

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

**City Council Meeting Agenda  
Tuesday, April 11, 2017**

**6:00 p.m. – Dinner Meeting  
7:00 p.m. – Regular Council Meeting**

*Welcome! All persons addressing the Council will please use the table at the front of the Council Chambers. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item. If you wish to address Council on any item not on the agenda, you may respond as the Mayor calls for "Invitation to Citizens for Public Comment."*

**6:00 PM – DINNER MEETING – CONFERENCE ROOM**

1. CALL TO ORDER
2. REVIEW CITY COUNCIL AGENDA
3. ADJOURNMENT

**7:00 PM – REGULAR COUNCIL MEETING – COUNCIL CHAMBERS**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
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 topic already on the agenda; 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 the duration of these comments.*
4. CONSENT AGENDA
  - a. Consider the Minutes of the February 28<sup>th</sup> Dinner and Regular Meeting.
5. RESOLUTIONS
  - a. **Resolution No. 2017-27**: A Resolution appointing \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as representatives of the City of McMinnville Budget Committee.
  - b. **Resolution No. 2017-28**: A Resolution adopting a policy for the City of McMinnville Community Contributions Program.
6. ADVICE/ INFORMATION ITEMS
  - a. Reports from Councilors on Committee & Board Assignments
  - b. Department Head Reports
7. ADJOURNMENT

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. For TTY services, please dial 711.



**City of McMinnville**  
230 NE Second Street  
McMinnville, OR 97128  
(503) 435-5702

[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

## Agenda Item Summary

**DATE:** April 11, 2017  
**TO:** Jeff Towery, City Manager  
**FROM:** Melissa Grace, City Recorder/ Legal Assistant  
**SUBJECT:** Consent Agenda

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There is one item on the Consent Agenda:

- a. Consider the Minutes of the February 28<sup>th</sup> Dinner and Regular Meeting.

Please refer to attached minutes.

CITY OF McMINNVILLE  
MINUTES OF DINNER MEETING of the McMinnville City Council  
Held at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Tuesday, February 28, 2017, at 6:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absences</u>
	Adam Garvin	Remy Drabkin
	Kellie Menke	Kevin Jeffries
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Planning Director Heather Richards, and Visit McMinnville Executive Director Jeff Knapp.

DINNER MEETING: Mayor Hill called the Dinner Meeting to order at 6:24 p.m. and welcomed all in attendance.

Mayor Hill asked for a volunteer to lead the Pledge of Allegiance and Councilor Ruden volunteered.

Mayor Hill reviewed the agenda for the evening.

VISIT MCMINNVILLE PRESENTATION: Visit McMinnville's Executive Director Knapp shared that Visit McMinnville has a new Certified Public Accountant (CPA). He provided a brief update of the financial status and goals of Visit McMinnville.

INTERVIEWS FOR TWO VACANCIES ON THE PLANNING COMMISSION: Planning Director Richards stated that two commissioners terms have expired. One in Ward 2 and one at-large. The vacancies were advertised and four applications were received for the Ward 2 position and five applications were received for the at-large position.

Planning Director Richards mentioned that Nanette Pirisky submitted her resignation from the Planning Commission. Ms. Pirisky represented Ward 3. Staff will be advertising for the vacant position.

RESOLUTION NO. 2017-17: Fire Chief Leipfert stated that the Council has already authorized the expenditure of funds for the purchase of a used refurbished rural fire apparatus through an Intergovernmental Agreement (IGA) entered into on October 25, 2016. He explained that the

IGA allowed for the transfer of \$140,000 from the McMinnville Rural Fire Protection District to the City for the purchase.

The following items were briefly discussed:

- Mayor Hill stated that there will be a presentation on the Citizen Survey on March 14<sup>th</sup> at 4 p.m.
- Councilor Stassens stated that a large docket of the material the Planning Commission sees is quasi-judicial; therefore, it is important to look for a candidate has clear, logical thought process.
- Mayor Hill shared a draft of the proposed Community Contributions Program that will align giving to nonprofits with the goals of the Council.
- City Attorney Koch reminded Council that if they are approached regarding a land use matter, they should direct the citizen to a staff member or ask them to wait to make a comment at a public hearing.

