

CITY OF McMinnville
MINUTES OF WORK SESSION and REGULAR MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, September 22, 2015 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. 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 Candace A. Haines, Police Chief Matt Scales, Planning Director Doug Montgomery, Parks and Recreation Director Jay Pearson, Library Director Jenny Berg, Community Development Director Mike Bisset, Housing Authority of Yamhill County Executive Director Elise Hui, YCAP Executive Director Jeff Sergeant, Habitat for Humanity Executive Director Gretchen Phelps, Compass Center Executive Director Howie Harkema, and a member of the news media, Don Iler of the *News Register*.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 6:00 p.m. and welcomed all in attendance.

WORK SESSION: Mayor Olson explained that there were issues to be discussed related to homelessness in the City of McMinnville. He noted that Housing Authority of Yamhill County (HAYC) Executive Director Elise Hui, YCAP Executive Director Jeff Sergeant, Habitat for Humanity Executive Director Gretchen Phelps, and Compass Center Executive Director Howie Harkema were in attendance to add their expertise to the discussion.

City Manager Meeker introduced the topic and explained that the purpose of this session was to get together, talk among themselves, and hear from subject matter experts. She reviewed the educational opportunities the Council members had taken advantage of and that the Council was ready to move beyond the educational phase to talk about the objectives they wished to undertake.

The first topic of discussion centered on affordable housing and system development charge (SDC) relief for low income housing that is developed by both non-profit and for-profit organizations. Habitat Executive Director Phelps stated that the organization realized a savings of between \$300,000 and \$400,000 related to the Aspire low-

income housing subdivision because of reduced SDCs. YCAP Executive Director Sergeant pointed out that existing structures non-profit organizations purchase can also be used for low income affordable housing. He gave the example of a pre-existing 24-unit apartment building in Newberg that YCAP purchased for use as low income rentals.

Community Development Director Bisset recalled that there had been testimony from builders during the SDC public hearing. He stated that several of the builders had received SDC relief for building affordable housing in other communities. City Manager Meeker agreed and stated that the City of Bend just recently passed a SDC discount for single-family residences targeted to 80 percent of poverty level and a full discount to those individuals who were at 60 percent of poverty level.

Ms. Meeker went on to discuss the idea of cottage houses (similar to Hillside Manor) and tiny homes. She pointed out that this would need to be a topic for discussion as it also relates to zoning. She noted that affordable housing is often located in multi-family zones and unfortunately, McMinnville does not have an abundance of land zoned for multi-family.

Public restrooms and showers were the next topic of discussion. The former location of a public restroom behind the 1893 building was discussed. It was also noted that there had been a public restroom where the parking structure on 5th and Evans Streets is now located. All agreed that having a public restroom in the downtown area would be beneficial. With regard to public showers, currently individuals have the ability to shower at the Community Center for a cost of \$2.00 or a voucher. Parks and Recreation Director Pearson advised that to date, there have been no problems associated with the homeless taking showers at his facility. He stated that if the Community Center is particularly busy when they come in, the individuals are asked to come back when the Center is less busy. He stated that the current voucher system works well - it is not necessarily an open door, but rather is for those who are in the greatest need. As a means to reduce vandalism in the shower areas, those who do use the showers are required to leave their identification card at the front desk. Children are not near the shower areas so there should be little to no liability related minors interacting with adults. Mayor Olson relayed his concern regarding minors and sex offenders. City Attorney Haines stated that it is up to those who are registered as sex offenders to make sure they are not in the vicinity of children.

Round table discussion regarding SDCs and the need to determine a policy for both non-profit and for-profit builders who are constructing affordable housing ensued. It was noted that the for-profit developers might require more management than non-profit housing developers.

The idea of the formation of a low-income housing advisory committee was discussed. It was noted that the advisory committee should be a mix of City staff, Council members, and outside interests. Topics for the Committee would be SDCs, rezoning lands within the current urban growth boundary, and short term solutions to address the upcoming winter. It was agreed that the "low hanging fruit" should be the committee's first priority.

Mayor Olson thanked everyone present for their participation in the timely and productive work session. He added that this would not be the final work session on this matter.

RECESS / RECONVENE: Mayor Olson closed the work session at 7:09 p.m. and announced a brief recess. City Councilor Drabkin excused herself from the balance of the evening's meeting. Mayor Olson reconvened the meeting at 7:18 p.m.

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

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from the audience regarding items not on the evening's agenda. No comments were received.

CONSIDER MINUTES: Councilor Hill MOVED to approve the minutes of the July 28, 2015 Dinner and Regular City Council Meetings as submitted; SECONDED by Councilor Menke. Motion PASSED unanimously.

PROCLAMATION - NATIONAL MANUFACTURING DAY: Mayor Olson asked McMinnville Economic Development Partnership Executive Director Jody Christensen to come to the front of the room. He read the proclamation into the record and presented it to Ms. Christensen.

3

NEW BUSINESS

3 a

APPOINTMENTS TO THE MCMINNVILLE LANDSCAPE REVIEW COMMITTEE: Planning Director Montgomery summarized his report for the City Council and noted that during the past three months, they had lost 60 percent of the five-member committee. Planning staff advertised the vacancies and received three applications - from Sharon Gunter, Josh Kearns, and Tim McDaniel. He noted that it was staff's recommendation to appoint Sharon Gunter and Josh Kearns as members and to appoint Tim McDaniel as an alternate to the Committee.

Councilor Yoder MOVED to appoint Ms. Gunter and Mr. Kearns to the Landscape Review Committee and to appoint Mr. McDaniel as an alternate member to the Committee; SECONDED by Councilor Ruden. Motion PASSED unanimously.

