sunset Magazine named McMinnville one of the five best communities in the west, and the American Planning Association recognized the Downtown.

Ms. Berg stated that the MDA with the support of the community, looked forward to continuing to create magical downtown for McMinnville Residents and visitors.

Councilor Geary thanked the MDA for their great work and thanked Ms. Berg for the presentation. He noted that the Concerts on the Plaza is a great event. He asked about the current balance of the accounts receivable. He stated that it seemed higher than usual. It was noted that it was a result of switching the account method (moving from cash to accrual) and that invoices have been sent out but not all of it has been paid yet. He stated that some seasonally driven business wait a few months to pay.

Councilor Geary also noted that there were EID payments not recognized. Ms. Berg stated that certain properties have chosen not to pay. It was noted that such properties had liens on them.

Councilor Drabkin asked about promotion revenues related to downtown beautification and what the revenue stream is. Ms. Berg explained that it is the income from the downtown banners.

Councilor Geary asked about expanding the EID and inquired about the process. Ms. Berg stated that it has been discussed for several years and that now is a prime time to talk about it. Expanding and increasing the request for funding.

Councilor Peralta stated that he appreciates how the MDA contributed to vitality of the community.

Councilor Geary asked if there had been discussion about expanding the EID. Ms. Berg responded that there had been discussion. Ms. Berg explained that an EID expansion would be a multiyear process that would involve property owner engagement. She felt that it was a good time to have the conversation.

Councilor Garvin asked what the biggest challenges were. Ms. Berg responded the need for volunteers for events such as Alien Days, weekly Farmer's Market, and Concerts at the Plaza. She also commented that there was not enough money and manpower to take care of all of the things that need to be taken care of.

Mr. Taylor stated that it has been a difficult month and Ms. Berg has performed really well.

Mayor Hill thanked the MDA for the materials provided related to the EID. He stated that the information gives a good detail of what has been the backbone of the MDA. Ms. Berg responded that Brad James, the previous Executive Director was the one that created the document and that much of the work presented was due to things that he did to clean things up.

Mayor Hill stated that the finances were easy to read and understand. He acknowledged the Board for being passionate and hardworking. He stated that he appreciates the partnership the City has with the MDA. Mayor Hill noted that his first opportunity to serve the community was on the MDA and it had always been seen as one of the most effective downtown organizations in the State.

Councilor Stassens stated that she has heard many people cite the Downtown as the reason for moving to McMinnville. She thanked the MDA for their work noting that the quality of life is greatly enhanced and is an attraction.

3. ADJOURNMENT: Mayor Hill adjourned the Work Session 6:52 p.m.

s/s Melissa Bisset  
Melissa Bisset, City Recorder

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

Tuesday, April 23, 2019 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Melissa Bisset

Councilors: Present  
Remy Drabkin  
Adam Garvin  
Zack Geary  
Kellie Menke, Council President  
Sal Peralta  
Wendy Stassens

Also present were Associate Planner Jamie Fleckenstein, City Attorney David Koch, City Manager Jeff Towery, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Fire Marshal Debbie McDermott, Library Director Jenny Berg, Operations Chief Amy Hanifan, Police Captain Rhonda Jaasko, Planning Director Heather Richards, Senior Planner Chuck Darnell, Project Manager Rich Spofford and members of the News Media – Dave Adams, KLYC Radio, and Tom Henderson, *News Register*.

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

2. PLEDGE

Councilor Stassens led the Pledge of Allegiance.

3. PROCLAMATIONS

3.a. Lemonade Day

Mayor Hill presented a proclamation to McMinnville Area Chamber of Commerce President Gioia Goodrum.

Ms. Goodrum stated that Lemonade Day would be held on May 4<sup>th</sup> at 10 am there will be 200 stands. She encouraged everyone to attend the event and support the kids. She explained that Lemonade Day promotes

entrepreneurship and teaches them skills. Mayor Hill noted that the kids often pick causes to support and donate their Lemonade Day money.

3.b. Arbor Day

Mayor Hill presented a proclamation to Associate Planner Jamie Fleckenstein and members of the Landscape Review Committee.

Mr. Fleckenstein noted that McMinnville is celebrating its 22<sup>nd</sup> consecutive year as a Tree City USA community. He stated that he is proud to support the Landscape Review Committee in their work promoting trees and the community forests that McMinnville is proud of and gets to enjoy.

