



Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128

City Council Meeting Agenda

Tuesday, October 27, 2020

5:30 p.m. – Level 10 Meeting

7:00 p.m. – Regular Council Meeting

Executive Session– to immediately follow the Regular City Council meeting (CLOSED TO THE PUBLIC)

*Welcome! The public is welcome to attend, however if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's Executive Order we are limiting the amount of people at Civic Hall and if we meet capacity we may ask you to leave. **With new face covering mandate all who wish to attend public meetings must wear a face mask or some kind of face covering is required.***

The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:

- *Email at any time up to 12 p.m. the day of the meeting to Claudia.Cisneros@mcminnvilleoregon.gov;*
- *If appearing via telephone only please sign up prior to the meeting by emailing the City Recorder at Claudia.Cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;*
- *Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic.*

You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:
www.mcm11.org/live

Level 10 Meeting:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/98524653029?pwd=WmhoRWN2OVJ6RlhrMkd5TnplNGlqdz09>

Zoom ID: 985-2465-3029

Zoom Password: 828674

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 985-2465-3029

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/99074593533?pwd=TkFQcFJhc0k1enlzNzRQZnZiREk0dz09>

Zoom ID: 990-7459-3533

Zoom Password: 471902

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 990-7459-3533

5:30 PM – LEVEL 10 MEETING – VIA ZOOM & COUNCIL CHAMBERS

1. CALL TO ORDER
2. REVIEW CITY COUNCIL LEVEL 10 MONTHLY TEAM MEETING AGENDA
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM & COUNCIL CHAMBERS

1. CALL TO ORDER & ROLL CALL
2. CEREMONIES AND PROCLAMATIONS
 - a. Meritorious Service Award
 - b. League of Oregon Cities Safety Award
 - c. Extra Mile Day Proclamation
3. INVITATION TO CITIZENS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*
4. PRESENTATION
 - a. McMinnville Economic Development Partnership (MEDP) Annual Update
5. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
 - c. July and August 2020 Cash and Investment Report (in packet)
6. CONSENT AGENDA
 - a. Consider request from Vista Hills Vineyard located at 2803 NE Orchard Ave for an OLCC Winery 1st Location Liquor License.
 - b. Consider request fromand....wine Company located at 2803 NE Orchard Ave for an OLCC Winery 1st Location Liquor License.
 - c. Consider **Resolution No. 2020-64**: A Resolution for City of McMinnville, Oregon Extending the City’s Declaration of State of Emergency Expressed in Resolution 2020-18.
 - d. Consider the minutes of the February 11, 2020 City Council Work Session and Regular City Council Meeting.
7. RESOLUTION
 - a. Consider **Resolution No. 2020-61**: A Resolution of the City of McMinnville Authorizing the City Manager to Execute a Second Amendment to the Personal Services Agreement with Ballard*King & Associates, Ltd. to continue the Facilities and Recreation Master Plan and Feasibility Study Project.
8. ADJOURNMENT

EXECUTIVE SESSION – IMMEDIATELY FOLLOW THE CITY COUNCIL REGULAR MEETING - VIA ZOOM (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or Claudia.Cisneros@mcminnvilleoregon.gov.

2. **Executive Session pursuant to ORS 192.660(2)(e) and (h):** To conduct deliberations with persons designated by the governing body to negotiate real property transactions and To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
3. ADJOURNMENT

City Council Level 10 Meeting Agenda

Date: 10/27/2020

Time: 5:30-7pm

Attendees:

Meeting Chair: Mayor Scott Hill

Meeting Purpose:

- (1) Clearly identify the root issue or issues contained in the statement "How can the City Council create a structure or system to effectively address the issues that are not related to the strategic plan and still maintain a focus on the long-term policy direction (as established by the strategic plan)."**
- (2) Through focused discussion, generate a list of viable solutions for each of the issues identified.**
- (3) Create clear action items with assignment of ownership for each that will move us towards implementation of those solutions.**

Suggested preparation for this meeting:

- (1) Review Meeting Purpose and Agenda**
- (2) Good News: Prepare your Business Best-Good News statements**
- (3) Review the approved Master Issues List**
- (4) Complete the following reading:**
 - (a) What the Heck is EOS- Chapters 3, 4 and 5**
 - (b) Read the City of McMinnville Strategic Plan**
 - (c) Read the McMinnville City Council Goal Setting with Eric Jensen document**
 - (d) Priorities List from Strategic Plan**
- (5) Review the issue to be discussed in the IDS session this month:**

How can the City Council create a structure or system to effectively address the issues that are not related to the strategic plan and still maintain a focus on the long-term policy direction (as established by the strategic plan).

Agenda:

Review Meeting Purpose: 5 Min

Good news: 10 Min.

Business Best (City and City Council business)

New Actions:

Identify/Discuss/Solve Issues: 70 Min

- I. How can the City Council create a structure of system to effectively address the issues that are not related to the strategic plan and still maintain a focus on the long-term policy direction (as established by the strategic plan).***

Meeting Rating: 5 Min

Criteria:

1. Did the meeting start and end on time?
2. Did we follow the Level 10 agenda?
3. Did we hold to our allotted timeframes for the meeting sections?
4. Was everyone engaged and able to contribute to the discussion?
5. Did we listen to each other and speak to each other respectfully in our discussions?
6. Did we accomplish what we intended to accomplish in the meeting?

Anything below an 8 ask “What could we do to make the meeting a 8 or higher for you next time?”

Meeting ratings:

Building the Machine of a High Functioning City Council			
Definition: A list of issues that could prevent our City Council from reaching the City's vision and opportunities that will help us be more successful at reaching our vision.			
Date Created:	Votes:	Total:	Notes:
Issue:			
How can the City Council create a structure or system to effectively address the issues that are not related to the strategic plan and still maintain a focus on the long-term policy direction (as established by the strategic plan).	IIIIII	6	Pg. 3, #6, 15, Pg 6 # 26, Pg. 7 #32 in Jensen report.
How can the City Council process be restructured to ensure maximum efficiency and City Councilor appropriate participation in addressing topics of concern. Process for new business? How does an individual members of the Council get on the agenda for discussion appropriately?	IIII	4	Pg. 4, #8, Pg. 5 #16 paragraph 1
The process and the criteria for selecting the items for the agenda for meetings are brought up as being unclear or need further clarificaion.			Pg. 4, #8, Pg. 5, #16 paragraph 1
Formulate the McMinnville City Council Scorecard and how we will hold ourselves accountable to those metrics	IIII	4	Pg. 5 #19, Pg. 7 #32
Fellow Council members have not been assertive enough to hold others accountable during the meeting when disrespectful and/or less civil discourse happens.			Pg.3, #7 paragraph 4, pg. 6 #25, Pg 6 #28, Pg. 7 #33, 34 + City Council Group Agreement
How do we build an environment where Councilors both respect each other and have and express different views to effectively solve complicated problems together.	I	1	Pg. 3, #7 paragraph 1, Pg 6 #27 + City Council Group Agreement #s 2, 5 and 6
What does it mean to have a perception of a "rubber stamp" City Council and what is the root problem that needs to be solved?			Pg. 4, #9
What is our culture, process and training around open and honest dialogue on the dais? Where are we now ("unwritten rule" not to make waves) and what culture, processes and training do we need to intentionally institutionalize?	II	2	Pg 4, #10, Pg. 5 # 17, Pg. 7 #29
What should our training program be for McMinnville City Councilors?			Pg. 4, #11, Pg. 5 #17
How do we ensure that Councilors act witin their role as policymakers and in the best interest of the City.	I	1	Pg. 4, #11, Pg. 7 #30 City Council Group Agreement #11
How do we get on the same page regarding City Council's communication with the public?	I	1	Pg. 5, #13 + City Council Group Agreements #s 9, 13, 14
The Council appears to be having difficulty adhering to the 2019 update of the City Council Group Agreement.			Pg 3, #7, #14 paragraph 3, Pg. 6 #25, #28, Pg. 7 #33, 34 in Jensen report + City Council Group Agreement
How are we going to address the L10 meeting structure issues to maximize the effectiveness of its implementation?			Pg. 4, #12, Pg. 5 #18, Pg. 6 #21
How can we tie the budget process more closely to the City Policy?	II	2	Pg. 5, #20
How do we navigate the conflicting needs of the community with limited resources to create tangible and constructive outcomes?			Pg. 6 #22

LEAGUE OF OREGON CITIES & CIS

PROUDLY PRESENT THE

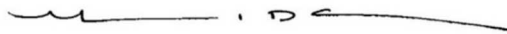
SILVER SAFETY AWARD

TO THE

CITY OF McMINNVILLE

INJURY FREQUENCY RATE OF 0.6 IN FY 19-20 WITH

317 FULL-TIME EMPLOYEES



Mike Cully, Executive Director
League of Oregon Cities



Patrick Priest, Executive Director
CIS



citycounty insurance services
cisoregon.org



PROCLAMATION

Whereas, McMinnville, Oregon is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

Whereas, McMinnville, Oregon is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

Whereas, McMinnville, Oregon is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

Whereas, McMinnville, Oregon acknowledges the mission of Extra Mile America to create 500 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2020.

Now, therefore, I, Scott A. Hill, Mayor of the City of McMinnville, Oregon, do hereby proclaim November 1, 2020, to be Extra Mile Day. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 27th day of October, 2020.

