

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

Tuesday, June 10, 2014 at 6:00 p.m.

Presiding: Larry Yoder, Council President

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Rick Olson, Mayor
	Kevin Jeffries	Paul May
	Larry Yoder	

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Library Director Jenny Berg, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, McMinnville Rural Fire Protection District Board Chair Ray Fields, and a member of the news media, Nicole Montesano of the *News Register*.

DINNER

CALL TO ORDER: Council President Yoder called the meeting to order at 6:28 p.m. and welcomed McMinnville Rural Fire Protection District (MRFPD) Board Chair Ray Fields.

Mr. Fields stated that he was pleased to announce that the MRFPD Board and Budget Committee had met earlier in the evening and had approved the 2014-2015 MRFPD Budget. A line item of \$30,000 was included in the Budget to be allocated to the City of McMinnville for the purpose of helping to fund a water tender. This allocation was made possible because of an unexpected tax windfall of \$20,000. Council President Yoder, Fire Chief Leipfert, and the Council thanked Mr. Fields for the Board's generosity.

PUBLIC HEARINGS: Council President Yoder advised that there were three public hearings slated for the evening's meeting - the first, a road vacation off Riverside Drive, was reported on by Community Development Director Bisset who stated that Dean Klaus has requested vacation of unused street right-of-way. He explained that Mr. Klaus no longer wishes to divide the property; therefore, there is no need for a street.

The second public hearing is regarding the Proposed 2014 - 2015 Budget as approved by the Budget Committee. Finance Director Baragary explained that this public hearing is required by state law so that the public has a second chance to comment on it.

The third public hearing is also required by state law and the subject of this public hearing is the proposed uses of state revenue sharing.

DISCUSSION OF PROPOSED EARLY REVIEW OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGE RESIDENTIAL RATE: Community Development Director Bisset referred to the information in the Council's packet and discussed the manner in which

rates were originally set in 1996. City Manager Taylor added that if the Council would wish to review the rate earlier than the targeted January 2015 date, there was a 90-day public notice requirement which would mean that the earliest that the matter could be before the City Council would be at its September 8, 2014 meeting. He noted that it was staff's recommendation to wait until January 2015 to further discuss the matter.

Councilors Hill and Menke agreed that the information provided by Community Development Director Bisset was very insightful and that although there had been some discussion of the timing of the matter at the Transportation Advisory Committee, the timeline would make it difficult if the Council determined that a change in the SDC rate was necessary. Additionally, the rate revision would potentially have a negative effect on businesses and residences across the board.

ORDINANCES / RESOLUTIONS: Council President Yoder briefly reviewed each of the proposed ordinances and resolutions.

URBAN RENEWAL AGENCY BOARD MEETING: Council President Yoder announced that the McMinnville Urban Renewal Agency would hold a Board meeting immediately following the City Council meeting.

ADJOURNMENT: Council President Yoder adjourned the Dinner Meeting at 6:48 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, June 10, 2014 at 7:00 p.m.

Presiding: Larry Yoder, Council President

Recording: Rose A. Lorenzen, Recording Secretary

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

Also present were City Manager Kent L. Taylor, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Library Director Jenny Berg, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Police Chief Ron Noble, Police Captain Matt Scales, Information Systems Director Murray Paolo, 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 noted for the record that Mayor Olson and Councilor May had been excused from the evening's proceedings.

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

CONSIDER MINUTES: Councilor Hill MOVED to approve the minutes of the May 14, 2014 Budget Committee Meeting as submitted; SECONDED by Councilor Ruden. Motion PASSED unanimously.

1 PUBLIC HEARINGS

1 a 7:00 PM PUBLIC HEARING - REGARDING THE VACATION OF RIVERSIDE COURT NORTH OF RIVERSIDE DRIVE (RV 1-14): Council President Yoder opened the public hearing at 7:03 p.m. and requested the staff report.

