



**City Council Meeting Agenda**  
**Tuesday, August 24, 2021**  
**5:30 p.m. – Level 10 Meeting**  
**7:00 p.m. – Regular City Council Meeting**

**REVISED 08/23/2021**

*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. **With new face-covering mandate all who wish to attend public meetings must wear a face mask or some kind of face-covering is required.***

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

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

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

**LEVEL 10 MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/84206280234?pwd=ejk0c3pyWWU1Ukg0NTI2azMrVHI1QT09>

*Zoom ID: 842 0628 0234*

*Zoom Password: 391324*

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

*ID: 842 0628 0234*

**CITY COUNCIL REGULAR MEETING:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/86308150939?pwd=Q1hkSmswT3Q3alZgTTZhOGpQVmR0Zz09>

*Zoom ID: 863 0815 0939*

*Zoom Password: 274978*

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

*ID: 863 0815 0939*

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

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

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT – *The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 3 minutes per person for a total of 30 minutes. The Mayor will read comments emailed to City Recorded and then any citizen participating via Zoom.*
4. PRESENTATION
  - a. McMinnville Economic Vitality Leadership Council (MEVLC) Update
5. ADVICE/ INFORMATION ITEMS
  - a. Reports from Councilors on Committee & Board Assignments
    - i. Motion to Adopt City Council Group Agreements revised from July 27, 2021 Level 10 Meeting.
  - b. Department Head Reports
6. CONSENT AGENDA
  - a. Consider request from Casteel Custom Bottling LLC for warehouse Location OLCC Liquor License located at 1575 NE Colvin Ct.
  - b. Consider the Minutes of the May 26, 2020 City Council Regular Meeting.
  - c. Consider the Minutes of the June 6, 2020 City Council Work Session and Regular Meeting.
7. ADJOURNMENT MEETING

## McMinnville City Council Level 10

Date: 8/24/2021

Time: 5:30-7pm

Attendees:

Meeting Chair: Wendy Stassens

### Meeting Purpose:

- (1) Complete a successful IDS session with actionable solutions for the following issue:
  - (a) *Establishing an agreed upon process that identifies how to bring up issues that a Councilor feels needs to be solved within the community or with the City Council.*

### Materials Included in the Packet:

- (1) Agenda

### Suggested preparation for this meeting:

- (1) Thinking Time exercise: Preparation for the opening exercise
  - (a) Required materials: pen, paper and timer
  - (b) Think of three people who you think exemplify exceptional leadership to you. Try to choose people whom you know well either a famous leader who you have read about and studied or someone who you know personally.
  - (c) Take two to five minutes for each person to list each of the leaders qualities, traits and values that make them so exceptional at leading others.
  - (d) Once you have completed a list for each leader, go back and circle any attributes that are repeated between the three leaders
  - (e) Now circle the attributes that you think are the most powerful values or attributes that make these leaders so exceptional.
  - (f) Of all of the values and traits that you have circled, select the top five that you would like to share with the rest of the Council in the opening exercise.
- (2) Thinking Time exercise: Preparation for the IDS work
  - (a) Required materials: Pen and paper
  - (b) The first step and most important step in the IDS process is "identify". In this step it is critically important that the root cause of the real problem is clearly identified so you are solving for the right thing. This exercise will prepare you to be ready to have clear thoughts about what you think the root cause of the problem that should be IDSed is.
  - (c) Read the IDS topic selected for this Level 10 meeting:

- (i) *Establishing an agreed upon process that identifies how to bring up issues that a Councilor feels needs to be solved within the community or with the City Council.*
- (d) Ask the five “whys” about this statement.
  - (i) First you ask yourself “Why is this a problem?”
  - (ii) Write a thorough answer to that question.
  - (iii) When done, reread what you just wrote in response to that first question
  - (iv) Then, ask yourself, “Why is THIS a problem”, meaning why is what you just wrote a problem
  - (v) Repeat this process until you have asked yourself and answered “Why is this a problem” five times.
- (e) Reread your responses to the five whys exercise
- (f) Create your statement that you think captures the essence of this problem that should be IDSed by the City Council in this Level 10 meeting and be prepared to share your thoughts in the Identify section of the IDS
- (3) Review the meeting agenda
- (4) Complete any action items from the previous meeting and be prepared to report on the status of completion of the action item during the meeting.

Agenda:

Opening: Share the top 5 leadership attributes or traits that you identified in your preparation exercise.