Scott A. Hill, Mayor

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
July 2020

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$3,069,900.27	\$1,199,348.10	\$4,269,248.37
05	Special Assessment	\$85.94	\$154,618.82	\$154,704.76
07	Transient Lodging Tax	\$193.89	\$34,000.00	\$34,193.89
10	Telecommunications	\$904.36	\$1,030.00	\$1,934.36
15	Emergency Communications	\$652.35	(\$187,905.19)	(\$187,252.84)
20	Street (State Tax)	\$536.51	\$1,567,192.37	\$1,567,728.88
25	Airport Maintenance	\$378.42	\$559,749.03	\$560,127.45
45	Transportation	\$48.23	\$5,924,415.68	\$5,924,463.91
50	Park Development	\$959.38	\$1,505,782.03	\$1,506,741.41
58	Urban Renewal	\$85.49	\$203,832.62	\$203,918.11
59	Urban Renewal Debt Service	\$102.35	\$268,965.21	\$269,067.56
60	Debt Service	\$970.62	\$1,228,876.37	\$1,229,846.99
70	Building	\$635.06	\$1,525,689.96	\$1,526,325.02
75	Wastewater Services	\$558.05	\$2,309,398.80	\$2,309,956.85
77	Wastewater Capital	\$491.05	\$32,752,103.65	\$32,752,594.70
80	Information Systems & Services	\$85.46	\$171,085.68	\$171,171.14
85	Insurance Reserve	\$231.67	\$1,325,290.54	\$1,325,522.21
CITY TOTALS		3,076,819.10	50,543,473.67	53,620,292.77

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST	CASH VALUE
			RATE	
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 3,076,819.10
N/A	Key Bank of Oregon	Money Market Savings Account	0.01%	\$ 3,535,380.47
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.30%	\$ 43,654,327.29
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.30%	\$ 402,528.08
N/A	State of Oregon	Transportation Bond (LGIP)	1.30%	\$ 1,965,686.30
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.30%	\$ 257,795.18
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 727,756.35
				<u>\$ 53,620,292.77</u>

\$ -

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
August 2020

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$1,804,143.54	\$1,559,464.20	\$3,363,607.74
05	Special Assessment	\$836.76	\$148,618.82	\$149,455.58
07	Transient Lodging Tax	\$240.69	(\$4,000.00)	(\$3,759.31)
10	Telecommunications	\$905.76	\$1,030.00	\$1,935.76
15	Emergency Communications	\$454.51	(\$176,905.19)	(\$176,450.68)
20	Street (State Tax)	\$6.99	\$1,499,819.04	\$1,499,826.03
25	Airport Maintenance	\$592.57	\$542,749.03	\$543,341.60
45	Transportation	\$369.89	\$5,142,087.33	\$5,142,457.22
50	Park Development	\$92.41	\$1,517,122.95	\$1,517,215.36
58	Urban Renewal	\$717.99	\$203,050.96	\$203,768.95
59	Urban Renewal Debt Service	\$652.10	\$105,359.75	\$106,011.85
60	Debt Service	\$934.17	\$247,864.27	\$248,798.44
70	Building	\$912.97	\$1,500,264.68	\$1,501,177.65
75	Wastewater Services	\$732.63	\$2,192,739.80	\$2,193,472.43
77	Wastewater Capital	\$212.23	\$33,268,103.65	\$33,268,315.88
80	Information Systems & Services	\$230.09	\$205,070.15	\$205,300.24
85	Insurance Reserve	\$890.14	\$1,267,290.54	\$1,268,180.68
CITY TOTALS		1,812,925.44	49,219,729.98	51,032,655.42

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST RATE	CASH VALUE
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,812,925.44
N/A	Key Bank of Oregon	Money Market Savings Account	0.01%	\$ 1,035,405.63
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.00%	\$ 44,756,768.60
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.00%	\$ 402,869.00
N/A	State of Oregon	Transportation Bond (LGIP)	1.00%	\$ 1,985,216.27
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.00%	\$ 258,013.52
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 781,456.96
				<u>\$ 51,032,655.42</u>
				\$ -

McMinnville | ECONOMIC DEVELOPMENT
PARTNERSHIP

October 2019-September 2020

YEAR IN REVIEW

MCMINNVILLE ECONOMIC DEVELOPMENT PARTNERSHIP

231 NE 5th Street

McMinnville, Oregon 97128

www.McMinnvilleBusiness.com

503.474.6814



Our mission is to advance strategies that respond to the needs of McMinnville's traded-sector businesses.

MEDP's Strategic Goals



BUSINESS HIGHLIGHTS: BUILDING EXPANSIONS & PRODUCT DEVELOPMENT

Around Town



McMinnville | ECONOMIC DEVELOPMENT
PARTNERSHIP

BUSINESS HIGHLIGHTS: BUILDING EXPANSIONS & PRODUCT DEVELOPMENT

Industrial District



BUSINESS HIGHLIGHTS: BUILDING EXPANSIONS & PRODUCT DEVELOPMENT

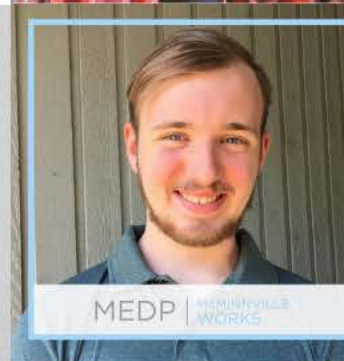
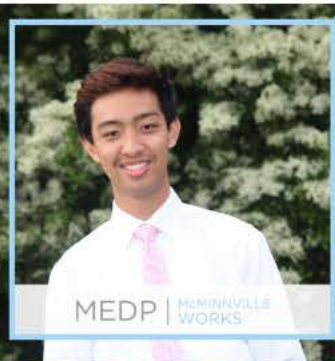
PPE PIVOTS



MEDP HIGHLIGHTS

MEDP | McMINNVILLE WORKS

CAREER BOUND





McMinnville | ECONOMIC DEVELOPMENT
PARTNERSHIP

STARTUP BOOTCAMP
LAUNCH
Mid Valley
ENTREPRENEURSHIP + INNOVATION



McMinnville | ECONOMIC DEVELOPMENT PARTNERSHIP

SPARKING INSPIRATION



2020 MEDP AWARD RECIPIENTS



LOOKING TO THE YEAR AHEAD



We want everyone to
have a seat at our table.



Pull up a chair and join us in growing
economic vitality in McMinnville.

McMinnville | ECONOMIC DEVELOPMENT
PARTNERSHIP²³

McMinnville

ECONOMIC DEVELOPMENT
PARTNERSHIP

2020

ANNUAL REPORT

MCMINNVILLE ECONOMIC DEVELOPMENT PARTNERSHIP

October 2019-September 2020

231 NE 5th Street

McMinnville, Oregon 97128

www.McMinnvilleBusiness.com

503.474.6814

A NOTE FROM THE EXECUTIVE DIRECTOR



Scott Cooper, CEcD
Executive Director
McMinnville Economic
Development Partnership

When the McMinnville Economic Development Partnership's (MEDP) fiscal year began on October 1, 2019, the trajectory for continued economic growth was strong. We had just unveiled a brand new workplan and invited you to have a seat at our table. There were new projects underway in every business sector in the city, and the unemployment rate was 3.0%. Just a few weeks after a celebratory New Year and the beginning of a new decade, the world we knew changed.

In true McMinnville fashion, the community quickly stepped up for one another. Pick-up and delivery options, providing meals to those in need, pivoting business models, and supporting the manufacturing of personal protective equipment.

The McMinnville business community remains innovative, supportive, and hopeful. The MEDP team is grateful to share a piece of the story.

Since 2006, the MEDP has been focused on growing and diversifying McMinnville's economic base, bringing new investments, new businesses, and new opportunities to the City of McMinnville. We have worked with our funding partners to provide quality leadership and services to help McMinnville compete and succeed in a fast-paced global economy.

MEDP is proud to administer an array of programs designed to increase the economic well-being of our community. That responsibility is why we are committed to providing efficient, effective, and customer-focused programming in everything we do. 2020 provided renewed focus for strengthening partnerships with business alliances that provide economic vitality leadership in varying sectors of the business community. Additional relationships leveraged through the year included working alongside regional and state collaborators to promote recovery and resiliency for area businesses.

While the year took a sharp turn from the anticipated trajectory 2020 seemingly promised, MEDP maintains our commitment to building and rebuilding with businesses and our partners. The people, industries, and culture of our community are resilient; McMinnville is open for business and MEDP wants you to have a seat at our table.



Our mission is to advance strategies that respond to the needs of McMinnville's traded-sector businesses.

Advanced Manufacturing, Aerospace, Food and Beverage Production, Tech and beyond.

MEDP's Strategic Goals



BUSINESS HIGHLIGHTS:

BUILDING EXPANSIONS & PRODUCT DEVELOPMENT

Around Town

Buildable

Expanded software, web and ERP operations, grew team to 17 and moved into their new 2 story home on 3rd street.

Falcon Suites

Newly constructed 16,500 sqft. of commercial space was added between NE Baker and NE Adams.

First Federal

Broke ground on new downtown McMinnville headquarters. Plans include three stories & 32,000 sqft. of space. The Project is being completed by R&H Construction.

Noble Foods

Purchased Betty Lou's co-packing operation and joined our manufacturing community.

NWUAV

Partnered with Hirth Engines as a distributor for North and Central America.

McMinnville Properties Inc.

of the Stoller Group acquired Evergreen Aviation Museum Property and Wings & Waves Waterpark.

Organic Valley

Exceeded employment growth requirements (went from 10-50 FTE) for the 2017 Business Oregon Strategic Reserve Fund, and the loan was forgiven.

Vesuvian Forge

A company focused on environmentally friendly architectural concrete installations, Awarded Yamhill County Startup Grant.

Industrial District

Betty Lou's

Sold Booth Bend co-pack facility to Canada based Noble Foods in order to focus on name brand products.

Cart Away Concrete

Expands production to include custom powder coating for their signature trailers & portable mixers.

Colvin Ct. Development

New construction of two 9,000 sqft. industrial condos.

