CITY OF McMINNVILLE

MINUTES OF DINNER MEETING of the McMinnville City Council

Held at the Kent L. Taylor Civic Hall on Gormley Plaza

McMinnville, Oregon

Tuesday, January 26, 2016, 2015 at 6:00 p.m.

Presiding: Scott Hill, Councilor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Excused Absence

Remy Drabkin Alan Ruden Kevin Jeffries

Scott Hill Larry Yoder Rick Olson, Mayor

Kellie Menke

Also present were City Manager Martha Meeker, City Attorney David Koch, Police Chief Matt Scales, Information Systems Director Scott Burke, Visit McMinnville Executive Director Jeff Knapp, and members of the news media, Don Iler of the *News Register* and Dave Adams of KLYC Radio*.*

DINNER

CALL TO ORDER: Councilor Hill called the Dinner Meeting to order at 6:28 p.m. and welcomed new City Attorney David Koch. He advised that Mayor Olson and Council President Jeffries had been excused from the evening’s proceedings.

VISIT McMINNVILLE: Visit McMinnville Executive Director Knapp thanked the Council for the opportunity to review recent, exciting developments at Visit McMinnville. He noted that a new Marketing Director, Katrina McGuire, had recently been hired and the organization is getting ready to unveil its first website and creative commercial campaign. The kick off will be on February 16, 2016 from 5:30 to 7:30 p.m. The kickoff will be to unveil the website to the citizens. On February 17, 2016, there will be a business-focused luncheon where the website will again be demonstrated. By the end of March, he advised that all local service clubs will be contacted and a presentation made to each.

Mr. Knapp showed the campaign presentation to the Council and noted that real people and places were used in the shooting of the videography.

Councilor Hill advised that the Visit McMinnville Board of Directors is very pleased and excited about the upcoming campaign.

BRIEF AGENDA OVERVIEW: Councilor Hill briefly touched on the agenda items and advised that under New Business, Zack Geary was the sole applicant for the open Planning Commission position and the Council should move to appoint Mr. Geary to that position.

McMinnville Economic Development Partnership Executive Director Jody Christensen will be in attendance to give the Council a brief update on the organization’s recently completed strategic planning process.

POLICE DEPARTMENT 2015 YEAR IN REVIEW: Police Chief Scales advised that there would be a presentation of the Police Department highlights from 2015 at the Council’s Regular Meeting. He noted that the Department is currently in the middle of reaccreditation.

RESOLUTIONS: City Manager Meeker briefly reviewed each of the four resolutions on the evening’s Regular Meeting agenda.

ADJOURNMENT: Councilor Hill adjourned the Dinner Meeting at 6:49 p.m.

Rose A. Lorenzen, Recording Secretary

CITY OF McMINNVILLE

MINUTES OF REGULAR MEETING of the McMinnville City Council

Held at the Kent L. Taylor Civic Hall on Gormley Plaza

McMinnville, Oregon

Tuesday, January 26, 2016 at 7:00 p.m.

Presiding: Scott Hill, Councilor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Excused Absence

Remy Drabkin Alan Ruden Kevin Jeffries

Scott Hill Larry Yoder Rick Olson, Mayor

Kellie Menke

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Leipfert, Police Chief Matt Scales, Information Systems Director Scott Burke, Planning Director Doug Montgomery, Community Development Director Mike Bisset, and members of the news media, Don Iler of the *News Register* and Dave Adams of KLYC Radio*.*

AGENDA ITEM

CALL TO ORDER: Councilor Hill called the meeting to order at 7:00 p.m. and welcomed all in attendance. He noted for the record that Mayor Olson and Council President Jeffries had been excused from the evening’s meeting.

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

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Councilor Hill asked for comments from citizens on topics not on the evening’s agenda.

Mark Davis, 652 SE Washington, spoke to the City Council about an agenda item from the previous meeting – the approval of a subdivision behind Kingwood that is being developed by the Community Home Builders, a mutual self-help housing organization. He stated that he believed the work they are doing is very important and it ties into the Council’s 2015 goal of low income housing. He stated that at the meeting he heard comments about the high density nature of the development. He stated that this was not a high density development. He reminded the Council that this is a development on 29 acres of R-4 (Multi-family) zoned land which makes the density approximately 4 units per acre – the same as density for the R-1 (single-family) zoned land. He made it clear that he was very supportive of the development and that more R-4 zoned land in McMinnville is needed. He pointed out that the City ran out of R-4 zoned land several years ago and that a 20-year supply is needed. More R-4 zoned land is needed for affordable housing.

J. W. Millegan, 624 NE 2nd Street, echoed Mr. Davis’ comments. He noted that he had spoken with representatives from the Housing Authority earlier in the day regarding design plans for high density needs.