ADJOURNMENT: Mayor Hill adjourned the Dinner Meeting at 6:55 p.m.

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Melissa Grace, Recording Secretary

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

Tuesday, February 28, 2017, at 7:00 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, Recording Secretary

Councilors: Present                      Excused Absence  
Remy Drabkin                      Kevin Jeffries  
Adam Garvin  
Kellie Menke  
Alan Ruden  
Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Planning Director Heather Richards, Police Captain Dennis Marks, Visit McMinnville Executive Director Jeff Knapp and McMinnville Downtown Association Executive Director Rebecca Quandt.

AGENDA ITEM

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

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

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

There were no comments.

1. PRESENTATIONS

1.a. Presentation by Henderson House for commissioned artwork to City Council.

Henderson House Board Member Beverly Knutz, Executive Director Savenia Falquist, Chair Eric Wright and Board Member Nola Kunze explained the services that the Henderson House provides which includes helping families in crisis and providing domestic and sexual violence advocacy in the community. They thanked the Council for their support over the years and presented Council with a piece of art to show their appreciation.

Council thanked the representatives from Henderson House for their work.

1.b. Review of McMinnville Downtown Association's Annual Financial Statement.

Executive Director Rebecca Quandt reminded Council that the McMinnville Downtown Association (MDA) works to promote and enhance the City's historic downtown as the economic, social and cultural heart of the community. She stated that as per national standards, a four prong approach is followed which includes the following elements: design, organization, promotions, and economic vitality.

Ms. Quandt displayed an overlay map reflecting the Urban Renewal Area, Economic Improvement Districts, and Downtown Historic District. She shared that the Downtown Economic Improvement District was created by the City Council in 1986 and renewed for another three years in 2016. Ms. Quandt noted that McMinnville has the longest standing Economic Improvement District in Oregon.

Ms. Quandt stated that the MDA is charged with the following per ordinance:

- promotion of economic improvement by planning or management of development and improvement activities;
- landscaping and other maintenance of public areas;
- promotion of commercial activity or public events;
- activities in support of business recruitment and development; and
- improvements in parking systems and parking enforcement.

Ms. Quandt then reviewed several economic benchmarks for 2016 including:

- a net gain of five new businesses in the district;
- a net gain of 32 employees;
- an estimated \$3.7 million invested in downtown improvement projects; and
- more than 2,632 volunteer hours (more than any other Main Street community in Oregon).

Ms. Quandt continued by reviewing recent accomplishments. She stated that per the articles of incorporation, the MDA is required to provide the City with two copies of their annual review. She shared that the MDA holds a strong financial position with \$76,000 in current assets, the Cozine House is owned free and clear of liens and they are working on building up reserves in preparation for repairs and an ADA access ramp at the Cozine House.

Ms. Quandt reviewed the MDA's sources of revenue and how they allocate their resources. She finished the presentation by discussing future efforts and goals including:

- wayfinding around the downtown and throughout the rest of the City;
- a parking task force;
- grant writing;
- historic preservation;
- an internship program that continues to strengthen the bond with Linfield; and
- the Park Patrol Program.

Mayor Hill expressed his thanks for their work and noted the importance of the service that the MDA provides.

1.c. Visit McMinnville: Update on Business Plan, Budget, and Visitor Survey

Executive Director Jeff Knapp provided Council with an update of the Board and Staff. He reminded Council that Visit McMinnville is an innovative marketing organization dedicated to enhancing McMinnville's

economy by attracting as many visitors as possible to the City, and once they're here, ensuring those visitors spend as much money as possible with local businesses. He summarized the measures of success that Visit McMinnville looks at which include:

- Transient Lodging Tax Collections;
- Citywide Lodging Occupancy;
- website traffic to Visit McMinnville.com; and
- referral traffic from VisitMcMinnville.com to stakeholder websites.