Red Hills Distribution

Facility expansion of wine storage and labeling operation by an additional 25,000 sqft.

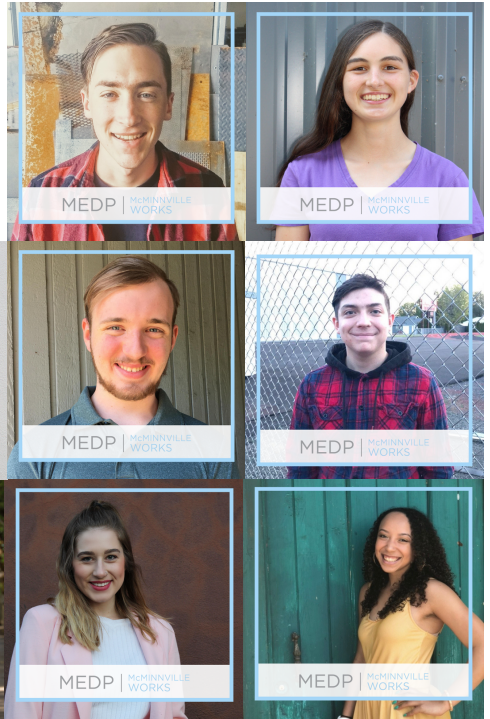
S&S Electric

Expanded to a 14,000 sqft. facility.

PPE Pivots

Alexonet, Excel Tech, Freelin Wade, NW Rapid and RP Advanced Mobile Systems

All rose to the challenge and expand their typical product lines to began manufacturing PPE equipment during the Covid-19 Pandemic, including face shields, ventilator tubing, and UVC sanitizing lights.



2020 marked the 8th year for McMinnville WORKS and 2nd Year for Career Bound Programs. Since 2013, 116 interns have participated in MEDP's workforce development programs.

The McMinnville WORKS and Yamhill County Career Bound Programs started the year with **19** host companies **24** different internship opportunities, and **125** applicants.

With the onset of Covid-19 the program continued successfully to include **9** host companies, **14** hired interns and **8** professional development opportunities that were hosted as a hybrid model of socially distanced and online workshops, with topics ranging from personal finance to project management.

Host Companies

- City of McMinnville- Administration
- City of McMinnville- Engineering
- City of McMinnville- Wastewater Services
- Cody Kime Designs
- HBF International
- MEDP
- OnlineNW
- Solid Form Fabrication
- Swedemom

Academic Organizations Represented

- Chemeketa Community College
- George Fox University
- Linfield University
- McMinnville High School
- Oregon State University
- Portland State University
- Southern Oregon University



In 2018 MEDP received a grant from the Ford Family Foundation and the Oregon Community Foundation to expand community internship programs similar to the McMinnville Works program to rural cities in Oregon. 4 Rural Oregon communities were selected to participate in this round of program development. Currently there are 14 Oregon Works internship programs throughout the state inspired by the McMinnville Works program model. In August of 2020, MEDP submitted the final report for this grant.

www.oregonworks.net



Launch Mid-Valley is a regional collaborative unearthing innovative resources to help launch startups and grow entrepreneurship in the Mid-Willamette Valley.

In November, 2019 LMV along with Oregon Entrepreneurs Network hosted a pub talk in McMinnville on Marketing Strategies and Building Your Brand.



MEDP was host to the first LMV Startup Bootcamp, a 3-day intensive in McMinnville that used lean startup strategies to help entrepreneurs and businesses level-up. The weekend included 4 keynote speakers, 9 business coaches, and concluded with a pitch fest, where prizes were awarded to 3 different Startups.



Hellocare, Sustainable Rituals, and Jamii Coffee

The McMinnville Chapter of Coffee Club for Startups launched this Summer. It's a monthly networking gathering of like-minded entrepreneurs and local leaders. that meets on the 3rd Tuesday of the Month.



www.launchmidvalley.org

Sparking Inspiration



Our monthly e-newsletter the MEDP Spark highlights our traded sector companies, stories from around our community, as well as upcoming events and business resources. Sign up by visiting mcminnvillebusiness.com or click on [the link](#)



We have been working hand in hand with the State Historic Preservation Office, our local building and planning officials and local craftsmen to develop a preservation plan and design that allows for the protection of the treasured historic elements of the building while allowing for updated, comfortable and flexible uses of all the interior spaces.

- Mary Beth Branch, Lead Designer and Partner with Branch Geary Inc in reference to the Buchanan Cellers Project. . MEDP Spark, Volume 5, Issue 5



Social Media Impressions

We are using our platforms to tell the story of McMinnville businesses, available resources, and what it is like to live, work and play in our community. Over the year these highlights made **244,020** impressions.

I think the thing I love most about McMinnville is that it's comprised of overlapping circles - winemaking being just one of those circles. There are many peripheral industries that feed into the wine industry. McMinnville attracts talented people who are not only helping advance the quality and notoriety of Oregon wines but also participating in building a vibrant community.

Corey Guinee of Core Enology Analytical Services
MEDP Spark, Volume 5, Issue 4



84,125



51,080



88,669



20,146

2020 MEDP AWARD RECIPIENTS

Since 2007, MEDP has been recognizing the outstanding companies and individuals that contribute to the growth of our local economy through best business practices, workforce development, and a positive company outlook. Although 2020 has proven to challenge us all in a variety of ways we would like to recognize those who are persevering and continue to contribute to our community's economic vitality in exceptional ways.



The McMinnville Maker Award

recognizes a company or individual within McMinnville's Traded Sector that has created a beneficial impact either internally or externally in the community.

The 2020 recipient of the McMinnville Maker Award is **RP Advanced Mobile Systems**. RPAMS was founded in 2009 and quickly developed a name for itself in the Special Operations community by designing and developing innovative mobility accessories for tactical ATV/UTV platforms.



In 2020 they truly made a pandemic pivot to their product line with the addition of face shields and various PPE equipment, as well as developing UVC emitting sterilizing products to safeguard against infected touch surfaces. These UVC lights are being used across the country to help keep schools and public spaces safe.

www.rpadvancedmobilesystems.com

The Workforce Partner of the Year Award

was created to recognize an individual or business in McMinnville that has worked to create strategic efforts around workforce solutions in our community.

This year's Award goes to the **Swedemom Organization**, which encompasses **Swedemom Center of Giving** and **MacHub**. What began in 1999 as an online re-sale business, evolved into a nonprofit that provides specialized financial assistance to a network of other nonprofits by leveraging ecommerce.

When many businesses were faced with hiring freezes and putting a pause on summer internship opportunities, Cami Nyquist was able to find jobs for six of the McMinnville WORKS and Career Bound interns throughout her companies. She also hosted a community engagement and networking opportunity for the 2020 intern cohort.
www.swedemom.com



2020 MEDP AWARD RECIPIENTS



The Startup of the Year Award

recognizes a new company or organization that demonstrates entrepreneurial spirit, fortitude, and has demonstrated the potential for a beneficial impact on our local community.

Sustainable Rituals, attended the Launch Mid-Valley Startup Bootcamp in February 2020, and was recognized as one of the finalists and winners during the pitch fest that concluded the 3 day intensive workshop.



From there the business blossomed into more than an idea, and **Haley Queen** opened her brick and mortar bulk refill shop in June of this year inside Mac Market with a curated selection of plants and sustainable products. She has already expanded her offerings and is beginning to stock products at other pop-up locations around McMinnville.

www.sustainablerituals.com

The Tech Terroir Award

refers to MEDP's initiative to grow tech in Oregon's wine country and is given to a company that exemplifies both the type of company that helps make McMinnville prosperous and that has given back to the community.



The winner of the 2020 award is **Buildable**, a custom software company that has actively played a role in the innovation development of our community since its founding in 2008.

At the start of the pandemic **Buildable** offered to help local companies adapt and increase their online presence during the stay at home order, and they recently expanded their offerings to include open-source ERP (Enterprise Resource Planning) which will be a valuable tool for the manufacturing community.

www.buildableworks.com



2020 MEDP AWARD RECIPIENTS



The Board of Directors Partner of the Year Award

recognizes the outstanding partners who have contributed to the growth of our local economy.

This year the board selected two partners who have worked side by side to ensure that downtown McMinnville remains a cultural, social and economic hub of the community.

McMinnville Downtown Association and The City of McMinnville helped to streamline the process for the Dine Out(Side) on 3rd Street program.



Their collaboration with permitting, communication with businesses, street closures, recruiting volunteers, and promoting the event helped sustain and support countless local businesses through a very difficult economic season.
www.macdowntown.com | www.mcminnvilleoregon.gov



"McMinnville Dine Out(Side) has been a dream come true"

- Visit McMinnville



MEDP PARTNERS AND INVESTOR CIRCLE

FOUNDING PARTNERS



INVESTORS



Cascade Employers Association
Unsurpassed resources for great employers



MEDP PARTNERS AND INVESTOR CIRCLE

FOUNDING PARTNERS



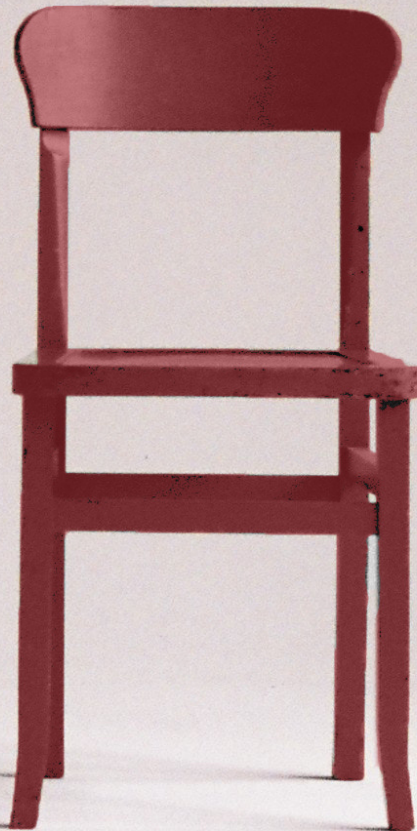
INVESTORS



Cascade Employers Association
Unsurpassed resources for great employers



We want everyone to
have a seat at our table.



