



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

City Council Meeting Agenda
Tuesday, February 23, 2021
February Level 10 Meeting **CANCELED**
5:30 p.m. – Work Session Meeting
7:00 p.m. – Regular Council Meeting

Welcome! The public is strongly encouraged to participate remotely but there is limited seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's new face covering mandate, all who wish to attend public meetings must wear a face mask or some kind of face covering is required while in the building and you must maintain six feet apart from others.

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

You may join online via Zoom Meeting:
<https://mcminnvilleoregon.zoom.us/j/99667396584?pwd=bUViMjNTb0xOZnMzMGFWc0NMSDk2Zz09>
Zoom ID: 996-6739-6584
Zoom Password: 692502

Or you can call in and listen via zoom: 1-253- 215- 8782
ID: 996-6739-6584

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

1. CALL TO ORDER & ROLL CALL
2. CONTINUED GOAL SETTING WITH WENDY STASSENS
3. ADJOURNMENT

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PRESENTATION – Climate Plans – Reducing Emissions & Adapting to the Future by Josh Proudfoot, Principal of Good Company.
4. DISCUSSION ON CITY MANAGER EVALUATION, Renata Wakeley, Community Development Director of Mid-Willamette Valley Council of Governments (MWVCOG).
5. 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.*

6. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
 - 1. Approve updated City Council priorities list from Work Session.
 - 2. Approve final steps for 2021 Goal settings from Work Session.
- b. Department Head Reports

7. CONSENT AGENDA

- a. Consider **Resolution No. 2021-07**: A Resolution for City of McMinnville, Oregon Extending the City's Declaration of State of Emergency Expressed in Resolution 2020-18.
- b. Consider request from Columbia Hills Winery LLC DBA: Jacob Williams Winery for Winery 1st Location OLCC Liquor License located at 232 NE 3rd Street.

8. ORDINANCES

- a. Consider first reading with possible second reading of **Ordinance No. 5100**: An Ordinance Amending the McMinnville City Code to Add Chapter 2.31, Establishing the McMinnville Affordable Housing Committee as a Permanent Standing Committee and Specifying Its Operating Provisions.

9. RESOLUTIONS

- a. Consider **Resolution No. 2021-08**: A Resolution Appointing a Member to the Affordable Housing Task Force.
- b. Consider **Resolution No. 2021-09**: A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville.

10. ADJOURNMENT

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.



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

www.mcminnvilleoregon.gov

MEMORANDUM

DATE: February 12, 2021
TO: City Council
FROM: Claudia Cisneros, City Recorder
SUBJECT: Continued Goal Setting with Wendy Stassens Meeting #3

Summary:

Wendy Stassens kicked off the City Council Goal Setting at the January 12th, 2021 Work Session outlining the outcomes trying to achieve as follows:

- Create a shared vision among City Leaders (City Council and Department Heads) and begin the work of creating a congruent team acting in alignment with the shared vision for the benefit of the City.
- Utilize the 2032 Strategic Plan and the results from the 1-25-2019 Work Session to create 2021 SMART (Specific, Measurable, Attainable, Realistic and Time Coupled) Goals.
- Create an action plan for tracking our success using the measurable goals as our scorecard.

The structure of the meeting will be as follows:

Meeting 3: Update on Final Priorities to be Refined into SMART Goals (2-23-2021)

- A. Review updated list of Priorities and gain approval from Council
- B. Review final steps to approval of 2021 Goals

Attachments:

None

Strategic Plan Objectives RANKED by votes	# of votes	Exec Ranking							
A-3 Identify and focus on the city's core services	6	#3							
C-4 Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works	6								
F-3 Strategically plan for short and long-term growth and development that will create enduring value for the community	6	#5							
D-1 Accelerate growth in living wage jobs across a balanced array of industry sectors	5	#4							
C-3 Lead and plan for emergency preparedness	3								
E-3 Improve access by identifying and removing barriers to participation	3	#1							
A-2 Gain efficiencies from technology and equipment investments	2								
B-3 Recognize and raise up leadership in all its forms, such that more people identify themselves as civic leaders	2								
E-2 Celebrate diversity of McMinnville	2								
E-4 Cultivate cultural competency and fluency throughout the community	2								
G-1 Collaborate to improve the financial feasibility of diverse housing development opportunities	2								
F-2 Educate and build support for innovative and creative solutions	2								
D-6 Encourage connections to the local food system and cultivate a community of exceptional restaurants	2								
F-1 Define the unique character through a community process that articulates our core principles	2								
E-5 Grow City's employees and Boards and Commissions to reflect our community	1								
C-2 Develop resiliency targets for critical infrastructure	1								
D-2 Improve systems for economic mobility and inclusion	1								
D-3 Foster opportunity in technology and entrepreneurship	1								
D-4 Be a leader in hospitality and place-based tourism	1								
E-1 Actively protect people from discrimination and harassment	1	#2							
A-1 Develop and foster local and regional partnerships	1								
D- 5 Locate higher job density activities in McMinnville	0								
A-4 Invest in the city's workforce	0								

B-1 Attract and develop future leaders	0								
B-2 Increase awareness of civic affairs and leadership opportunities	0								
C-1 Build a community culture of safety (consider safety best practices)	0								
G-2 Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks and land supply align with market-driven housing needs	0								

	What's missing?	
City Council		
	Invest in our youth.	
	Although we certainly have voted and submitted the final response to the UGB remand, I still feel we should continue to work toward an	
	I note the strong emphasis on public safety. I agree with this, but I would like to see specific growth in services to our LGBTQ population to	
	While many items touch this tangentially such as E3, I think addressing the overall communication structure needs to be a top priority.	
	We have a fragmented, compartmentalized, antiquated and inefficient system for providing information to our citizens. We need to take a	
	Create and Implement a Climate Action Plan	
Exec Team		
	The current effort to address the condition of our buildings and parks and planning for future capital improvements and maintenance.	
	Looking for ways to bring additional revenue into the City's general fund.	
	Look at the org structure and add programs for:	
		Communications (marketing, branding, PR)
		Risk Management
		Fleet Management
		Succession planning to look for changes that can
	More revenue solutions to fund all of these great ideas and intentions	

Objectives for Goal Setting	Action Priorities	# of votes	Exec Ranking	Is it at the appropriate level of abstraction for a City Council goal.	Do we think there is a gap in our performance? Is the gap caused by incomplete implementation of current policies and methods or is it that we need to create new policies and methods to address this gap?	
E-3 Improve access by identifying and removing barriers to participation		3	#1			
	LGBTQ communities.					
	Invest in our youth					
	E-3a Bilingual pay incentive policy					
	E-3b ADA Transition Plan					
	public engagement events					
	E-3d. Evaluate software for inclusion					
	E-3e. Review procurement process					
	E-3f. Develop inclusion plans City-wide and by department					
A-3 Identify and focus on the city's core services		6	#3			
	A-3a* Develop a definition of core services					
	maintenance needs					
	Improve our communication structure internally and with the					
	finding new sustainable funding sources (+Newly Added at 01-25-					
D-1 Accelerate growth in living wage jobs across a balanced array of industry sectors		5	#3			
Planning	for new and small businesses, in coordination with MEDP,					
Planning	materials to market business resources, potentially including a					
	demographic, economic and real estate data to quickly assess					
	business incentives, including low-interest loans, industrial					
	business owners navigate local development regulations and					
	and compliance with permitting and code enforcement					
	design Improve key gateways into and through McMinnville with					
	Three Mile Lane bridge, as well as at key entrances to the					
	McMinnville's brand					
	such as a bridge replacement, ensure that the design serves					
	guidelines to protect and enhance valued aspects of the City's					
	document lands available for development. Vet the findings of		Done			
	with the state, to redevelop the old bus barn site, the NE					
	service between McMinnville and larger regional hubs, such as					
	easier for residents and visitors to get around McMinnville					
	investments required to improve pedestrian amenities					
	dike connectors through and between McMinnville's major assets					
3rd St Streetscape- Urban Renewal	including regrading and low-impact development (LID) retrofits, to					
	the Granary/Northeast Gateway District					
	that serve McMinnville's current and future business community					
implementation	including wildland fire fighting, recreation and tourism uses such					
	development near the airport; review regulations and					
	process for evaluating and placing electrical infrastructure					
	route					
Future, may evolve to policy level	improvements for both public and private improvements to ensure					
	Plan for business districts that supports current needs and is					
	D-1zz.+ Evaluate the viability of a Port Authority for the airport					
F-3 Strategically plan for short and long-term growth and development that will create enduring value for the community		6	#3			

	and/or a Climate Action Plan (Should this go under F-3?)					
	Urban Reserve Area Process					
	F- 3a Conduct a community visioning project					
	F-3b Update long range land use plans growth and development impacts					
	to address the condition of our buildings and parks and emerging trends, technology, etc. (ie. AI, AV)					
	F-3f.+ Evaluate Smart City principles (e.g. free wifi) sustainability and efficient use of resources					
C-4 Provide exceptional police, municipal court, fire, emergency medical services (EMS), utility services and public works		6				
	C-4a Develop or establish standards for training, response time and staffing management evaluation					
	C-4c. Evaluate, pursue and maintain accreditation as appropriate					
	Safety Services- Fire District Evaluation and Implementation					
C-3 Lead and plan for emergency preparedness		3				
	C-3a* Establish a formal Emergency Management Program					
	C-3b Allocate resources to planning, training					
	C-3c. Develop a safety plan for each City building (including general safety)					
	C-3e. Update Continuity of Operations Plan					
	C-3f. Leverage local private resources in event of large emergency					
Look at the org structure and add programs for:						
	Communications (marketing, branding, PR)					
	Succession planning to look for changes that can facilitate knowledge transfers and career pathways					
	Risk Management					
	Fleet Management					



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MEMORANDUM

DATE: February 16, 2021
TO: City Council
FROM: Jeff Towery, City Manager
SUBJECT: Climate Plans Presentation – Reducing Emissions & Adapting to the Future by Josh Proudfoot (Principal, Good Company)

Summary:

Josh Proudfoot, Principal of Good Company will be presenting information on ways the City can improve in being more sustainable. His presentation will highlight a number of potential initiatives and is intended to frame future discussions. The City of McMinnville has a history of implementing a variety of environmentally friendly programs and has looked for ways to be more sustainable while delivering high quality services to our community. The following information captures many of the efforts that the City has pursued over that past ten years or so.