Mr. Knapp shared that there was a 9.1% increase on Transient Lodging Tax Collections from the previous year for the fourth quarter. He then shared the successes from the fourth quarter and discussed future opportunities with shoulder seasons. Mr. Knapp also reviewed visitor survey data collected and provided Council with the report.

Mr. Knapp played a short commercial promoting tourism in McMinnville.

He then discussed the current projects Visit McMinnville is working on which include:

- strategic planning and visioning;
- a budget and marketing plan for FY 18;
- solar eclipse promotion;
- website database revamp and filtering option creation;
- Wine Country Bridal Resources;
- Cycling Resource building for Summer travelers;
- working with the McMinnville Community Wayfinding Committee; and
- Comcast Winter Ad for TV & streaming.

Discussion ensued regarding the demographic profiles that were targeted in the commercial (family travel, young foodies, girl's weekends, and luxury travel). Survey participation was also discussed.

Council thanked Mr. Knapp for the work Visit McMinnville is doing and for the great report.

2. CONSENT AGENDA

- 2.a. **Resolution No. 2017-15:** A Resolution approving the KeyBank Business/Public Entity Depository Certificate Resolution and authorizing its signing by the Finance Director.

Councilor Stassens MOVED to approve the consent agenda as presented. SECONDED by Councilor Ruden. Motion PASSED unanimously.

3. NEW BUSINES

3.a. Interviews for two vacancies on the Planning Commission.

Councilor Drabkin recused herself from the interviews and at-large vote for Planning Commission representative due to a potential conflict. She stepped away from the dais.

Mayor Hill stated that the City received five applications for the at-large position: Brad Bassitt, Erin Butler, Charles Hillestad, Kyle Lake, and Aaron Williams. The City received four applications for the Ward 2 position: Janelle Carey, Susan Dirks, Roger Lizut, and Jack Morgan.

Mayor Hill explained that the Planning Commission is a nine-member City Council-appointed body, which takes action and makes recommendations to the City Council on a variety of current and long-range land use matters. He noted that there are two types of membership on the commission: ward representatives (two from each ward) and at-large representatives (three in total). Mayor Hill shared that members serve four year terms. He stated that per the McMinnville City Code, the common council shall strive to appoint members who represent at cross-section of the citizens of McMinnville, and who will provide the planning commission with expertise in the area of planning, who possess broad areas of interest, and general concern with the planning process which is required for the function of the body.

The Mayor shared that the Council has initiated a new process where both new applicants and incumbents will be interviewed.

He stated that there are two current vacancies; one for Ward 2 representative and one for the at-large representative.

Four applicants were interviewed for the at-large position: Brad Bassitt, Erin Butler, Charles Hillestad, Kyle Lake. Each candidate was given five minutes for their interview.

Councilor Drabkin returned to the dais for the Ward 2 position interviews. Four applicants were interviewed for the Ward 2 position: Janelle Carey, Susan Dirks, Roger Lizut, and Jack Morgan. Each candidate was given five minutes for their interview.

All candidates were asked the following questions:

1. What are those qualities that you value most about the McMinnville community?

2. McMinnville prides itself on being a mid-sized Oregon city with a small town feel. When do you see as the top three land use concerns that face McMinnville now and in the future?
3. To follow up on the previous question, what skills or experiences would you bring to the commission that would be helpful in addressing those possible future concerns?
4. There may be times when, as a planning commissioner, you have land use criteria that legally point you toward one decision, and a hearing room full of concerned citizens that point you in the opposite direction. How would you manage that situation to reach a recommendation or decision?
5. Lastly, why should we appoint you to the Planning Commission at this time?

Mayor Hill thanked the candidates for their thoughtful, prepared comments.

**Councilor Drabkin did not participate in the discussion regarding at-large candidates.**

Discussion ensued regarding each of the candidates' qualifications. The Council discussed the importance of using a logical thought process and the quasi-judicial role of the Planning Commission was highlighted.

The Councilors discussed Mr. Hillestad's thorough and good service on the Planning Commission.

Councilor Stassens MOVED to move Erin Butler forward onto the Resolution; SECONDED by Councilor Menke. Motion PASSED 4-0. Councilor Drabkin abstained from the vote.

