CITY OF McMINNVILLE

MINUTES OF THE DINNER MEETING Of the McMinnville City Council

Held at the Kent L. Taylor Civic Hall on Gormley Plaza

McMinnville, Oregon

Tuesday, June 28, 2016

Presiding: Rick Olson, Mayor

Recording: Rose Lorenzen, Recording Secretary

Councilors: Present

Remy Drabkin Kellie Menke

Scott Hill Alan Ruden

Kevin Jeffries Larry Yoder

Also present were City Manager Martha Meeker, City Attorney David Koch, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Police Chief Matt Scales, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, Detective Sergeant Scott Fessler, and members of the news media Tom Henderson of the *News Register* and Dave Adams of KLYC Radio.

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:03 p.m. and advised that the Dinner Meeting would be dedicated to a Work Session to hear a presentation from the Police Department’s Investigation Team.

Police Chief Scales introduced Sergeant Scott Fessler and advised that until April of this year the Detective Section consisted of four detectives; however, because of the increased caseload, a fifth Detective position was added. In addition, the Department assigns one Detective to the Yamhill County Interagency Narcotics Team (YCINT). Due to the high number of cases, the Detective Section primarily works only person crimes. They simply do not have time to work property crimes unless they are high profile. He explained that the sheer number of person crimes, particularly crimes involving children (physical and sexual abuse), necessitated adding the fifth detective position. This individual was moved from the Patrol Section and added to the Detective Section.

Chief Scales referenced the memorandum in the Councilors’ informational packets from Captain Dennis Marks. Using data collected from several sources, including the Federal Bureau of Investigation (FBI), the U. S. Census Bureau, the League of Oregon Cities, and internal information from budgets and annual reports created by the Department and City personnel, the memorandum reviewed the Department through an historic comparison, population comparison with other agencies, and work load with other agencies. Also reviewed was the lost time from FMLA and Workers Compensation injuries and the resulting number of overtime shifts that the officers were required to fill. Captain Marks’ memorandum referenced a graph in the Council’s information packet showing that the McMinnville Police Department, in 2015, averaged 165 cases per sworn officer while comparators averaged 93 cases per sworn officer. He noted the Department’s significant deviation from the average.

Detective Sergeant Fessler presented a PowerPoint slide show that depicted the structure of the Detective Section and significant trends affecting the case loads of the Detectives, including the use of social media. He noted that they have had to “inactivate” or refer back to the Patrol Section cases because there were too many cases for the Detective Section to work. He referenced the 2014 McMinnville Police Department Strategic Plan and noted that the members of the citizen group involved with drafting the Plan had ranked crimes against persons as their highest service priority, followed immediately by crimes against property and behavioral crimes.

Sergeant Fessler summarized his presentation by stating that with the increasing number of cases that were being assigned to the Detective Section, along with the number of cases being carried over from one month to the next, the Section was in a “no win” situation and at the current pace, they would never catch up.

Following his presentation, extensive discussion occurred. Each of the Councilors expressed their appreciation and concern for the situation. All agreed that something needed to be done; the question was how to fund additional officers.

City Manager Meeker advised that staff could come back with staffing options; however, the problem would be costly to fix. She noted that with the revenue needed for the additional seven to ten officers, it might be necessary to close the Library. She advised that the idea of dipping into the City’s reserve funds would just be a stop gap – there is no revenue generator to maintain the increased costs. Structural changes or additional revenue generators needed to be considered.

Mayor Olson thanked Chief Scales and Sergeant Fessler for their informative presentation.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 7:13 p.m.

Rose A. Lorenzen, Recording Secretary

CITY OF McMINNVILLE

MINUTES OF THE REGULAR MEETING of the McMinnville City Council

Held at the Kent L. Taylor Civic Hall on Gormley Plaza

McMinnville, Oregon

Tuesday, June 28, 2016

Presiding: Rick Olson, Mayor

Recording: Rose Lorenzen, Recording Secretary

Councilors: Present

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AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:17 p.m. and welcomed all in attendance.

PLEDGE OF ALLEGIANCE: Councilor Hill led in the recitation of the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson invited those in the audience who wished to speak to the City Council about an item not on the agenda.

Jack Hickman, 1620 SE Queensborough Court, Elizabeth Stapich, 919 Angela Court, Randy Williamson, 930 SE Zee Court, Steve Singleton, 775 SE Border Lane, and Mike and Shannon Brooks, 1549 SE Morgan Lane, spoke in support of the Police Department, especially as it related to the drug house in their neighborhood.

Bill Whiteman 3480 SE Hembree, spoke about people in the park near his home that bring their dogs to the park without the dogs being on a leash. He said that he went to talk to one couple, but they did not understand English. He asked that signs in Spanish be placed in the parks.