3.c. Historic Preservation Month

Mayor Hill presented a proclamation to Senior Planner Chuck Darnell and Historic Landmark Committee Chair Joan Drabkin. Ms. Drabkin thanked the Committee for their work and noted that it has very strong committee members.

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

Gioia Goodrum, McMinnville Chamber of Commerce President thanked Council for hearing their concerns of the Business Community at the last Council meeting. They have had many businesses over the last two weeks express their desire for change and want action related to their concerns. They were happy to see that the business license discussion was not being considered at the meeting as they would not be endorsing that fee. They thanked the City for supporting Lemonade Day through the proclamation and have 180 kids registered.

Dan Hilbert, McMinnville Resident, asked that the City grant equal status to those that have no religion. Under the current roster of protected statuses it does not include people that do not have any religion. He stated that he would like to add the words “or no religion”. If McMinnville agreed they would be the third City to recognize nonbelievers should be in the protected status. He stated that recently the Portland City Council agreed unanimously that nonbelievers should have the protections against discrimination in a variety of services such as public accommodation, employment opportunities, and public housing. He stated that as it stands now a judge could decide if nonbelievers or atheists are in the protected status. He stated that he is not asking for anything special just equality in the eyes of the law.

Brad Bassitt, stated that reading through the 9<sup>th</sup> Circuit Court of Appeals, it is clear to him that the issue is about stopping people from sleeping outside when no other shelter is available. He stated that the issue in McMinnville isn't about people sleeping outside but sleeping in tents and RVs in a camping way. He stated that if the City refuses to delineate the difference between homelessness and camping, how will the City stop random visitors and tourists from parking an RV or tent on Third Street or other areas that would be desirable for anyone to camp. He read a portion of the 9<sup>th</sup> Circuit Court of Appeals Opinion. Mr. Bassitt stated that it is quite different than what is going on Marsh Lane and Dustin Court. He stated that from what he has read in the newspaper, the City is saying there is nothing that can be done.

Aiden Bassitt, stated that homeless are a huge problem in Oregon. He stated that homeless physically threaten business owners to get free food. He asked what the City does about it. He stated that no citizen in McMinnville should feel threatened and that the Council's job is to serve the citizens of McMinnville. He asked if the City Council felt this was being accomplished. He asked when he could have his park back.

Scott Thorkildson, McMinnville Resident, stated that a couple weeks ago he was going to lunch with another manager and the person stated that they were so happy that they did not move to McMinnville. He stated that they said that if they had to drive by Riverside everyday and look at what is continuing to grow they would pull their hair out. He stated that the first time he recorded he counted 47 things, the next time he counted 64 and now there are 79. He stated that it is growing and nothing is being done about it. He asked why people are staying on Marsh and Riverside and he realized that it is the right-of-way. Mr. Thorkildson stated that the City will allow people to stay on the right-of-way. He stated that the City is telling the Police Department let the people stay as long as they want to. He stated that any perimeter property, any sidewalk, one can stay unlimited amount of time and the Police will allow one to do so. He was trying to figure out a solution. He stated that if one wants a place to stay, there's not a place and that the City should find a place to allow that type of activity. He provided Council will two City properties as a suggestion.

Simona Prepchuk, McMinnville Resident, moved from Dundee to McMinnville because of the Schools and McMinnville High School offered better choices for her children. She stated that she has been in McMinnville for a couple of years and can no longer take her children to the park because there are mentally ill people screaming at her children in the park and there are needles. She stated that they pay taxes for the parks. She added that is not safe to take her children to the Library and that she has to drive her children to the Newberg Library because they can use the bathroom safely there. She expressed her sadness. She stated that there

has to be a system in place to get needles so that children aren't at reach of getting diseases. She wished that the City would come up with a solution.

Cecilia Pike, stated that she lives on Riverside Drive and she has seen the RV camping and homelessness issue from the beginning to what it currently is. She stated that it should be called a Public Health Crises as she has seen people defecate openly in the field, they have found needles, people are openly drinking and using drugs in front of her children. She stated that they can no longer get down to Joe Dancer Park reasonably because it is being reduced to one way traffic. She stated that if she as a property owner conducted those activities on her own property she would face fines/ liens/ abatement. She asked why they are enjoying those privileges and why she as a property owner does not get the same privileges. She stated that in other cities and states where those activities are allowed to go on there are cases of typhoid fever due to the lack of sanitation and hygiene. She stated that it is not fair to anyone. Ms. Pike explained that their family enjoys riding their bikes to Third Street to eat, drink and shop. She stated that they will not be doing that this summer as they cannot safely pass through the health crisis. She shared that they have been chased by stray dogs. She stated that the livability of the community is not the same and they are considering moving out of the community. Ms. Pike stated that they choose to live in McMinnville because they loved the community and loved the feeling in McMinnville. She stated that the feeling is changing and that if it continues to change then they will have no choice but to leave.