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Scorecards: (0 min)

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Rocks: (0 min)

To be added in future meetings

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Last Meetings Action Items: (5 Min)

- (1) Internal City Council Focus on Strategic Plan
  - (a) (Wendy) Complete the Vision Traction Organizer process to break down the focus for the City Council around the strategic plan priority and institutionalize the focus on the Vision Traction Organizer **In process, status:**
    - (i) Goals adopted **Done**

- (ii) Why exercise will contribute to drafting the Purpose for this team for approval- on the docket for the July City Council Leadership meeting. **Not done, keep**
  - (iii) Once we have these two items, we will draft a VTO and present to the Council **Not done, keep**
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New Actions:

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Identify/Discuss/Solve Issues: 70 Min

Issue Identified in the 5-25-2021 City Council IDS session

***Establishing an agreed upon process that identifies how to bring up issues that a Councilor feels needs to be solved within the community or with the City Council.***

***Identify:***

*Discussion carried over from 5-25-2021*

- (Scott) *It has been a problem for a while that Councilors don't know how to get the things that the Councilor is concerned about from the Council to have a good conversation and learning experience from.*
- *Clarifying and Communicating the process clearly. Include advocating for constituents that are bringing issues to you.*
- *How to advocate for people to participate without diminishing the team. (Include this in the process issue)*

***Discuss***

***Solve***

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Meeting Recap: 5 min

- Meeting Recap

- Cascading messages
- Meeting rating

Criteria:

1. Did the meeting start and end on time.
2. Did you follow the L10 meeting agenda.
3. Is everyone on the same page.
4. Did 80% of the to-do's get done.
5. Did you solve the most important issues.

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

(Scott)

(Kellie)

(Remy)

(Zack)

(Chris)

(Sal)

August 15<sup>th</sup>, 2021

McMinnville Mayor & City Council,

In 2019 the City of McMinnville voted and adopted the MAC Town 2032 Economic Development Strategic Plan. Shortly after, the city created the McMinnville Economic Vitality Leadership Committee. The MEVLC is a city committee composed of leaders from MEDP, Visit McMinnville, the McMinnville Chamber of Commerce, the City of McMinnville and the McMinnville Downtown Association and local business thought leaders. Their charge is to help lead our community forward with economic development strategies and initiatives through the implementation of the MAC Town 2032 Economic Development Strategic Plan, with the following goals:

1. Increase Living Wage Jobs Across a Balanced Array of Industry Sectors
2. Create Systems for Economic Mobility and Inclusion
3. Maintain and Enhance our High Quality of Life
4. Sustain and Innovate within Traditional Industry and Advanced Manufacturing
5. Foster Opportunity in Technology & Entrepreneurship
6. Be a Leader in Hospitality and Place Based Tourism
7. Align and Cultivate Opportunities in Craft Beverage and Food Systems
8. Proactively Assist Growth in Education, Medicine and Other Sciences

At their meeting in March 2021, the MEVLC voted to prioritize two economic development improvement projects as strategic priorities for the community in the next couple of years to help achieve the strategic goals of the MAC Town 2032 Economic Development Strategic Plan. The City Council then adopted these two projects into their 2021 economic development goals in May 2021.

- The Third Street Improvement Plan
- The McMinnville Innovation Center

We ask that the Council strongly consider allocating City ARPA dollars to help fund the creation of two key plans for McMinnville.



**Third Street Improvement Project** -Third Street in McMinnville’s “Living Room”. It is the heart of our business community, serving both residents and visitors. However, it is also where the recent COVID pandemic had the most impact on restaurant and service businesses in McMinnville. This is the development of schematic, design and 30% construction documents for a Third Street Improvement project in downtown McMinnville, as well as the development of a business resiliency and recovery program for businesses impacted by COVID. The project area is approximately nine linear blocks. The McMinnville Urban Renewal Agency currently has \$200,000 allocated towards the design costs of this project. Total estimated design costs are approximately \$650,000 - \$800,000. The McMinnville Urban Renewal Agency has committed approximately \$3,000,000 to the future construction project. Total estimated construction costs are \$8,000,000. If the City is able to develop shovel ready construction documents, it would be competitive for the future infrastructure bill for construction dollars. This is a priority project in terms of timeliness and the ability for McMinnville to leverage its ARPA funds for larger impact. The design process will be approximately nine months. The Federal Infrastructure Bill will be approved soon. *A \$500,000 ARPA investment in project design could be leveraged towards \$5,000,000 in federal infrastructure dollars.*

**Third Street Improvement Project:**

Project Component	Total Costs	Urban Renewal Funds	Additional Need	Source for Additional Funds	Qualifying Criteria
Engineering and Design	\$650,000 - \$800,000	\$200,000	\$500,000	City ARPA Funds	COVID Business Impact, Tourism, Restaurants, Infrastructure
Construction	\$8,000,000	\$3,000,000	\$5,000,000	Federal Infrastructure Bill	Main Street Infrastructure Investment



## McMinnville Innovation Center

Development of an infrastructure plan (water, wastewater, transportation, broadband and power) to serve McMinnville's new Innovation Center, a 140 acre master planned industrial/business incubator campus located on Highway 18, adjacent to the McMinnville Airport. This project is the hallmark of the recently completed Three Mile Lane Area Plan and a foundation of McMinnville's recently adopted MAC Town 2032 Economic Development Strategic Plan

McMinnville is the economic center of Yamhill County, importing workforce from outlying communities and incorporated areas to work. The Innovation Center is a means of maintaining that economic vitality for the whole county with high-density living wage jobs building upon the agricultural and entrepreneurial heritage of Yamhill County.