↓ Percentage of departments/divisions that have completed or are working on the following sustainable actions.	
PROMOTE CLEAN AIR AND WATER	
73	Have bicycle racks installed at public facilities.
40	Encourage employees to walk or bike to work or on errands.
PROTECT NATURAL RESOURCES	
100	Use email or the intranet as the primary means of interdepartmental document sharing.
87	Print double sided when appropriate.
80	Use scrap paper instead of buying and using note pads.
73	Scan and email PDFs as an alternative to making and faxing copies of documents for citizens.
60	When making new purchases, consider equipment/supplies made with recycled materials.
20	Where paper invoices are still needed, switch to 100% recycled content paper.
20	Provide the option for electronic applications, registration, billing, payments, etc.
REDUCE SOLID AND HAZARDOUS WASTE	
100	Have desk recycling receptacles and zonal garbage receptacles in buildings.
100	Recycle all recyclables.
80	Donate usable items to local charities.

67	Have a recycling container located with every garbage receptacle.
60	Actively reduce or eliminate excess publications received via the mail.
60	Recycle electronics and batteries.
60	Discourage use/purchase of styrofoam.
53	Provide recycling in building areas that are accessible to the public.
53	Promote the use of washable plates/cups/silverware in lieu of disposable ones for everyday use.
47	Promote the use of recyclable/reusable plates/cups/silverware in lieu of ones that must be thrown away for events.
20	Work with Sustainability Committee to recycle items that are not collected by hauler (e.g. fluorescent light bulbs)

REDUCE USE OF TOXIC SUBSTANCES

67	Regularly and responsibly dispose of hazardous waste.
53	Use rechargeable rather than disposable batteries.
47	Evaluate less toxic options when purchasing cleaners or other chemicals.

Note: Some actions do not apply to all departments and where an action was inapplicable, it was still included in the percentage count. Percentages are based on 15 surveys returned—some departments returned multiple surveys.

↓ Percentage of departments/divisions that have completed or are working on the following sustainable actions.

REDUCE EMISSIONS OF GREENHOUSE GASSES AND OTHER POLLUTANTS

80	Reduce or combine auto trips between City buildings and walk between buildings (less than four blocks).
30	Purchase and use the smallest vehicle for the department/division's needs.

REDUCE CONSUMPTION OF ENERGY, WATER, & NATURAL RESOURCES

53	Have McMinnville Water and Light conduct an energy audit for lighting and HVAC in all habitable buildings.
53	Establish building heating/cooling policies with maximum and minimum winter and summer temperatures.
53	Install light sensors for infrequently used building areas.
47	Weatherize habitable buildings.
27	Inventory and prioritize replacement fixtures for water conservation benefits.
27	Install water-saving fixtures (toilets/sinks) or modify existing features to increase efficiency.
6	Wash department vehicles at facilities that reuse water.

UPHOLD A POSITIVE AND PERSONAL GROWTH-PROMOTING WORK ENVIRONMENT

87	Actively follow the City's mission statement regarding social services.
80	Encourage web-based training.
47	Have plants inside City buildings for enhanced air quality.
33	Regularly review/implement sustainability policies with employees.

MEET THESE AIMS IN A FISCALLY RESPONSIBLE MANNER

73	Consider life-cycle costs when evaluating purchases.
73	Actively search for ways to save funds through outside funding and by reducing energy/material consumption.

67 Encourage employee initiatives that promote sustainability and lead to fiscal savings.

Note: Some actions do not apply to all departments and where an action was inapplicable, it was still included in the percentage count. Percentages are based on 15 surveys returned—some departments returned multiple surveys.

Attachments:

PowerPoint Presentation – Climate Plans by Josh Proudfoot

Climate Plans- Reducing Emissions & Adapting to the Future

Presented by
Josh Proudfoot, Principal, Good Company

February, 2020



making sustainability
work

Introduction to Good Company

- ▶ Sustainability research and consulting firm
- ▶ Mission-driven, for-profit
- ▶ Segments: cities, counties, infrastructure, utilities, food and clean tech



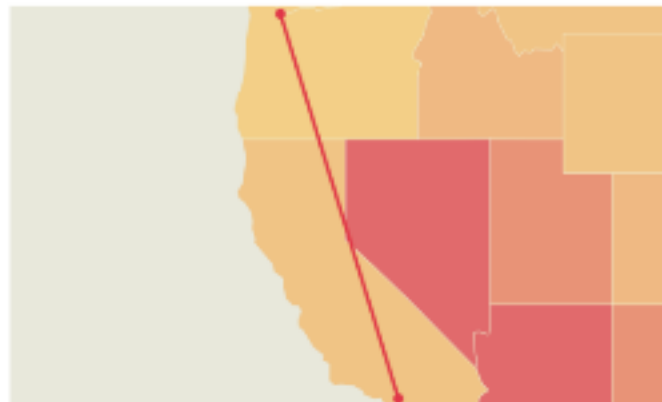
Why does it matter?

▶ Drought and Fire

Summer Temperature

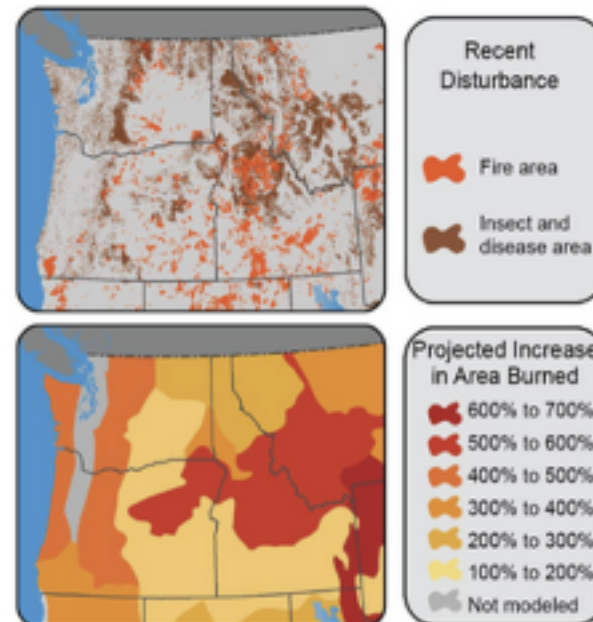
- By 2100, summer is more like Southern California

I live in Portland, OR



By 2100 summers in PORTLAND, OR 77.34°F will be like summers now in DIAMOND BAR, CA 87.15°F

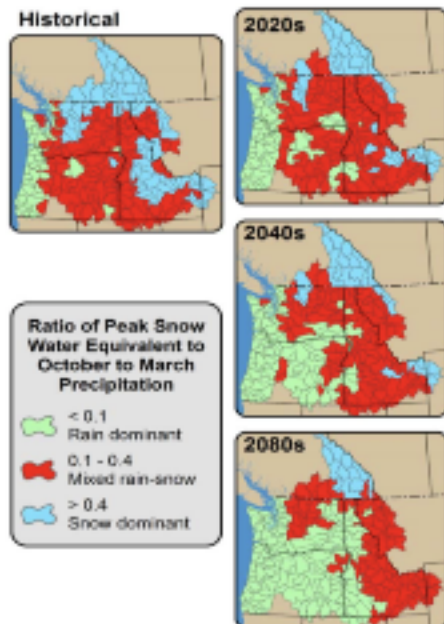
Regional Wildfire Risk



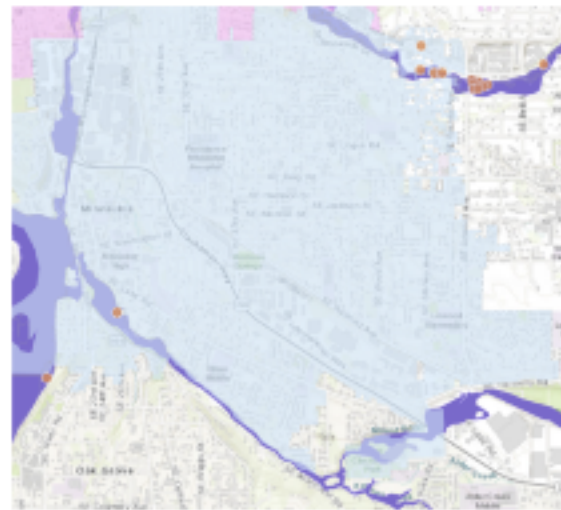
Why does it matter?

- ▶ Precipitation – Same H₂O, Snow disappearing

Water Source Risk



Flood Risk



Locations: SE Johnson Creek Boulevard, Island Station, Lake Road, and Linwood neighborhoods

Framework for Plans

- ▶ Greenhouse Gas Reductions
 - ▶ Transportation
 - ▶ Building Energy
 - ▶ Food and Goods Consumption

- ▶ Adapting to Future Physical Conditions
 - ▶ Economy
 - ▶ Infrastructure
 - ▶ Emergency Response



Greenhouse Gas Reductions

- ▶ Transportation
 - ▶ EVs
 - ▶ Telecommute / Video conference
 - ▶ Bikes
 - ▶ Intercity transit

- ▶ Benefits beyond emissions – Time, energy and cost savings, health

Greenhouse Gas Reductions

▶ Building Energy

- ▶ Low carbon power
 - ▶ Electrify heat and hot water with DHPs and heat pumps
 - ▶ Offset natural gas
 - ▶ LEDs
 - ▶ Insulation
-
- ▶ Benefits beyond emissions – safety/comfort during hot and cold, reduced utility costs

Greenhouse Gas Reductions

- ▶ Food and Goods Consumption
 - ▶ Total cost of ownership accounting
 - ▶ Right size
 - ▶ Buy recycled
 - ▶ Buy used and durable
 - ▶ Fix it, don't replace it
 - ▶ Prevent food waste

- ▶ Benefits beyond emissions – don't get stuck with expensive ops and maintenance, work with what you need, feed others, repairing still works



Adapting to Future Physical Conditions

- ▶ Economy
 - ▶ Population growth
 - ▶ Crop changes
 - ▶ Forest species
 - ▶ Work disruptions from fire/smoke, flood and heat

Adapting to Future Physical Conditions

▶ Infrastructure

- ▶ Flood management and stranded communities
- ▶ Landslides
- ▶ Drinking water supply threats from fire, drought and algae blooms
- ▶ Fire and transmission loss/transportation network loss

Adapting to Future Physical Conditions

- ▶ Emergency Management
 - ▶ Chronic threats – smoke and heat
 - ▶ New vectors and disease patterns – Mosquitoes
 - ▶ Impacts affect low income and underserved folks the most

Questions



Thank You

Thank you!