5. ADVISE/ INFORMATION ITEMS

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

Councilor Garvin stated that the Airport Commission had not met but the Council would have an item on the agenda about replacing the no lead fuel tank at the airport. The Yamhill Communications Agency Board met and there will be a standard three percent increase on dues and Dundee will be stepping away from joining as a partner. Councilor Garvin stated that he would like to have a meeting to discuss the testimony received at the last couple of meetings. He would like to address solutions passed housing and remove the Wild West from the community and make sure that everyone is playing by the same rules and that it is a livable, healthy environment for everyone whether you have a house or not.

Councilor Peralta stated that Yamhill County is part of a regional group of 27 (the Rural Oregon Continuum of Care) where the federal government distributes its funds for Housing and Human Services and it makes it difficult to get funding since we are competing with other counties in southern and eastern Oregon. He explained that other counties tend to band together for project funding. This makes it more difficult to get projects

started this area. Marion and Polk counties are proposing to set up a new tri-county continuum of care along with Yamhill County which would ensure that the area is not competing with those other regions for federal funding and it will make it easier for the tri-counties to have project coordination and funding housing and homelessness needs. He stated that \$500 per person for the category of people on Marsh Lane and that money goes to the County. He stated that moving to a tri-county continuum of care would dramatically increase the funds. He felt that as a region and city it made sense to move in that direction. He asked that the City sign a letter of support in favor of the effort.

Councilor Peralta stated that the Council is as impacted by the same issues as presented in public testimony. He stated that his daughter goes to the same library and can't go to the same parks and he too has needles in front of his house downtown. He stated that it is heartbreaking, angering and maddening and that the Council is frustrated with the degree of the problem that has descended on the City and on the region. He stated that to say that anyone on the Council wants what is happening is false. He explained that Council is limited in terms on what they can do. Councilor Peralta stated that Oregon leads the nation on unsheltered homeless and that the Council has been dealing with the issue for years. He stated that the City had conducted enforcement efforts before the Boise decision. The regulatory framework is hard and that constitutional rights must be respected. He stated that the things that some people see as trash are other people's possessions. If property were to be seized by the City, it would have to be kept for a period of time and it is complicated and expensive. On the public safety side, there has been an increased number of officers in public safety, a mental health crisis intervention officer has been assigned to help the growing issue. In 2008, the City spent considerable time and resources and changing city code to clean up the parking garage, started a park ranger program, and banned camping (although limited by 9<sup>th</sup> Circuit Court of appeals and limited by lack of shelter capacity). He explained that the City rewrote the camping ordinance to make it more enforceable. He felt that there was a bona fide emergency and that there is a health crisis on Marsh Lane. Has shared that he has reached out to other jurisdictions to find how about homelessness in other cities. In Oregon, this rural area was number one in the Country of any rural area for unsheltered homelessness. He believed that the City can enforce the restrictions on camping if there are established time and place restrictions on camping and differentiate between camping and sleeping especially in the downtown core and residential neighborhoods in terms of public safety. He felt that the camping on Marsh Lane constitutes a true public health emergency. He stated that it was a crisis and that the City did not have the resources needed to deal with the issue. He felt that from a policy standpoint there was more resources and expertise needed that what was locally available. He proposed that the Council give serious consideration to declaring a

public health emergency and using the statutory provisions associated with the declaration to request specific assistance from both the County and that State. He explained that declaring a public health emergency would allow for the City to gain access to additional resources. He detailed the various ways the funding could be used to help the issue. He recognized Carl Peters, the CEO of Recology for providing solid waste disposal services and appreciated Mr. Carl Peters and his company's willingness for being part of the solution to clean up on Marsh Lane.

Council President Menke agreed that there was a public health crisis and she believed that Council should have further discussion and that the proposed Continuum of Care would significantly help for funding purposes as the dollars per person would go up significantly.