The McMinnville Innovation Center infrastructure plan will allow the city to set the table for supporting this future development.

The City is launching several public facility updates. An investment in a targeted infrastructure plan for this economic development project could be leveraged with those concurrent efforts and would position the City to apply for funds from the Federal Infrastructure Bill if there are public infrastructure needs identified to support this project.

### McMinnville Innovation Center:

Project Component	Total Costs	City Funds	Additional Need	Source for Additional Funds	Qualifying Criteria
Infrastructure Feasibility Analysis	\$250,000	\$0	\$250,000	City ARPA Funds	Qualifying Census Tract for infrastructure expenditures

We feel a real sense of urgency and opportunity in having both plans being fully funded. With the anticipated federal infrastructure dollars on the immediate horizon, the impact COVID has had on our local businesses and workforce, coupled with the increased awareness and interest in McMinnville as a place to visit, invest and relocate, make this a critical time for action. Action requires a plan. Plans take money. These funded plans could be leveraged to propel McMinnville forward by maintaining and improving what we have, while thoughtfully building new opportunities and resources for McMinnville. They could ultimately check each one of the city's economic development goals and tee up a balanced economic trajectory not only for private business, but for the city's revenue as well.

**Summary of Need:**

Project	Request	Leverage
Third Street Improvement Project	\$500,000	\$5,000,000 from Federal Infrastructure Bill for critical local infrastructure project that will retain and build upon the success of downtown McMinnville.
Innovation Center	\$250,000	Unknown amount of funds from Federal Infrastructure Bill for critical local infrastructure project that will stimulate private investment, create high-density, high-paying jobs to help elevate McMinnville's wage base.

Thank you for your consideration.

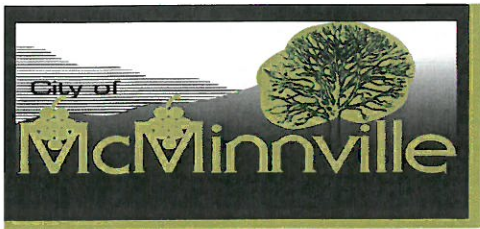
Sincerely,

The McMinnville Economic Vitality Leadership Committee



## **CITY COUNCIL GROUP AGREEMENT**

1. I will individually support the collective decision-making of the Council. If I disagree with the decision made by the council, I will exercise my convictions without personalizing the issue and without eroding the collective reputation of the council. Once the decision is made, I will respect that decision.
2. I will respect other members of the Council, even if we disagree philosophically, by articulating my view, listening openly to their perspectives and rationale, sharing my position and intended actions with the Council in a timely manner
3. I will not personalize issues or decisions.
4. If I have a concern or issue with another Council member or Mayor, I will go to that person first and in a positive, private, and timely manner, and share that concern. I will present my feelings and how those feelings affect me.
5. I will recognize that the Council's role is to set policy and not to be administrators.
6. I will engage in a robust dialogue with the community in a constructive and inclusive manner.
7. I will follow the intention and the law concerning doing Council business outside of Council meetings.



City Recorder Use

Final Action:

☐ Approved ☐ Disapproved

## Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Casteel Custom Bottling LLC

BUSINESS LOCATION ADDRESS: 1575 NE Colvin Ct

LIQUOR LICENSE TYPE: Warehouse

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: Monday – Friday 8 am to 4 pm

Entertainment: N/A

Hours of Music: N/A

Seating Count: N/A

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





OREGON LIQUOR CONTROL COMMISSION

## 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 <sup>st</sup> Location	Date application received and/or date stamp: <u>8/10/2021</u>
Brewery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	Name of City or County: _____
<input type="checkbox"/> Brewery-Public House (BPH) 1 <sup>st</sup> location	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
BPH Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	By: _____
<input type="checkbox"/> Distillery	Date: _____
<input type="checkbox"/> Full On-Premises, Commercial	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Caterer	Date application received: <u>8-3-2021</u>
<input type="checkbox"/> Full On-Premises, Passenger Carrier	Date application accepted: <u>8-3-2021</u>
<input type="checkbox"/> Full On-Premises, Other Public Location	<u>OWH</u>
<input type="checkbox"/> Full On-Premises, For Profit Private Club	License Action(s): <u>N/D</u>
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 <sup>st</sup> location	
GSP Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/>	
<input type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input checked="" type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 <sup>st</sup> Location	
Winery Additional location (2 <sup>nd</sup> ) <input type="checkbox"/> (3 <sup>rd</sup> ) <input type="checkbox"/> (4 <sup>th</sup> ) <input type="checkbox"/> (5 <sup>th</sup> ) <input type="checkbox"/>	

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

CASTEEL CUSTOM BOTTLING, 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)  
CASTEEL CUSTOM BOTTLING

4. Business Address (Number and Street Address of the Location that will have the liquor license)

1575 NE COLVIN COURT

City  
McMINNVILLECounty  
YAMHILLZip Code  
97128

<sup>1</sup> 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  
MINUTES OF CITY COUNCIL MEETING  
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza  
McMinnville, Oregon

Wednesday, May 26, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin joined at 7:09 p.m.	Sal Peralta
	Remy Drabkin	
	Kellie Menke, Council President	
	Wendy Stassens	
	Zack Geary	

Also present were City Manager Jeff Towery, City Attorney Walt Gowell, City Recorder Claudia Cisneros, Planning Director Heather Richards, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, Police Chief Matt Scales, Human Resources Director Kylie Bayer, Finance Director Jennifer Cuellar, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:07 p.m. and welcomed all in attendance in person and via zoom.

2. INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Brittney Ruiz, McMinnville resident, discussed the increase in the McMinnville Water & Light bill. She thought there needed to be more citizen engagement on social media for items such as this. She also discussed drug use in public bathrooms, senior living facility fine, and having a DEQ air quality check in town.

3. ADVICE/ INFORMATION ITEMS

3.a. Reports from Councilors on Committees & Board Assignments

Councilor Geary suggested they schedule a meeting with the School Board and City Council regarding the Kids on the Block program.

Council President Menke reported on the YCAP meeting where funding and hiring were discussed. She asked Jeff Knapp to give an update on Visit McMinnville.



Jeff Knapp, Executive Director of Visit McMinnville, said they were working on their contract and annual business plan that would be presented to Council next month. They were also strategizing Phase 2 reopening communications to make sure they were following state guidelines.

Councilor Drabkin reported on the reopening of fraternal organizations and restaurants. The Sheridan Fire Department had received a \$2 million grant for fire house restoration. Business Oregon had funding for PPE. Two more households had been housed through the hoteling program. The biggest struggle YCAP was facing was acquiring documents and paperwork for housing people. Another barrier was finding housing within certain price ranges. Everyone who was participating in the hoteling program was following the quarantine rules. YCAP's Emergency Board received Covid rental assistance funds. State representatives were looking at conflicting information about Covid regulations for industries. She encouraged everyone to support local businesses. There would be a PPE agriculture specific distribution at the Fairgrounds tomorrow. She noted the infrastructure package could be used to complete the Bypass. However, the issue was getting a recommendation from ODOT.

Councilor Garvin reported YCOM would approve a standard 3% rate increase when they approved the budget at their next meeting. He was in support of a joint meeting with the School Board.

Mayor Hill discussed the weekly LOC calls, Heroes Act, McMinnville Water & Light work schedule, hospital capacity, Landscape Review Committee meeting, housing for agricultural workers in light of Covid restrictions, and moving to Phase 2 reopening.

4.b.

#### Department Head Reports

Police Chief Scales said there had been no issues with the Phase 1 reopening. There would be discussions with the School District regarding funding the School Resource Officers. Four officers would be promoted to Corporals. They had tremendous success in stopping burglaries.

Finance Director Cuellar discussed CARES Act funding that the City would receive and virtual Court. There would be budget hearings at the next Council meeting.

Planning Director Richards discussed building permit activity levels which were trending well.

Human Resources Manager Bayer said the Council would receive a presentation from the consultants on the classification and compensation

study in June. They were working on the promotional process in the Police Department.

City Manager Towery gave an update on the status of the contract negotiations with Visit McMinnville.

4. CONSENT AGENDA

a. Consider Minutes of the October 16, 2019 City Council Work Session Meeting.

b. Consider Minutes of the October 22, 2019 City Council Work Session and Regular Meeting

*Councilor Drabkin MOVED to adopt the consent agenda as presented; SECONDED by Council President Menke. Motion PASSED unanimously.*

5. RESOLUTION

5.a. Consider Resolution No. 2020-32: A Resolution accepting the CARES Act airport grant offer and authorizing the City Manager to execute an agreement with the Federal Aviation Administration (FAA).

Community Development Director Bisset said McMinnville's allocation of this funding was \$69,000. The funds could be used for any operational airport purpose.

*Councilor Geary MOVED to adopt Resolution No. 2020-32, accepting the CARES Act airport grant offer and authorizing the City Manager to execute an agreement with the Federal Aviation Administration (FAA); SECONDED by Councilor Stassens. Motion PASSED 5-0 by the following vote:*

*Aye – Councilors Drabkin, Garvin, Geary, Stassens, and Menke  
Nay – None*

6. ADJOURNMENT: Mayor Hill adjourned the meeting at 7:51 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, June 9, 2020 at 6:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin (joined the meeting at 6:07 p.m.)	
	Zack Geary	
	Kellie Menke, Council President	
	Wendy Stassens (joined the meeting at 6:03 p.m.)	
	Sal Peralta	
	Remy Drabkin	

Also present were City Manager Jeff Towery, City Attorney Walt Gowell, City Recorder Claudia Cisneros, Parks and Recreation Director Susan Muir, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Police Chief Matt Scales, Human Resources Manager Kylie Bayer, Library Director Jenny Berg, Information System Director Scott Burke, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER: Mayor Hill called the meeting to order at 6:01 p.m. and welcomed all in attendance in person and via zoom.

