

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

Tuesday, June 14, 2016, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Alan Ruden
	Scott Hill	Larry Yoder
	Kevin Jeffries	

Also present were City Attorney David Koch, Police Chief Matt Scales, Planning Director Doug Montgomery, and a member of the news media, Tom Henderson of the *News Register*.

DINNER

CALL TO ORDER: Mayor Olson called the meeting to order at 6:25 p.m. and advised that Councilors Ruden and Yoder had been excused from the evening's meetings.

LAND USE DISCUSSION: City Attorney Koch provided a brief review of relevant land use laws that apply to the City Council and Planning Commission. He explained that a "quasi-judicial" public hearing requires the Board to apply the applicable criteria from the City's Comprehensive Plan. He also addressed rules pertaining to site visits, procedural rights of the applicant, and ex parte contact. A legislative public hearing permits the Board to make policy and the individual board members are allowed to bring their own biases into the discussion. City Attorney Koch stated that during the next training session, he would go over conflicts of interest and other land use laws.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:55 p.m.

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Also present were City Attorney David Koch, Police Chief Matt Scales, Planning Director Doug Montgomery, and a member of the news media, Tom Henderson of the *News Register* and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:07 p.m. and welcomed all in attendance. He noted for the record that Councilors Ruden and Yoder had been excused from the evening's meeting.

PLEDGE OF ALLEGIANCE: Councilor Drabkin let the pledge of allegiance. The Pledge of Allegiance was followed by 30 seconds of silence in remembrance of victims of the Orlando, Florida shootings.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Jason Lett, 1015 NE 10<sup>th</sup> Avenue, advised that as an owner of one of the largest businesses in the NE Gateway District, he wanted to thank staff and HDR Engineering in regard to their construction communications to area business owners. He cautioned that some of the designs proposed will affect traffic and truck flow. The improvements will be expensive to install and maintain. He advised he would be bringing more thoughts about the improvements to the Council in the future.

Jack Reed, 1610 SE Queensborough Court, spoke on behalf of his neighbors who were present in the audience. He advised that there is a drug house on Queensborough Court and the house was recently raided by the Police and people were taken to jail. He stated that the house in question is involved in a bankruptcy and the bank will not do anything. There is no electrical or garbage service to the house.

Elizabeth Stapish, 919 SE Angella Court, spoke about the condition of Thompson Park. She stated that she lives very close to the entrance of the Park and around the corner from Mr. Reed. She explained that the people from the drug

house are using heroin and methamphetamines and because there is no electrical service to the house they are living in, they are traveling around the neighborhood to charge their cell phones. They use heroin at the park and discard their needles at the entrance to the park. She acknowledged that the Police are doing their best and they pull people in their cars over, but sometimes the people run away. She advised that the neighborhood children cannot play in their front yards. The situation is affecting the families that live there.

Mayor Olson thanked Ms. Stapish for the information and advised that the Council takes the well-being of the community's citizens very seriously. He noted that he would ask City Attorney Koch to strategize with Police Chief Scales regarding other options that might be available to the Officers.

Jerod Miller, 947 SE Ford Street, brought attention to the mental health issues surrounding addicts in life-long recovery. He pointed to a recent suicide of an individual who was prominent in the recovery community.

1 CONSENT AGENDA

1 a - c The Councilor Hill MOVED to approve the following Consent Agenda items;

a. Minutes of the March 8, 2016 Dinner and Regular meetings;

b. **Resolution No. 2016 - 30** regarding the award of the contract for the construction of the 2016 Slurry Seal, Project 2016-9;

c. **Resolution No. 2016 - 31** approving a lease with Konect Aviation Oregon LLC to provide Fixed Base Operator and Airport Management Services at McMinnville Municipal Airport.

Councilor Menke SECONDED the motion. The motion PASSED unanimously.

2 PUBLIC HEARING

2 a REGARDING RENEWAL OF THE DOWNTOWN ECONOMIC IMPROVEMENT DISTRICT: Mayor Olson opened the public hearing at 7:27 p.m. and asked for a staff report.

City Attorney Koch gave a brief staff report, referencing Planning Director Montgomery's memorandum that was in the Council packets. He advised that the McMinnville Downtown Association (MDA) has not proposed any changes to the zone boundaries or fees. Additionally, letters have been sent notifying all property owners within the District of the public hearing. No comments in opposition to the District were received.