Josh Proudfoot, Principal

joshua.proudfoot@goodcompany.com



making sustainability work

www.goodcompany.com

Amended 24 of 77

541.341.4663

MEMORANDUM

TO: Mayor and City Council
City of McMinnville

DATE: February 16, 2021

FROM: Renata Wakeley
Community Development Director
Mid-Willamette Valley Council of Governments

SUBJECT: City Manager Evaluation

Background

Under the terms of the contract with the City Manager, Jeff Towery, the City Council is to conduct an annual evaluation. One of the services the Mid-Willamette Valley Council of Governments (MWVCOG) provides its members without additional cost is to facilitate the evaluation of chief executives.

As in previous years, the MWVCOG was asked to assist in facilitation of the City Manager's evaluation for calendar year 2020.

Evaluation Method

The evaluation consisted of two parts:

Part 1: An evaluation of the City Manager by the City Council on the following areas: professional skills, individual characteristics, relations with Council, policy execution, reporting, citizen relations, staffing, supervision, financial management, and community relations.

Part 2: A self-evaluation by the City Manager using the same form of evaluation as the council.

Results

The survey method generated one report consisting of the Council evaluation and a report with the City Manager's self-evaluation. Four (4) members of Council and the Mayor completed the survey evaluation by the agreed upon deadline. Each page of the report addresses one of the evaluation criteria and contains a chart, table, and comments. The charts show the average of all scores given by the City Council for each question and the self-evaluation scores for the City

Manager are represented on the charts by an asterisk (*). The tables include the question, raw scores, and weighted average for each question.

In summary, the Council has a very positive view of the City Manager. The average Council ranking for the majority of areas was well above average. In no areas was the Council average ranking below average. The City Manager's strengths, as identified in the evaluation, are organizational/staff leadership and financial management. The evaluation shows that the City Manager's performance is in line with the Council's expectations and that he is delivering on their priorities and goals.

The City Manager's self-evaluation acknowledges the difficulty and strain of managing staff and meeting community and council needs during the COVID-19 pandemic. He also acknowledges the work on core staff in continued high-quality service during the past year. Looking forward, continued Council/Executive Team communication, adoption of the strategic plan, and development of the FY 21/22 budget are important events in maintaining success.

The Community Development Director of the MWVCOG will be present to help facilitate a discussion of the evaluation at its meeting on January 23, 2021.

Please note: Self-evaluation scores for City Manager Jeff Towery are represented on the charts by Stars (✳)

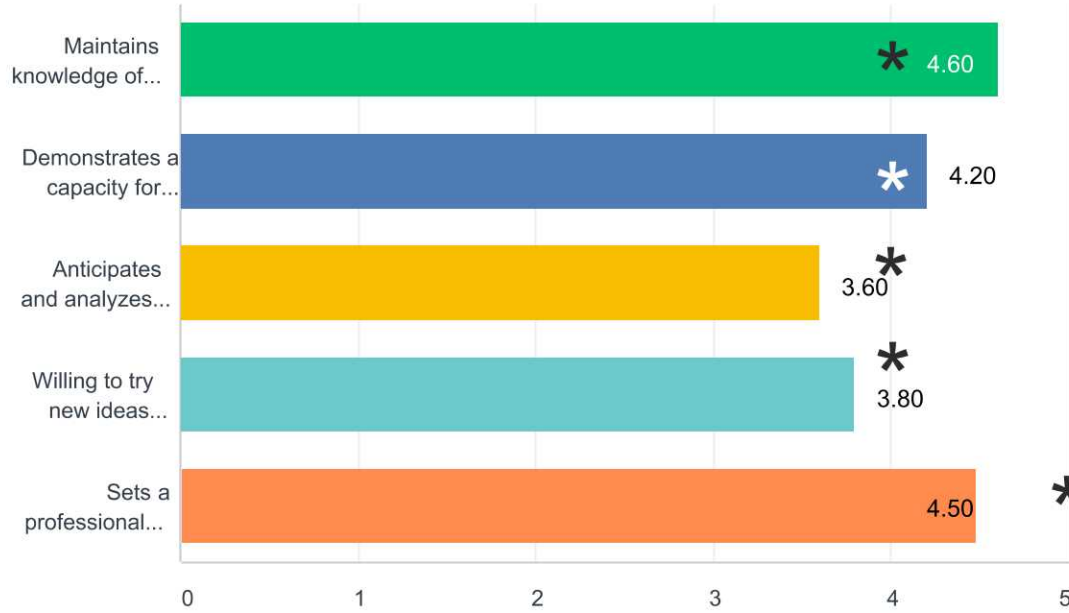
Q1 Completed by:

Answered: 5 Skipped: 0

The Survey was completed by Mayor Hill and Councilors Drabkin, Garvin, Geary, and Menke.

Q2 Professional Skills and Status

Answered: 5 Skipped: 0

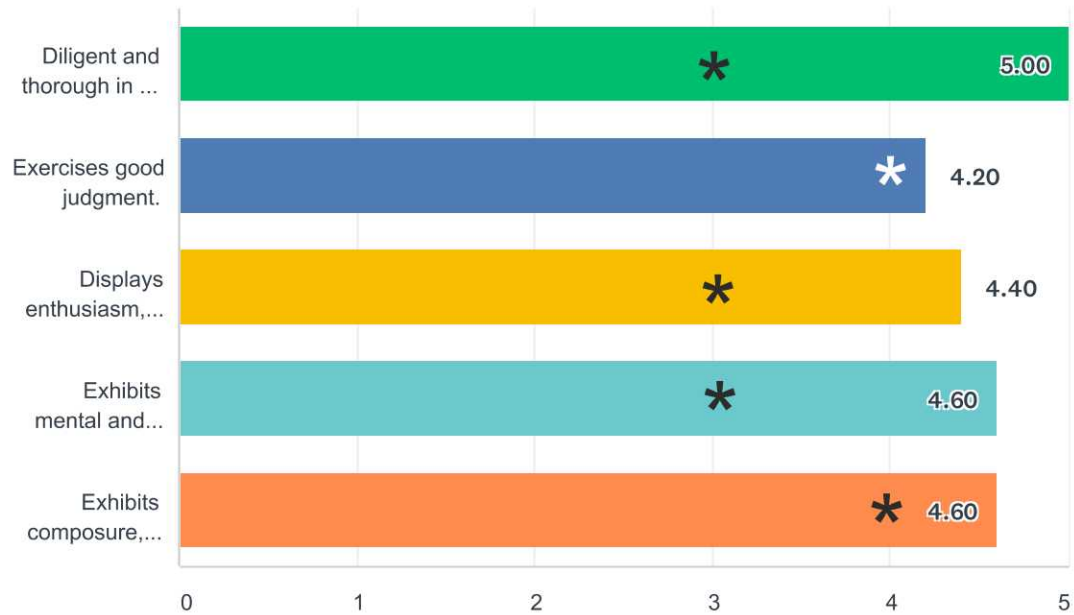


	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Maintains knowledge of current developments affecting city government management.	0	0	0	2	3	0	5	4.60
Demonstrates a capacity for innovation and creativity.	0	0	0	4	1	0	5	4.20
Anticipates and analyzes problems to develop effective approaches for solving them.	0	0	2	3	0	0	5	3.60
Willing to try new ideas proposed by City Council members and/or staff.	0	0	1	4	0	0	5	3.80
Sets a professional example by handling affairs of the public in a fair and impartial manner.	0	0	0	2	2	1	5	4.50

#	COMMENTS:
1	I feel his professional skills and status continue to grow. It is good to see this.

Q3 Individual Characteristics

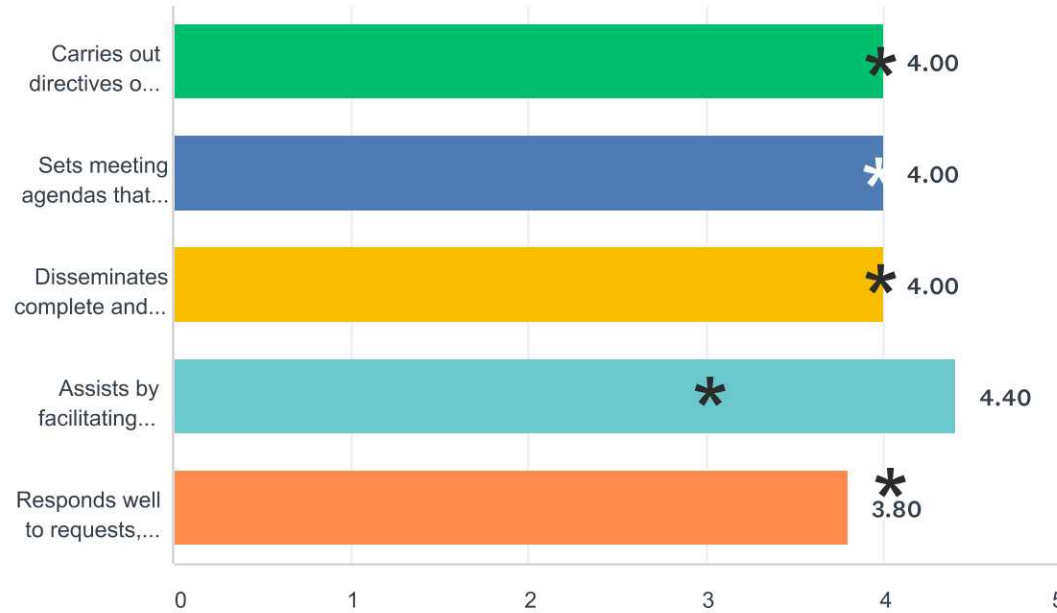
Answered: 5 Skipped: 0



	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Diligent and thorough in the discharge of duties, "self-starter".	0	0	0	0	5	0	5	5.00
Exercises good judgment.	0	0	0	4	1	0	5	4.20
Displays enthusiasm, cooperation, and willingness to adapt.	0	0	0	3	2	0	5	4.40
Exhibits mental and physical stamina appropriate for the position.	0	0	0	2	3	0	5	4.60
Exhibits composure, appearance, and attitude appropriate for executive position.	0	0	0	2	3	0	5	4.60

