



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

**City Council Meeting Agenda
Tuesday, November 10, 2020
5:30 p.m. – Work Session
7:00 p.m. – Regular Council Meeting**

*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*

CITY COUNCIL WORK SESSION & REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/98610984013?pwd=K3pRM0s2SkRvcExJQ25mRGN6WDQ3Zz09>

Zoom ID: 986-1098-4013

Zoom Password: 262285

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

ID: 986-1098-4013

5:30 PM – COUNCIL WORK SESSION – VIA ZOOM & COUNCIL CHAMBERS

1. CALL TO ORDER
2. URBAN GROWTH BOUNDARY (UGB) REMAND UPDATE
3. ADJOURNMENT

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

1. CALL TO ORDER & ROLL CALL
2. PROCLAMATIONS
 - a. Small Business Saturday Proclamation
 - b. Climate Change & Climate Action 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. ADVICE/ INFORMATION ITEMS
 - a. Reports from Councilors on Committee & Board Assignments
 - b. Department Head Reports
 - c. September 2020 Cash and Investment Report (in packet)

5. CONSENT AGENDA
 - a. Consider request from Old Wagon Road Vineyards, LLC located at 645 NE 3rd St Suite 1 for an OLCC Winery 2nd Location Liquor License.
 - b. Consider request from Nayarit, Inc. located at 1310 NE Baker St for an OLCC Full On-Premises Commercial Liquor License.

6. RESOLUTION
 - a. Consider **Resolution No. 2020-65**: A Resolution appointing Debbie Harmon Ferry and Meredith Maxfield as representatives of the City of McMinnville Budget Committee.

7. ADJOURNMENT



PROCLAMATION

Whereas, the government of McMinnville, Oregon celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, they represent 99.7% of all firms with paid employees in the United States, are responsible for 64.9% of net new jobs created from 2000 to 2018; and

Whereas, small businesses employ 47.3% of the employees in the private sector in the United States, 62% of U.S. small businesses reported that they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business, 65% of U.S. small business owners said it would be most helpful to their business to have their “regulars” return and start making purchases again, and three-quarters of U.S. consumers are currently looking for ways to Shop Small® and support their community; and

Whereas, 96% of consumers who shopped on Small Business Saturday® agree that shopping at small, independently-owned businesses supports their commitment to making purchases that have a positive social, economic, and environmental impact and 97% of consumers who shopped on Small Business Saturday agree that small businesses are essential to their community; and

Whereas, 95% of consumers who shopped on Small Business Saturday reported the day makes them want to shop or eat at small, independently-owned businesses all year long, not just during the holiday season; and

Whereas, McMinnville, Oregon supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, therefore, I, Scott A. Hill, Mayor of the City of McMinnville, Oregon, do hereby proclaim, November 28, 2020, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 10th day of November, 2020.



PROCLAMATION

WHEREAS, the global climate crisis is real, human caused, and presents an unprecedented existential threat to humans and all other living beings on this planet; and

WHEREAS, according to the Intergovernmental Panel on Climate Change we have until 2030 to dramatically reduce our greenhouse gas emissions and take actions to begin to draw carbon out of the atmosphere; and

WHEREAS, the residents of McMinnville have expressed their concerns around climate change and have called on the city to take action;

WHEREAS, the youngest members of our community are those who will bear the greatest burdens of inaction and are the ones among us who also exhibit the clearest vision of the urgent need for a rapid global response to climate change; and

WHEREAS, the global call for climate strike was an opportunity for all community members of McMinnville to show their support for such action; and

WHEREAS, the City fully supports the youth taking action in their participation in global climate strikes; and

WHEREAS, the City fully supports the youth and their collaboration with the City of McMinnville to take action as a community to combat the climate crisis through the City's Planning and Development process and other initiatives; and

WHEREAS, and, furthermore, we encourage business owners and residents to join in climate action and in other means of expressing support for this global movement.

NOW, THEREFORE, I, Scott A. Hill, Mayor of the City of McMinnville, do hereby offer this Proclamation of Recognition for Prioritizing:

CLIMATE CHANGE & CLIMATE ACTION

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 10 day of November, 2020.