Mayor Hill thanked Mr. Hillestad for his service and thanked the applicants for their interviews.

**Councilor Drabkin returned to the discussion on the candidates for the Ward 2 Representative.**

Councilor Stassens acknowledged Mr. Morgan for his years of dedicated service on the Planning Commission and impeccable attendance.

Discussion continued regarding each of the candidates' qualifications and keeping the emotional aspect out of the decision making process.

Councilor Ruden MOVED to move Susan Dirks forward onto the Resolution; SECONDED by Councilor Stassens. Motion PASSED unanimously.

4. RESOLUTIONS

- 4.a. **Resolution No. 2017-16**: A Resolution appointing Erin Butler as the At-Large Representative and Susan Dirks as Ward 2 Representative to the Planning Commission.

Councilor Stassens MOVED to approve Resolution No. 2017-16: A Resolution appointing Susan Dirks as Ward 2 Representative and Erin Butler as the At-Large Representative to the Planning Commission; SECONDED by Councilor Garvin. Motion PASSED unanimously.

- 4.b **Resolution No. 2017-17**: A Resolution awarding the purchase of one (1) Used/ Refurbished Wildland Interface Engine by the Fire Department.

Chief Leipfert explained that the Fire Department is seeking to replace a 1980 rural engine using funds authorized by City Council for the purchase. He explained that the purchase of the engine has been funded by the Rural Fire Protection District. The apparatus will be used specifically for the rural district. The apparatus previously designated for that purpose had been surplused due to mechanical failure.

He noted that the Fire Department established an equipment purchasing committee which included the Chairman of the McMinnville Rural Fire Protection District.

Discussion ensued regarding the expected service life of the engine. It is anticipated that it will have a 15-20 year life.

Councilor Garvin MOVED to adopt Resolution No. 2017-17 awarding the purchase of one (1) Used/ Refurbished Wildland Interface Engine by the Fire Department; SECONDED by Councilor Menke. Motion PASSED unanimously.

5. ADVICE / INFORMATION ITEMS

- 5.a. REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS

Councilor Ruden reminded Council that the Affordable Task Force and Airport Commission will be meeting soon.

Councilor Drabkin shared that the Affordable Housing Task Force Subcommittee will be meeting on the second Monday of every month at 4:00 p.m.

Councilor Stassens shared that the Urban Renewal Advisory Committee will be meeting the following day.

Councilor Menke stated that she recently attended the Visit McMinnville meeting where she met the new accountant.

Mayor Hill mentioned that there was a Parkway Committee meeting. Mayor Hill also shared that he had the opportunity to meet with Senator Boquist and Representative Noble recently at City Day at the Capitol.

5.b.

#### REPORTS FROM DEPARTMENT HEADS

Planning Director Richards thanked Council for their efforts in the tough process of selecting the Planning Commissioners. She noted that several subcommittees and citizen advisory committees will be set up and she will be contacting the applicants to see if they have an interest in participating.

City Manager Towery shared that he has been meeting with several community members, Staff, and Councilors.

6.

ADJOURNMENT: Mayor Hill adjourned the Regular City Council meeting at 9:15 p.m.

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Melissa Grace, Recording Secretary



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## MEMORANDUM

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### **City Council – Regular Meeting**

**Meeting Date:** April 11, 2017

**Subject:** Budget Committee Appointments

**From:** Marcia Baragary, Finance Director

### **AGENDA ITEM:**

Appointments for vacant positions on the City's Budget Committee

### **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 years terms.

There are currently four vacancies on the City's Budget Committee. The vacancies were advertised in the News Register on September 30, 2016 and October 7, 2016, as well as on the City website. There were no responses to the advertisement at that time. In recent months, three individuals have submitted applications for the vacant positions on the Committee.

Applications were received from Peter Hofstetter, Drew Millegan, and Kyle Lake. Each candidate received the following five questions in advance of their interviews.