Community Development Director Mike Bisset stated that this was an opportunity for interested parties to give testimony on the proposed vacation of Riverside Court, which is an un-built City right of way. He referenced the location of the proposed vacation on the map and advised that staff had received no objections to date on the matter. He advised that staff recommends adoption of the ordinance vacating Riverside Court.

PUBLIC TESTIMONY: No public testimony was heard.

CLOSE PUBLIC HEARING: Council President Yoder closed the public hearing at 7:05 p.m. and stated that the Council would consider the accompanying ordinance later in the meeting.

1 b 7:00 PM PUBLIC HEARING - REGARDING THE PROPOSED 2014 - 2015 BUDGET AS APPROVED BY THE BUDGET COMMITTEE: Council President Yoder opened the public hearing at 7:06 p.m. and requested a staff report.

Finance Director Baragary advised that just two allocations had changed since the 2014 - 2015 Proposed Budget had been submitted and both of the amendments had been approved by the Budget Committee at its Budget Meeting - one from Your Community Mediators for an additional allocation of \$2,400

for a total of \$16,000 and an additional allocation of \$1,000 for a total of \$3,000 to Homeward Bound Pets.

PUBLIC TESTIMONY: No public testimony was heard.

CLOSE PUBLIC HEARING: Council President Yoder closed the public hearing at 7:07 p.m.

Finance Director Baragary informed the Council that the resolution adopting the 2014 - 2015 Budget would be before them at the June 28, 2014 meeting.

1 c

7:00 PM PUBLIC HEARING - REGARDING THE PROPOSED USES OF STATE REVENUE SHARING FOR FISCAL YEAR 2014 - 2015 AS APPROVED BY THE BUDGET COMMITTEE: Council President Yoder opened the public hearing at 7:07 p.m. and requested a staff report.

Finance Director Baragary advised that the public hearing is required by state law. She stated that the following items were approved at the May 14, 2014 Budget Committee:

<u>Revenue</u> - State Revenue Sharing	<u>\$290,000</u>
<u>Expenditures</u> - State Revenue Sharing	
Administration - Community Services	
YCTA Public Transportation Support	22,500
Police	
Police Patrol Vehicles (3)	100,500
Replace Patrol Canine	10,000
Fire	
Replace Command Vehicle	48,000
Parks & Recreation	
Aquatic Center - Repaint both pools	35,000
Aquatic Center - Replace balcony windows and frames	25,000
Aquatic Center - Replace main entry doors And frames	14,000
Park Maintenance	
Resurface 2 City Park tennis courts	15,000
Library	
Window caulking and stucco repair	<u>20,000</u>
Total Possible Expenditures	<u>\$290,000</u>

PUBLIC TESTIMONY: No public testimony was heard.

CLOSE PUBLIC HEARING: Council President Yoder closed the public hearing at 7:08 p.m.

Finance Director Baragary informed the Council that the resolution approving the uses of state revenue sharing funds would be before them at the June 28, 2014 meeting.

2

OLD BUSINESS

2 a

DISCUSSION OF PROPOSED EARLY REVIEW OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGE (SDC) RESIDENTIAL RATE: Community Development Director Bisset referred to the materials in the Council's informational packet and advised that the first document provided information as to how the 1996 rates were set and the second document gave examples of what the change in methodology would mean. He explained that if the methodology were to be altered from what is currently proposed, it would represent increases for several industrial and commercial land uses. He also detailed the 90-day public notice time line necessary to revisit the issue. He noted that the earliest the matter could be reconsidered following the 90-day notice period would be at the Council's September 8, 2014 meeting. He pointed out that there was not a great deal of time between September 8, 2014 and January 15, 2015. He noted that staff's recommendation is that the Council stay with the originally proposed January 15, 2015 date.

Discussion followed. Councilor Jeffries urged that the matter be revisited in September because (a) a great deal of money could be raised between September and January; and (b) the City is asking the voters to approve a transportation bond in November and the voters need to know that the City is doing everything it can to raise money outside of a bond.

Councilor Ruden agreed with staff's recommendation to hold to the January 2015 date.