Q4 Relations with City Council

Answered: 5 Skipped: 0

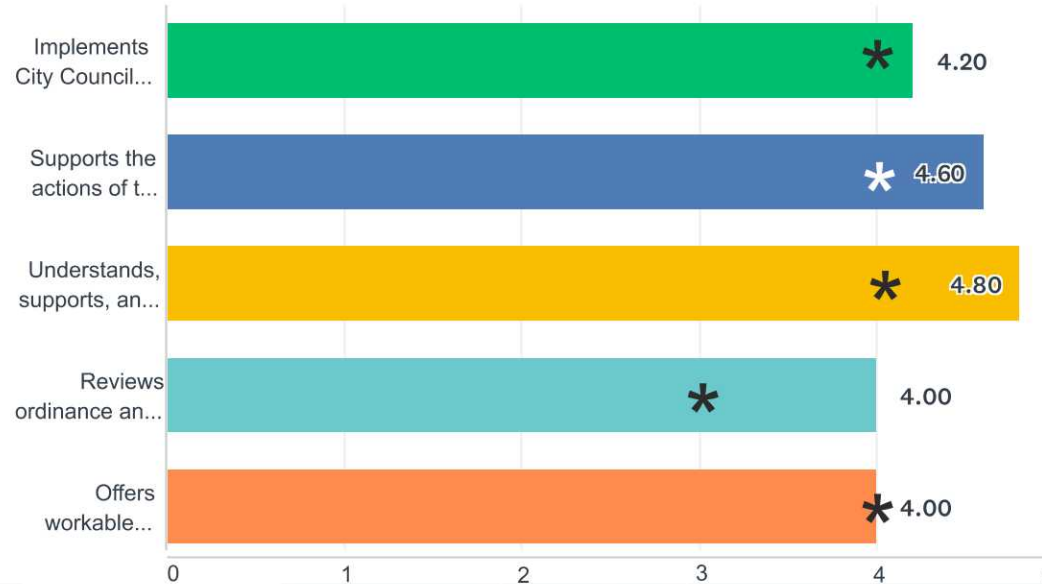


	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Carries out directives of the body as a whole as opposed to those of any one member or minority group.	0	0	1	3	1	0	5	4.00
Sets meeting agendas that reflect the guidance of the City Council and avoids unnecessary involvement in administrative actions.	0	0	1	3	1	0	5	4.00
Disseminates complete and accurate information equally to all members in a timely manner.	0	0	1	3	1	0	5	4.00
Assists by facilitating decision making without usurping authority.	0	0	1	1	3	0	5	4.40
Responds well to requests, advice, and constructive criticism.	0	0	2	2	1	0	5	3.80

#	COMMENTS:
1	I feel he strives to be equitable to all. Generally he exceeds expectations.

Q5 Policy Execution

Answered: 5 Skipped: 0



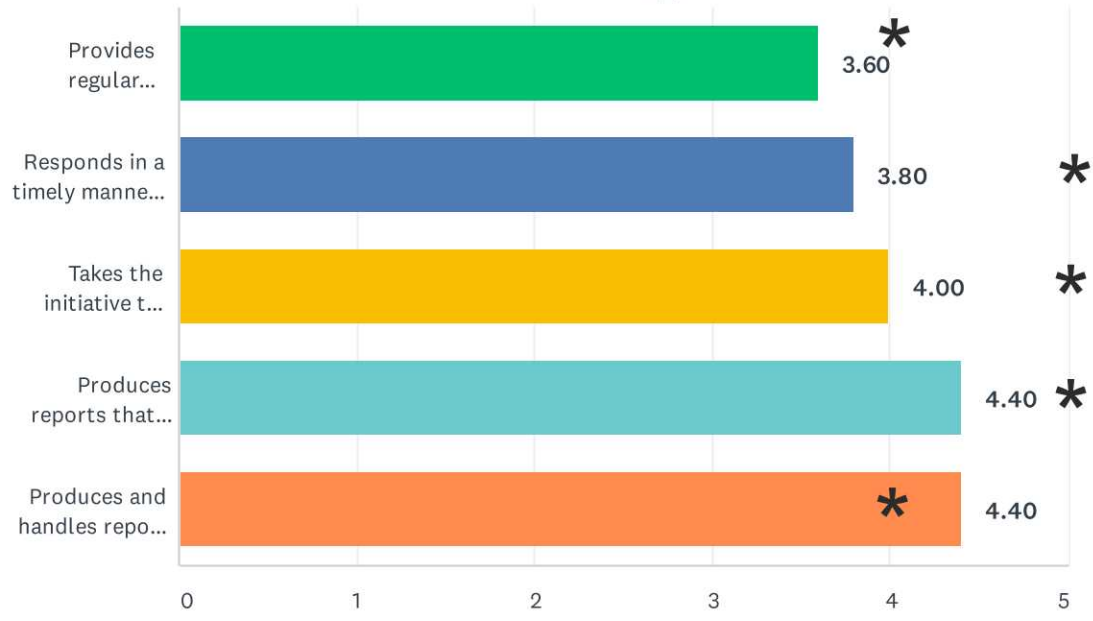
	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Implements City Council actions in accordance with the intent of council.	0	0	0	4	1	0	5	4.20
Supports the actions of the City Council, both inside and outside the organization, after a decision has been reached.	0	0	0	2	3	0	5	4.60
Understands, supports, and enforces local government's laws, policies, and ordinances.	0	0	0	1	4	0	5	4.80
Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.	0	0	1	3	1	0	5	4.00
Offers workable alternatives to the City Council for changes in law or policy when an existing policy or ordinance is no longer practical.	0	0	1	3	1	0	5	4.00

COMMENTS:

1 I see these actions reflected in the staff's work. He meets with them regularly as well as councilors and does a good job of assessing needs and trying to bring consensus. Amended 31 of 77.

Q6 Reporting

Answered: 5 Skipped: 0



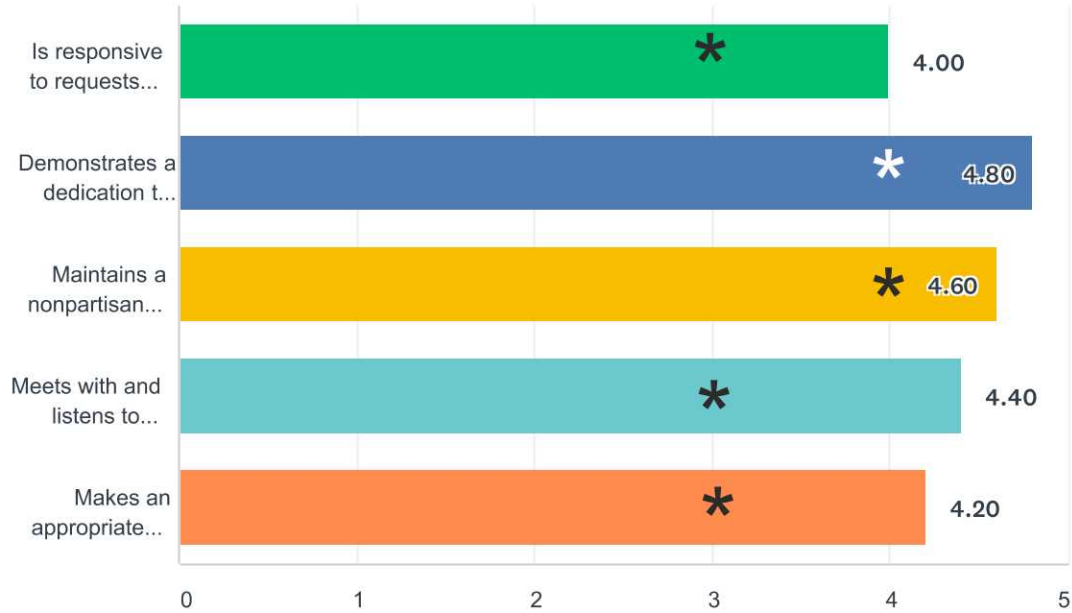
2020 McMinnville City Manager Evaluation

	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Provides regular information and reports to the City Council concerning matters of importance to the local government, using the charter as a guide.	0	0	2	3	0	0	5	3.60
Responds in a timely manner to requests from the City Council for special reports.	0	0	2	2	1	0	5	3.80
Takes the initiative to provide information, advice, and recommendations to the City Council on matters that are non-routine and not administrative in nature.	0	0	1	3	1	0	5	4.00
Produces reports that are accurate, comprehensive, concise, and written to their intended audience.	0	0	0	3	2	0	5	4.40
Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny.	0	0	1	1	3	0	5	4.40