Kent L. Taylor, 1925 NW St. Andrews Drive, spoke about Planning Director Montgomery’s history with the City. He noted that this was Mr. Montgomery’s last City Council meeting and that he was "the marrow” of the City’s Management Team. Humility and patience were Mr. Montgomery’s foundation and that when he spoke, everyone stopped to listen to what he said. He always had good insight, integrity, and trust worthiness. Mr. Taylor thanked Mr. Montgomery for everything he brought to this community. He noted that he had been a better City Manager because of Mr. Montgomery. He hoped that Mr. Montgomery’s retirement was joyful, fulfilling, and blessed.

1. CONSENT AGENDA: Councilor Hill MOVED to approve the following Consent Agenda items:

* Minutes of the March 22, 2016 Joint McMinnville City Council / McMinnville Water and Light Meeting;
* **Resolution No. 2016 - 32**: Declaring the City’s election to receive state revenues;
* **Resolution No. 2016 – 33:** Certifying provision of municipal services by the City of McMinnville as required by ORS 332.760;
* **Resolution No. 2016 – 34:** Extending the City of McMinnville’s workers compensation coverage to volunteers of the City of McMinnville and repealing Resolution No. 2015 – 30;
* **Resolution No. 2016 – 35:** Adopting a new fee schedule for ambulance services provided by the City of McMinnville and repealing Resolution No. 2015 – 32;
* **Resolution No. 2016 – 36:** Providing for and approving a form of contract by and between the City of McMinnville, Oregon and the McMinnville Rural Fire Protection District;
* **Resolution No. 2016 – 37:** Appointing McMinnville’s Principal Planner as the successor to the current Project Certifying Officer and Environmental Review Certifying Officer for the 2014 City of McMinnville’s Housing Rehabilitation Community Development Block Grant (CDBG) project;
* **Resolution No. 2016 – 38:** Appointing the Principal Planner as the successor to the current board member Planning Director Doug Montgomery to the Yamhill County Affordable Housing Corporation’s (YCAHC) regional Housing Rehabilitation Collaborative and board of directors;
* **Resolution No. 2016 – 39:** Renewal of Contract for Medical Director Services with John Heiser, M.D.;
* **Resolution No. 2016 – 40:** A Resolution awarding the contract for the NE 5th Street Improvements Project, Project 2016 – 10;
* **Resolution No. 2016 – 41:** A Resolution approving Task Order No. 3 to the Personal Services Contract for the design of the 5th Street and Alpine Avenue transportation bond measure projects;
* **Resolution No. 2016 – 42:** A Resolution approving the acquisition of property from Ninety Degrees, LLC for the 5th Street transportation bond project;
* **Resolution No. 2016 – 43:** Authorizing and Directing the entry into a contract for the provision of janitorial services at various City facilities;
* **Resolution No. 2016 – 44:** Adopting a supplemental budget for fiscal year 2015 – 2016 and making supplemental appropriations;
* **Resolution No. 2016 – 45:** Making Budgetary transfers for Fiscal Year 2016 – 16.

Motion was SECONDED by Councilor Menke and PASSED unanimously.

2 PUBLIC HEARING

2 a 7:00 P.M. PUBLIC HEARING – APPEAL OF PLANNING COMMISSION DECISION REGARDING PROPOSED RESIDENTIAL TENTATIVE SUBDIVISION PLAN: Mayor Olson stated that it was his understanding that the appellant wished to postpone the Public Hearing and reconvene on July 26, 2016 at the City Council’s Regular Meeting.

Mayor Olson opened the public hearing at 8:16 p.m. Councilor Menke MOVD to continue the public hearing and reconvene at 7:00 p.m., on Tuesday, July 26, 2016; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

3 NEW BUSINESS

3 a REPORT AND RECOMMENDATION BY GARY EASTLUND OF HAGAN-HAMILTON TO APPROVE THE 2016 – 2017 PROPERTY, LIABILITY, WORKERS COMPENSATION, AND AUTO INSURANCE COVERAGES: Mayor Olson welcomed Mr. Eastlund.

Mr. Eastlund thanked the Mayor and City Council for their continued support of Hagan Hamilton as the City’s Agent of Record for the City’s insurance programs. He noted that after review of the renewal proposals, it was his recommendation to the Council to accept the renewal offers from CityCounty Insurance Services (CIS) for the following coverages: property/liability, auto, mechanical breakdown, and workers compensation. Not including workers compensation the package represents at 16 percent increase over the prior year from $365,010 in premium costs to $432,721. He explained the increase was due to significant claims activity in the years 2011 – 2015; additionally, property values had increased 17 percent as a result of the City’s most recent audit. The workers compensation renewal deposit increased from $86,212 to $94,230. This increase was a direct result of the City’s experience modification factor increasing from .86 to .88 and increased payroll projections for 2016.

Mr. Eastlund advised that he recommended acceptance of the renewal proposal from Ace Property and Casualty Insurance Company for the City’s Airport Owners and Operators Liability coverage. The renewal premium for the Airport Liability policy will remain the same as the expiring policy at $5,675.