1 NEW BUSINESS

1 a APPOINTMENT OF ZACK GEARY TO THE PLANNING COMMISSION: Councilor Hill welcomed Mr. Geary and advised that he was the only applicant for the vacant position on the Planning Commission. He asked Mr. Geary to come forward to discuss the appointment.

Responding to inquires from the Council, Mr. Geary explained that he had served on boards and in group work settings and that he had experienced several volunteer opportunities. He noted that he had developed clear communication strategies and believed himself to be a good listener who balances the information he receives. He makes sure he understands his role and can take disparate opinions and bring them together. He advised that he was excited about growth within the City and the manner in which the City was growing. He noted that care must be taken to make sure resources are not overtaxed.

Mr. Geary asked the Council members what they looked for in a Planning Commissioner or the Planning Commission as a whole. Councilor Hill advised that there are three current City Councilors who have served on the Planning Commission. He asked them to respond to Mr. Geary’s question.

Councilor Drabkin explained that a Planning Commissioner’s job is to evaluate the materials that come before the Commission based on the City’s Goals, the Zoning Ordinance, and the Comprehensive Plan. She suggested that he rely on City staff as many questions can be answered before the meetings. She also encouraged him to read the information packets and to visit the sites.

Councilor Yoder urged Mr. Geary to keep in close contact with the Planning Department and the Planning Director. He explained that it was important to coordinate where the City wants to go with government regulations, urban development, and growth. He noted that certain requirements must be met.

Councilor Ruden referred to the recent joint City Council / Planning Commission meeting. He gave accolades to the job the Planning Commission did in picking out the important facts pertaining to the issue. He applauded their research efforts.

Councilor Hill noted that when it comes to planning for the City, the Planning Commission really zeroes in on the legal requirements and the Council relies on the Planning Commission to be thorough. The Council closely reviews the Commission meeting minutes. He stated that he believed Mr. Geary’s skills, experience, and passion to serve will make him an excellent Planning Commissioner.

Councilor Menke MOVED to appoint Zack Geary to the vacant Ward Two Planning Commission position; SECONDED by Councilor Ruden. Motion PASSED unanimously. Councilor Hill welcomed Mr. Geary to the Planning Commission.

1 b PRESENTATION BY JODY CHRISTENSEN OF THE McMINNVILLE ECONOMIC DEVELOPMENT PARTNERSHIP (MEDP): Councilor Hill welcomed MEDP Executive Director Jody Christensen. Ms. Christensen thanked the Council for the opportunity to once again give an update on MEDP. She noted that the Board has been refining its strategic recruitment plans. Generally speaking, there are three areas to discuss when talking with potential in-coming companies: 1) address and answer questions about work force; 2) availability of land and buildings; and, 3) ability to discuss what other types of companies are here. She noted that MEDP’s strategic plan started with the McMinnville Works internship program. This program gives local companies the ability to attract more talent and workers. Secondly, MEDP has a deep understanding of available industrial locations. Time, energy, and resources are needed to understand the development readiness of these locations. Additionally, “McMinnville Made” is extremely important – it gives prospective companies information about who is already doing business in McMinnville; how those businesses grow and access resources; and what it is like to do business in McMinnville. Ms. Christensen explained that this is the right time to do strategic recruiting and she has been visiting with MEDP’s other partnership – McMinnville Water and Light and McMinnville Industrial Promotions. These organizations understand that MEDP will be asked for additional funding.

Responding to Councilor Menke’s inquiry regarding additional personnel, Ms. Christensen explained that it might or may not be a person housed within their office. To date, MEDP has been very effective at leveraging resources – the goal is to increase capacity to deliver the services – there may be leveraging of other organizations and their resources, or it may be through some type of contract for services. They are looking at the most efficient delivery of service. She further advised that following two trade trips this spring, she would be able to let the Council know the exact amount of funding MEDP would be requesting.

Councilor Hill advised that the Council would be meeting later in the week for their annual planning session and it would be quite beneficial if they had additional information. He noted that the Council would be most interested in more specific information.

Following discussion regarding the development potential of available properties in McMinnville, Councilor Hill and the other Councilors thanked Ms. Christensen for a very informative presentation.

1 c 2015 YEAR IN REVIEW: Police Chief Scales thanked the Council for the opportunity to update them on events that have occurred over the past year. He noted that it had been a great year with both professional and personal challenges. He reviewed statistics from each of the divisions within the Department. He pointed out that in 2015 there was an average of 87 calls for service each day; an increase of 4.1 percent over the previous year. There were 5,300 traffic stops including 94 Driving under the Influence charges. Officers responded to 284 traffic crashes. The Detective case load increased by 29 percent over 2014 with 300 felony investigations. This increase in cases has caused a reallocation of staff. He advised that the Detectives would give the Council an update at an upcoming City Council meeting.