Mayor Olson asked for testimony.

Scott Cunningham, 115 SE Mountainview Lane, advised that he was the current president of the MDA. He thanked Planning Director Montgomery who has been leading the Planning Department and who has worked very closely with the MDA. He congratulated Mayor Olson on his election to the Yamhill County Board of Commissioners and thanked City Manager Meeker for the City's on-going partnership with the MDA.

Mr. Cunningham briefly reviewed the history and purpose of the MDA and advised that McMinnville's downtown, one of just six Main Street designations in the United States, is a model for many communities. He advised that the assessments make up nearly one-quarter of the MDA's budget. He asked the Council for the following small change: to revise the title of the Manager to Executive Director. He explained that this small change would bring the position in line with Visit McMinnville's Executive Director, McMinnville Economic Development Partnership Executive Director, and the Chamber of Commerce's title of President/CEO.

Mr. Cunningham introduced MDA Manager Rebecca Quandt and MDA Board Secretary Karen Mosier. He stated that Ms. Quandt works closely with the McMinnville Economic Development Partnership Executive Director, Jody Christensen. He thanked Ms. Quandt and the MDA staff for all they do. He introduced Karen Mosier and advised that she serves as the MDA Board Secretary and as co-chair of the Economic Improvement Committee. She, too, shares the MDA's mission to be the economic, social, and cultural heart of the community.

MDA Manager Quandt spoke to the Council about the economic improvement district (EID). She spoke about the walking map and the historic Stroll booklet and noted that version 2 will include new properties and new stories. She advised that the Park Ranger patrol program continues to be a very successful addition to the downtown area. She pointed out the natural link between Third Street and the Granary District and pledged the Association's support in working together to make the downtown strong, healthy, and vibrant.

Secretary Mosier thanked the Council for the opportunity to read a letter from Walt Gowell in support of the MDA. She noted that Mr. Gowell is an active volunteer in the downtown movement who strongly endorses the EID. Mr. Gowell was also on the original MDA Board of Directors.

Mr. Cunningham concluded the presentation by saying that this is a downtown to pattern successes in other Oregon communities. The stewardship that is taken with the funds is what has helped to make it all happen.

Mayor Olson thanked Mr. Cunningham, Ms. Quandt, and Ms. Mosier for their testimony.

Jerod Miller, 947 SE Ford Street, suggested that more pedestrian crossings be made available in the downtown area to alleviate some of the traffic problems, especially crossing Adams Street. Mayor Olson responded that the Second Street project should help alleviate some of the pedestrian crossing problems.

Mayor Olson closed the public hearing at 7:51 p.m.

City Attorney Koch advised that the proposed Executive Director title change was incorporated into the draft ordinance language. By consensus all were in favor of changing the title of the Manager to Executive Director.

City Attorney Koch read by title only Ordinance No. 5005 extending the duration of the McMinnville Downtown Economic Improvement Assessment District. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 5005 PASSED by a unanimous roll-call vote.

2 c

7:00 P.M. PUBLIC HEARING REGARDING THE PROPOSED BUDGET AS APPROVED BY THE BUDGET COMMITTEE: Mayor Olson advised that this public hearing would be legislative in nature and opened the hearing at 7:55 p.m.

Finance Director Baragary gave the staff report and explained that the public hearing was required by local budget law and it allows citizens to comment on the proposed 2016 - 17 budget. As required by Oregon budget law, the financial summary was published in the *News Register* on May 31, 2016.

Elizabeth Stapish, 919 SE Angella Court, stated that she would like to see funds allocated to mental health and drug rehabilitation - i.e., an in-house treatment center and mental illness beds, rather than just sending people to jail.

Councilor Jeffries thanked Ms. Stapish and advised that the Council is not blind to these problems. He pointed out that this matter would be an appropriate one to take to the Yamhill County Board of Commissioners. Councilor Hill agreed with Councilor Jeffries and explained that while the City is charged with having adequate citizen protections in place (the Police Department); the County receives funds from the State of Oregon for mental health programs.

Mayor Olson provided Ms. Stapish the County's meeting schedule.