Scott A. Hill, Mayor

From: [Michael Wells](#)
To: [Claudia Cisneros](#)
Subject: Request for City Council
Date: Saturday, October 31, 2020 5:07:34 PM

This message originated outside of the City of McMinnville.

Is this the best place to submit public comment/requests for the city council?

I just read that fuel leaf blowers are FAR more damaging for the environment than a car. Operating one for 1 hour is the equivalent of running a car for 8 hours!

(<https://www.dec.ny.gov/chemical/109428.html>)

There is a service just outside my apartment that uses leaf blowers. Can I request that fuel leaf blowers be banned in the city? Electric blowers are far better (and often quieter as a bonus).

Thank you!

Michael Wells



ELECTED ESSENTIALS WORKSHOPS

New to city government? Need a refresher on government fundamentals?

Plan now to attend one of six FREE virtual trainings.

Topics covered include:

- Council Responsibilities
- Ethics
- Public Meetings
- Public Records
- Legal Powers & Impediments Affecting Elected Officials

The workshops will include live Q&A time with speakers following each topic.

There will be six virtual Elected Essential Trainings this year. We have allocated two regions to each date to help spread out the number of attendees at each training. If that date assigned to your region does not work in your schedule, please feel free to sign up for the date that works best for you. The map of LOC Regions can be found on the [LOC website](#).

Workshop Dates:

December 1 – Regions 1 & 5
 December 2 – Regions 6 & 7
 December 3 – Regions 3 & 4

December 11 – Regions 2 & 8
 December 14 – Regions 9 & 10
 December 15 – Regions 11 & 12

All workshops are 8:30 a.m. - 3:30 p.m.

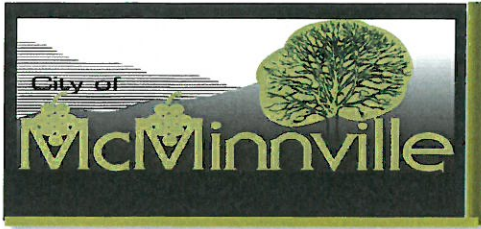
REGISTER NOW! – www.orcities.org

For questions, please contact the LOC at loc@orcities.org or (503) 588-6550.

CITY OF MCMINNVILLE - CASH AND INVESTMENT BY FUND
September 2020

FUND #	FUND NAME	GENERAL OPERATING		TOTAL
		CASH IN BANK	INVESTMENT	
01	General	\$1,578,103.24	\$265,236.80	\$1,843,340.04
05	Special Assessment	\$845.75	\$258,618.82	\$259,464.57
07	Transient Lodging Tax	\$396.94	(\$7,000.00)	(\$6,603.06)
10	Telecommunications	\$907.21	\$1,030.00	\$1,937.21
15	Emergency Communications	\$499.37	\$12,094.81	\$12,594.18
20	Street (State Tax)	\$553.43	\$1,499,943.51	\$1,500,496.94
25	Airport Maintenance	\$233.11	\$621,749.03	\$621,982.14
45	Transportation	\$157.46	\$4,365,677.31	\$4,365,834.77
50	Park Development	\$126.06	\$1,567,441.49	\$1,567,567.55
58	Urban Renewal	\$717.99	\$203,050.96	\$203,768.95
59	Urban Renewal Debt Service	\$487.35	\$107,305.51	\$107,792.86
60	Debt Service	\$120.58	\$268,389.47	\$268,510.05
70	Building	\$681.77	\$1,530,264.68	\$1,530,946.45
75	Wastewater Services	\$803.74	\$2,273,417.24	\$2,274,220.98
77	Wastewater Capital	\$539.74	\$33,835,103.65	\$33,835,643.39
80	Information Systems & Services	\$83.22	\$207,070.15	\$207,153.37
85	Insurance Reserve	\$279.44	\$1,211,290.54	\$1,211,569.98
CITY TOTALS		1,585,536.40	48,220,683.97	49,806,220.37