Council President Menke shared that Visit McMinnville is doing good work and they were awarded that Travel Oregon Best Tourism Marketing Award for their brand refresh and the Land of Plenty advertising campaign. She reviewed the marketing efforts of Visit McMinnville and discussed the various partnerships. She noted that for every dollar spent on advertising it is returned 300 fold.

Councilor Geary stated that the Kids on the Block (KOB) Technical Advisory Committee met and they are on a fast track to get a report back to Council for a sustainable funding model. He also felt that the homeless issue needed to be discussed and he supported the proposed continuum of care effort. He was also interested in more information about declaring a public health emergency.

Councilor Drabkin stated that the McMinnville Affordable Housing Task Force (AHTF) will be meeting with the City of Bend Housing Staff. They would be reviewing HB 4339 as a way to increase revenues that can be used for housing initiatives and homelessness by excluding some tax exemptions on second and third homes. They would also be reviewing a grant from the McMinnville School District to increase homeless liaisons in the School District (related to a McKinney Vento Grant). She noted that in Kindergarten through 8<sup>th</sup> grade there are 230 homeless students. The AHTF would also be discussing a pilot project designed to allow up to two areas in McMinnville could elect to participate in a program that would provide transitional housing and would provide for a tiny house village or something similar to go in. Champion Team who was the managing nonprofit for the safe overnight camping parking program brought in a team of volunteers and went out to Dustin Court and Marsh Lane and organized for garbage and sharps collection. The Housing Solutions meeting would be held on May 17<sup>th</sup> which was a county wide effort led by Commissioner Kulla. She explained that it is an important County effort that has resurfaced as the problem with homelessness is not just a

McMinnville problem but it is a problem all along the west coast. She stated that they were working on establishing a regional Homelessness Coordinator and noted that it would not be a City position and it was an effort to reduce redundancy in efforts and bring together some of the funding sources. Councilor Drabkin reminded Council that a housing wage in the City McMinnville is \$21.77 per hour which is far below what the average wage is here. Also reminded Council that whatever monies there are to work on the problem, there is no available housing. She stated that the problems are quite diverse, they are not only about addiction, there are tremendous problems with mental health, severely lack mental health resources, and that there are currently multiple programs to get involved and immediately begin reducing homelessness. Champion Team had a waiting list for the safe overnight parking program. There were two different community programs targeted on youth through Lutheran Community Services and through Yamhill Community Action Partnership. She stated that almost 50 percent of homeless are youth.

Councilor Stassens stated that there has been a lot of work done and agreed with the urgent need to address issue and make Ordinances enforceable so that they can protect citizens. She thanked Councilor Peralta, Councilor Drabkin and Council President Menke for the work they have done around homelessness. She thanked the citizens for giving feedback and to those who have internalized the complexity and scope and have come to the table with solutions. She stated that she would like to see an evaluation of other ordinances in committees such as Bend, Redmond, and Corvallis and what they are doing in light of the 9<sup>th</sup> Circuit Court decision. She also would like to have information about what the Police Department is experiencing and their evaluation of what the City is trying to solve. She felt that there would be a direction that the Council could go in with the additional information. She thanked everyone for their concern and contributions.

Mayor Hill stated that the County Housing Solutions meeting will be May 17<sup>th</sup> and noted that it would be the fourth meeting. He stated that significant headway has been made because of those meetings. Mayor Hill stated that there will be a Work Session to discuss the issues and options.

City Manager Towery stated that there is a May 14<sup>th</sup> Work Session to discuss issues of camping versus sleeping, the issue regarding an emergency declaration would be discussed as well. On May 28<sup>th</sup> there will be a community training. A Resolution of support for the proposed Tri-City Continuum of Care will be coming before Council at a future meeting.

6. CONSENT AGENDA

- a. Consider OLCC liquor license request for Full On-Premises, Commercial for The Farmer’s Luncheon LLC DBA: Conservatory Bar located at 830 SE 1<sup>st</sup> Street.

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

7. RESOLUTIONS

- 7.a. Resolution No. **2019-26**: A Resolution replacing the previously established street tree list (Resolution No. 12016-22) with a new list of recommended, conditionally permitted, and prohibited street trees for the City of McMinnville.

Associate Planner Jamie Fleckenstein stated the Landscape Review Committee over the last several months has been working on updating the recommended street tree list in order to provide a more informational, comprehensive and user friendly list in hopes of providing a more diverse list and to anticipate and avoid conflicts with public improvements. The Landscape Review Committee voted to recommend the list to the City Council.