4

RESOLUTIONS

4 a

ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2015 - 2016 AND MAKING SUPPLEMENTAL APPROPRIATIONS: City Manager Meeker referred to Community Development Director Bisset for the staff report.

Community Development Director Bisset referred to Finance Director Baragary's memorandum in the informational packet and stated that when the 2015 - 2016 Budget was prepared, the City did not anticipate that there would be additional grant funds from the Federal Aviation Administration (FAA) for the City's runway rehabilitation project. Consequently, there had been an unanticipated increase in both income and expenditures related to the availability of the additional grant funds. These increases have triggered the need for the supplemental Budget.

Councilor Hill MOVED to adopt Resolution No. 2015-43 adopting a Supplemental Budget for fiscal year 2015 - 2016 and making supplemental appropriations; SECONDED by Councilor Menke. Motion PASSED unanimously.

4 b

AWARDING A TASK ORDER TO CENTURY WEST ENGINEERING, INC. FOR THE RUNWAY 4-22 REHABILITATION PROJECT AT THE McMINNVILLE MUNICIPAL AIRPORT, PROJECT NO. 2014-1: Community Development Director Bisset referred to his memorandum in the Council's informational packet and explained that Century West is the consultant of record and the contract carries through the design work to the point of bidding the project. 90 percent of this project has been funded by a grant from the FAA.

In response to Council inquiries, Mr. Bisset explained that the original construction schedule was anticipated to begin in the summer of 2016; however, because of Cruikshank Road and the runway protection area, it was possible that the construction window may be moved out a bit. So far, the FAA has allowed the City to not move Cruikshank Road, but there have been some changes in philosophy and the City may not be able to achieve the same exceptions as are currently enjoyed. He further noted that Cruikshank Road is in the county and is slated for closure when the Lafayette Highway intersection is changed to an interchange. City staff and the State Department of Aviation are continuing their efforts to work through the issue. If the exception does not continue, it would most likely be necessary to shorten the runway by 100 feet and relocate all the navigation instruments. The costs associated with that would be approximately a million dollars. He assured the Council that they and the Airport Commission would be kept abreast of the situation.

Councilor Menke MOVED to adopt Resolution No. 2015-44 awarding a Task Order to Century West Engineering, Inc. for the Runway 4-22 Rehabilitation Project at the McMinville Municipal Airport, Project No. 2014-1; SECONDED by Councilor Ruden. Motion PASSED unanimously

AWARDING THE CONTRACT FOR PARK DESIGN, ENGINEERING, AND CONSTRUCTION SERVICES FOR THE NW NEIGHBORHOOD PARK: Parks and Recreation Director Pearson discussed the creation and distribution for a Request for Proposals for Park Design, Engineering, and Construction Services necessary to complete the NW Neighborhood Park. He advised that four planning and engineering firms who are familiar with McMinnville and who have, in the past, successfully participated in developing one or more park projects in McMinnville were contacted and invited to submit proposals. Submittals were received from GreenWorks and MacKay Sposito, Inc. The in-house review and selection committee met to evaluate proposals and ultimately interviewed the lead project team members from both firms. After careful scoring and consideration, it was determined that MacKay Sposito, Inc. ranked highest based on the scoring criteria established in the RFP. Following a meeting to discuss the firm's initial contract scope and fee proposal, subsequent modifications were made and MacKay Sposito submitted a second contract and fee proposal in the amount of \$138,500. It is staff's recommendation that the City Council approve awarding the contract to MacKay Sposito, Inc.

In response to Council inquiries, Mr. Pearson explained that a street design had not been included in the RFP because there are a lot of moving pieces related to streets. He advised that he has met with a company that has acquired property to the west who has interest in assisting with the street project. He added that he was hoping that the project would begin in the summer of 2016.

Councilor Ruden MOVED to adopt Resolution No. 2015-45 awarding the contract for Park Design, Engineering, and Construction Services for the NW Neighborhood Park; SECONDED by Councilor Yoder. Motion PASSED unanimously.

ADD ITEM

REPEALING RESOLUTION 2002-16: City Attorney Haines explained that in 2002 the City Council adopted Resolution 2002-16 which added a \$10.00 surcharge on most citations to appear in the McMinnville Municipal Court. The surcharge benefitted the Yamhill County Peer Court. Changes in state law have provided that maximum fines cannot be increased with additional surcharges.

Councilor Menke MOVED to adopt Resolution No. 2015-46 repealing Resolution 2002-16; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

ADD ITEM

WAIVING A REVERSIONARY RIGHT AND AUTHORIZING THE EXECUTION OF A QUIT CLAIM DEED: City Attorney Haines stated that in 1989 the City of McMinnville applied for and received an Oregon Community Development Block Grant (CDBG) for the purchase and refurbishing of a house that was then deeded to Henderson House. The deed included a clause of reversion that stated if the Family Crisis Shelter & Services for Yamhill County, Inc. (Henderson House) ceased to provide services to abused and battered women and

children within the structure, the City could reclaim title without further action. Recently, Henderson House executives have discussed with City Manager Meeker the need for a larger facility. They would like to use the proceeds from the sale of the house to help pay for a new crisis shelter. They are asking the City to waive the reversionary interest created in the 1990 deed.

Following a brief discussion, Councilor Menke MOVED to adopt Resolution No. 2015-47 waiving a reversionary right and authorizing the execution of a quit claim deed; SECONDED by Councilor Ruden. Motion PASSED unanimously.

5 ADVICE / INFORMATION ITEMS

5 a & b COUNCIL AND DEPARTMENT HEAD REPORTS: Each Councilor and Department Head present gave a brief report.

6 ADJOURNMENT: Mayor Olson adjourned the meeting at 8:02 p.m.

Rose A. Lorenzen, Recording Secretary