Councilor Menke stated that she was concerned about the public's perception if the matter is not addressed until January when the City will be going to the voters in November for transportation dollars. She stated that she had hoped the matter could be discussed in August, but she realized that because of notice requirements, it would have to wait until September. She asked Mr. Bisset for the spreadsheet staff had completed but modified to show different rates so the Council could see how that would look compared with other cities. She would like to be able to see the comparison.

Councilor Hill discussed the meeting of the Transportation Advisory Committee (TAC) and stated he felt like the meeting had been a training to help the TAC understand the entire process. He reflected that he had not heard any of the TAC members say that they wanted to see the Council act sooner than the bond or January 2015. He said that Community Development Director Bisset had given the group homework and that the Committee had determined that it needed to meet more often so that they would be able to

identify projects and priorities. He advised that there could be more information that the TAC will need to be better aware of; however, those discussions could occur along the way. He advised that he agreed that in January 2015 the City Council should be ready to move forward following the public hearing; however, he felt additional discussions along the way very vital.

Council President Yoder agreed that it was important to address the matter in a very serious way. He stated that following the article in the local paper showing that McMinnville's rates were low in comparison to others in the area, he began receiving telephone calls from constituents. He noted that he understood that raising one rate affects the other rates and that if the residential rate is increased, large retailers and grocery stores would also see huge increases in Transportation SDC rates. He opined that the Council has a great start and he believed that the group needs to continue the push forward and obtain additional information prior to the public hearing.

Following additional discussion, the Council determined that it would be best to gather more information and meet for a work session on the topic. Council President Yoder asked Community Development Director Bisset to continue working on putting together the information needed for the Council work session.

City Manager Taylor summarized the Council's thoughts. He noted that the Council would like to be in a position to take action in early January, following a work session. The work session could be held in October.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Councilor Jeffries introduced his wife Susan, and son, Ben. He stated that Mrs. Jeffries had come to speak to the Council. Mrs. Jeffries thanked the Council for the opportunity to speak to them about Westside Park. She advised that she lived near the park and thought that it was a beautiful location where she walks nearly every day. She stated that she felt the park's potential was not being fully utilized, however, because it lacks a permanent structure restroom with running water. She stated that she had seen children using the grassy area as a bathroom (rather than using the "chem.-can") and that it is becoming a hygiene issue for children and those who picnic there. She also pointed out that the trees that are planted in the park are beautiful, but they do not provide shade for park goers. Mrs. Jeffries stated that she was aware of budget limitations, but if the City could purchase shade trees, she knew people who would volunteer their time and labor to plant them.

City Manager Taylor thanked Mrs. Jeffries and stated that the restroom is a function of money; however, he was sure that Parks and Recreation Director Pearson would very much like to be involved in a neighborhood discussion about the long-range plans for the park.

3 ORDINANCES

3 a VACATING RIVERSIDE COURT NORTH OF RIVERSIDE DRIVE (RV 1-14): Community Development Director Bisset advised that this topic had just been discussed during the first public hearing of the evening. He noted that staff recommends adoption of the ordinance.

City Attorney Haines read by title only Ordinance No. 4979 vacating Riverside Court north of Riverside Drive (RV 1-14). (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4979 PASSED by a unanimous roll-call vote.

3 b MODIFYING THE McMinnville MUNICIPAL CODE PROVISIONS REGARDING SYSTEM DEVELOPMENT CHARGES: Community Development Director Bisset advised that the proposed ordinance was a housekeeping item related to the Transportation System Development Charge (SDC) code. He explained that the provisions were originally set by ordinance, but did not include the Transportation SDC.

City Attorney Haines read by title only Ordinance No. 4980 modifying the McMinnville Municipal Code provisions regarding system development charges. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4980 PASSED by a unanimous roll-call vote.

4 RESOLUTIONS

4 a AUTHORIZING THE RELEASE OF AN EXISTING, UNNEEDED UTILITY EASEMENT ADJACENT TO VACATED RIVERSIDE COURT: Community Development Director Bisset advised that the proposed resolution relates to the area vacated by Ordinance No. 4979 and staff recommends adoption of the resolution.