#	COMMENTS:
1	Scorecard will help us with our goal accomplishment.
2	There is always room for improvement.

Q7 Public Relations

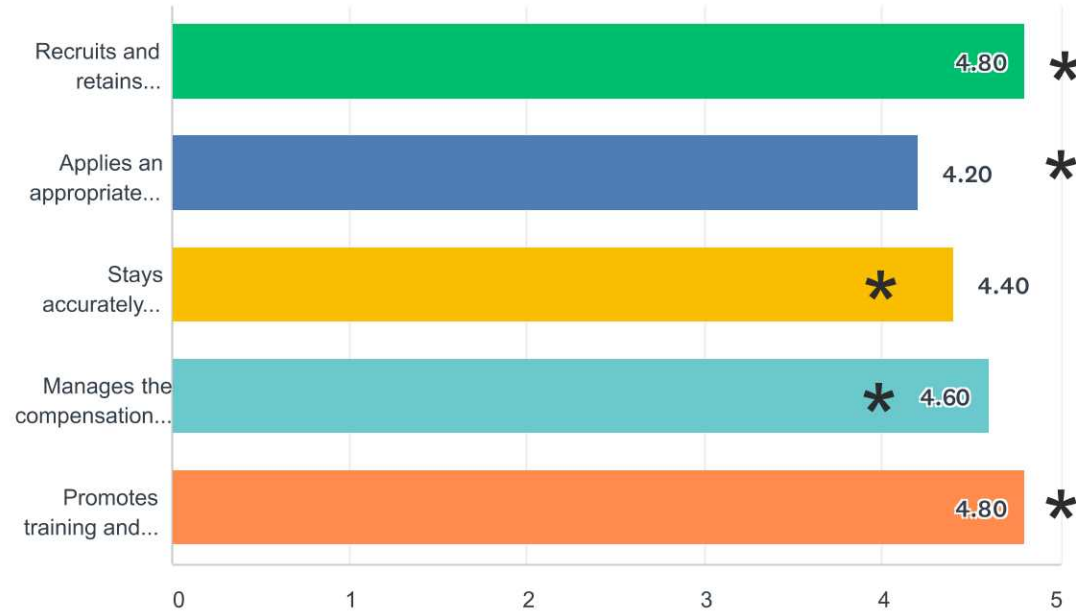
Answered: 5 Skipped: 0



	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Is responsive to requests from Residents.	0	0	1	3	1	0	5	4.00
Demonstrates a dedication to service to the community.	0	0	0	1	4	0	5	4.80
Maintains a nonpartisan approach in dealing with the news media.	0	0	0	2	3	0	5	4.60
Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests.	0	0	0	3	2	0	5	4.40
Makes an appropriate effort to maintain resident satisfaction with services.	0	0	1	2	2	0	5	4.20

Q8 Staffing

Answered: 5 Skipped: 0

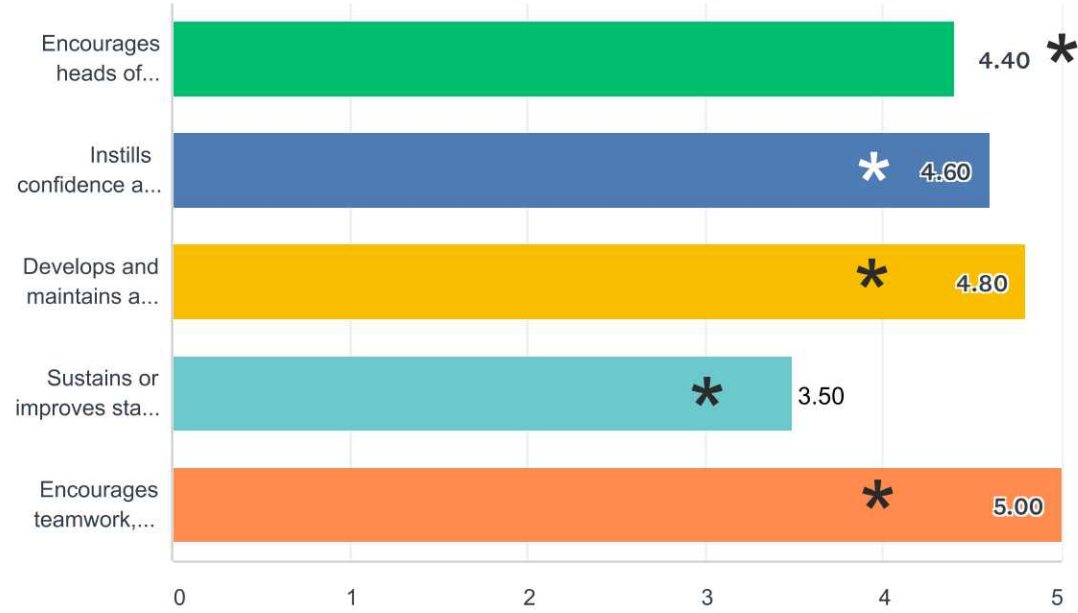


	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Recruits and retains competent personnel for staff positions.	0	0	0	1	4	0	5	4.80
Applies an appropriate level of supervision to improve any areas of substandard performance.	0	0	1	2	2	0	5	4.20
Stays accurately informed and appropriately concerned about employee relations.	0	0	1	1	3	0	5	4.40
Manages the compensation and benefits plan professionally.	0	0	0	2	3	0	5	4.60
Promotes training and development opportunities for employees at all levels of the organization.	0	0	0	1	4	0	5	4.80

#	COMMENTS:
1	Outstanding focus on exceptional staffing.

Q9 Supervision

Answered: 5 Skipped: 0

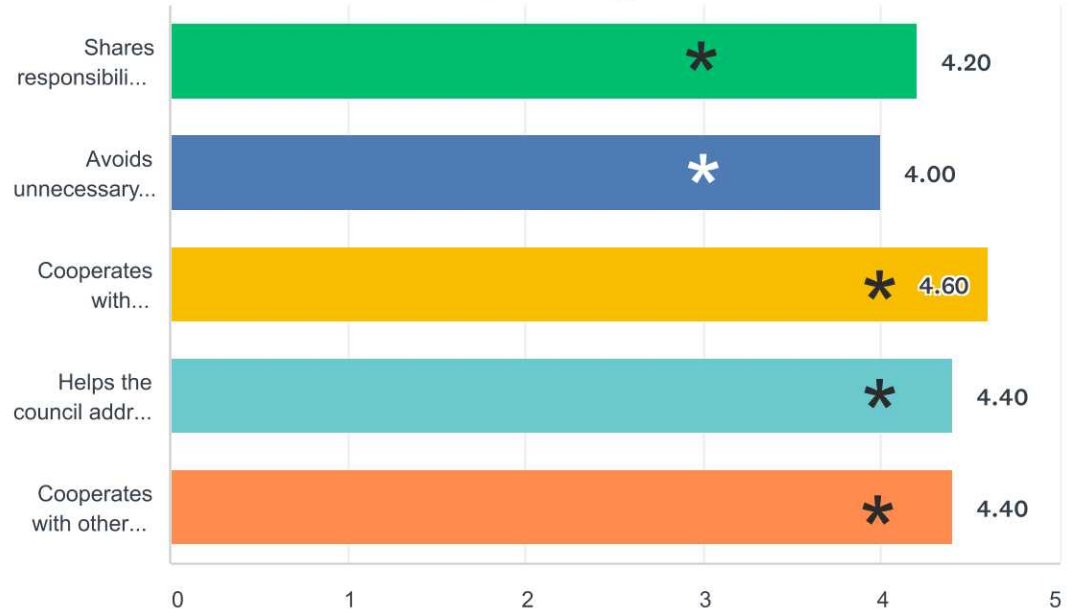


2020 McMinnville City Manager Evaluation

	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE	
Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff.	0	0	1	1	3	0	5	4.40	
Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level.	0	0	0	2	3	0	5	4.60	
Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office.	0	0	0	1	4	0	5	4.80	
Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.	0	0	2	2	0	1	5	3.50	
Encourages teamwork, innovation, and effective problem solving among the staff members.	0	0	0	0	5	0	5	5.00	
#	COMMENTS:								
1	We have a great team in McMinnville, thanks for your management and development of this team.								
2	I do not know where performance evaluation is at this time.								

Q10 Community

Answered: 5 Skipped: 0

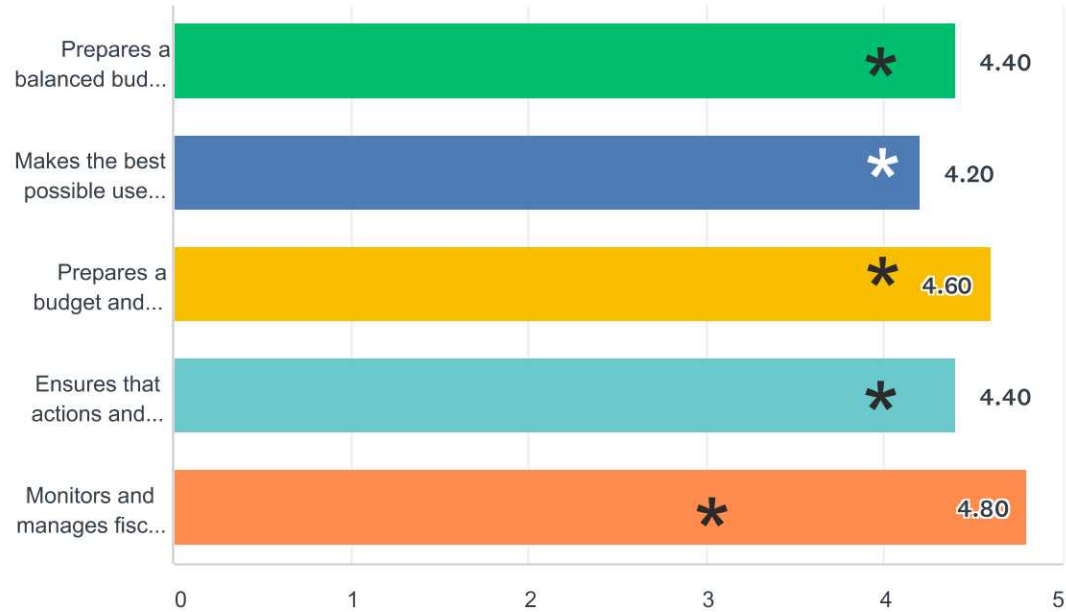


	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Shares responsibility for addressing the difficult issues facing the community.	0	0	1	2	2	0	5	4.20
Avoids unnecessary controversy.	0	0	1	3	1	0	5	4.00
Cooperates with neighboring communities and the county.	0	0	0	2	3	0	5	4.60
Helps the council address future needs and develop adequate plans to address long-term trends.	0	0	0	3	2	0	5	4.40
Cooperates with other regional, state, and federal government agencies.	0	0	0	3	2	0	5	4.40

#	COMMENTS:
1	Always a challenge to work with groups and people who have their own agenda's.

Q11 Fiscal Management

Answered: 5 Skipped: 0



	UNSATISFACTORY	IMPROVEMENT NEEDED	MEETS JOB STANDARDS	EXCEEDS JOB STANDARDS	OUTSTANDING	NOT OBSERVED	TOTAL	WEIGHTED AVERAGE
Prepares a balanced budget to provide services at a level directed by council.	0	0	1	1	3	0	5	4.40
Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively.	0	0	2	0	3	0	5	4.20
Prepares a budget and budgetary recommendations in an intelligent and accessible format.	0	0	0	2	3	0	5	4.60
Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.	0	0	1	1	3	0	5	4.40
Monitors and manages fiscal activities of the organization appropriately.	0	0	0	1	4	0	5	4.80

COMMENTS:

1 We have made good progress on developing and impletementing a reserve policy. You bring superior knowledge and experience to the fiscal management, coupled with Jennifer's skills.