Pull up a chair and join us in growing
economic vitality in McMinnville, OR

McMinnville

ECONOMIC DEVELOPMENT
PARTNERSHIP



City Recorder Use
Final Action:
<input type="checkbox"/> Approve
<input type="checkbox"/> Disapprove

Liquor License Recommendation

Business name/individual: Vista Hills Vineyard
Business Location Address: 2803 NE Orchard Ave


Liquor License Type: Winery 1st Location
Is the business at this location currently licensed by OLCC: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
If yes, what is the name of the existing business?: Click here to enter text.

Days of operation: Sunday to Sunday Hours of operation: N/A
Entertainment: N/A Hours of music: N/A

Seating count inside: N/A Seating count outside: N/A
Seating count total: N/A

Exemption: N/A

- Tritech Records Management System check: yes no
- Criminal Records check: yes no
- Recommended action: approve disapprove



Chief of Police/Designee

City Manager/Designee



City Recorder Use
Final Action:
<input type="checkbox"/> Approve
<input type="checkbox"/> Disapprove

Liquor License Recommendation

Business name/individual: ...and...wine company
Business Location Address: 2803 NE Orchard Ave

Liquor License Type: Winery 1st Location
Is the business at this location currently licensed by OLCC: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
If yes, what is the name of the existing business?: Click here to enter text.

Days of operation: Monday to Friday Hours of operation: 8:00 am to 5:00 pm
Entertainment: N/A Hours of music: N/A

Seating count inside: N/A Seating count outside: N/A
Seating count total: N/A

Exemption: Click here to enter text.
--

- Tritech Records Management System check: yes no
- Criminal Records check: yes no
- Recommended action: approve disapprove



Chief of Police/Designee

City Manager/Designee



**City of McMinnville
Fire Department**
175 NE 1st Street
McMinnville, OR 97128
(503) 435-5800
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: October 19, 2020
TO: Mayor and City Councilors
FROM: Rich Leipfert, Fire Chief
SUBJECT: A Resolution to extend Resolution No. 2020-18 Declaring Local State of Emergency for City of McMinnville
STRATEGIC PRIORITY & GOAL:



COMMUNITY SAFETY & RESILIENCY

Proactively plan for & responsively maintain a safe & resilient community.

OBJECTIVE/S: Lead and plan for emergency preparedness

Report in Brief: This action is the consideration of a new resolution to extend Resolution No. 2020-18, Declaring Local State of Emergency for City of McMinnville.

Background: On March 16th, 2020, Mayor Hill declared a State of Emergency for the City of McMinnville due to the COVID-19 Virus and its impact on the City of McMinnville. This action is allowed by City Emergency Operations Plan adopted by City Council in 2009, and ORS 401. Resolution No. 2020-18 was ratified before City Council at the March 24th, 2020 Regular City Council Meeting and set to expire on May 1, 2020. Resolution 2020-28 went before City Council at the April 28th, 2020 Regular City Council meeting to extend Resolution 2020-18. Resolution 2020-28 was adopted and Emergency Declaration was extended to expire on June 27, 2020. Resolution 2020-43 went before City Council at the June 23rd, 2020 Regular City Council meeting to extend Resolution 2020-18. Resolution 2020-43 was adopted and Emergency Declaration was extended to expire on July 31, 2020. Resolution 2020-48 went before City Council at the July 28th, 2020 Regular City Council meeting to extend Resolution 2020-43. Resolution 2020-48 was adopted and Emergency Declaration was extended to expire on September 4, 2020. Resolution 2020-52 went before City Council at the August 25, 2020 Regular City Council meeting to extend Resolution 2020-43. Resolution 2020-52 was adopted and Emergency Declaration was extended to expire on October 2, 2020. Resolution 2020-59 went before City Council at the September 22, 2020 Regular City Council meeting to extend Resolution 2020-52. Resolution 2020-59 was adopted and Emergency Declaration was extended to expire on November 3, 2020.

Discussion: Resolution No. 2020-18 was scheduled to expire on May 1, but may be extended as necessary of the Common Council. COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency and therefore asking for Resolution No. 2020-64 to extend the state of emergency to February 28, 2021, but may be extended again as necessary of the Common Council.

Attachments:

Resolution Number 2020-64
Resolution Number 2020-59
Resolution Number 2020-52
Resolution Number 2020-48
Resolution Number 2020-43
Resolution Number 2020-28
Resolution Number 2020-18
Signed Declaration of State of Emergency

Fiscal Impact: No changes

Recommendation: Council to adopt Resolution No. 2020-64 extending the duration of a State of Emergency for the City of McMinnville.

RESOLUTION NO. 2020-64

A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but was extended to June 27, 2020 by Resolution No. 2020-28 by the Common Council on April 28, 2020; and

WHEREAS, Resolution No. 2020-28 was scheduled to remain in effect until June 27, 2020, but was extended to July 31, 2020 by Resolution No. 2020-43 by the Common Council on June 23, 2020; and

WHEREAS, Resolution No. 2020-43 was scheduled to remain in effect until July 31, but was extended to September 4, 2020 by Resolution No. 2020-48 by the Common Council on July 18, 2020; and

WHEREAS, Resolution No. 2020-48 was scheduled to remain in effect until September 4, but was extended to October 2, 2020 by Resolution No. 2020-52 by the Common Council on August 25, 2020; and

WHEREAS, Resolution No. 2020-52 was scheduled to remain in effect until October 2, but was extended to November 3, 2020 by Resolution No. 2020-59 by the Common Council on September 22, 2020; and

WHEREAS, Adoption of this resolution will repeal and replace City of McMinnville Resolution No.'s 2020-28, 2020-43, 2020-48, 2020-52 and 2020-59; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. The Emergency Declaration was established in Resolution 2020-18 (March 24, 2020) the resolution was been extended four times and most recently to November

- 3, 2020 in Resolution 2020-59 (September 22, 2020 at Regular City Council Meeting) and shall be extended to February 28, 2021 by Resolution 2020-64.
3. This resolution is effective immediately and shall remain in effect until February 28, 2021, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 27th day of October 2020 by the following votes:

Ayes: _____

Nays: _____

Abstain: _____

Approved this 27th day of October 2020.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

RESOLUTION NO. 2020-59

A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but was extended to June 27, 2020 by Resolution No. 2020-28 by the Common Council on April 28, 2020; and

WHEREAS, Resolution No. 2020-28 was scheduled to remain in effect until June 27, 2020, but was extended to July 31, 2020 by Resolution No. 2020-43 by the Common Council on June 23, 2020; and

WHEREAS, Resolution No. 2020-43 was scheduled to remain in effect until July 31, but was extended to September 4, 2020 by Resolution No. 2020-48 by the Common Council on July 18, 2020; and

WHEREAS, Resolution No. 2020-48 was scheduled to remain in effect until September 4, but was extended to October 2, 2020 by Resolution No. 2020-52 by the Common Council on August 25, 2020; and

WHEREAS, Adoption of this resolution will repeal and replace City of McMinnville Resolution No.'s 2020-28, 2020-43, 2020-48 and 2020-52; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. The Emergency Declaration was established in Resolution 2020-18 (March 24, 2020) the resolution was been extended four times and most recently to October 2, 2020 in Resolution 2020-52 (August 25, 2020 at Regular City Council Meeting) and shall be extended to October 2nd, 2020 by Resolution 2020-59.
3. This resolution is effective immediately and shall remain in effect until November 3, 2020, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 22nd day of September 2020 by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

Nays: _____


Abstain: _____

Approved this 22nd day of September 2020.



MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

RESOLUTION NO. 2020-52

A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but was extended to June 27, 2020 by Resolution No. 2020-28 by the Common Council on April 28, 2020; and

WHEREAS, Resolution No. 2020-28 was scheduled to remain in effect until June 27, 2020, but was extended to July 31, 2020 by Resolution No. 2020-43 by the Common Council on June 23, 2020; and

WHEREAS, Resolution No. 2020-43 was scheduled to remain in effect until July 31, but was extended to September 4, 2020 by Resolution No. 2020-48 by the Common Council on July 18, 2020; and

WHEREAS, Adoption of this resolution will repeal and replace City of McMinnville Resolution No.'s 2020-28, 2020-43 and 2020-48; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. The Emergency Declaration was established in Resolution 2020-18 (March 24, 2020) the resolution was been extended three times and most recently to September 4, 2020 in Resolution 2020-48 (July 28, 2020 at Regular City Council Meeting) and shall be extended to October 2nd, 2020 by Resolution 2020-52.
3. This resolution is effective immediately and shall remain in effect until October 2, 2020, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 25th day of August 2020 by the following votes:

Ayes: Drabkin, Garvin, Menke, Peralta, Stassens

Nays: _____

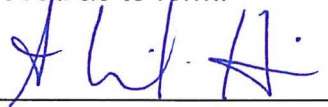
Abstain: _____

Approved this 25th day of August 2020.