Mr. Eastlund cautioned that the City’s increased premiums are in direct correlation with CIS’ paid losses for the City. McMinnville has suffered large general liability losses in the past four years.

Mayor Olson asked for a motion to renew the City’s insurance coverage through CIS for fiscal year 2016 – 2017. Councilor Jeffries MOVED to renew the City’s property/liability, auto, mechanical breakdown, workers compensation, and airport owners and operators liability coverage for fiscal year 2016 – 2017; SECONDED by Councilor Hill. Motion PASSED unanimously.

4 RESOLUTIONS

4 a ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016; TO MAKE THE APPROPRIATIONS; TO IMPOSE THE PROPERTY TAXES; AND TO CATEGORIZE THE PROPERTY TAXES: Finance Director Baragary advised that the Budget before the City Council includes several changes approved by the Budget Committee, including

* An increased contribution of $25,000 to the Union Gospel Rescue Mission;
* An decreased contribution from $60,000 to $42,000 to McMinnville Economic Development Partnership and an increased contribution of $18,000 to cover lobbying efforts for the Newberg Dundee Bypass;
* Personnel services appropriations were increased by $22,000 due to changes related to the Planning Director position and a vacant staff position. Professional consulting services were reduced to offset the increase;
* YCOM membership dues for emergency communications – The Budget Committee approved a 5 percent increase in YCOM membership dues; the actual increase was 4 percent, resulting in a decrease of $7,600;
* Janitorial Services: After the Budget Committee approved the 2016 – 2017 budget, the City negotiated a janitorial services contract which will increases costs and improve services. The increase in the General Fund is $16,700 and a total of $1,850 in all other funds;
* Urban Renewal Property Taxes: Based on information provided by professional consultants, urban renewal property tax revenues and expenditures were decreased by $62,990; the corresponding interagency transactions in the General Fund were reduced by the same amounts;
* Fire Department Grants: The 2016 – 2017 budget presented for adoption includes a $23,000 FEMA grant in the Fire Department for emergency operations equipment;
* Carryover Projects: Appropriations for projects which will not be completed in 2015 – 2016 and are carried forward to 2016 – 2017 include: a) $95,000 for projects at the Airport; b) $12,000 for stucco repair at the Community Center; and $179,000 in Transportation Fund bond-related street and sidewalk improvements.

Councilor Menke MOVED to adopt Resolution No. 2016 – 46 adopting the 2016 – 2017 budget in the total amount of $108,664,100 for the fiscal year beginning July 1, 2016; to make the appropriations in the amount of $73,515,507; to impose and categorize the City of McMinnville’s permanent property tax rate of $5.0200 per $1,000 assessed value for general operations and $2,715,000 for debt service; SECONDED by Councilor Yoder. Motion PASSED unanimously.

4 b APPROVING A PERSONAL SERVICES AGREEMENT BETWEEN THE CITY OF McMINNVILLE AND DOUG MONTGOMERY: City Manager Meeker advised that Planning Director Montgomery would be retiring at the end of June 2016 and had agreed to contract with the City for services at least until the first of August when the new Planning Director would arrive. He will be working three days per week during this interim period.

Councilor Drabkin MOVED to adopt Resolution No. 2016 – 47 approving a Personal Services Agreement between the City of McMinnville and Doug Montgomery; SECONDED by Councilor Ruden. Motion PASSED unanimously.

4 c AUTHORIZING THE CITY MANAGER TO EXECUTE THE FORTHCOMING GRANT OFFER FROM THE FAA RELATIVE TO THE AIRPORT IMPROVEMENT PROJECT CONTINGENT UPON THE CITY ATTORNEY’S REVIEW: Community Development Director Bisset referred to his staff report located in the Council’s information packets. He advised that this was a little out of normal procedures; however, it is expected that the FAA will send out a grant offer for the City’s acceptance in mid-July to mid-August and has asked the City to accept and sign the offer within one week. In order to meet this timeline, the Council is being asked to authorize the City Manager to execute the forthcoming FAA Grant Offer contingent upon the City Attorney’s review of the terms and conditions. He explained that this is all within the concept and scope of the Runway 4-22 Rehabilitation Project.

Councilor Drabkin MOVED to adopt Resolution No. 2016 – 48 a Resolution authorizing the City Manager to execute the forthcoming grant offer from the FAA relative to the Airport Improvement Project contingent upon the City Attorney’s review: SECONDED by Councilor Menke. Motion PASSED unanimously.

5 a and b CITY COUNCIL AND DEPARTMENT HEAD REPORTS: No Councilor or Department Head reports were heard.

6 ADJOURNMENT: Mayor Olson adjourned the Regular City Council meeting at 8:35 p.m.

Rose A. Lorenzen, Recording Secretary