Chief Scales related that the Officers will soon be deploying Narcan which will assist individuals who are in a drug overdose situation. There has been an increase in the use of heroin in the schools (both middle and high school) because it is less expensive to purchase than pharmaceuticals. Heroin is currently competing with methamphetamines.

Following Chief Scales’ presentation, Councilor Hill and the rest of the Council thanked him and his department for the excellent job they all do.

2 RESOLUTIONS

2 a A RESOLUTION ESTABLISHING REVISED SANITARY SEWER USER FEES; AND REPEALING RESOLUTION 2015-57: Community Development Director Bisset referred the Council to his memorandum and draft resolution within the informational packet and reminded the Council that they had completed a comprehensive review and adoption of the sanitary sewer financial plan in 2015. That plan includes a 2.8 percent increase in rates. He explained that in order to mitigate the short-term impacts on ratepayers, the implementation of the rate equity portion of the study will occur over a four-year period – from Fiscal Year 2016-17 to Fiscal Year 2019-20 and will gradually shift a larger portion of the costs to the fixed charge, reflecting the increase in costs associated with wet weather flow treatment. The effective date for the rate change will be July 1, 2016.

Councilor Drabkin stated that she did not feel the proposed revisions met the Council’s goal of providing affordable house and that reducing rates for large industries was not part of the Council’s goals.

Councilor Ruden MOVED to adopt Resolution No. 2016-3 a Resolution establishing revised sanitary sewer user fees; and repealing Resolution 2015-57; SECONDED by Councilor Menke. Motion PASSED by a majority vote. (NAY: Drabkin.)

2 b AWARDING THE EXECUTION OF AN EASEMENT AGREEMENT WITH ONLINE NW: City Manager Meeker stated that Online NW supplies local high speed data transmission to the City’s businesses and residents. The proposed easement before the Council is very similar to one from Astound that was recently approved. Online NW is working in conjunction with Astound. The easement would allow Online NW to cut across the front of the property on which the Police Department is sited.

Councilor Yoder MOVED to adopt Resolution No. 2016-4 a Resolution awarding the execution of an easement agreement with Online NW; SECONDED by Councilor Menke. Motion PASSED unanimously.

2 c A RESOLUTION AWARDING THE CONTRACT FOR THE SOUTH DAVIS SANITARY SEWER REHABILITATION PROJECT, PROJECT 2015-8: Community Development Director Bisset referred to his memorandum located in the Council’s informational packets. He stated that on January 7, 2016, the following eight bids were received for the South Davis Sanitary Sewer Rehabilitation Project, Project 2015-8:

Bidder Bid Amount

Landis & Landis Construction $ 539,726.50

R & G Excavating 549,199.00

Enterprise Northwest Inc. 589,608.80

Emery & Sons Construction Group 608,436.20

Trenchline Excavation Inc. 614,096.00

Jesse Rodriguez Construction 617,668.50

Canby Excavation Inc. 648,068.50

CG Contractors LLC 1,070,263.75

Seven of the eight bids met the requirements; however, CG Contractors LLC failed to turn in the First Tier Subcontractor Disclosure Form and the bid is therefore considered non-responsive. Landis & Landis Construction was the low bidder and completed all of the documents properly and should be considered the lowest, responsible bidder. Mr. Bisset introduced the Engineering Division’s newest member, Engineering Technician Jeff Gooden and his wife Angela. He stated that Mr. Gooden would be instrumental in inspecting the Department’s projects.

Councilor Drabkin MOVED to adopt Resolution No. 2016-5 a Resolution awarding the contract for the South Davis Sanitary Sewer Rehabilitation Project, Project 2015-8; SECONDED by Councilor Menke. Motion PASSED unanimously.

2 d AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE AMITY FIRE DISTRICT: Fire Chief Leipfert explained that the proposed resolution and contract would allow the City of McMinnville to enter into an Intergovernmental Agreement with the Amity Fire District. Passage of the document would allow the City to partner with the neighboring fire district to improve services and build partnerships. Approval would also assist the City with call volume and the need to call for additional assistance during busy times.

Councilor Drabkin MOVED to adopt Resolution No. 2016-6 authorizing the City Manager to execute an Intergovernmental Agreement with the Amity Fire District; SECONDED by Councilor Yoder. Motion PASSED unanimously.

3 ADVICE / INFORMATION ITEMS

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

3 b DEPARTMENT HEAD REPORTS: Each department head present gave a brief report.

4 ADJOURNMENT: Mayor Olson adjourned the meeting at 8:16 p.m.

Rose A. Lorenzen, Recording Secretary