McMinnville Industrial Promotions (MIP) President Doug Hurl and McMinnville Economic Development Partnership (MEDP) Executive Director Jody Christensen spoke to the City Council and advised that City Manager Meeker had suggested that they come before the Council at this time to reiterate

MEDP's original funding request. She distributed written information to the Council that relayed additional information about MEDP and its functions. She reviewed the documentation provided.

Discussion ensued regarding funding for MEDP. It was noted that there are currently no additional funds available; and communication between the MEDP and Council needs to be more robust. It was noted that there might be additional funding available in October.

Ms. Christensen thanked the Council for taking time to listen and advised that the partnership between the City, the Chamber, McMinnville Industrial Promotions, and McMinnville Water and Light is extraordinary and wanted the Council to know the importance of having the City walk with them.

Mark Davis, 652 SE Washington Street, reminded the Council that the reason the funding had been reduced for the MEDP was to give additional funding to a lobbyist for the bypass. He stated his preference would be that the funds go to MEDP, but cautioned against taking the funds from the City's Street Fund to pay for the bypass and lobbyist efforts.

Nathan Knottingham, 3593 NE Harvest Drive, spoke as President and CEO of the McMinnville Area Chamber of Commerce. He advised that MEDP is part of a four-legged economic table in McMinnville, and encouraged discussion of MEDP's funding. He pointed out that although the Chamber does not write the largest check for MEDP, it contributes about \$40,000 of in-kind housing for the organization. This is paid for directly from membership dues. He stated that many cities are very envious of what is occurring in McMinnville.

CLOSE PUBLIC HEARING: No additional public testimony was heard. Mayor Olson closed the public hearing at 8:36 p.m.

City Attorney Koch asked whether there had been consensus to modify the budget. Mayor Olson responded that no modifications would be made.

2 d

7:00 P.M. PUBLIC HEARING - REGARDING THE PROPOSED USES OF STATE REVENUE SHARING FOR FISCAL YEAR 2016 - 2017: Mayor Olson asked for a staff report.

STAFF REPORT: Finance Director Baragary gave a brief report and noted that the State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money. In order to receive state revenue sharing in 2016 - 2017, a city must have levied property taxes in the preceding year and must hold a public hearing before the City Council on the proposed uses of funds in relation to the entire budget. She stated that the \$325,000 of state revenue

sharing available to the City is proposed to be spent in the following manner:

• Administration - City Hall & City Property Public parking structures & lots maintenance	24,040
• Administration - Community Services YCTA Public Transportation Support	22,500
Support of McMinnville Economic Development Partnership	60,000
• Administration - Legal Office furniture and computer equipment	12,400
• Municipal Code software	2,000
• Police - Police Patrol Vehicles (2)	81,695
• Police - MDTs and related equipment (2)	21,665
• Fire - Department's share of station remodel (Design and Engineering)	45,000
• Fire - Breathing apparatus - SCBA	10,000
• Fire - Tablet computers (2)	4,400
• Aquatic Center - Replace diving board	4,000
• Aquatic Center - Replace restroom door and frame	3,800
• Aquatic Center - replace weight room matting	3,000
• Community Center - window replacement	2,800
• Community Center - door repair	2,500
• Library - Workstation replacements (14)	25,200
• Park Maintenance - Zero turn rotary mower	13,000
• Library - Window Caulking and Stucco Repair	12,470
• Library - Workstation replacements (11)	<u>18,700</u>
Total Possible Expenditures	<u>\$325,000</u>

PUBLIC TESTIMONY: Mayor Olson asked for public testimony. None was heard.

CLOSE PUBLIC HEARING: Mayor Olson closed the public hearing at 8:38 p.m.

3

NEW BUSINESS

3 a

DAVE LARMOUTH FROM RECOLOGY WESTERN OREGON REGARDING PROPOSED RATES: Mayor Olson welcomed Recology Western Oregon General Manager Fred Stemmler. Mr. Stemmler thanked the Mayor and Council for the opportunity to discuss Recology's proposed rates. He noted that he was standing in for Rate and Contract Analyst Dave Larmouth. He reminded the City Council that the franchise is structured to operate within a target margin plus the annual consumer price index (CPI). This year the CPI was 0.5 percent.