2. DISCUSSION – City Facilities Naming Policy

Parks and Recreation Director Muir led a discussion regarding the creation of a City facilities naming policy. She asked first if the Council wanted a naming policy.

There was consensus that there should be a naming policy.

Parks and Recreation Director Muir asked if they should make the naming policy process subject to a public comment process.

There was consensus to have a public process, but not a long, drawn out public process.

Parks and Recreation Director Muir asked if they wanted to apply the policy to everything except streets that were included in the subdivision platting process.

There was consensus to apply the policy to everything including renaming streets.

Council President Menke cautioned making a policy that would name every building.

Parks and Recreation Director Muir said some other jurisdictions had an application process for naming or renaming things.

Councilor Drabkin asked how much staff time this policy would take.

Parks and Recreation Director Muir said there was some time to put together the staff report, and there would be time to draft the ordinance and bring it back to Council. She thought it would be 8-16 hours.

Councilor Drabkin thought a naming policy at a time when they knew there would be budget shortfalls might not be something they wanted to invest in right now. She suggested taking the work that had already been done and setting it aside to revisit next year when they had a better idea of what they would be facing.

Parks and Recreation Director Muir said this was spelled out in the Strategic Plan to do this work and there had been a lot of focus on making progress on the Strategic Plan.

City Manager Towery said the work they saw tonight had been done for a while and had been pushed out several times based on other priorities. Most of the work would happen when there were naming opportunities and not in putting the policy into place. If the naming process started to get in the way of other issues that were higher priority, there was nothing in this policy that obligated the City to pursue the process.

Councilor Stassens thought having a policy would help them be more efficient with this process.

Parks and Recreation Director Muir thought this was important leadership work that reflected the values of the community. It would be helpful to have this policy on the books.

There was consensus to move forward with the policy.

Parks and Recreation Director Muir confirmed the Council would be the naming body and they would include the opportunity to rename facilities as well. She asked if they wanted to encourage names that reflected the City's ethnic and cultural diversity.

The Council said yes.

Parks and Recreation Director Muir asked about naming things after people.

There was consensus that the person should have served the community for at least ten years and the naming should be done after they had completed their service.

Parks and Recreation Director Muir asked if the Council wanted the option of people paying to have their name put on a facility.

There was consensus that only if that was how they contributed to the community, either in money or time, as opposed to paying to put your name on a building. This would be the same for contributions of land.

Parks and Recreation Director Muir asked if they wanted to restrict naming facilities after a business.

There was consensus to leave the door open to the opportunity.

Parks and Recreation Director Muir said they would also keep it open for national, state, or local historical or cultural events, native wildlife and nature, geographic location, names to commemorate economic development or redevelopment activity and fulfillment of the City's mission, and words that reflected the City's vision. She would work on creating an ordinance and would bring it back when possible.

### 3. DISCUSSION – Council Dynamics in Implementing our Strategic Plan (level 10)

Councilor Stassens gave a presentation on Council dynamics in implementing the Strategic Plan. The outcomes they were trying to achieve were:

- Focusing our deliberations, work, and decision in a way that effectively advanced the Strategic Plan and annual goals that were established from the Strategic Plan.
- Creating a high functioning team that solved problems effectively with high topic tension and low interpersonal tension.
- Sound and effective problem solving for complex problems.
- Accountability for actions to move towards solutions.
- Providing unified leadership for the City Manager and the City that also took into account the diverse views of Council members.
- Providing a structure that enabled for consistent, superior governance even with changing Council members.

The EOS Model provided a visual illustration of the six key components of any organization that must be managed and strengthened to be a great organization. This model applied to big and small organizations alike, in any industry. The six components were: people, vision, data, process, traction,

and issues. Strengthening the vision component meant getting everyone in the organization 100% on the same page with where you're going and how you're going to get there. The people component would focus on surrounding ourselves with great people from top to bottom because you can't achieve a great vision without a great team. The data component meant cutting through all of the feelings, personalities, opinions, and egos and boiling your organization down to a handful of objective numbers that give you an absolute pulse on where things are. Strengthening the issues component meant becoming great at solving problems throughout the organization, setting them up, knocking them down, and making them go away forever. The process component was the secret ingredient in your organization. This meant systemizing your organization by identifying and documenting the core processes that defined the way to run your organization effectively. Everyone needed to be on the same page with what the essential procedural steps were and then follow them to create consistency in our organization. The traction component meant bringing discipline and accountability into the organization.