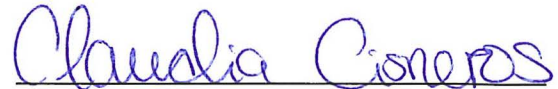
MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

RESOLUTION NO. 2020-48

A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but was extended to June 27, 2020 by Resolution No. 2020-28 by the Common Council on April 28, 2020; and

WHEREAS, Resolution No. 2020-28 was scheduled to remain in effect until June 27, 2020, but was extended to July 31, 2020 by Resolution No. 2020-43 by the Common Council on June 23, 2020; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

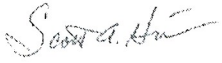
1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. The Emergency Declaration was established in Resolution 2020-18 (March 24, 2020) the resolution was extended to July 31, 2020 in Resolution 2020-43 (June 23, 2020) and shall be extended to September 4, 2020 by Resolution 2020-48.
3. This resolution is effective immediately and shall remain in effect until September 4, 2020, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 28th day of July 2020 by the following votes:

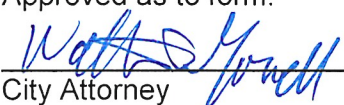
Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

Nays: _____

Approved this 28th day of July 2020.



MAYOR

Approved as to form:


City Attorney

Attest:


City Recorder

RESOLUTION NO. 2020-43

A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but was extended to June 27, 2020 by Resolution No. 2020-28 by the Common Council on April 28, 2020; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. The Emergency Declaration was established in Resolution 2020-18 (March 24, 2020) the resolution was extended to June 27, 2020 in Resolution 2020-28 (April 28, 2020) shall be extended to July 31, 2020.
3. This resolution is effective immediately and shall remain in effect until July 31, 2020, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 23rd day of June 2020 by the following votes:

Ayes: _____ Drabkin, Garvin, Geary, Menke, Peralta, Stassens _____

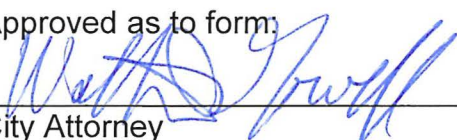
Nays: _____

Approved this 23rd day of June 2020.




MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

RESOLUTION NO. 2020-28

A Resolution for City of McMinnville, Oregon Extending the City’s Declaration of State of Emergency Expressed in Resolution 2020-18.

RECITALS:

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020; and

WHEREAS, McMinnville City Council ratified Resolution No. 2020-18 effective March 24, 2020 declaring a state of emergency for the entire City of McMinnville in response to the COVID-19 pandemic; and

WHEREAS, Resolution No. 2020-18 was scheduled to remain in effect until at least May 1, 2020, but may be extended as necessary by the Common Council; and

WHEREAS, COVID-19 continues to present a high potential public health threat to public health and safety, the duration of which is still unknown.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON, as follows:

1. The declaration of emergency is still needed to address the City’s ability to respond and recover from this emergency.
2. The Emergency Declaration established in Resolution 2020-18 (March 24, 2020) shall be extended to June 27, 2020.
3. This resolution is effective immediately and shall remain in effect until June 27, 2020, but may be extended as necessary by the Common Council.

Adopted by the Common Council of the City of McMinnville at a meeting held the 28th day of April 2020 by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

Nays: _____

Approved this 28th day of April 2020.



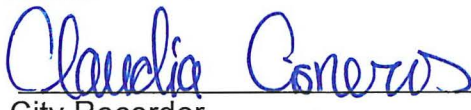
MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

RESOLUTION NO. 2020-18

A Resolution for City of McMinnville, Oregon Ratifying the Declaration of State of Emergency signed by Mayor Scott Hill on March 16, 2020.

RECITALS:

WHEREAS, Governor Kate Brown, on March 8, 2020 declared a state of emergency due to the COVID-19 virus, finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, The World Health Organization, on March 11, 2020 declared COVID-19 to be a pandemic threat that causes respiratory distress with the potential to cause serious illness and loss of life; and

WHEREAS, The City of McMinnville may require significant resources to provide for the health and safety of residents; and

WHEREAS, The State of Oregon, pursuant to ORS 401.309(1); authorizes the governing body of Oregon cities and counties to declare a local state of emergency; and

WHEREAS, The City of McMinnville, pursuant to the Emergency Operation Plan authorized the Mayor to declare a local state of emergency; and

WHEREAS, The Mayor of the City of McMinnville finds that conditions require a local state of emergency; and

WHEREAS, The Mayor of the City of McMinnville signed a Declaration of State of Emergency on March 16, 2020;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE OREGON, HEREBY RATIFY THE DECLARATION OF STATE OF EMERGENCY SIGNED BY MAYOR SCOTT HILL ON MARCH 16,2020 AND AUTHORIZES THE FOLLOWING:

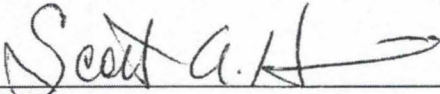
1. City Manager of the City of McMinnville, as the Emergency Manager as indicated in the Emergency Operation Plan, may take any and all necessary steps authorized by law to coordinate a response to this emergency; and
2. The state of emergency declaration provides the City Manager of the City of McMinnville is authorized to reallocate any city funds for emergency use; and
3. City Manager of the City of McMinnville is authorized to coordinate an effective response by redirecting funding for emergency use as needed and suspending standard procurement procedures; and
4. This resolution is effective immediately and shall remain in effect until at least May 1, 2020, but may be extended as necessary.

Adopted by the Common Council of the City of McMinnville at a meeting held the 24th day of March 2020 by the following votes:

Ayes: ~~Drabkin~~, Garvin, Geary, Menke, Peralta, Stassens

Nays: _____

Approved this 24th day of March 2020.



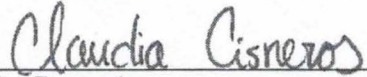
MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

CITY OF McMinnville
 MINUTES OF CITY COUNCIL WORK SESSION
 Held at the Kent L. Taylor Civic Hall on Gormley Plaza
 McMinnville, Oregon

Tuesday, February 11, 2020 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Excused Absence
	Adam Garvin	Sal Peralta
	Zack Geary	
	Kellie Menke, Council President	
	Wendy Stassens	
	Remy Drabkin	

Also present were City Manager Jeff Towery, Finance Director Jennifer Cuellar, Community Development Director Mike Bisset, Planning Director Heather Richards, and Jerry Eichten, McMinnville Community Media and Tom Henderson, NewsRegister.

1. **CALL TO ORDER:** Mayor Hill called the meeting to order at 6:03 p.m. and welcomed all in attendance.

2. **WASTEWATER FINANCE PLAN UPDATE:**

Community Development Director Bisset introduced Deb Galardi, Waste Water rate financial model guru and financial plan consultant. Since the adoption of the current master plan in 2010 have done every other year review of the financial model. This is the 2019-2020 model update review.

Deb Galardi started presentation reviewing the background of past year review studies and the previous findings. In current year the Franchise Fee was adopted and there was a rate adjustment to account for that additional expense to utility which was the 7.8% adopted in current year. Objectives in this study is focusing on revenue adequacy, not looking at rate structure. When next master plan update occurs it will be a good time to look at equity portion. Scope of the update is doing a cash flow projections over a long period of time because of capital planning is also over a long period of time. The 10 – 20 year projections they look at are what sources of funds are; what currently have on hand and projecting on user charges based on growth and accounts and current uses for account based on volume. They are always concerned about what’s happening with the

volume trend, which has been down. Then they look at operating expenses, then capital financing and finally other requirements. Went over some specific assumptions consistent trending the same since two years ago. Bill volumes continue to trend down, marked decrease in the region and across the country, they project out assuming this trend and some continued decline but beginning to taper off. In terms of cost they add 3-6% escalation factors onto the budget depending on the category. Mentioned the SDC revenue is difficult to project because it is driven by what happens with local development activity, though the Cities has been fairly steady. Took a reasonably conservative projection and assuming a \$325k budget projection. Showed the Capital Improvement Plan through fiscal year of 2027-28 comparing it to the prior plan from two years ago and showing total spending about the same with the assumption no new debt will occur. Showed a different model of the capital improvement expenditure chart, with the assumption there would be no rate increase for the 2020-21 fiscal year. Recommended to keep an eye out on where the city is at with the reserves, with a new master plan being done in a few years this will identify additional expenses and impact precisely the timing of the expenses. The other thing to look for is how much the city is able to transfer each year out of current revenues for Wasterwater Capital Projects and making sure it stays at a steady level to sustain cash funding. Summarized why suggestion not to have a rate increase this next year pointing out some of the downward pressures:

- Steady customer growth
- Industrial growth and rate structure
- Delayed capital improvements
- Improved interest earnings

But also pointed out some of the upward pressures for future rate increases:

- Reduced use per account (conservation)
- Additional staffing
- Franchise fee (current year)
- Continued large Capital Improvement Projects (but delayed projects)

Went over her recommendation to not have rate increase in 2020-21 fiscal year. Mentioned the City has kept rate increases below inflation or lower than inflation increase so performing really well. Good to continue to monitor every couple years especially as the master plan work can help with the comprehensive update.

Council President Menke thanked Ms. Galardi for coming in to periodically update the Council. Asked what caused to push out the Capital Improvement projects.

Community Development Director Bisset stated the City has not grown as fast as anticipated when adopting the 2010 master plan it expected the next

14-15 year period, which is approaching this year, that the city would be about 43,000 people by 2024 but have not grown at that pace. So have been very diligent and careful not to move forward with capital projects based on the facts the flows were not being generated. Expect in the next couple of years to revisit the Wastewater Master Plan in conjunction with the Growth Planning work that Planning Director Richards is doing to reevaluate the need for capital and the timing of capital. This is what has led to the delay into capital. Starting discussions with wastewater consultants to ensure the investments they are making can also improve efficiencies and making sure they are timely.

Mayor Hill asked what the flow capacity of the sewer lines on the Westside were at and if they have been periodically upgraded?

Community Development Director Bisset when planning for full buildout in the current plan had to identify the areas that will need to upside pipes to handle flow based on flow generated by residential development anticipating they would remove inflow and infiltration out of the system. Expect as part of the master plan they will revisit how they've done over the 10 year period.