Mr. Stemmler discussed the rate schedule and pointed out "Option B" which included the addition of "wet garbage." He stated that Recology will, if approved by the City Council, begin accepting wet garbage, i.e., if it grows in your yard, they will accept it. This service would include the addition of a third container and would include yard debris and a very small amount of food. Additionally, another container could be added to accept glass. He described how the collection system would work.

Following discussion the Council by consensus agreed to move forward on July 1, 2016 with the CPI increase and then when Recology is ready to roll out Option B, they may do so.

Councilor Drabkin MOVED to approve Option B provided by Recology Western Oregon; SECONDED by Councilor Menke. Motion PASSED unanimously.

3 b

PRESENTATION: HILL ROAD TRANSPORTATION BOND PROJECT: Community Development Director Bisset stated that the Hill Road project is the largest corridor project contained within the bond measure and calls for improving Hill Road from Second Street to Baker Creek Road. He stated that two open houses regarding the project had been held with overwhelmingly positive reactions. He introduced CH2M Hill representatives Dave Simmons and Darren Hippenstyle.

Mr. Simmons spoke to the Council and noted that he was the Project Manager who was leading the Hill Road project. He discussed the project and noted that alternatives included how to address the three main intersections - Hill Road and Second Street; Hill Road and Wallace Road; and Hill Road and Baker Creek Road. He discussed each of the intersections and advised that in Alternative No. 1 signaled intersections were not yet warranted at these intersections; however, signals at Second Street and Baker Creek Road intersections will be needed at some point in the future. Alternative No. 2 included roundabout intersections at both Wallace Road and Baker Creek Road and a mini roundabout at Second Street. From feedback received at the open houses, it was determined that a hybrid roundabout plan would be needed if that alternative was selected. Alternative 3 includes a stop controlled intersection at Second Street with roundabouts at Wallace and Baker Creek Road intersections. He explained that the Second Street intersection roundabout was excluded from this alternative because the intersection is more constrained with less right-of-way available. Safety



benefits from mini roundabouts are not as good as the engineers would like. Mr. Hippenstyle explained that the traffic study revealed that only Second Street and Baker Creek Road met the signal thresholds for 20 years into the future.

Community Development Director Bisset pointed out that one of the unspoken benefits of the Wallace Road roundabout would be that it would break up the long corridor and would lessen the speed of travel. It would create a traffic calming intersection.

Following additional general discussion on the topic, Mayor Olson thanked Mr. Simmons and Mr. Hippenstyle for their informative presentation.

3 c

PRESENTATION: POLICE DEPARTMENT INVESTIGATION TEAM:  
Police Chief Scales advised that the presentation the Department had for this evening's meeting would most likely take between 40 to 45 minutes and he suggested that because of the lateness of the hour, the presentation be postponed.

Sergeant Scott Fessler added that the information his team would provide was extremely important and if the City Council wished to hear about staffing and case loads, it would take the Council's time and attention.

Following a brief discussion, it was decided to hold a 6:00 p.m. work session at the June 28, 2016 Council meeting.

3 d

REQUEST TO INITIATE LEGISLATIVE ZONING ORDINANCE AMENDMENT:  
Planning Director Montgomery referred to the memorandum included in the Council packets regarding the 1000 foot buffer around preschools as it related to the marijuana ordinance. Because there is a lack of a licensing program at the state level regarding preschools and the various types of preschools, the way the current ordinance is crafted would make it very difficult, if not impossible, to enforce. He advised that staff would like Council direction as to two options - either remove the buffer regarding preschools entirely or to direct staff to better define preschools. He added that staff cannot provide a map because no one in the City has a record of the preschools or where they are located. Council could eliminate the restriction altogether; or, if it desired, the buffer could be maintained. If the latter were the Council's preference, then a process should be initiated regarding how to better define "preschools."

Council discussion ensued following which Councilor Menke  
MOVED to initiate a legislative amendment process; SECONDED  
by Councilor Drabkin. Motion PASSED unanimously.

4                   ADVICE / INFORMAITON ITEMS

4 a and b           CITY COUNCIL AND DEPARTMENT HEAD REPORTS: Due to the  
lateness of the hour, no Council or Department Head reports  
were heard.

5                   ADJOURNMENT: Mayor Olson adjourned the Regular City  
Council meeting at 10:25 p.m.

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Rose A. Lorenzen, Recording Secretary