The first step was retooling the City Council Level 10 meetings. The newly defined process was:

- Council and Executive Team one on one interviews to collect quality data
- Interview results evaluated to formulate on solving City Council specific issues and opportunities for improvement
- Implementing monthly Level 10 meetings to IDS issues from the new Master Issues List
- Repeat process quarterly

Interviews would be one on one with each City Councilor and each member of the Executive Team to produce high quality data. Interview questions included a SWOT evaluation of the Council to reveal current Council Strengths, Weaknesses, Opportunities, and Threats. They would also share the vision of what an optimally functioning City Council looked like. Results would be evaluated to extrapolate the common threads among the interviews to formulate this quarter's Master Issues List for the City Council. The Council would vote on the topic from the newly formulated Master Issues List for each monthly Level 10 meeting. This will strengthen our ability to identify the root causes of issues. They would not move forward until they clearly identified the real issue, the root cause of the issue not a symptom. Once the real issue was identified, then they would move to discuss and stay laser focused on the real issue until it was solved. They would focus on building trust, respect, and open, honest communication. In an open and honest environment, everyone must share their thoughts, ideas, concerns, and solutions regarding the real issue, discuss and debate, and get it all out on the table but only say it once. If you say it more than once, you are politicking.



Once everything was on the table and things were getting redundant, it was time for the solution. With the greater good in mind, the solution was always simple, though sometimes not easy and sometimes very difficult. It was more important that they decide that it was what they decided. The solution needed to be stated by someone until you hear the sweet sound of agreement. Sometimes you will have to gack to the discussion step after the solution is stated because you haven't truly solved it. Once everyone agrees, or at least can live with the decision, the action step must be owned by someone and put on the To-Do List, wich then are confirmed complete next months' meeting. They would use a process of Plan, Do, Check, Act to verify that our solutions are producing the results that we want to see.

This new Level 10 model will enable us to start work on many of the components of the Traction Model, including Vision, Data, Issues, Traction, and Process. The solutions and action items created in our IDS sessions would likely begin to build our strength in still other areas were we identify we are weak. The Level 10 meeting, when effectively implemented, was an extremely powerful tool for positive organizational change that can produce dramatic results for us and for our community. Councilor Stassens thought this would be a good tool to help them get better at serving the City.

Councilor Drabkin thought this process was similar to what had been done in the past and would be very effective.

Mayor Hill liked the opportunity to vet a master list through Council and the Executive Team and having a score card and reporting back on a consistent basis.

Councilor Peralta was comfortable moving forward as proposed.

Councilor Garvin was concerned about getting bogged down and becoming more reactive than proactive in solving issues.

Councilor Stassens thought the Level 10 would be about working on the organization of the City Council so they were more effective when they were on the dais. If they were getting bogged down, they could come up with solutions for that. Things that were making them less effective would be actively discussed and solved.

4. ADJOURNMENT: Mayor Hill adjourned the Work Session at 6:52 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, June 9, 2020 at 7:00 p.m.

Presiding: Scott Hill, Mayor

Recording Secretary: Claudia Cisneros

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

Also present were City Manager Jeff Towery, City Attorney Walt Gowell, City Recorder Claudia Cisneros, Police Chief Matt Scales, Finance Director Jennifer Cuellar, Community Services Director Mike Bisset, Planning Director Heather Richards, Human Resources Manager Kylie Bayer, Information System Director Scott Burke, Fire Chief Rich Leipfert, Parks and Recreation Director Susan Muir, Library Director Jenny Berg, Senior Accountant Ronda Gretzon, Police Captain Tim Symons, and member of the News Media –and Jerry Eichten, McMinnville Community Media.

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

Mayor Hill read a statement about the steps the City was taking to identify and dismantle the institutional racism in the organization. They were training employees about implicit bias, systemic racism, equality, and inclusion. They were ensuring safe and respectful environments on the City's advisory boards and commissions. They were also partnering with experts on diversity, equity, and inclusion to evaluate the City's policies and practices through a racial equality lens. They were committed to learning and making McMinnville a city that was safe, welcoming, and equitable for all residents.

2. PLEDGE

Mayor Hill led the Pledge of Allegiance.

3. PROCLAMATION

- 3.a. LGBTQ Pride Month

Human Resources Manager Bayer said it was imperative that City leaders ensured all members of the community were valued and welcomed. LGBTQ individuals were more likely to experience discrimination, harassment, and other disadvantages in all aspects of their lives from housing to health care and everything in between. Those disadvantages were multiplied when their identity intersected with other identities such as their mental or physical ability or health, gender, age, color of their skin, or country in which they were born. Publicly proclaiming June as Pride Month with numerous cities across the country demonstrated McMinnville's commitment to our core values of accountability, stewardship, courage, and equity. She thanked Pam Davis, Assistant City Manager in Boulder, Colorado, who assisted with the language in the proclamation.

Mayor Hill read the proclamation declaring June 2020 as Pride Month.

4.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Hill invited the public to comment.

Bill Whiteman, McMinnville resident, encouraged the Council to maintain a strong and well trained law enforcement department. What happened with George Floyd in Minneapolis was unforgivable and terrible, but that action did not represent law enforcement officials throughout the United States. If officers were well trained and given consideration, those kinds of incidents would be lowered and they would have the benefit of having extremely well trained individuals in the law enforcement community. Part of the training had to be in public relations and citizen relations. Whenever officers were coming into contact with citizens, they were representing the City of McMinnville in a customer service standing. As they looked forward to the budget, he asked that they maintain a strong law enforcement community because citizens deserved to have that.