Councilor Menke MOVED to adopt Resolution No. 2014-17 authorizing the release of an existing, unneeded utility easement adjacent to vacated Riverside Court located in the City of McMinnville, Yamhill County Oregon (Riverside Drive); SECONDED by Councilor Ruden. Motion PASSED unanimously.

4 b AUTHORIZING THE RELEASE OF AN EXISTING, UNNEEDED PUBLIC STORM DRAINAGE EASEMENT: Community Development Director Bisset stated that the proposed resolution relates to the same property as the previous resolution and the City has no need for the easement. Staff recommends adoption of the resolution.

Councilor Hill MOVED to adopt Resolution No. 2014-18 authorizing the release of an existing, unneeded public

storm drainage easement, located in the City of McMinnville, Yamhill County, Oregon. (Riverside Drive); SECONDED by Councilor Ruden. Motion PASSED unanimously.

4 c

AUTHORIZING THE RELEASE OF A PORTION OF AN EXISTING PUBLIC UTILITY EASEMENT: Community Development Director Bisset stated that the proposed resolution would release a portion of an existing public utility easement on Fircrest Drive. He advised that the owners are proposing to develop a memory care facility on a piece of the property. The plan was recently approved by the Planning Commission. The property owners worked with McMinnville Water and Light to move the water line and abandon the old line. That has occurred, freeing the property to be developed.

Councilor Menke MOVED to adopt Resolution No. 2014-19 authorizing the release of a portion of an existing public utility easement, located in the City of McMinnville, Yamhill County, Oregon (Fircrest Drive); SECONDED by Councilor Ruden. Motion PASSED unanimously.

4 d

ADOPTING A REVISED METHODOLOGY FOR DETERMINING TRANSPORTATION SYSTEM DEVELOPMENT CHARGES AND ESTABLISHING REVISED CHARGES; REPEALING RESOLUTION 1995-14; AND REPEALING A PORTION OF RESOLUTION 2007-4: Community Development Director Bisset stated that the proposed resolution was a companion to just adopted Ordinance No. 4980 and is consistent with Council's directives from the April 8, 2014 City Council Meeting. The resolution adopts new methodology, includes the SDC eligible project list, and establishes the SDC charge rate. The effective date of the resolution is set for August 1, 2014.

Councilor Ruden MOVED to adopt Resolution No. 2014-20 adopting a revised methodology for determining transportation system development charges and establishing revised charges; repealing Resolution 1995-14; and repealing a portion of Resolution 2007-4; SECONDED by Councilor Menke. Motion PASSED unanimously.

4 e

APPROVING A CONTRACT FOR ARCHITECTURAL SERVICES ON THE PROPOSED LIBRARY PLAZA ENHANCEMENT PROJECT: Library Director Berg stated that since the last time she was before the Council regarding the Library Plaza project, Waterleaf had developed the design concept for the plaza area. Ms. Berg stated that Waterleaf was then asked to develop a proposal for the next phase of the Plaza Enhancement Project which would include the schematic design, design development, construction document, and construction administration support. She stated that Waterleaf had completed the proposal and the cost of the work would total approximately \$46,260. The Library Foundation Board met at its May 22, 2014 meeting and voted unanimously to contribute additional funding for this portion of the project. She noted that the proposed resolution would approve the contract for Waterleaf to proceed into this next phase of the project. She explained

that once this next step of the project is completed, staff would be able to apply for grant funding to complete the project.

Following a brief discussion, Councilor Menke MOVED to adopt Resolution No. 2014-21 awarding the contract for personal services to Waterleaf for the Library Plaza Enhancement Project; SECONDED by Councilor Ruden. Motion PASSED unanimously.

- 5 ADVICE / INFORMATION ITEMS

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

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

- 6. ADJOURNMENT: Council President Yoder adjourned the meeting
at 8:00 p.m.

Rose A. Lorenzen, Recording Secretary