1. Why are you interested in serving on the City's Budget Committee?
2. Please summarize your financial knowledge and experience as it pertains to serving on the Budget Committee.
3. What is your understanding of the role of a Budget Committee member?
4. Do you have any specific plans or ideas regarding the City of McMinnville budget?
5. The City faces many challenges in balancing the Community's need for public services and maintaining a fiscally responsible budget. What role can the Budget Committee play in assisting the City in meeting these challenges?

Candidates Hofstetter, Millegan, and Lake are scheduled to interview with Mayor Hill and Council President Menke at 4:00 p.m. on April 11<sup>th</sup>.

### **RECOMMENDATION:**

Staff recommends that the City Council appoint the candidates to the Budget Committee, as recommended by Mayor Hill and Council President Menke.

RESOLUTION NO. 2017-27

A Resolution appointing \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as representatives of the City of McMinnville Budget Committee.

RECITALS:

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 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.

There are currently four vacancies on the City of McMinnville Budget Committee. Three candidates have applied for the vacant positions. All three candidates are qualified voters and are eligible to serve as electors on the Committee.

The City has advertised the vacancies, solicited applications, and the candidates were interviewed on April 11, 2017.

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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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 11<sup>th</sup> day of April, 2017 by the following votes:

Ayes: \_\_\_\_\_

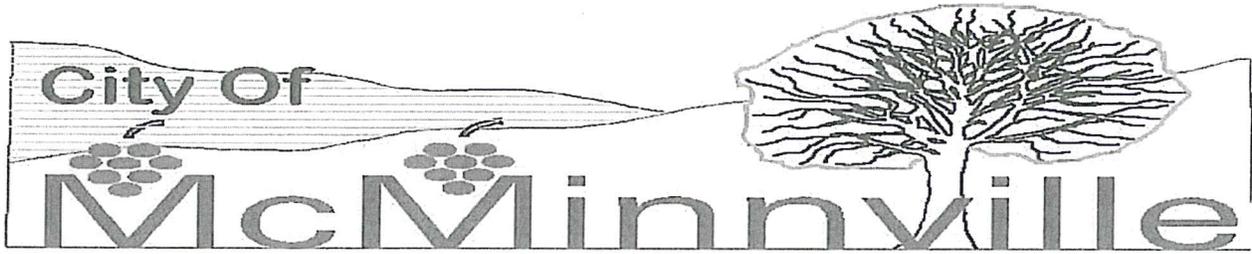
Nays: \_\_\_\_\_

Approved this 11<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
MAYOR

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY



**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: Peter A. Hofstetter  
Address: [Redacted]  
McM, OR  
Email: \_\_\_\_\_

Phone (Home) \_\_\_\_\_  
Phone (cell) [Redacted]  
Phone (work) [Redacted]

Board or commission for which you are an applicant::

<input type="checkbox"/> Advisory Board	<input type="checkbox"/> Historic Landmark Committee
<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Landscape Review Committee
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> McMinnville Urban Area Management Commission (MUAMC)
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Citizens' Advisory Committee	

Ward in which you reside (if applicable): \_\_\_\_\_

How many years have you lived in McMinnville? 2.5

Educational and occupational background: \_\_\_\_\_

BA- Business/Biology- American University 1974; MPA- American University-1977

Various healthcare businesses for the past 40 years including hospital CEO for 33+ yrs

Currently CEO at WVMC

Why are you interested in serving? \_\_\_\_\_

I was asked if I would be interested in serving and I would be glad to be considered;

I have been involved in many boards/committees over the years including Chambers, United Way and an ele school board member in Pennsylvania;

I have also been on the board including chair for a number of State Hospital Associations

Date 2/6/2017

Signed \_\_\_\_\_

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

*Received 2/6/16 mg*



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: Kyle Lake
Address: McMinnville OR 97128
Email:

Phone (Home)
Phone (cell)
Phone (work)

Board or commission 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 Urban Area Management Commission (MUAMC)
Planning Commission

Ward in which you reside (if applicable): 1

How many years have you lived in McMinnville? 21

Educational and occupational background:

McMinnville High School graduate 2003
Brigham Young University Idaho - Business Admin w/ Marketing Emphasis 2010
Business to Business sales 2 years, Pharmaceutical Sales 4 years

Why are you interested in serving?