MATURITY DATE	INSTITUTION	TYPE OF INVESTMENT	INTEREST	CASH VALUE
			RATE	
N/A	Key Bank of Oregon	Checking & Repurchase Sweep Account	0.20%	\$ 1,585,536.40
N/A	Key Bank of Oregon	Money Market Savings Account	0.01%	\$ 1,035,414.12
N/A	State of Oregon	Local Government Investment Pool (LGIP)	1.00%	\$ 44,390,729.11
N/A	State of Oregon	Park Improvement Bonds (LGIP)	1.00%	\$ -
N/A	State of Oregon	Transportation Bond (LGIP)	1.00%	\$ 1,759,613.24
N/A	State of Oregon	Urban Renewal Loan Proceeds (LGIP)	1.00%	\$ 253,420.50
N/A	MassMutual Financial Group	Group Annuity	3.00%	\$ 781,507.00
				<u>\$ 49,806,220.37</u>
				\$ -



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

Business name/individual: Old Wagon Road Vineyards, LLC
Business Location Address: 645 NE 3rd St Suite 1

Liquor License Type: Winery 2nd Location
Is the business at this location currently licensed by OLCC: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
If yes, what is the name of the existing business?: N/A

Days of operation: Sunday and Wednesday	Hours of operation: 11 am to 7 pm
Days of operation: Thursday to Friday	Hours of operation: 11 am to 8 pm
Days of operation: Saturday	Hours of operation: 11 am to 9 pm
Entertainment: N/A Hours of music: N/A	

Seating count inside: 26 Seating count outside: 20
Seating count total: 46

Exemption: N/A

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

Chief of Police/Designee

City Manager/Designee



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

Business name/individual: Nayarit, Inc.
Business Location Address: 1310 NE Baker St

Liquor License Type: Full On-Premises, Commercial
Is the business at this location currently licensed by OLCC: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
If yes, what is the name of the existing business?: N/A

Days of operation: Sunday to Thursday Hours of operation: 11 am to 9 pm
Days of operation: Friday to Saturday Hours of operation: 11 am to 10 pm
Entertainment: Live Music, Dancing, Video Lottery Machines Hours of music: Saturday 7 pm to 10 pm

Seating count inside: 120 Seating count outside: 16
Seating count total: 142 with 6 more for video lottery

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 OF MCMINNVILLE
FINANCE DEPARTMENT
230 NE SECOND STREET
MCMINNVILLE, OR 97128
503-434-7301

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: November 10, 2020
TO: Mayor and City Councilors
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Resolution No. 2020-65: Appointments for vacant positions on the City's Budget Committee.



CIVIC LEADERSHIP

Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement

Background:

ORS 294.414(1) requires a local government to establish a budget committee for purposes of acting as the local government's fiscal planning advisory committee. The committee is comprised of the elected members of the governing body and an equal number of electors of the municipal corporation (i.e., qualified voters). The governing body appoints electors to the budget committee for three year terms.

There are currently two vacancies on the City's Budget Committee. The vacancies were advertised on the City website. We received nine applications for the vacant positions.

Nine interviews were scheduled with all applicants – Lisa Pool, Cale Hughes, Debbie Harmon Ferry, John Mead, Kellie Peterson, Lisa McCracken, Maged Abo-Hebeish, Virginia Long and Meredith Maxfield. Interviews took place on Friday October 9, 2020, with a second round on October 16 and 20, 2020 with members of the Audit Committee (Mayor Hill and Council President Menke).

Mayor Hill and Council President Menke recommend the new appointments of Debbie Harmon Ferry and Meredith Maxfield to a 3-year term.

Recommendation:

The Audit Committee recommends that City Council appoint the candidates noted above.

Attachments:

1. Interview Schedule
2. Resolution 2020-65
3. Committee Applications (redacted)

City of McMinnville
Budget Committee Interview Schedule
Kent Taylor Civic Hall

Friday October 9, 2020

11:00 – 11:20 a.m.: Lisa Pool – Ward 2

11:30 – 11:50 a.m.: Cale Hughes – Ward 1

12:00 – 12:20 p.m.: Debbie Harmon Ferry – Ward 2

12:30 – 12:50 p.m.: John Mead – Ward 3

1:00 – 1:20 p.m.: Kellie Peterson – Ward 2

1:30 – 1:50 p.m.: Lisa McCracken – Ward 1

2:00 – 2:30 p.m.: BREAK (Jeff & Mayor to go to MEDP Award Delivery)

~~2:30 – 2:50 p.m.:~~ **BREAK**

3:00 – 3:20 p.m.: Maged Abo-Hebeish – not in city limits

3:30 – 3:50 p.m.: Virginia Long – Ward 2

4:00 – 4:20 p.m.: Meredith Maxfield – Ward 1

4:30 – 5:00 p.m.: **DELIBERATIONS**

RESOLUTION NO. 2020-65

A Resolution appointing Debbie Harmon Ferry and Meredith Maxfield as representatives of the City of McMinnville Budget Committee.