Julius Northington, McMinnville resident, suggested educating classrooms about stereotypes and unfair biases so they could avoid racism as a community and as a government.

Brittany Ruiz, McMinnville resident, would like to open back up the parks and recreation programs this summer.

Christopher Anderson, McMinnville resident, suggested setting aside 10% of the police budget for assistance from services like social workers. He thought they should resource other organizations to evaluate the effectiveness of the police department. The budget for the police department should not include military gear or anything from law suits for bad police officers. There should be a budget freeze on the police budget if they did not remove bad cops and did not police themselves.

Chris Chenoweth, McMinnville resident, commented about a post from an anonymous police officer explaining how police officers had to respond to many social issues and how they would keep doing their best with the tools they had available. They would keep showing up because no one else was going to or was required to. He thanked the Police Department for their service to the community.

5. ADVISE/ INFORMATION ITEMS

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

Councilor Peralta reported on the Council of Governments meeting where the COG budget was approved. They had transacted several million dollars' worth of small business loans that had kept several small businesses in operation during this period of Covid-19. He acknowledged the protesters and how the Police Chief had engaged with the community. He had asked about the City's policies on immediate actions that were being recommended for reform and most of those were already practices in the McMinnville Police Department. He had received many emails from citizens about defunding the police. He thought police reform was needed, but it would not be an inexpensive or easy process. He appreciated Chief Scales' leadership during this time.

Councilor Stassens reported on the last MURAC meeting. They discussed a MDA grant for Third Street businesses for PPE and sanitizing supplies, MEDP request to extend the Urban Renewal District boundary, and creating a Covid Recovery Façade Improvement Grant program. She acknowledged and appreciated the response of citizens and police force regarding the death of George Floyd and working together to find solutions.

Council President Menke said black lives did matter. She wanted to let the community know that the Council was working on these issues.

Councilor Drabkin said the Emergency Board released \$200 million to the state and of that \$50 million could immediately be used and of that \$1.3 million was headed to YCAP for emergency rental assistance. The Board had also changed the criteria to qualify for the rental assistance to be a household earning 80% of the area median income. This would allow more citizens to qualify. The Affordable Housing Task Force met to continue with their work. She did not know if there would be a Special Session of the legislature, but if so most likely HB 4001 would be brought back. A lot of communities were discussing youth sports and when they would be brought back. She looked forward to hearing more about that from Department Heads. She supported the Black Lives Matter movement and she was glad they had already started steps for diversity, equity, and inclusion training. She also thanked the Police Chief for the information he provided on Police Department policies and responding to citizens.

Councilor Geary said McMinnville Community Media was still providing streaming content. Mac Pac met and discussed parks and recreation programming. He echoed what other Councilors had said regarding the Police Department and community discussions as well as support for the Black Lives Matter movement.

Council Garvin said YCOM would meet this week to vote on the budget. He recognized all the work of the City regarding the Strategic Plan and diversity, equity, and inclusion policies. He encouraged the Council to go off data driven decisions and not emotional ones when it came to the discussion about defunding police.

Mayor Hill gave an update on LOC committee meetings and virtual conference, hospital capacity, meeting with the Chamber, meeting with MEDP regarding economic development, Covid conference calls on Fridays, and Yamhill County meetings on Tuesdays and Fridays regarding Covid.

5.b.

#### Department Head Reports

Parks and Recreation Director Muir said they were working hard to reopen facilities. They would have to have further discussions regarding cost recovery. The playgrounds were open again.

Human Resources Manager Bayer said interviews were being scheduled for the new City Attorney. They would also be posting a lateral police officer position and recruiting back Parks and Recreation employees.

Information System Director Burke said they had been helping the Library get reconfigured for reopening, helping Court run the virtual courtroom, and helping departments with virtual Zoom Rooms.

Police Chief Scales said four corporals would be promoted in July. There was a vigil for Mr. Floyd last Monday and the Police Department worked with high school students on Tuesday. The communication at both of those events had been tremendous. He read a public condemnation that had gone out the Wednesday following the murder of Mr. Floyd. He was proud of the officers of the McMinnville Police Department. Everyone who worked there proudly served the community and would be there when people called.

City Recorder Cisneros said Congresswoman Bonamici would be holding three town hall events in June.

Finance Director Cuellar said the virtual courtroom was going well. The auditors were doing remote interim testing this week.

City Attorney Gowell said Finance Director Cuellar and City Recorder Cisneros did yeoman's work on translating the Council's ordinance on

campaign finance into the procedures and assistance for candidates who would be filing for elected office in the coming months. At the next Council meeting there would be a contract to update the Visit McMinnville agreement with the City that was acceptable to both Visit McMinnville and City staff.

Library Director Berg was proud to be part of the City team and community. The Library was planning for a phased reopening starting next Tuesday. It would be limited service to keep the traffic flow going through the Library.

