

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

Tuesday, October 8, 2013, at 6:00 p.m.

Presiding: Larry Yoder, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Absent</u>
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
	Kellie Menke	Rick Olson, Mayor
		Paul May

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Police Chief Ron Noble, and a member of the news media, Nicole Montesano of the *News Register*.

DINNER

CALL TO ORDER: Council President Yoder called the Dinner Meeting to order at 6:35 p.m. and advised that Mayor Olson and Councilor May were excused from the Dinner and Regular meetings.

Guest Ed Gormley presented the Council with a Stewardship Committee report and associated handouts regarding the Riverbend Landfill. He invited the Council to join the Chamber Leadership Mac for a tour of the Landfill.

AGENDA REVIEW: City Manager Taylor gave a brief update on each of the City Council's 2013 Goals and Objectives. He also spoke about the draft resolution establishing the Transient Lodging Tax Advisory Committee.

Community Development Director Bisset briefed the Council on the ordinance modifying the McMinnville Municipal Code provisions regarding the Airport. He noted that each of the Council's concerns regarding the ordinance had been addressed in this version of the ordinance.

Police Chief Noble advised the Council on the draft resolution awarding the Public Safety Radio System Maintenance Contract. He advised that after learning that there was more than one company that could provide maintenance on the system; a formal bid process was completed. The outcome remained the same, with Day Wireless being the lowest, responsible bidder.

ADJOURNMENT: Council President Yoder adjourned the Dinner Meeting at 6:50 p.m.

Rose A. Lorenzen, Recording Secretary

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

Tuesday, October 8, 2013, at 7:00 p.m.

Presiding: Larry Yoder, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:

Present

Absent

Scott Hill	Alan Ruden	Rick Olson, Mayor
Kevin Jeffries	Larry Yoder	Paul May
Kellie Menke		

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Police Chief Ron Noble, and a member of the news media, Nicole Montesano of the *News Register*.

AGENDA ITEM

CALL TO ORDER: Council President Yoder called the meeting to order at 7:00 p.m. and welcomed those in attendance. He advised that Mayor Olson and Councilor May had been excused from the meeting.

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

CONSIDER MINUTES: Councilor Menke MOVED to approve the minutes of the September 24, 2013 Dinner and Regular meetings; SECONDED by Councilor Hill. Motion PASSED unanimously.

1. OLD BUSINESS

1.a. 3RD QUARTER PROGRESS REPORT - COUNCIL'S 2013 GOALS AND OBJECTIVES: City Manager Taylor overviewed the 2013 Goals and Objectives and stated that the report was an update on the progress staff had through the third quarter of the year. He outlined the progress on each of the goals.

Each of the Councilors present thanked Mr. Taylor and staff for the remarkable advancements that had been made.

1.b. REVIEW AND DISCUSSION OF PROPOSED RESOLUTION ESTABLISHING THE TRANSIENT LODGING TAX ADVISORY COMMITTEE: Council President Yoder advised that this topic had been discussed at the Dinner Meeting and asked if the Council had any questions before the resolution was sent back to staff for finalizing.

Responding to Councilor Jeffries' inquiry regarding how the Committee would be organized, Mr. Taylor stated that it

would be staff's job to help the group become organized. He explained that the Committee would follow the open meeting rules and minutes would be kept. City Attorney Haines added that the Committee members would also enact bylaws for themselves. He noted that as the draft resolution is currently set out, the Council may appoint a member from itself, or a staff member, as an ex-officio or liaison to the committee. He noted that the committee would be strictly advisory in nature and would send recommendations to the Council where the final decisions would be made.

McMinnville Downtown Association Manager Cassie Sollars stated that she believed it looked very complete. McMinnville Area Chamber of Commerce President Phil Hutchinson agreed with her assessment.

Councilor Menke asked about the types of agencies that had applied for funds while Mr. Hutchinson was in Newport. Mr. Hutchinson responded that although Newport's transient lodging tax went into effect several years before the current Oregon State laws overseeing this industry were enacted, he recalled that at least 50 percent of the funds went directly to tourism and supported the committee that organized the Loyalty Days organization and funded the annual fire-works displays. Additionally, there were instances that smaller groups also took advantage of the funds. He suggested that there could be some funding available for small grants that would allow an organization to print a new brochure, or for an activity of a local service club.

By consensus the City Council referred the draft resolution back to staff for finalization. Mr. Taylor advised that the resolution would be completed and ready for a vote at the October 22, 2013 City Council meeting.

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NEW BUSINESS

2.a.