Q12 What would you identify as the manager’s strength(s), expressed in terms of the principal results achieved during the rating period?

Answered: 5 Skipped: 0

#	RESPONSES
1	His ability to empower the executive team & lead the organization through a pandemic has been his greatest strength during this rating period. Jeff has been proactive in leading the city through this vs reaction based.
2	Great public-facing manager for City of McMinnville, embodies much of what McMinnville is, hears and understands the themes council discusses and brings items back to council related to those items, follows mayor's direction, gives ample time to all councilors if needed
3	Knowledgeable and Experienced in the running of a city. Jeff provides superior development of his team, the executive team. We have hired some of the best department heads within the State from me prospective. The total team is approachable and excited to assistance making McMinnville a great city. Jeff has built a partnership with so many peers within the industry and has partnership that bring assistance to this city when needed. He is meeting at least monthly with each councilor, which builds communication and truth.
4	Fiscally responsible, hires & supervises superior staff, maintains good relations with all councilors.
5	Keeping the City closely on budget during a pandemic while collaborating with regional partners to overcome unique challenges presented to the City.

Q13 What performance area(s) would you identify as most critical for improvement?

#	RESPONSES
1	Communication of Agenda items. How/why they're getting prioritized in the way they are. Relationships within the business community.
2	n/a
3	There are some players in this community that are hard to work with and do not promote trust and wanting a partnership. The City and Jeff need to work around those people, organizations, for the benefit of this community.
4	I think generally reporting is very good, but there is always room for improvement.
5	More regular communication with the whole Council.

Q14 What constructive suggestions or assistance can you offer the manager to enhance performance?

Answered: 5 Skipped: 0

#	RESPONSES
1	Jeff has done a great job at building a mutual beneficial relationship / open dialog with Linfield and smaller surrounding cities. I'd love to see relationships with the County and Local Business Community improve to similar levels. I fully recognize it's a two way street & not something he can do solely on his own.
2	open the budget process up to policy-level discussions prior to budgeting to ensure ample input to have policy direction influence budgeting
3	Continue the purpose of growing your team and assisting the growth of the council. We have so many excellent traits within our city, we need to take it to the next level of teamwork and collaborative work place.
4	We need to provide him with a workable scorecard.
5	Open and direct communication with the Council regarding local and regional board activity.

Q15 What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Answered: 5 Skipped: 0

#	RESPONSES
1	Overall, Jeff did a great job during a very challenging rating period. Building this upcoming budget I see as a challenge with most revenues down and maybe one or two small sources up. I'd also like to know plan B or C for fire districting / staffing /service levels if we A) aren't successful at all or B) We're fall 22' or 23' for a vote, are we going for a Safer in the 21' cycle, a levy? 3rd item in this rating period would be a unified city communication on social media platforms much like City of Tualatin, Bend, Beaverton & to some extent Newberg although I think they're still divided in their message more than the others mentioned.
2	look forward to continuing to work alongside Manager Towery as we try and push through the pandemic and pull the city out and continue to provide a high-level of service to our city, which is what we are here to do
3	Thanks for assisting with the development of EOS within the council. We are making headway, yet have much work ahead of us. Thanks for your skills that make this an enjoyable environment to volunteer. As we focus of efforts on measurable and sustainable goals we all win. The development of a scorecard would help this evaluation process on a annual bases. Thanks for another great year and the adapting to the CO-VID environment.
4	We are working on this. I think we are on the right track.
5	Great job navigating the pandemic on behalf of the City of McMinnville!

From: [J-Rod Harney](#)
To: [Claudia Cisneros](#)
Subject: Bottle Redemption Site
Date: Tuesday, February 23, 2021 9:02:05 AM

This message originated outside of the City of McMinnville.

Hello, I am unable to attend the meeting tonight.. I would like a public comment to be made regarding the need for a Bottle Drop location in our city. Councilor Geary and I have been in talks with The Bottle Drop Center Organization to establish a site in town where citizens can effectively redeem their bottle and can deposits. Currently our city is behind in progressive ways for it's citizens to redeem their can deposits. Even further, with the pandemic in place and restrictions around ways to return cans and bottles, citizens find themselves with no convenient way to make their returns-return machines are shut down and businesses are limiting or refusing ways to citizens to return their cans. There are very limited ways of getting your deposits at the current moment. These deposits are often reliable sources of income for some folks. I believe that we currently have an equity issue around all of this in McMinnville.

I would ask that the council consider any efforts to encourage the Bottle Drop Center to our city. Counselor Geary may be able to speak more on the efforts he has made to encourage this program in our city....

Thank You,
Jerod Harney

From: [Tynan Pierce](#)
To: [Claudia Cisneros](#); [Scott Hill](#); [Zack Geary](#); [Adam Garvin](#); [Remy Drabkin](#); [Sal Peralta](#); [Kellie Menke](#); [Chris Chenoweth](#)
Subject: Public Comment regarding Council Meeting on 2.23.21
Date: Tuesday, February 23, 2021 11:50:07 AM

This message originated outside of the City of McMinnville.

Hello Claudia, Mayor Hill and City Councilors,

Reading over the agenda and packet for tonight's meeting there are a couple of items I would like to address.

First, I would like to see yes votes on Ordinance No. 5100. establishing the Affordable Housing Task Force as a permanent standing committee is an important commitment for our City as we see the effects of rising housing costs, stagnant salary growth for the working class, and loss of income over the past year with Covid induced shutdowns.

Also, with the same sentiments as stated above, I encourage yes votes on Resolution 2021-09 for the letter supporting the housing authority funding application. As a City, we need to be doing as much as we can and being as creative as possible to address the pressing housing needs of our time and for future generations.

Finally, it is great to see a presentation from Good Company on tonight's agenda. As this past year has shown us, from smoke and fires to flooding and ice storms....our communities are vulnerable at a level that many of us have been reluctant to admit. I look forward to seeing what initiatives the City is able to adopt for addressing Climate Change and commitment to developing a comprehensive Climate Action Plan.

Thank you for your time,
Tynan Pierce



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

STAFF REPORT

DATE: February 12, 2021
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. Resolution 2020-64 went before City Council at the October 22, 2020 Regular City Council meeting to extend Resolution 2020-59. Resolution 2020-64 was adopted and Emergency Declaration was extended to expire on February 28, 2021.

Discussion: Resolution No. 2020-18 was scheduled to expire on May 1, 2020 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. 2021- 07 to extend the state of emergency to April 1, 2021, but may be extended again as necessary of the Common Council.

Attachments:

Resolution Number 2021-07
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. 2021-07 extending the duration of a State of Emergency for the City of McMinnville.

RESOLUTION NO. 2021-07

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, Resolution No. 2020-59 was scheduled to remain in effect until November 3, 2020 but was extended to February 28, 2021 by Resolution No. 2020-64 by the Common Council on October 27, 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, 2020-59 and 2020-64; 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 five times and most recently to February 28, 2021 in Resolution 2020-64 (October 27, 2020 at Regular City Council Meeting) and shall be extended to April 1, 2021 by Resolution 2021-07.
3. This resolution is effective immediately and shall remain in effect until April 1, 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 23rd day of February 2021 by the following votes:

Ayes: _____

Nays: _____

Abstain: _____

Approved this 23rd day of February 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

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

Nays: _____


Abstain: _____

Approved this 27th day of October 2020.



MAYOR

Approved as to form:



City Attorney

Attest:



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: _____

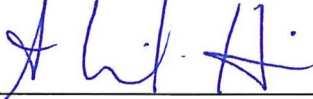
Abstain: _____

Approved this 25th day of August 2020.



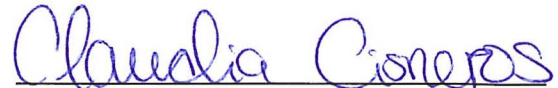
MAYOR

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 _____

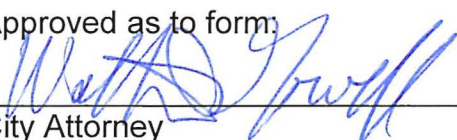
Nays: _____

Approved this 23rd day of June 2020.




MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder

RESOLUTION NO. 2020-18

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:

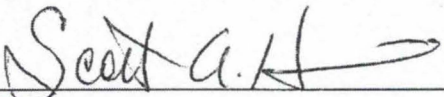
1. City Manager of the City of McMinnville, as the Emergency Manager as indicated in the Emergency Operation Plan, may take any and all necessary steps authorized by law to coordinate a response to this emergency; and
2. The state of emergency declaration provides the City Manager of the City of McMinnville 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.



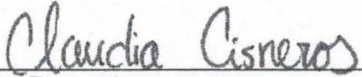
MAYOR

Approved as to form:



City Attorney

Attest:



City Recorder



City Recorder Use

Final Action:
 Approved Disapproved

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Columbia Hills Winery LLC DBA: Jacob Williams Winery
 BUSINESS LOCATION ADDRESS: 232 NE 3rd Street
 LIQUOR LICENSE TYPE: Winery 1st Location

Is the business at this location currently licensed by OLCC

Yes No

If yes, what is the name of the existing business:

Hours of operation: Thursday and Friday 3pm to 8pm; Saturday and Sunday 12pm to 8pm

Entertainment: Live music and recorded music

Hours of Music: hours of operation

Seating Count: 52 total; lounge 36-40, outdoor 8-12

EXEMPTIONS:

(list any exemptions)

Tritech Records Management System Check: Yes No

Criminal Records Check: Yes No

Recommended Action: Approve Disapprove

Chief of Police / Designee

City Manager / Designee



LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp: <u>2/4/2021</u>
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County: _____
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	OLCC USE ONLY Date application received: <u>1/28/21</u> Date application accepted: <u>1/28/21</u>
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	License Action(s): <u>N/O</u>
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input checked="" type="checkbox"/> Winery 1 st Location	
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

Columbia Hills Winery, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)		
Jacob Williams Winery		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
232 NE 3rd St.		
City	County	Zip Code
McMinnville	Yamhill	91728

¹ **Read the instructions on page 1 carefully.** If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: February 23, 2021
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Ordinance 5100, Affordable Housing Committee

STRATEGIC PRIORITY & GOAL:



ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

OBJECTIVE/S: Grow City's employees and Boards and Commissions to reflect our community

Report in Brief:

This proposal is an ordinance which would amend the composition of the Affordable Housing Task Force, and add provisions governing attendance and quorum.