- Being involved in my local city government to have a voice in the ongoing growth of a town like McMinnville.
A great learning opportunity for me to continue my goals of diversifying my interest and being a well rounded individual
Serve my local community



**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: Draw A Millegan Phone (Home) N/A  
 Address: [REDACTED] Phone (cell) [REDACTED]  
McMinnville, OR 97128 Phone (work) [REDACTED]  
 Email: [REDACTED]

Board or commission for which you are an applicant::

<input type="checkbox"/> Advisory Board	<input type="checkbox"/> Historic Landmark Committee
<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Landscape Review Committee
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> McMinnville Urban Area Management Commission (MUAMC)
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Citizens' Advisory Committee	

Ward in which you reside (if applicable): Ward 3

How many years have you lived in McMinnville? 3  
 Educational and occupational background: Riverdale High School Class of 2013, Montana State University, Linfield College, Stock Broker at JW Millegan Inc., Managing Partner at the Woodworth Contrarian Stock and Bond Fund.

Why are you interested in serving? I am looking to help serve my city and get involved in local civic affairs. I also have an interest in getting to know government accounting better. I find numbers and financial work enjoyable.

Date 01-23-2017 Signed [Signature]

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



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## MEMORANDUM

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### **City Council – Regular Meeting**

**Meeting Date:** April 11, 2017

**Subject:** “Policy for City of McMinnville Community Contributions Program”

**From:** Marcia Baragary, Finance Director

### **AGENDA ITEM:**

Resolution Adopting a “Policy for the City of McMinnville Community Contributions Program”

### **BACKGROUND:**

The City recognizes that, from time to time, Council goals and objectives may be effectively supported by organizations outside the City government, due to the organization’s expertise or when the organization utilizes other financial resources in conjunction with funds awarded by the City. In the past, organizations requesting City funds presented their requests to the Budget Committee at the Committee’s meeting in mid-May. The Committee discussed the proposals and recommended to the Council which organizations should be awarded City funds and the amounts to be awarded.

At the request of City Council, staff has developed a policy establishing guidelines for awarding City funds to community organizations. The policy, as presented for Council’s consideration, requires nonprofit organizations requesting City funds to submit a written proposal, clearly describing how the funds awarded will be used to accomplish City Council goals and objectives, meet community needs, and provide a public benefit. As outlined in the policy, funds will generally be awarded for specific initiatives, one-time events, scholarship type activities, equipment purchases, or similar projects and not to fund ongoing operations or administrative costs of the organization. The policy recommends that City funds be spent for projects that benefit the local population (i.e., individuals living within McMinnville city limits) and that preference be given to organizations applying for funds that will be used as a match for other grants or will leverage in-kind or other contributions.

A Review Committee consisting of City staff, City Councilors, and citizens at large will review proposals submitted by community organizations and will make recommendations to the Council regarding which organizations should be awarded City funds and the amounts to be awarded. Funds will be awarded at the sole discretion of the City Council and are contingent on appropriation of funds in the City’s budget.

Organizations receiving City funds will be required to enter into a contract with the City, defining the terms agreed upon by the organization and the City. A close-out report and final budget showing compliance with the contract must be submitted upon completion of the project.

**SCHEDULE FOR IMPLEMENTING PROGRAM:**

Upon Council's adoption of the policy, staff will advertise the Community Contributions Program and make applications available to the public. Applications and written proposals will be due from interested organizations by early May. The Review Committee will review proposals and make its recommendations to the Council in mid-May.

At the Budget Committee meeting on May 17<sup>th</sup>, the Budget Committee will recommend an amount to be appropriated for the Program in the 2017-18 budget. At their May 23<sup>rd</sup> meeting, City Council will approve disbursement of funds for fiscal year 2017-18.

**FISCAL IMPACT:**

The amount of funds available for the Community Contributions Program is contingent upon City Council approval and appropriation of funds in the applicable fiscal year.

