

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

Tuesday, May 27, 2014 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Paul May	Larry Yoder
		Kevin Jeffries
		Alan Ruden

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

DINNER

CALL TO ORDER: Mayor Olson called the meeting to order at 6:28 p.m. and welcomed all in attendance. He briefly reviewed the agenda.

KLYC RADIO PRESENCE: Mayor Olson advised that KLYC Radio would begin transmitting the City Council meetings live via the internet.

BRIEF AGENDA OVERVIEW: Mayor Olson briefly overviewed the agenda items scheduled for the Council's regular meeting.

DISCUSSION ON TRANSPORTATION SYSTEM DEVELOPMENT CHARGE: Councilor Menke asked for discussion regarding the possibility of revisiting the Transportation System Development Charge (TSDC) discussion in August 2014 rather than the anticipated date of January 2015.

Community Development Director Bisset cautioned that the project list, current rate, and the methodology had been adopted and that any change would also result in commercial and industrial rates being changed. He stated that consideration must be made regarding the amount placed on development (SDCs) and the community. Mr. Bisset also explained that there are statutory requirements the City must follow regarding public hearing notices. There is a 90 day notice which means that unless a special meeting were called in late August, the public hearing could not be set until September at the earliest.

Following a brief discussion, by consensus the Council directed staff to gather more information and bring it to the June 10, 2014 City Council meeting for further discussion.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 6:52 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, May 27, 2014 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Kellie Menke
	Paul May	Larry Yoder
		Kevin Jeffries
		Alan Ruden

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Wastewater Services Division Manager Dave Gehring, Wastewater Services staff members Corissa Holmes, Steve Covey, and Matt Young; Engineering Services Manager Rich Spofford, and a member of the news media, Nicole Montesano of the *News Register*.

AGENDA ITEM

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

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

CONSIDER MINUTES: Councilor Hill MOVED to approve the minutes of the April 8, and April 22, 2014 Dinner and Regular City Council meetings as submitted; SECONDED by Councilor Menke. Motion PASSED unanimously.

1 NEW BUSINESS

1 a McMinnville Economic Development Partnership (MEDP) QUARTERLY UPDATE: MEDP Executive Director Jody Christensen and MEDP Marketing Specialist Heather Simpson thanked the Council for the opportunity to present an update on recent activities associated with MEDP. Ms. Christensen introduced the MEDP Board Members who were present - Kem

Carr, Carol Granger, Kelly McDonald, Nathan Knottingham, and Doug Montgomery.

Ms. Christensen briefly updated the City Council on the activities associated with marketing the Evergreen property. She also noted that MEDP has been associated with several trade and manufacturing shows including Team Oregon and the Natural Products Exposition.

Ms. Simpson spoke to the Council about the McMinnville Works summer internship program. She advised that this year they had received 140 applications for the program.

Ms. Christensen advised that MEDP is refreshing its branding and is developing a new website that features strategic recruitment campaign messaging.

Following a brief question and answer period, Mayor Olson thanked both Ms. Christensen and Ms. Simpson for updating the Council on the important activities of the MEDP.

1 b

INTRODUCING THE UPDATED MUNICIPAL CODE CHAPTER 13 - PUBLIC UTILITIES: Community Development Director Bisset referenced the memorandum in the Council's packets. He introduced members of the Wastewater Services Division (WWS) team who were present, WWS Manager Dave Gehring, Environmental Services Supervisor Steve Covey, Sr. Environmental Technician Corissa Holmes, and Environmental Technician II Matt Young. He advised that Ms. Holmes would lead the presentation.

Ms. Holmes presented a brief PowerPoint program that explained the organizational structure of the Wastewater Services Division, the information regarding the pretreatment of waste water, and the proposed sewer changes in Chapter 13 of the Municipal Code.

Ms. Holmes explained that pretreatment helps to protect the City's infrastructure, the safety of City workers, prevent sanitary sewer overflows, and protect the environment for recreational use. City staff annually inspects those businesses that are required to have permits for specific discharge limits and monitoring. She stated that they investigate spills and unusual discharges and they take enforcement action if needed.

Ms. Holmes discussed the FOG (fats, oils, and grease) program and how they use education and outreach to get their message out to the affected businesses.