Council President Menke felt that it was a marvelous document and the information is succinct that she appreciates the Landscape Review Committee and that they do great work.

Councilor Stassens stated that she felt the document was user friendly and was well done.

Discussion ensued regarding fruiting trees and the ornamental pear tree. It was noted that the ornamental pear tree was now prohibited as there had been some safety concerns due to its structure.

Mr. Fleckenstein shared that there was conversation by the Landscape Review Committee on native trees. Discussion ensued regarding the characteristics considered such as have a single trunk and bearing too much fruit.

Councilor Drabkin asked about how the list was formed. Mr. Fleckenstein responded that first there were physical limiting characteristics that were considered.

Councilor Drabkin asked about what happens with trees that are not on the list and if trees would be removed. Mr. Fleckenstein stated that no current trees would be removed.

Councilor Peralta stated that the only tree he has ever received complaints on was the Ginkgo Balboa because of the stench. Mr. Fleckenstein noted that the female version of the Ginkgo Bal is prohibited.

Councilor Peralta MOVED to adopt Resolution No. 2019-26; replacing the previously established street tree list (Resolution No. 2016-22) with a new list of recommended, conditionally permitted, and prohibited street trees for the City of McMinnville; SECONDED by Council President Menke. Motion PASSED unanimously.

7.b. Resolution No. 2019-27: A Resolution authoring an interfund loan from the Wastewater Capital Fund to the Airport Maintenance Fund.

Ms. Baragary explained that the resolution was related to the 100 low lead fuel tank at the airport and authorized the interfund loan. There were unanticipated additional costs associated with the fuel tank and the airport fund did not currently have sufficient funds or allocations to pay for the additional costs but the Wastewater Capital Fund does have available funds to loan to the Airport Fund. Oregon Revised Statute 294.468 allows for a local government to loan money from one fund to another, provided the loan is authorized by an official resolution of the governing body. The resolution authorizes a loan of \$100,000 from the Wastewater Capital Fund to the Airport Fund, sets the interest rate at 2.75% per annum, and provides for repayment of the loan in five annual installment payments of \$21,680. It is estimated that the loan can be repaid within in five years.

Mr. Bisset explained that as part of the adopted Wastewater financial model that in addition to covering anticipated operation and maintenance costs and planned capital costs, a reserve is also being built, so that at the end of the financial planning period there is a sizeable reserve that allows for future capital needs.

Council President Menke MOVED to adopt Resolution No. 2019-27; authoring an interfund loan from the Wastewater Capital Fund to the Airport Maintenance Fund; SECONDED by Councilor Peralta. Motion PASSED unanimously.

7.c. **Resolution No. 2019-28**: A Resolution making a budgetary transfer of resources and appropriation authority for fiscal year 2018-2019 in the Wastewater Capital Fund and Airport Maintenance Fund budgets.

Finance Director Baragary explained that the Resolution was a housekeeping item. It would move \$100,000 from contingency to the Transfers Out to Other Funds appropriations category. In the Airport Maintenance Fund, there would be an increase in the revenue category, Transfers In From Other Funds of \$100,000 and an increase in the capital outlay category, Land Improvements by \$100,000.

Council President Menke MOVED to adopt **Resolution No. 2019-28**; making a budgetary transfer of resources and appropriation authority for fiscal year 2018-2019 in the Wastewater Capital Fund and Airport Maintenance Fund budgets; SECONDED by Councilor Geary. Motion PASSED unanimously.

- 7.d. **Resolution No. 2019-29**: A Resolution amending the Contract with Mascott Equipment for the 100LL Fuel Tank at the McMinnville Municipal Airport, Project 2018-7.

Community Development Director Bisset explained that there was an emergency contract issued to Mascott to repair the 100 low lead tank at the Airport. A crack in the inner hole of the tank was discovered and it was determined that there wasn't a safe or cost effective way to repair the crack. The equipment that was ordered is transferrable and Mascott has a tank in production that they are able to allocate to the airport. The new tank would be delivered and installed and delivered within the same time frame. Mr. Bisset thanked Rich Spofford for his work. He noted that the tank has a huge impact on users at the Airport. The new tank is a feasible, affordable solution that provides new infrastructure at the airport with a 30 year warranty.

Councilor Garvin asked if there was thought given to the size of the tank. Mr. Bisset stated that he had not heard concerns about the size of the tank.