**RECOMMENDATION:**

Staff recommends that Council adopt the Resolution and "Policy for the City of McMinnville Community Contributions Program", as presented.

**ATTACHMENTS:**

- Resolution Adopting a "Policy for the City of McMinnville Community Contributions Program"
- "Policy for the City of McMinnville Community Contributions Program"

RESOLUTION NO. 2017-28

A Resolution Adopting a Policy for the City of McMinnville Community Contributions Program.

RECITALS:

The City recognizes that, from time to time, Council goals and objectives may be supported by organizations outside the City government, due to the organization’s expertise or when the organization utilizes other financial resources in conjunction with funds awarded by the City.

It is in the public interest for the City to award funds to local nonprofit organizations for the purpose of accomplishing City Council goals and objectives, meeting community needs, and providing public benefits.

Generally, the City desires to award funds to community organizations that will utilize such funds to accomplish specific initiatives, one-time events, scholarship type activities, equipment purchases, or similar projects and not to fund ongoing operations or administrative costs of the organization.

The City Council desires to adopt a policy establishing guidelines for awarding City funds to nonprofit community organizations for the purpose of accomplishing City Council goals and objectives, meeting community needs, and providing public benefits.

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

1. That the attached “Policy for the City of McMinnville Community Contributions Program” is hereby adopted.
2. This Resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked ore replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11<sup>th</sup> day of April, 2017 by the following votes:

Ayes: \_\_\_\_\_

Nayes: \_\_\_\_\_

Approved this 11<sup>th</sup> day of April, 2017.

\_\_\_\_\_  
MAYOR

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY

**CITY OF MCMINNVILLE**  
**POLICY FOR THE CITY OF MCMINNVILLE COMMUNITY CONTRIBUTIONS PROGRAM**

**Purpose:**

The City recognizes that, from time to time, City Council goals and objectives may be effectively supported by organizations outside the City government, due to the organization's expertise or when the organization utilizes other financial resources in conjunction with funds awarded by the City.

It is in the public interest for the City to award funds to local nonprofit organizations for the purpose of accomplishing Council goals and objectives, meeting identified community needs, and providing public benefits.

**Use of City Funds:**

Generally, the City desires to award funds to community organizations that will utilize such funds to accomplish specific initiatives, one-time events, scholarship type activities, purchases of equipment, or similar projects and not to fund ongoing operations or administrative costs of the organization.

Funds awarded by the City are intended for projects that benefit the local population (i.e., individuals living within McMinnville city limits). Preference will be given to organizations that are applying for funds to be used as match for other grants or that leverage in-kind or other contributions for the project.

**Applying for City Funds:**

Organizations requesting City funds must complete an application and submit a written proposal, in a format designated by the City.

**Review Committee:**

A Review Committee consisting of City staff, City councilors, and citizens at large will review proposals submitted by organizations and will make recommendations to the City Council, based on the extent to which the project helps accomplish Council goals and objectives, meet community needs, and provide a public benefit. The City Council will make the final decision regarding disbursement of funds.

**Conditions Pertaining to Award of City Funds:**

City funds will be awarded to nonprofit organizations only.

The City does not guarantee that all available funds will be awarded, that the entire amount requested by any organization will be awarded, or that funds will be available year to year. Any funds awarded will not be disbursed to an organization until July 1<sup>st</sup> of the fiscal year following the award. Unspent funds at the end of that fiscal year will not be carried forward to the subsequent year.

**Conditions Pertaining to Award of City Funds (continued):**

An organization that is awarded City funds will enter into a contract with the City. The contract will define the terms agreed upon by the organization and the City. The organization will be required to submit a project close-out report, final budget, and evidence of compliance, as determined by the contract, upon completion of the project. At the City's discretion, the organization may also be required to submit a report prior to completion of the project.

The City may require the organization to return all or a portion of the funds awarded if agreed upon conditions, as defined in the contract, are not satisfactorily met by the organization. Unspent funds must be returned to the City.

Disbursement of funds is contingent upon Council approval and appropriation of funds in the applicable fiscal year.