PRESENTATION BY THE McMINNVILLE DOWNTOWN ASSOCIATION ON CURRENT ACTIVITIES AND ITS 2013 - 2014 BUDGET PLANS: McMinnville Downtown Association (MDA) Manager Cassie Sollars thanked the Council for the opportunity to share with them the MDA activities from the past year and those scheduled for the current fiscal year which just began on October 1. She gave a PowerPoint presentation that highlighted the changes to the downtown area from McMinnville's early history to today. She observed how the downtown has changed over time and how welcoming it looks now. She presented the Council with statistics of new businesses, vacancies, new employees, and renovation and remodeling that has occurred over the past year. She pointed out that McMinnville is just one of four Oregon Mainstreet organizations that has achieved National Mainstreet designation, and is one of just seven Oregon Performing Main Streets. Ms. Sollars emphasized the importance of preserving the downtown's historic buildings.

Ms. Sollars discussed the annual budget and the sources from which the MDA receives funding. She also reviewed the expenses the Association must pay. Ms. Sollars added that she and her assistant, Kendra Lindell, are downtown a great deal of time visiting with the merchants and visitors to the area. There is a great deal of face-to-face communication that happens. Additionally, all property owners that have e-mail are sent the newsletter and all receive formal communication once or twice yearly through a letter.

In conclusion, Ms. Sollars quoted from Winston Churchill, "We shape our buildings; thereafter, our buildings shape us."

Each of the Council members present enthusiastically thanked Ms. Sollars for her presentation and stated that so much goes on downtown and presentations such as this helps to keep them up to date.

4. RESOLUTIONS

- 4.a. AWARDING THE CONTRACT FOR THE PERSONAL SERVICES FOR PHASE 2 OF THE WATER RECLAMATION FACILITY EXPANSION, PROJECT NO. 2012-9, AND REPEALING RESOLUTION NO. 2013-24: Community Development Director Bisset referenced the memorandum in the Council packet and stated that the resolution passed at the September 24, 2013 meeting regarding this matter had incorrectly stated the contract amount. The resolution before the Council would correct that error.

Councilor Menke MOVED to adopt Resolution No. 2013-25 awarding the contract for Personal Services for Phase 2 of the Water Reclamation Facility Expansion, Project No. 2012-9, and repealing Resolution No. 2013-24; SECONDED by Councilor Hill. Motion PASSED unanimously.

- 4.b. AWARDING A PUBLIC SAFETY RADIO SYSTEM MAINTENANCE CONTRACT: Police Chief Noble stated that two vendors had been identified that had the ability to provide maintenance for a mixture of Motorola, Tait, and Kenwood portable and mobile radios. Motorola Solutions and Day Wireless are the only vendors in the Willamette Valley who met the established criteria and staff received bids from both vendors.

Following a thorough review of the bids, staff determined that the bid of Day Wireless of \$35,010.00 annually was the lowest responsible bid. This bid also includes access to Motorola Solutions as a resource. The bid from Motorola was for a total of \$49,805.61 and included sub-contracting onsite services to Day Wireless Systems. He stated that staff recommended awarding the bid to Day Wireless Systems.

Councilor Jeffries MOVED to adopt Resolution No. 2013-26 awarding a Public Safety Radio System Maintenance contract; SECONDED by Councilor Ruden. Motion PASSED unanimously.

3. ORDINANCE

- 3.a AN ORDINANCE MODIFYING THE McMINNVILLE MUNICIPAL CODE PROVISIONS REGARDING THE AIRPORT: Community Development Director Bisset reminded the Council that following the public hearing at the September 24, 2013 City Council meeting, staff was directed to prepare the final ordinance and to include a sunset clause to bring the ordinance back to the Council for review within one year; Section 11.20 was modified to reflect that a permit is required for landing and/or take off of aircraft within the City limits; and Section 11.28.30 was updated to reflect the Council's direction that the maximum penalty for a violation of Chapter 11 will be \$250.00. He stated that staff recommends adoption of the ordinance as presented.

City Attorney Haines read the ordinance by title only. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4973 PASSED by a unanimous roll-call vote.

5. ADVICE / INFORMATION ITEMS

- 5.c. McMINNVILLE COMMUNITY MEDIA (MCM) FINANCIAL REVIEW FOR FISCAL YEAR 2012-2013: Council President Yoder noted that MCM Executive Director Jerry Eichten was in the audience and was available to speak to any questions that the Council might have regarding MCM activities. A brief discussion was held.
- 5.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: Each of the City Councilors gave a brief report.
- 5.b. DEPARTMENT HEAD REPORTS: Each department head present gave a brief report.
6. ADJOURNMENT: Mayor Olson adjourned the meeting at 7:49 p.m.

Rose A. Lorenzen, Recording Secretary