Discussion ensued regarding Jet A fuel in the future.

Councilor Garvin MOVED to adopt **Resolution No. 2019-29**; amending the Contract with Mascott Equipment for the 100LL Fuel Tank at the McMinnville Municipal Airport, Project 2018-7; SECONDED by Councilor Peralta. Motion PASSED unanimously.

- 7.e. **Resolution No. 2019-30**: A Resolution providing for and approving a form of an Intergovernmental Agreement (IGA) by and between the City of McMinnville, Oregon and the Amity Fire Protection District.

Operations Chief Amy Hanifan explained that the agreement is the next step in providing collaborative efforts between neighboring departments and McMinnville Fire and increasing the value to the community. She

noted that there is potential for a feasibility study looking at the value of partnering with neighboring departments.

Fire Marshal McDermott explained that the contract provides for administrative services and a training officer. It will allow the ambulance service to continue operating from 8 to 5. The total contract cost to Amity is \$188,500 and would be adjusted annually by CPI “All Cities” up to a maximum increase of 3 percent annually. There was also a 90 day out clause for either since.

Mayor Hill noted that partnerships have been discussed for a number of years and he was very excited about it.

Fire Marshal McDermott acknowledged Fire Chief Leipfert for his work over the last several years to make this partnership happen.

Councilor Garvin MOVED to adopt **Resolution No. 2019-30** providing for and approving a form of an Intergovernmental Agreement (IGA) by and between the City of McMinnville, Oregon and the Amity Fire Protection District; SECONDED by Councilor Peralta. Motion PASSED unanimously.

8. ORDINANCE

- 8.a. Consider first reading with possible reading of **Ordinance No. 5068**: An Ordinance amending the Comprehensive Plan to adopt a Historic Preservation Plan and to add new goals and policies related to the Historic Preservation Plan and to add new goals and policies related to the Historic Plan Chapter III.

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

City Attorney Koch read by title only **Ordinance No. 5068**: amending the Comprehensive Plan to adopt a Historic Preservation Plan and to add new goals and policies related to the Historic Preservation Plan and to add new goals and policies related to the Historic Plan Chapter III.

Senior Planner Chuck Darnell explained that the Plan was developed with the Historic Landmarks Committee. He explained that a Legislative Hearing was held with the Planning Commission and they recommended adoption of the Plan.

A Certified Local Government (CLG) grant was obtained to complete the Historic Preservation Plan. The goal and the intent of the Historic Preservation Plan is to provide a guide for the City’s historic preservation

program for the next 15-20 years. A consultant was hired to help with the process.

There were also a recent Oregon Administrative Rules that states “Local governments should develop a local historic context statement and adopt a historic preservation plan...”

Mr. Darnell reviewed the public outreach process noting that there were multiple meetings and public and stakeholder engagement.

Mr. Darnell reviewed the goals, policies and proposals:

Goal 1: Increase Public Awareness and Understanding of McMinnville’s History and its Historic Preservation Program.

Goal 2: Encourage the Preservation and Rehabilitation of Historic Resources.

Goal 3: Document and Protect Historic Resources

Goal 4: Increase Heritage Tourism

He noted that each goal has policies associated with the goal.

He provided a sample of the Historic Landmarks Committee work plan. It was noted that no public testimony was received. McMinnville Water and Light provided some comments that were discussed with the Planning Commission. In response to McMinnville Water and Light, the Planning Commission recommended adding the following language: “Work with utility providers to develop standards for the provision of modern utility services to historic resources and historic buildings. Provision of modern utility services shall be coordinated and integrated into the design process to ensure the preservation of the resource or building’s historic character.”

Councilor Drabkin MOVED to pass **Ordinance No. 5068** to a second reading; SECONDED by Council President Menke. Motion PASSED unanimously.

City Attorney Koch read by title only for a second time Ordinance No. 5068.

Councilor Stassens MOVED to approve **Ordinance No. 5068** amending the Comprehensive Plan to adopt a Historic Preservation Plan and to add new goals and policies related to the Historic Preservation Plan and to add new goals and policies related to the Historic Plan Chapter III;

SECONDED by Council President Menke. Ordinance No. 5068 PASSED  
6-0 by roll-call vote.

9. ADJOURN: Mayor Hill adjourned the Regular City Council Meeting at  
8:57 p.m.

s/s Melissa Bisset  
Melissa Bisset, City Recorder