3. ADJOURNMENT: Mayor Hill adjourned the meeting at 6:29 pm.

s/s Claudia Cisneros
Claudia Cisneros, City Recorder

CITY OF McMinnville
MINUTES OF CITY COUNCIL MEETING
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, February 11, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Kellie Menke	
	Remy Drabkin	
	Adam Garvin	
	Sal Peralta	
	Wendy Stassens	
	Zack Geary	

Also present were City Manager Jeff Towery, City Attorney Walt Gowell, Chief of Police Matt Scales, Planning Director Heather Richards, Senior Planner Tom Schauer, Code Compliance Officer Nic Miles, Finance Director Jennifer Cuellar, Community Development Director Mike Bisset, and Jerry Eichten, McMinnville Community Media.

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

2. PLEDGE:
Councilor Drabkin led the Pledge of Allegiance.

3. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.
There were no public comments.

4. PRESENTATIONS

4.a. Affordable Housing Task Force Annual Update

Planning Director Richards introduced the topic and informed Council the Chair for this task force is Councilor Drabkin and Vice-Chair is Council President Menke. Will be covering the following in tonight's presentation:

- Why there is an Affordable Housing Task Force?
- Who is on the Task Force?
- Their Action Plan

- Accomplishments in the Past Year
- Next Steps

There is a need of affordable housing in McMinnville, this is described as anyone who is living in a home where more than 30% of their budget is going to their home expenses is considered an unaffordable situation. Stats from 2016 shows that in McMinnville 1/3 of home owners with mortgages are in homes with unaffordable conditions and 1/2 of renters are in unaffordable housing. McMinnville has been flagged as a potential high foreclosure community in the next couple years by different real estate websites based on people who are in homes beyond their means at this time. In 2018 median income for a home was \$55,219 and median listing was \$377,450 the updated numbers for 2019 median income is \$57,246 and median listing price \$389,900 and median price for a home sold is \$338,500 this is what is trending for the last three months. She stated the average rent for an apartment is about \$1,800. Showed a graph of the median sales prices from 2012 to 2018 showing it has gone up quite a bit in the last two years. Showed a picture describing what someone can afford depending on their household earns, if someone earns \$55,400 describes what someone can afford to buy or rent to stay in the affordable housing percentage. Showed the average sale price is significantly beyond household income earnings. Stated McMinnville has a lot of manufacture home stock, 12% of single family dwelling units are manufactured homes. This is about twice what you see in normal communities, which is good as it's serving a market.

Mayor Hill clarified if for manufactured homes people still have to pay for their space of the home?

Ms. Richards stated that is correct it is several hundred dollars a month added to the sale of a manufacture home. Described the properties that are available for sale right now for the different household earnings ranges. This is indicating there is a supply issue in terms of housing and there is a tight rental market right now in low vacancy rate causing a rental issue as well but lots of rentals being built that should come on the market within the next year or two to help supply. The affordable task force is looking at serving the households making 120% of median household income or less. Showed a graph of were the city has deficit for the household income ranges will be focusing on the area with the most deficit which is typically considered subsidies housing. Showed the graph of building permits issued for new residential construction from 2000 to 2017 City does not have enough supply as have been building half the amount we have historically in past years. Is aware that we need to prepare for future growth and how to provide housing for future populations, looking at the planning horizons of 2041 and 2067. Part of the planning needs analysis that's required by state regulations is identifying what it means for affordable housing and

income levels associated with it. Did an analysis for it and showed a graph of the housing needs for the 2041 horizon and what will be needed. Members of the affordable housing task force are appointed by council and described the task force purpose which is to review and recommend to the City Council, policies and or amendments to current zoning ordinances, Building Division review processes, System Development charge fees, street standards and other governmental policies that encourage increased access to and construction of housing for citizens earning 120% or less of McMinnville's median income. They are looking at projects and programs together that will encourage more units being built to serve the specified population. The action plan adopted in 2016 when first task force started, was a four year plan having immediate, mid-term and long-term actions which they've been working on as a task force. Showed slides with each actions listed under immediate, mid-term and long-term and whether completed or underway. Most actions have been completed or underway in discussion and working through. The one that did not move forward was reaching out to local service groups to involve them in neighborhood stabilization programs as the hubs stabilization program is no longer a program and funds are no longer available to do this. Went over the accomplishments of this year working towards bringing inclusionary zoning to the City with the help of Representative Noble but at the last minute bill was gutted and did not move forward. They looked into Construction Excise Tax and see what it could generate but there was resistance from Development Community as this is another fee attached to new housing development. They are looking for other opportunities and have reached out to Bend to share their goals and results to date. The affordable housing fund was developed as part of the 2019/2020 fiscal year budget funded by the Transient Lodging Tax funds and currently has \$188,000. Currently discussing several different usages for this fund. One is to buy a foreclosed property from the county for affordable housing will be presented to Council at the February 25, 2020 meeting. Have been working on this with the County for the past year. Discussed the process of what will occur if approved to purchase property. Also looking at a property with Yamhill County Soil and Water Conservation District as a potential pick up for affordable housing only at beginning of discussions. Also in discussion with Yamhill County and Newberg for a funding a regional homeless coordinator.

Councilor Stassens asked if the Soil Water Conservation District project would be one residence or multiple?

Ms. Richards stated it would presumably be more than one this came before them as the State release \$325 million dollars in this biennium for affordable housing. They have been trying to find a project to submit to the state for these funds. This project is 3 acres and hoping to add a complex in that area. Also have been in discussion on floating zone

concept. Have been working with partners for subsidized housing projects doing partner outreach. The problem they are running into is most of the efforts require land which we do not have so all the opportunities have been missed. The housing for Homeless Subcommittee was formed out of the Affordable Housing Task Force back in 2017 but now has folded back into the Affordable Housing Task Force this year. Discussed what the homeless subcommittee was focusing on and progress it's made. Another program working on was trying to bring Tiny Homes to McMinnville but could not find any land for this project. This past year they worked on the Dustin Court and Marsh Lane and making a new work plan and work group to continue their efforts. The next steps for the Affordable Housing Task Force is updating the work plan. This plan will have two plans going forward which are:

1. Evaluating Programs to Fund Affordable Housing
2. Supporting Partners Pursuit of Affordable Housing Funds.

Described the short-term action plan and what is included when looking at the development code changes to incentive new units to remove any barriers. Then described the following year mid-term actions as well as the long-term actions for the year after that.

Councilor Stassens asked how we are address the lack of deficit in the higher income household ranges?

Ms. Richards mentioned there is currently an approved subdivision on the WestHills that goes up the hills that will be harder to market for affordable housing due to the construction cost being higher due to the location and water infrastructure. These will be higher end homes which will be about 280 platted and approved.

Councilor Garvin asked if they have reached out to any cities that are comparable in size to McMinnville?

Ms. Richards said they try to reach out to comparable cities to McMinnville and currently Redmond is comparable so have reached out to them and what they've done.

Councilor Geary asked on discussing alternatives for generating revenue like a system development charge that wasn't putting a burden on new development and what those were.

Ms. Richards clarified that it wouldn't be a system development charge but a Construction Excise Tax which is an additional tax on the building permit and it's to create a fund for affordable housing. This was enabled by State Legislature and also enable inclusionary zoning. They discussed in the task force and development community is if they continue to put

additional fees on building permits they are assigning more costs to the unit that go to the end user so contradicting their affordable achievement.

Councilor Geary asked how valuation was determined by the builder?

Ms. Richards stated it is based off a table that is used around the state.

Councilor Geary asked what the input of that was?

Ms. Richards explained the permit process and trying to make an equal playing field with cost of value of a home.

Mayor Hill thanked those serving of this task force as it talks about hard discussion on a tough topic that affects the community.

4.b.

Floating Zone for Transitional Housing

Senior Planner Tom Schauer introduced the information topic. Shared this was information sharing presentation and looking for input on how to move forward with different options provided. This was not a public hearing and not advertised as such for public testimony, providing information on House Bill 4001 and providing information and implications on the floating zone. Went over the three elements of having a floating zone and those components are:

1. Amending the Zoning Ordinance
2. Approving the resolution for Request for Proposals
3. Approving resolution for Request for Proposals Review Committee

Displayed a map showing the eligible land they found to fit the floating zone. Described the goals and purposed of the floating zone helping address transitional housing needs in the community. Helps address needs in short-term while working on additional longer-terms solution for housing. The reason going towards this approach is addressing the short-term need and the lack of available sites in other zones. The pilot projects/floating zone provides the opportunity for a homeowner the additional option to be designation without having to rezone. Keeping the industrial base zoning in place. Stating the two stage process provides high degree of community oversight before zoning applied to the property and avoiding an emergency approach that waives standards. Readdressed the housing needs Ms. Richards previously discussed. Described the one clarification that came up while doing this process which was some people thought the floating zone was intended to enable the “Rivergate” project to move forward. Clarified these are independent projects that project could move forward with or without the floating zone, it did not require the floating zone. During the informational session with the community they covered it is the property owner’s choice to apply for the floating zone.

Went over the history of the action plan of the Affordable Housing Task Force for the floating zone project. Went over the options for Council Action on how to proceed:

1. Option 1 (outlined Page 4 of Staff Report) is working toward the direction/suggestion of the task force to look at broader eligibility area and conduct additional outreach and revising before placing item on a future Council agenda.
2. Option 2 (outlined Page 5 of Staff Report) is to take Planning Commission recommendation to place item on Council agenda and at that time option specified in zoning ordinance to adopt the proposal, adopting an amended for, not adopting, or calling for a public hearing and taking testimony at that time. If choosing this option could still call for a public hearing to continue to a later date to consider revisions recommended by Affordable Housing Task Force.