The ordinance would also codify the Affordable Housing Task Force as permanent standing committee in the Municipal Code, consistent with other City committees, adding it as Chapter 2.31, with standard operating provisions. The provisions for the Affordable Housing Task Force were previously adopted and amended by resolutions.

Background:

This topic was presented and discussed by the Affordable Housing Task Force at the December 2020 and January 2021 meetings, and based on those discussions, the Task Force recommended amendments to the composition of the task force and the addition of provisions regarding quorum and attendance.

The proposed ordinance would also codify the provisions for the Affordable Housing Task Force in the Municipal Code, consistent with other committees, and rename it the Affordable Housing Committee.

Composition

- The proposal retains two City Councilors as voting members.
- The proposal increases the number of other Council-appointed voting members to nine members.

- The composition has been further restructured to be more similar to many City committees, to be less rigid regarding the representation for each specific position or opening. The guidelines for diversity of representation on the Task Force are now written to apply to the Task Force overall, rather than focusing on specific requirements for individual positions. This further reflects that as openings occur over time, the appointments can respond to the applicant pool and ensure well-rounded representation of the task force overall given the unique breadth of experiences each individual brings, rather than focusing on a more one-dimensional position description that must be filled when there is a vacancy.
- The proposal also provides for representation of additional housing organizations as non-voting ex-officio members. This doesn't preclude representatives of these organizations from applying for and serving as Council-appointed voting positions; however, it provides a formal seat at the table for key stakeholder organizations.

The proposal would add provisions governing quorum and attendance.

The transition to the new task force structure would be consistent with the current staggered terms of the current members.

Discussion:

The proposed changes would continue to provide diverse representation on the task force, continuing to seek specified representation when the applicant pool includes such applicants, while also providing for flexibility in the event positions would otherwise remain vacant.

The proposed restructuring also provides for ongoing ex-officio representation of stakeholder organizations in a way that also allows for greater diversity of the Task Force as a whole with opportunities for broader representation in voting positions directly appointed by City Council.

Attachments:

Attachment A. Attachment A is proposed Ordinance 5100 amending the Municipal Code to add Chapter 2.31 to codify the provisions for the Affordable Housing Committee.

Recommendation:

Staff recommends City Council adopt Ordinance 5100. As recommended by the Affordable Housing Task Force, this would amend the composition of the Affordable Housing Task Force and add provisions governing attendance and quorum. This would further codify provisions governing the Affordable Housing Task Force in the Municipal Code, renaming it the McMinnville Affordable Housing Committee, including standard provisions consistent with those of other committees.

ORDINANCE NO. 5100

AN ORDINANCE AMENDING THE MCMINNVILLE CITY CODE TO ADD CHAPTER 2.31, ESTABLISHING THE MCMINNVILLE AFFORDABLE HOUSING COMMITTEE AS A PERMANENT STANDING COMMITTEE AND SPECIFYING ITS OPERATING PROVISIONS

RECITALS:

After extensive research, the City Council determined in September 2015, the best way to assist Citizens who are experiencing homelessness or who are on the verge of losing their current home was to increase housing availability for low and no-income families. To support this policy, the Council directed the formation of an Affordable Housing Task Force with the task of developing an action plan to meet this focus.

The Task Force completed an initial action plan and proposed formal adoption of the Affordable Housing Task Force charter language and the action plan itself.

On April 26, 2016, the City Council created the Affordable Housing Task Force and approved its Action Plan by Resolution 2016-20.

Since that time, the Affordable Housing Task Force has voted to recommend changes to broaden its composition, broaden its scope to also address workforce housing, and to update the action plan.

The City Council has since adopted resolutions making changes consistent with the recommendations.

On January 27, 2021, the Affordable Housing Task Force recommended changes to the provisions regarding the composition and representation structure of the Task Force, and to add provisions regarding attendance and quorum.

Historically the enabling language for the Affordable Housing Task Force has resided in resolutions.

Many other volunteer, City Council appointed committees' enabling language resides in Chapter 2 of the McMinnville City Code, such as the Airport Commission, the City Planning Commission, the Landscape Review Committee.

In order to standardize and simplify the McMinnville City Code, all the enabling language for the city commissions and committees should reside in the same general location of the McMinnville City Code.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

1. That Chapter 2.31 (McMinnville Affordable Housing Committee) is added to the McMinnville City Code as provided in Exhibit A to this Ordinance.

2. This Ordinance supersedes previous resolutions with provisions governing the composition and operation of the Affordable Housing Committee.

3. That this Ordinance shall take effect 30 days after its passage by the City Council.

Passed by the Council this 23rd day of February 2021, by the following votes:

Ayes: _____

Nays: _____

MAYOR

Attest:

Approved as to form:

CITY RECORDER

CITY ATTORNEY

**EXHIBIT A
TO ORDINANCE 5100**

PROPOSED AMENDMENTS TO THE MCMINNVILLE MUNICIPAL CITY CODE

Chapter 2.31 is added to the McMinnville Municipal Code as follows:

Chapter 2.31

MCMINNVILLE AFFORDABLE HOUSING COMMITTEE

Sections:

2.31.000	Establishment
2.31.010	Purpose.
2.31.020	Responsibilities and Power.
2.31.030	Membership.
2.31.040	Officers.
2.31.050	Meeting/Quorum
2.31.060	Expenses / Reimbursements
2.31.070	Special Provisions
2.31.080	Staff Support

2.32.000. Establishment. The McMinnville Affordable Housing Committee was originally established by the McMinnville City Council by Resolution 2016-20, and subsequently amended. The Affordable Housing Committee is hereby established as a permanent standing committee of the City of McMinnville.

2.32.010. Purpose. The purpose of the McMinnville Affordable Housing Committee is to review and recommend to the 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 as defined by the U.S. Department of Housing and Urban Development.

2.32.020. Responsibilities and Power.

- A. The Affordable Housing Committee shall advise and make recommendations to the City Council consistent with its purpose.
- B. In coordination with the City Council, the Affordable Housing Committee shall review its action plan annually and amend as warranted.
- C. The Affordable Housing Committee shall coordinate its activities with other jurisdictions and organizations as appropriate.
- D. The Affordable Housing Committee shall perform such other tasks as may be requested by the City Council.

2.32.030. Membership.

- A. Number of Members. The Affordable Housing Committee shall be comprised of eleven voting members, plus five ex-officio non-voting members.
- B. Residency/Representation. Members shall reside within the McMinnville Urban Growth Boundary, shall attend school in McMinnville, or shall be employees or officers of organizations that provide housing-related services in McMinnville. A majority of members shall reside within the city limits. The City Council can appoint a member to the committee who does not meet these requirements if it is determined that the member brings significant value to the purpose of the committee. Individual seats are not geographically designated by ward.
- C. Qualifications. The McMinnville Affordable Housing Committee shall be comprised of the following members:
1. City Council Representatives. Two representatives of the City Council, as voting members
 2. Direct Appointments. In addition to the two City Council members, the City Council shall directly appoint nine additional voting members, which may include any combination of knowledge and experience beneficial to the work of the Committee. The combined composition of the Committee should, at any given time, include representation providing diversity of perspectives and diversity of vocational, cultural, and life experiences.

Members need not be engaged in a vocation related to housing, but have a passion to work to address affordable housing and homelessness. It is preferred that there is not an undue concentration of members representing the same specific vocation.

It is desirable that the composition include some individuals directly engaged in a vocation related to the development and provision of housing and related services across the full spectrum of housing needs affordable to the community, including owner- and renter-occupied housing, market rate housing, subsidized housing, transitional housing, and shelter.

Examples of different housing-related vocational perspectives may include: private sector housing development and/or management addressing market-rate solutions to affordable housing (ownership and rental); nonprofit provision of subsidized housing and services; business representation with perspective of workforce housing needs; advocate for overcoming homelessness and engaged in solutions for temporary and transitional housing and services for people experiencing homelessness; banking and finance representation, with knowledge and experience in conventional and creative financing of affordable housing, transitional housing, and shelter; youth representation with a perspective of the housing needs of youth in the community, including youth who may be entering the workforce who wish to remain in the community or relocate to the community.

3. Ex-Officio Members. In addition to the voting members, the Committee shall include permanent standing positions for representatives of the following organizations or departments as non-voting ex-officio members, when the Director is not otherwise represented as a directly-appointed voting member:

The Director, or the Director's designee, of the following organizations or departments:

- Housing Authority of Yamhill County (HAYC)
- Yamhill Community Action Partnership (YCAP)
- Habitat for Humanity
- Yamhill County Health and Human Services
- Champion Team

The Director may also specify an alternate to attend on behalf of the Director or Director's designee in the event of absence of the Director or Director's Designee. The alternate may attend on behalf of the Director or Director's designee for a maximum of two meetings per calendar year, unless prior approval is provided by the Chair.

- D. Appointments. The City Council will appoint the commission members.
- E. Terms. All terms are for three years commencing with January of each year. Any vacancy which may occur shall be filled by the City Council for the unexpired portion of the term.
- F. Removal. A commission member may be removed by the City Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The Affordable Housing Committee may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.

2.32.040. Officers

- A. Chairperson / Vice-Chairperson. At its first meeting of each year, the Planning Commission shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the commission. A majority of the commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
- B. Secretary. The City shall provide a secretary who shall keep an accurate record of all Commission proceedings.
- C. Annual Report to City Council. The Chairperson of the commission shall make an annual report to the City Council by December 31 of each year. The annual report shall include a survey and report of the Commission's activities during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the Commission.