RECITALS:

WHEREAS, ORS 294.414(1) requires a local government to establish a budget committee for purposes of acting as the local government’s fiscal planning advisory committee; and

WHEREAS, The Budget Committee is comprised of the elected governing body and an equal number of volunteer electors who are appointed by the governing body for three year terms; and

WHEREAS, There are currently two vacancies on the City of McMinnville Budget Committee. Nine candidates applied for the vacant positions; and

WHEREAS, The City has advertised the vacancies in the local newspaper and posted the advertisement on the City’s website.

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

- 1. The City Council appoints the following volunteers to the Budget Committee:

BUDGET COMMITTEE
(3-year term)

Debbie Harmon Ferry
Meredith Maxfield

- 2. This Resolution and these appointments will take effect immediately.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 10th day of November, 2020 by the following votes:

Ayes: _____

Nays: _____

Abstain: _____

Approved this 10th day of November 2020.

MAYOR

Approved as to form:

Attest:

City Attorney
Resolution No. 2020-65
Effective Date: November 10, 2020
Page 1 of 1

City Recorder



APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Debbie Harmon Ferry Home Phone: [REDACTED]
Address: [REDACTED] Cell Phone: [REDACTED]
McMinnville, OR 97128 Work Phone: [REDACTED]
Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

<input type="checkbox"/> Advisory Board	<input type="checkbox"/> Landscape Review Committee
<input type="checkbox"/> Airport Commission	<input type="checkbox"/> McMinnville Affordable Housing Task Force
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC)
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Citizens' Advisory Committee	
<input type="checkbox"/> Historic Landmark Committee	

Ward in which you reside (if applicable): 2

How many years have you lived in McMinnville? 47

Educational and occupational background: I graduated from McMinnville High School in 1986.

After one year at Whitworth in Spokane, I transferred to Linfield College.

I majored in political science and theatre and graduated from Linfield in 1990.

Why are you interested in serving? I am passionate about the City of McMinnville.

I have have been involved in various community service opportunities around town,

including the PTA at our children's schools, United Way, Gallery Theater, Kids

on the Block, and the McMinnville Downtown Association. I am now at a place in my

life that I am eager to become more involved in City government.

Date Sept. 25, 2020

Signed [REDACTED]

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128



APPLICATION FOR SERVICE ON BOARD OR COMMISSION

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Meredith Maxfield

Home Phone: N/A

Address: [REDACTED]

Cell Phone: [REDACTED]

McMinnville, OR 97128

Work Phone: N/A

Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

- Advisory Board
- Airport Commission
- Board of Appeals
- Budget Committee
- Citizens' Advisory Committee
- Historic Landmark Committee
- Landscape Review Committee
- McMinnville Affordable Housing Task Force
- McMinnville Urban Renewal Advisory Committee (MURAC)
- Planning Commission

Ward in which you reside (if applicable): 1

How many years have you lived in McMinnville? 3

Educational and occupational background: I have a B.A. in History with a minor in Business Management from Brigham Young University. I did accounting and historical research at a genealogical research firm for two years after college. I was an office manager for a mortgage company for a year. I have been the secretary of a local youth group for the past three years and in charge of the budget.

Why are you interested in serving? My family is excited to be putting down roots in McMinnville and really becoming invested in the community. I am the co-chair of the MacPac committee, working on a proposal for the new community center. I am also the treasurer for the Columbus PTA. I am always looking for opportunities to volunteer and the Budget Committee seems like a good fit. I am excited to ~~participate~~ understand our city better through the numbers.

Date 8/27/20

Signed [REDACTED]

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128