Ms. Holmes advised that the proposed ordinance changes will update Chapter 13 of the Municipal Code and will change several items in the Chapter including the removal of sewer worker license requirements and an update and correction of building code references. She explained that the Department of Environmental Quality (DEQ) has completed its

preliminary review of the ordinance and the public comment period is coming next. Following the public comment period, staff will submit the substantial modification packet to DEQ and the Environmental Protection Agency (EPA) for final review. The ordinance should be back to the City Council for adoption in January 2015.

Following a brief question and answer period, Mayor Olson thanked Mr. Bisset, Mr. Gehring, and the Wastewater Services crew for their informative presentation.

2 ORDINANCES

2 a AMENDING SECTION 2 OF PLANNED DEVELOPMENT ORDINANCE NO. 4953 TO ALLOW CERTAIN SETBACK REDUCTIONS FOR LOTS WITHIN THE BUNGALOWS AT CHEGWYN VILLAGE II: Planning Director Montgomery explained that this zone change request, Chegwyn Village II, is the second phase of a multi-phase, 30-lot subdivision in the northern section of McMinnville. The matter was heard before the Planning Commission at its April meeting, following which the Commission unanimously recommended approval to the City Council.

City Attorney Haines read by title only Ordinance No. 4978 amending Section 2 of Planned Development Ordinance No. 4953 to allow certain setback reductions for lots within The Bungalows at Chegwyn Village II subdivision. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4978 PASSED by a unanimous roll-call vote.

3 RESOLUTIONS

3 a AWARDING THE BID FOR THE WRF EXPANSION PROJECT, PROJECT NO. 2012-9: Community Development Director Bisset directed the Councilors attention to the memorandum in the Council packet from Engineering Services Manager Spofford. He advised that on May 14, 2014, the following eight bids were received and publicly opened and read:

<u>Bidder</u>	<u>Total Bid Amount</u>
McClure and Sons, Inc	\$10,415,989.00
Stellar J	\$10,739,400.00
Wildish Building Co.	\$10,781,000.00
Pacific Crest Construction, Inc.	\$11,274,000.00
Apollo, Inc.	\$11,588,000.00
Natt McDougall Co.	\$12,480,000.00
James W. Fowler Co.	\$12,801.400.00
Slayden Construction Group, Inc.	\$12,952.400.00

Mr. Bisset advised that staff was pleased to recommend awarding the bid to the lowest responsible bidder, McClure & Sons, in the amount of \$10,415.989.00.

Councilor Hill MOVED to adopt Resolution No. 2014-14 awarding the bid for the WRF Expansion Project, Project No. 2012-9; SECONDED by Councilor Yoder. Motion PASSED unanimously.

- 3 b AWARDING THE CONSTRUCTION SERVICES CONTRACT RELATED TO THE WATER RECLAMATION FACILITY (WRF) EXPANSION PROJECT, PROJECT 2012-9: Community Development Director Bisset directed the Councilors attention to Engineering Services Manager Spofford's memorandum in the Council packet. He explained that this contract would be for Phase 3 of the WRF expansion project, known as Services during Construction. He advised that it was staff's recommendation that the City Council approve the scope of work outlined and the fee for the Services during Construction and that the City Council authorize the City Manager to execute the Personal Services Contract with CH2M Hill for Phase 3 of the work.

Councilor May MOVED to adopt Resolution No. 2014-15 awarding the construction services contract related to the Water Reclamation Facility Expansion Project, Project No. 2012-9; SECONDED by Councilor Yoder. Motion PASSED unanimously.

- 3 c AWARDING THE CONTRACT FOR PERSONAL SERVICES TO CENTURY WEST ENGINEERING, INC. FOR THE RUNWAY 4-22 REHABILITATION PROJECT AT THE McMINNVILLE MUNICIPAL AIRPORT, PROJECT NO. 2014-1: Referring to the memorandum from Engineering Services Manager Spofford in the Council packets, Mr. Bisset stated that it does an excellent job of outlining the selection process and the scope of work being considered. The contract covers the environmental and pre-design work only.

Councilor Menke MOVED to adopt Resolution No. 2014-16 awarding the contract for Personal Services to Century West Engineering, Inc. for the Runway 4-22 Rehabilitation Project at the McMinnville Municipal Airport, Project No. 2014-1; SECONDED by Councilor May. Motion PASSED unanimously.

- 4 a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: Each Councilor present gave a brief report.

- 4 b. DEPARTMENT HEAD REPORTS: Each Department Head present gave a brief report.

5. ADJOURNMENT: Mayor Olson adjourned the meeting at 8:04 p.m.

Rose A. Lorenzen, Recording Secretary