2.32.050. Meeting/Quorum

- A. Meeting Schedule. The Commission shall meet as required to accomplish their responsibilities.
- B. Meeting Conduct. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.
- C. Open to the Public. All meetings shall be open to the public.
- D. Quorum. A majority of the members of the commission shall constitute a quorum. Quorum will be based on the number of people officially appointed to the commission at the time and should not include vacancies.
- E. The City Council shall provide to the Affordable Housing Committee a location in City Hall or other municipal facilities in which to hold its meetings, transact its business, and keep its records.

2.32.060. Expenses / Reimbursements. Commission members shall receive no compensation. Any expense incurred by a commission member that will need to be reimbursed by the City of McMinnville must be pre-authorized by the City Manager or designee.

2.32.070. Special Provisions.

- A. The Affordable Housing Committee shall operate within the laws and guidelines of the federal government, the state government, Yamhill County and the City of McMinnville.
- B. The Affordable Housing Committee may establish sub-committees to address certain goals, maximizing the expertise of the greater McMinnville community.

2.32.080. Staff Support. Staffing shall be determined by the City Manager or City Manager designee.

“MMC 2.31.030. Membership.

...

C. Qualifications. ...

3. Ex-Officio Members. In addition to the voting members, the Committee shall include permanent standing non-voting ex-officio membership positions for representatives of ~~the following~~ organizations or departments involved in affordable housing and related issues, such as ~~non-voting ex-officio members, when the Director is not otherwise represented as a directly appointed voting member. The Director, or the Director's designee, of the following organizations or departments:~~ • Housing Authority of Yamhill County (HAYC), • Yamhill Community Action Partnership (YCAP), • Habitat for Humanity, and • Yamhill County Health and Human Services, • Champion Team ~~The Director may also specify an alternate to attend on behalf of the Director or Director's designee in the event of absence of the Director or Director's Designee. The alternate may attend on behalf of the Director or Director's designee for a maximum of two meetings per calendar year, unless prior approval is provided by the Chair”~~

“MMC 2.31.030. Membership.

...

C. Qualifications. ...

3. Ex-Officio Members. In addition to the voting members, the Committee shall include permanent standing non-voting ex-officio membership positions for representatives of organizations or departments involved in affordable housing and related issues, such as Housing Authority of Yamhill County (HAYC), Yamhill Community Action Partnership (YCAP), Habitat for Humanity, and Yamhill County Health and Human Services. The Director may also specify an alternate to attend on behalf of the Director or Director’s designee in the event of absence of the Director or Director’s Designee.”



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: February 23, 2021
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Resolution 2021-08, Affordable Housing Task Force Appointment
STRATEGIC PRIORITY & GOAL:



ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

OBJECTIVE/S: Grow City's employees and Boards and Commissions to reflect our community

Report in Brief:

This is the consideration of Resolution No. 2021-08, appointing a new member to the Affordable Housing Task Force.

Background:

The City of McMinnville has many boards, committees and commissions that support the City's work on a volunteer basis. One such committee is the Affordable Housing Task Force.

Prior to Ordinance 5100, there were already vacancies on the Affordable Housing Task Force. Yuya Matsuda submitted an application to serve on the Task Force, and the Chair and Vice-Chair recommended that City Council approve his appointment. Resolution 2021-08 would appoint of Yuya Matsuda to the position.

Discussion:

Yuya's redacted application is attached. Yuya would serve the remainder of a three-year term which expires on December 31, 2023.

Attachments:

- Resolution No. 2021-08
- Yuya Matsuda Redacted Application

Recommendation/Suggested Motion:

Motion to approve Resolution 2021-08 appointing Yuya Matsuda to serve a three year term on the Affordable Housing Task Force.

RESOLUTION NO. 2021-08

A Resolution Appointing a Member to the Affordable Housing Task Force.

RECITALS:

The City of McMinnville has several Boards, Committees, Commissions, and Task Forces made up of volunteers; and

The City Council is responsible for making appointments and re-appointments.

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

- 1. The City Council appoints the following volunteer to the Affordable Housing Task Force (3-year term):

Yuya Matsuda: appointment to vacant position

- 2. This Resolution and this appointment will take effect immediately

Yuya Matsuda will serve the remainder of a three year term which expires on December 31, 2023.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23rd day of February, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 23rd day of February 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

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: Yuya Matsuda

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:

- | | |
|---|---|
| <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Landscape Review Committee |
| <input type="checkbox"/> Airport Commission | <input checked="" type="checkbox"/> McMinnville Affordable Housing Task Force |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> McMinnville Urban Renewal Advisory Committee (MURAC) |
| <input 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? 2 months

Educational and occupational background: I currently work at HAYC as a Housing Specialist. I'll have worked at HAYC for 2 years this coming Feb.

Why are you interested in serving? I want to serve my community beyond being a Housing Specialist. I also would like to be part of the solution regarding affordable housing for those who need it. I do sit in on the Affordable Housing Task Force zoom meetings as a citizen. I was also highly encouraged by Mayor Hill and Kellie Mente to apply for a spot in this Task Force.

Date 12/9/20

Signed [Signature]



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: February 23, 2021
TO: Mayor and City Councilors
FROM: Tom Schauer, Senior Planner
SUBJECT: Resolution 2021-09, Letter in Support of Housing Authority Funding Application
STRATEGIC PRIORITY & GOAL:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE/S: Collaborate to improve the financial feasibility of diverse housing development opportunities

Report in Brief:

This item is a resolution providing a City Council letter of support for a funding application to Oregon Housing and Community Services by the Housing Authority of Yamhill County for affordable housing in McMinnville.

Background:

The Housing Authority is preparing to submit an application for funding for their proposed affordable housing development in McMinnville. Letters of local support can help demonstrate community support that can help with the scoring of applications to make them more competitive. At the January meeting, the Affordable Housing Task Force recommended that City Council provide a letter of support. Approval of this resolution would authorize submittal of the letter of support of the Housing Authority's application.

Discussion:

This is an action the City Council can take in support of Affordable Housing in McMinnville. This action can help support with competitiveness of the Housing Authority's funding application.

Attachments:

Attachment A. Resolution 2021-09 with Letter of Support

Recommendation:

Motion approving Resolution 2021-09 to submit a City Council letter of support for the Housing Authority's funding application to develop their proposed affordable housing development in McMinnville.

RESOLUTION NO. 2021-09

A Resolution to Submit a Letter of Support for The Housing Authority of Yamhill County's Funding Request to Oregon Housing and Community Services for Affordable Housing in McMinnville.

RECITALS:

The Housing Authority of Yamhill County (HAYC) is submitting a funding request to Oregon Housing and Community Services (OHCS) to assist construction of affordable housing in McMinnville; and

The McMinnville Affordable Housing Task Force recommended that City Council submit a letter in support of the funding request.

The City Council supports the funding request to assist construction of affordable housing in McMinnville.

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

The City Council hereby authorizes staff to submit the letter of support attached as Exhibit "A" on behalf of the Mayor and City Council for the Housing Authority of Yamhill County's funding request to Oregon Housing and Community Services for affordable housing.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23rd day of February, 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 23rd day of February 2021.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



A collaborative and caring city inspiring an exceptional quality of life.

OFFICE OF THE MAYOR, 230 NE Second Street, McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

February 23, 2021

Vickie Ybarguen, Executive Director
Housing Authority of Yamhill County
135 NE Dunn Place
McMinnville, OR 97128

RE: Letter of Support for Funding Request by the Housing Authority of Yamhill County

Dear Vickie:

The McMinnville City Council is pleased to submit this letter in support of the Housing Authority of Yamhill County's (HAYC's) application to Oregon Housing and Community Services (OHCS) for LIFT and Low-Income Housing Tax Credits / tax exempt bonds funding to finance Stratus Village in McMinnville. Stratus Village would provide 200 units of critically-needed affordable housing in McMinnville.

The McMinnville Affordable Housing Task Force recommended, and City Council adopted, a resolution to submit this letter of support for the funding request.

The City of McMinnville is highly supportive of HAYC's plan to finance, construct and operate 200 units of affordable housing called Stratus Village. In addition to creating housing, we understand HAYC will focus on providing housing opportunities for communities of color that are disproportionately and historically denied access to housing.

McMinnville is facing extraordinary affordable housing crisis. Yamhill County demographic and housing profile information included in *Breaking New Ground, Oregon's Statewide Housing Plan* indicated Yamhill County had a deficit of nearly 5,000 affordable rental units by 2015. Given the Covid-19 pandemic and related economic crisis, low income people, and communities of color, are in more crisis than during our strong economic times. The need for housing has only grown.

To address this need, creating more affordable housing is a priority for the City of McMinnville. To be successful, we must work together with other organizations that finance, construct, and own and operate quality affordable housing.

We also believe it is important for OHCS to be aware of the following information. HAYC purchased approximately 7 acres of land in the summer of 2020 to develop as affordable rental housing. The site is near Chemeketa Community College, Willamette Valley Medical Center,

Vickie Ybarguen
February 23, 2021
Re: Letter of Support for Funding Request by the Housing Authority of Yamhill County

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Department of Human Service, and the housing authority offices. The site is located on a bus stop for Yamhill County Transit.

HAYC has been working with service providers to create a community that is supportive of their needs and assists with linking residents to important opportunity. HAYC will link partner with Unidos, Virginia Garcia, Chemeketa Community College, Willamette Valley Medical Center, Department of Human Service, Worksystems, Inc., Yamhill Community Care (YCCO), and the Confederated Tribes of the Grand Ronde.

HAYC plans to construct 200 units of affordable housing that includes a range of one-bedroom to four-bedroom apartments. The project has already received initial approval from the City Council to modify the underlying zoning of the site to allow for multifamily residential development.

The project will meet the City of McMinnville great neighborhood design standards and incorporate elements of McMinnville's agricultural and heritage in the building design.

We understand HAYC will be pursuing LIFT and Low-Income Housing Tax Credits / tax exempt bonds funding from Oregon Housing and Community Services to finance Stratus Village. These resources are critical to providing affordable housing in McMinnville.

Please include this letter of support with your funding request. We encourage OHCS to support HAYC's application for this critical funding.

Sincerely,

Scott Hill
Mayor