

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

Tuesday, March 23, 2021 at 7:00 p.m.

Presiding: Remy Drabkin, Council President

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Scott Hill
	Adam Garvin	
	Zack Geary	
	Kellie Menke	
	Chris Chenoweth	
	Sal Peralta	

Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, City Recorder Claudia Cisneros, Police Captain Tim Symons, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Community Development Director Mike Bisset, Fire Chief Rich Leipfert, Engineering Services Manager Larry Sherwood, Community Engagement Specialist Noelle Amaya, and *members of the News Media Phil Guzzo, McMinnville Community Media, and Dora Totoian, 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 OF ALLEGIANCE  
Councilor Menke led the pledge of allegiance.
3. PROCLAMATION
- 3.a. Child Abuse Prevention Month  
Council President Drabkin read the proclamation declaring April 2021 as Child Abuse Prevention Month.
4. INVITATION TO CITIZENS FOR PUBLIC COMMENT  
None.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Geary said Mac Pac would meet twice in April.

Councilor Chenoweth reported on the Economic Vitality Leadership Council and Historic Landmarks Committee meetings.

Councilor Menke reported on the latest YCAP meeting and current activities. The city of McMinnville had met with the city of Newberg to discuss what each entity was doing about homelessness and affordable housing.

Councilor Peralta reported on the Council of Governments annual meeting and gave highlights from their annual report. He had been appointed as Chair of the COG.

Councilor Garvin said airport hangar leases were being updated.

5.b. Department Head Reports

Human Resources Manager Bayer discussed the DEI Advisory Committee goals and workplan.

Finance Director Cuellar said she had received the final version of the financial statements. Staff was working on completing the budget process. She had been asked to present an LOC/State of Oregon sponsored training on public assistance grants through FEMA to support shelter initiatives.

Planning Director Richards reported on Planning Commission activities.

Fire Chief Leipfert reported on the kickoff meeting for the consolidation implementation for the districting process.

City Manager Towery reported on the fire district consolidation event, work on the budget, and West Coast ICMA Conference.

There was discussion regarding ARPA funds to the City and marijuana revenue allocation.

Captain Symons discussed the memo regarding OLCC license application adjustments due to COVID-19.

6. CONSENT AGENDA

- a. Consider request from Shannon Thorson DBA: C&C Wine Bar for Limited On-Premises OLCC Liquor License located at 536 NE 3rd Street.
- b. Consider **Resolution No. 2021-19**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.
- c. Consider request from Bierly Brewing LLC for Brewery-Public House 1st Location OLCC Liquor License located at 624 NE 3rd Street.

Councilor Geary recused himself as he was involved with one of the items in a professional capacity.

*Councilor Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously with Councilor Geary recused.*

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2021-14**: A Resolution approving a new lease agreement with the Oregon State Police for 8,004 square feet of office space, and 1,676 square feet of separate storage space, in the City owned building at 3975 Cirrus Avenue.

Community Development Director Bisset said Oregon State Police had leased office space from the City at the airport since 2009, and the lease was amended in 2013 to add storage space. The lease expired in 2019 and had been extended on a month-to-month basis since then. The new lease proposed a five-year lease with two five year extensions. He explained the lease increase.

*Councilor Garvin MOVED to adopt Resolution 2021-14; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.*

- 7.b. Consider **Resolution No. 2021-15**: A Resolution approving a lease amendment with the Airflight Storage Systems Condominium Owners Association for hangars D & E at the airport.

Community Development Director Bisset said this was the first of three resolutions to address equity among the lease holders at the airport. When the lease expired, the renter could have an inspection done on the building and if there was at least five years left of the building, the City could enter into a five year extension on the building, and the extensions could continue until the time there was no longer life left in the building. At that time, the renter was required to remove the facility from the airport and

the leased ground would be returned to the airport for subsequent re-leasing.

*Councilor Geary MOVED to adopt Resolution 2021-15; SECONDED by Councilor Chenoweth. Motion PASSED unanimously 6-0.*

- 7.c. Consider **Resolution No. 2021-16**: A Resolution approving a lease amendment with the Tiner Investments Company for hangar L at the airport.

Community Development Director Bisset said this was the same lease amendment as the previous resolution.

*Councilor Geary MOVED to adopt Resolution 2021-16; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.*

- 7.d. Consider **Resolution No. 2021-17**: A Resolution approving a lease amendment with Doug Tiner for hangar M at the airport.

Community Development Director Bisset said this was the same lease amendment as the previous resolution. This was his final request to the Council as he was retiring.

The Council thanked Community Development Director Bisset for his service. City Manager Towery thanked him as well.

*Councilor Menke MOVED to adopt Resolution 2021-17; SECONDED by Councilor Garvin. Motion PASSED unanimously 6-0.*

- 7.e. Consider **Resolution No. 2021-18**: A Resolution authorizing the approval of Master Grant Agreement No. 34756 between the City of McMinnville and the Oregon Department of Transportation (ODOT) for the Fund Exchange Program (FEX).

Engineering Services Manager Sherwood said this was an agreement for the City to use a fund exchange for federal block grant funds for the term of the agreement, which expired in September 2024.

*Geary MOVED to adopt Resolution 2021-18; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.*

8. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 7:58 p.m.

*Claudia Cisneros*

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Claudia Cisneros, City Recorder