Main difference between both options is if Council would like to explore more options before bringing to Council. Update on House Bill 4001 has significant implications for local government. The key provision of the bill states “The governing body of a local government shall approve an application for the development or use of land for an emergency shelter on any lot or parcel, notwithstanding ORS [...] or any statewide plan or any rule of [LCDC] or any local land use regulation, zoning ordinance, regional framework plan, functional plan or comprehensive plan..., if the emergency shelter:

- Is operated by a non-profit, including a religious corporation or local government
- Includes facilities or space for residents sleeping and bathing

This states if a non-profit comes in and wants to develop an emergency shelter on any lot or parcel the local government shall approve that application notwithstanding any applicable land use regulations this could have implications on what it could mean for the floating zone. Went over the other major provisions:

- Section 2. General Provisions: Defines what an emergency shelter means, described the provision if someone applies and the application has to be approved and if something is built that doesn't comply with the regulations the structure/facility can't be used only could be used for emergency shelter.
- Section 3. Pre-emption of local regulations for shelter submitted by non-profit.
- Section 4. Section 3 can be repealed by July 1, 2021.
- Section 5. Amending currently ORS 446.265 to allow overnight parking of vehicles in parking lots for emergency/transitional housing.
- Section 7. Funding for certain types of shelter and providing a method for distributing the funds.

- Section 8. Repealing Section 7 by January 2, 2022.
- Section 10. Appropriating \$40 million to Oregon Housing Community Services.

Went over some of the considerations of implications might mean in regards to House Bill 4001 and how that would relate to the floating zone proposal which are:

- If House Bill 4001 becomes law, it would pre-empt local land use regulations for emergency shelter by non-profits until provision is repealed in 2021.
- Would include any pre-emption of floating zone provisions for any application for non-profit for an emergency shelter during effective period the floating zone provision would not have any barring as would any other land use regulation.
- Local land use regulations, including Floating Zone would still apply to any proposal submitted by any part other than non-profit
- If House Bill 4001 is non-compliant with land use regulations, can't be used for any use other than emergency shelter provides potential incentive for voluntary compliance.

Council President Menke asked what other areas would be considered for Option 1 as stated in Mr. Schauer's presentation.

Mr. Schauer thought it could expanded to include other industrial areas or potentially broader industrial commercial sites.

Councilor Drabkin shared some of the feedback she received on why the particular area and why not evaluate all land that was zoned similarly.

Councilor Stassens referenced section 2.5 Long-Term Use: "Does the development present an opportunity to return the site to permitted uses in the underlying zone should current emergency need for shelter and transitional housing pass and/or be accommodated elsewhere" asked how this would carry through to what they build on the land?

Mr. Schauer explained knowing that they don't have all the solutions and provide flexibility for this but also do not want to leave it open ended for potential impacts. Want to ensure there are standards in place and provide flexibility for proposals that come in. That condition in the request for proposal is a draft and can evaluate and change as questions come up.

Ms. Richards also indicated back in 2018 when first started talking with industrial property owners and stakeholders there were concern of not wanting to lose the industrial land supply or permanency from the City. Discussed this would be a property initiative and the owner would have

the decision on how the property would serve the interim need versus the long term industrial investment.

It was pointed out that Attorney Walt Gowell had a conflict in this matter as he represents one of the property owners.

Council President Menke restated her earlier statement about Portland's trial on developing tiny homes in a residential zone where people lived there for a year while they transitioned and then the tiny homes were moved to a different site and has been moved several times and has been successful. Feels this method leaves a very small imprint but a good opportunity to do something like that in McMinnville.

Ms. Richards mentioned there are ways to do something like that which are not so permanent improvements. Looking for direction from Council tonight on how to move forward with this project. The Planning Commission has gone through the public hearing process, did community and industrial engagement, and heard testimony from two participants both in support of the program.

Councilor Drabkin asked if all the work done to this point could be null in void depending on outcome of House Bill 4001 what would be the workload impact for her Department if consider the option of expanding or saying to move forward.

Ms. Richards stated in regards to House Bill 4001 this bill limits who can participate in the project and it would create two paths for the process one for non-profits only (per House Bill 4001) and the other for all others who fall under the request for proposal category. Regarding the workload the bulk of the work has been done. If pick the option to amend eligibility it would be a matter of noticing the public hearing and hosting it which is fairly easy.

Councilor Drabkin asked if pick option to expand the eligibility area would the project be kicked back to Planning Commission for approval?

Ms. Richards stated she would have to check with Legal Counsel but it also depends how big the eligibility area is expanded to want to get Council's thoughts before discussing this with Legal Counsel.

Council President Menke would like to move this forward with or without the additional expansion of the floating zone. Providing transitional housing for a period of a year would be nice to do.

Councilor Garvin asked if other cities that have done the floating zone have placed a hard date of how long homes could stay in the floating zone or is it up to the property owner?

Ms. Richards clarified that they are not aware of any other city in the state of Oregon doing a floating zone like this. Described how the City of Portland does their zones.

Mr. Schauer described how the ordinance currently reads to allow a property to request to remove the designation giving them more option.

Ms. Richards stated the proposer would need to provide what their long-term intent with their proposal and the review committee include industrial area stakeholders.

Council consensus to move forward with Option 1 as recommended by the Affordable Housing Task force, expanding the eligibility area specifically to industrial land within inside city limits.

6. CONSENT AGENDA
 - a. Consider the Minutes of the August 27, 2019 City Council Work Session and Regular City Council Meeting.

Councilor Geary MOVED to adopt the consent agenda as presented; SECONDED by Council President Menke. Motion PASSED unanimously 5-0.

5. ADVICE/ INFORMATION ITEMS

- 5.a. Reports from Councilors on Committee & Board Assignments

Councilor Garvin stated YCOM meeting is this coming Thursday the January meeting was cancelled and Airport Commission Meeting will meet next month.

Councilor Drabkin second meeting with Gospel Rescue Mission and other faith base leaders in community within another week or so.

Council President Menke has received positive response from Newberg on the Affordable Housing, housing coordinator. Had goal setting meeting with Visit McMinnville.

Councilor Geary stated Historic Landmark Committee has not met so no update same with the Landscape Review Committee. The McMinnville Community Media meeting is next month and the KOB TAC is still waiting for a joint meeting with School Board. The Mac Pac previously known as Enrichment Advisory Committee Group met last Thursday for their first meeting.

Councilor Stassens MURAC meeting was cancelled this month will provide update at next Council Meeting.

Mayor Hill the Mid-Willamette Transportation Advisory Committee met last Thursday went over the State Funding for Transportation and where the money would be utilized for 2020- 2022. Will be meeting tomorrow will with several stakeholders regarding the By-Pass. MW&L General Manager Dietz and he will be going to Washington DC to lobby for State Regional and MW&L related to energy.

5.b. Department Head Reports

Police Chief Scales provided an update on the radio system upgrade project has been going on very well. Initial testing has been fantastic and clarity of transmissions has improved significant. The Police Department and others will be taking part of the student safety summit scheduled for February 27, 2020.

Ms. Richards provided an update on the three-mile lane area planning process doing a lot of analysis on it since Oregon Department of Transportation has decided to do a new transportation model to understand how to address the transportation facilities on Hwy 18. With the additional time they are able to look at the area planning for land uses. The area plan is getting more refined from a land use perspective base on needs coming out of the needs analysis.

Ms. Cuellar got audit filing to the Secretary of State unfortunately there was a finding which will be presented to Council at next meeting on February 25, 2020. New Legislative requiring creating a plan of action on how to address the finding within 30 days. Auditor will be before Council on March 10, 2020.

Mr. Towery on Monday February 17, 2020 is presidents and city offices will be closed in recognition of the holiday. Sent out email canceling the February 19, 2020 Work Session as the Mid-Willamette Valley Council of Governments dinner is that same night. Thursday February 20, 2020 Visit McMinnville will have their annual award dinner.

7. RESOLUTION

- a. Consider **Resolution No. 2020-08:** A Resolution adopting the Affordable Housing Action Plan, 2020 – 2022.

Senior Planner Schauer this is the action plan that Ms. Richards went through in the earlier presentation and this would adopt the action plan for the Affordable Housing Task Force for the next few years.

Council President Menke MOVED to adopt Resolution No. 2020-08 a resolution adopting the Affordable Housing Action Plan, 2020 – 2022; SECONDED by Councilor Geary. Motion PASSED unanimously 5 - 0.

- 7.b. Consider **Resolution No. 2020-10**: A Resolution amending the composition of the Affordable Housing Task Force, and appointing members to the Task Force.

Senior Planner Schauer adds an ex-officio County representative with the roll up of adding the Homelessness Subcommittee back into the Affordable Housing Task Force this would appoint Lindsey Manfrin Yamhill County Health and Human Services Director and prior Chair of the subcommittee to the Task Force. The other recommended appointment is having Marcus Straw as the business representative being the President and CEO of Applied Physics Technologies.

Councilor Stassens MOVED to adopt Resolution No. 2020-10 a resolution amending the composition of the Affordable Housing Task Force, and appointing members to the Task Force; SECONDED by Council President Menke. Motion PASSED unanimously 5-0.

- 7.c. Consider **Resolution No. 2020-11**: A Resolution approving code compliance liens on properties to recover unpaid corrective action cost and civil penalty citations.

Code Enforcement Officer Miles Amendments to Chapter 2 and Chapter 8 passed back in August of 2019 they have a couple extra resources to help take of properties that have significant health and safety issues. Maintaining a 90% compliance rate but have a few properties that were unable to get voluntary compliance as outlined in Staff Report.

Councilor Geary MOVED to adopt Resolution No. 2020-11 a resolution approving code compliance liens on properties to recover unpaid corrective action cost and civil penalty citations; SECONDED by Council President Menke. Motion PASSED unanimously 5-0.

- 7.d. Consider **Resolution No. 2020-12**: A Resolution awarding the contract for the Lafayette CIPP Project, Project 2019-12.

Community Development Director Bisset referred everyone to Staff Report from Project Manager Roy Markee. Work is being done in advance of major overlay project on Lafayette-Avenue later this year. Had three bidders for this project work will be paid for out of the Wastewater fund.

Councilor Drabkin MOVED to adopt Resolution No. 2020-12 a resolution awarding the contract for the Lafayette CIPP Project, Project 2019-12.; SECONDED by Council President Menke. Motion PASSED unanimously 5-0.

8. ADJOURNMENT: Mayor Hill adjourned the City Council Meeting at 8:47 p.m.

Claudia Cisneros, City Recorder

DRAFT



City of McMinnville
Parks and Recreation
600 NE Evans Street
McMinnville, OR 97128
(503) 434-7310
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: October 19, 2020
TO: Mayor and City Councilors
FROM: Anne Lane, Manager
SUBJECT: Resolution No. 2020-61 Personal Services Agreement with Ballard*King & Associates, Ltd.
STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

OBJECTIVE/S: Strategically plan for short and long-term growth and development that will create enduring value for the community.

Report in Brief:

This is the consideration of Resolution No. 2020-61, to amend the existing personal services agreement with Ballard*King & Associates, Ltd. to continue the current work on the Library and Recreation Master Plan and Feasibility Study Project.

Background:

To date, the City Council has discussed and given staff direction to:

- Study replacing the aging Community Center and Aquatic Center with one joint facility (Phase I).
- Include the Library and other aging facilities, particularly City Hall and Fire Administration, in the study.
- Under the umbrella of Mac-Town 2032, recruit an advisory committee to give feedback throughout the next phase of the study.
- Pursue the next phase of the study (Phase II).

The Parks & Recreation Department and Library partnered to form the Enrichment Services Advisory Committee (now known as MacPac) to assist in developing enrichment services and facilities for the City of McMinnville.

The committee has reviewed the [Phase 1 Final Report](#) of the Facilities & Recreation Master Plan & Feasibility Study from Ballard*King and the Mac-Town 2032 report as part of their engagement with Parks & Recreation and Library staff in bringing forward community-driven programming and services. The committee has been engaging with City staff regarding future recreation facilities and library as they relate to programming, services, and community interest. In addition, the MacPac has developed a Diversity, Equity and Inclusion lens for their future work.

Now is the time to bring architectural, design and planning expertise into the project and staff has negotiated an amendment to the original contract and recommends approval to keep this project moving. Phase II of the Facilities & Recreation Master Plan & Feasibility Study will expand on the work conducted by MacPac and City staff to include;

- an examination of potential sites for a recreation facility,
- planning for future library services and spaces,
- continued engagement with MacPac; and
- illustrations of possible future municipal facilities.

Discussion:

The consultant team from Ballard*King & Associates and Opsis Architecture will continue to lead this work and has brought on an additional architect with expertise in libraries.

Attachments:

Resolution No. 2020-61

Fiscal Impact:

This planning project was funded through the FY 20-21 budget process. To date this fiscal year there has been one administratively approved bridge contract for \$25,000.00. At this time we are requesting authorization to enter into a second bridge contract for \$50,000.00. This action requires Council approval as the dollar amount for the overall consultant work done to date puts us over the dollar amount to be able to administratively sign the second bridge. This total amount is broken down and can be tracked as follows:

\$ 74,650.00 Original contract amount for Phase I Report (FY 19-20)

\$ 25,000.00 Bridge contract 1 (FY 20-21)

\$ 50,000.00 Bridge contract 2 (FY 20-21)

\$149,650.00 Spent so far on this project over the past 2 years

\$150,204.00 Remaining for project (FY 20-21)

Recommendation:

It is recommended that the Council move to approve Resolution No. 2020-61 to amend the personal services agreement with Ballard*King & Associates, Ltd.

RESOLUTION NO. 2020 – 61

A Resolution of the City of McMinnville Authorizing the City Manager to Execute a Second Amendment to the Personal Services Agreement with Ballard*King & Associates, Ltd. to continue the Facilities and Recreation Master Plan and Feasibility Study Project.

RECITALS:

WHEREAS, the City of McMinnville (“City”) undertook a competitive procurement process pursuant to OAR 137-048-0210 (“Procurement”) to obtain professional services for the Facilities and Recreation Master Plan and Feasibility Study Project (“Project”); and

WHEREAS, Ballard*King & Associates, Ltd. was the successful proposer (“Consultant”) and entered into a Personal Services Agreement (“Agreement”) with the City on August 1, 2019; and

WHEREAS, the Procurement contemplated a potential Phase II of the Project wherein the City could elect to have the Consultant perform concept planning for certain new or expanded facilities/amenities; and

WHEREAS, the City and the Consultant entered into a First Amendment to Personal Services Agreement on September 21, 2020 to finalize the Recreation/Aquatic Center program with MacPac and other related tasks; and

WHEREAS, the City desires to further amend the Agreement for Consultant to continue this second phase of the Project.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMINNVILLE, OREGON as follows:

1. The City of McMinnville incorporates the above-stated findings as if fully set forth herein.
2. The City of McMinnville, acting as the Local Contract Review Board, authorizes the Manager to enter into and execute, on behalf of the City of McMinnville, a Second Amendment to the Personal Services Agreement with Ballard*King & Associates, Ltd. for a stated value of \$50,000, in substantially similar form as attached hereto as **Exhibit 1**.
3. This Resolution takes effect immediately upon passage.

Adopted by the Common Council of the City of McMinnville at a meeting held the 27th day of October 2020 by the following votes:

Ayes: _____

Nays: _____

Abstain: _____

Approved this 27th day of October 2020.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBIT:

1. Second Amendment to Personal Services Agreement with Ballard*King & Associates, Ltd.

**CITY OF MCMINNVILLE
SECOND AMENDMENT TO PERSONAL SERVICES AGREEMENT**

Facilities & Recreation Master Plan & Feasibility Study Project

This Second Amendment to Personal Services Agreement (“Second Amendment”) is effective the ____ day of _____ 2020 (“Effective Date”), by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (“City”), and **Ballard*King & Associates, Ltd.**, a Colorado corporation (“Consultant”), upon the terms and conditions set forth below.

RECITALS

WHEREAS, the City entered into a Personal Services Agreement (“Agreement”) with Consultant on August 1, 2019 relating to the Facilities & Recreation Master Plan & Feasibility Study Project (“Project”); and

WHEREAS, the City entered into a First Amendment to a Personal Services Agreement (“First Amendment”) on September 21, 2020; and

WHEREAS, the City requires additional services which Consultant is capable of providing, under terms and conditions hereinafter described (“Second Amendment Additional Services”); and

WHEREAS, Consultant represents that Consultant is qualified to perform the Second Amendment Additional Services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Consultant is prepared to provide such Second Amendment Additional Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

The Agreement is amended as follows:

Section 1. Additional Services To Be Provided

Consultant will perform the Second Amendment Additional Services more particularly described in **Exhibit A**, attached hereto and incorporated by reference herein, for the Project pursuant to all original terms of the Agreement, except as modified herein.

Section 2. Time for Completion of Additional Services

The Second Amendment Additional Services provided by Consultant pursuant to this Second Amendment shall be completed by no later than July 31, 2021.

Section 3. Compensation

The City agrees to pay Consultant on a time and materials basis, guaranteed not to exceed FIFTY THOUSAND DOLLARS (\$50,000) for performance of the Second Amendment Additional Services (“Second Amendment Compensation Amount”).

Section 4. All Other Terms

All of the other terms and conditions of the Agreement and the First Amendment shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Agreement and the First Amendment shall apply to this Second Amendment.

The Consultant and the City hereby agree to all provisions of this Second Amendment.

CONSULTANT:

BALLARD*KING & ASSOCIATES, LTD.

By: _____

Print Name: _____

As Its: _____

Employer I.D. No. _____

CITY:

CITY OF MCMINNVILLE

By: _____

Print Name: _____

As Its: _____

APPROVED AS TO FORM:

Amanda R. Guile-Hinman, City Attorney
City of McMinnville, Oregon

Exhibit A

McMinnville Site Selection – October/November Tasks

10/6/2020

Anticipated Tasks:

- Program Summary for RAC (done)
 - Draw up the program graphically (blocks representing area sf) and include parking requirement
- Program Summary for City Hall (done)
 - Draw up the program graphically and include parking requirement
- Program Summary for Fire Admin (done)
 - Draw up the program graphically and include parking requirement
- Program Summary for Library (in process)
 - Confirmation on the demographic service area (Susan/Jenny) and refinement of the program expansion.
 - Refine and draw up the program graphically and include parking requirement.

- Cost Summaries for:
 - Senior Center concept
 - Library program (will vary depending on new vs renovation and specific layout)
 - City Hall program (will vary depending on new vs renovation and specific layout, if in the library)
 - Fire Admin program (will vary depending on new vs renovation and specific layout, if in the library)

- Quick test fit for City Park site based on the above park/rec scenario
 - Graphic program representation of RAC program for test fit (will use this for Linfield as well).
 - Understand parking requirement- will help with Linfield site as well.

- Library concept scenarios on City Park site
 - Renovation /expansion options
 - Free standing option

- City Hall and Fire Admin program layouts within the Library Building

- Senior Center concept (finalized)
 - Review site plan and concept plan
 - Draw up concept plan / massing
 - Preferred site plan

- Meeting attendance at November MacPac.
- Coordination meetings as necessary.
- Other – consider Ray’s inclusion on the library subcommittee