City Manager Towery reminded Council that the June 17 Work Session had been cancelled. A special Work Session would be held on June 30. They would be adopting the City budget at the next Council meeting.

Fire Chief Leipfert said they were working hard to get the consolidation study completed. The consultants would be holding intensive work sessions on June 30, July 1, and July 2 and the feedback would be incorporated into the plan and the final product would be brought back on August 1. They had loaned Chief Hanifan to Dundee for what they thought would be a short period of time, but due to the length of the investigation, she would be there longer.

6. PUBLIC HEARINGS

6.a. Proposed Fiscal Year 2020-2021 Budget as approved by the Budget Committee

Mayor Hill opened the public hearing.

Finance Director Cuellar presented the staff report. The Budget Committee approved the budget on May 18. A summary of the budget was published in the local newspaper on May 29. Now was the opportunity for public comment. Because of Covid and the public health emergency, they also utilized a web based mechanism to take public testimony and over 20 people gave testimony through the website. Many more sent direct emails. The budget would be brought back to Council for approval on June 30.

Councilor Peralta asked if in the future they could take public comments before the Budget Committee meeting. He thought the process would be better informed if the public could comment earlier rather than later.

Finance Director Cuellar said there was a time for public comment at the Budget Committee meeting. A hearing was required at the time between the Budget Committee approval and City Council approval. They could gather public comment before the Budget Committee meeting. They had added the web form this time in response to Covid regulations but there was no reason why they couldn't keep doing it in future years.



Mark Davis, McMinnville resident, discussed the City's reserve policy. He thought in order to deal with future problems caused by Covid, they would need funds in reserve. He was concerned that this budget was leaving them with an inadequate reserve. In 2011, the Council approved a fund balance policy for the General Fund. The goal was 25% of the General Fund's annual expenditures as an adequate cash reserve. This budget had a much lower number. In a memo from the Finance Director, it stated the City had \$2.6 million in reserves, \$1.9 million in contingency, \$0.6 million in money set aside for volunteer fire fighters, and \$100,000 in cash that was left if the contingency was going to be used. The other \$1.1 to \$1.5 million was a projection of what might happen this year. The actual reserve in the budget was 9%. The City's policy said it should be 25% and the Government Finance Officers Association said it should be 17%. The ending balance would depend on three things: the beginning fund balance, savings in the current budget, and not spending any contingency. In the current situation, having all three of these things work out in a positive way was highly unrealistic. He was concerned that they would end up with less money in reserves than they started out with. He also had a problem with the Council failing to identify what the \$1 to \$1.5 million in cuts would be. There should be a public discussion about the cuts. One of the reasons to maintain a high reserve was to have a good bond rating. Tax revenues depended on the tax base and they were estimating a 4% increase. In the last recession in 2008 it took a couple of years before that number started dropping. They were already at a low point and were setting themselves up for the possibility of 1% or 2% increase in the tax base in the future. He suggested the Council revisit the policy they established in 2011 and decide what the number was. Once they settled on a number, they should look at the calculations and see whether the budget met that number or not. They also needed to come with a replenishment plan to get more money back into reserves.

Caleb Polivka, McMinnville resident, supported defunding, deconstructing, and transforming the Police Department into an interagency, well integrated, community policing model. He thought there was a lot of data to support this model. He also understood that some of it was outside of the budget process such as setting up a public oversight committee and problematic arbitration clauses in police union contracts. He asked that the Council and Police Department consider what substantive measures could be seen in the proposed Fiscal Year 2020-21 budget that moved towards that goal. The Police Department budget should be combed through line by line and each item considered whether or not it moved towards that goal.

Cale Hughes, McMinnville resident, had been in the military and had worked in law enforcement. The things Chief Scales had shared reflected his values and what he thought law enforcement stood for. He had seen the requests to defund the police and that was unfortunate. The law enforcement community had an incredible responsibility and pressure put on them by people who saw a myopic perspective of what officers experienced on a daily basis. This was

a time they all had to listen to each other and understand each other. It was doing what was best to support our nation, each other, and Americans. He would like to volunteer for a public review board for the Police Department and looking into other methods to approach situations. The pressure placed on law enforcement was unfair and unrealistic to think they were equipped and capable of handling all of the situations that they faced every day. People wanted immediate solutions and knee-jerk reactions would get us into situations where there were unsustainable policies that could not be undone. They needed to stop and take a step back and approach it as a group and work towards realistic long term solutions. He was willing to be involved in that work.

Mallory Stiff, McMinnville resident, said since the City had a vision of a collaborative and caring city inspiring an exceptional quality of life, they should advocate for redistribution of police funding to create new departments that would support community health through mediation and mental health supports, such as Peace Coaches. As a mental health provider she noticed police were frequently impacted by trauma and stress. If they continued to fund police, she thought there should be a policy to require police officers to see a mental health provider on a regular basis to maintain their mental health and serve the community in a positive manner.

Rachel Carstensen, McMinnville resident, thought community leaders were tools in a toolbox. Right now the Police Department was considered the entire toolbox when they could think of each area of the community as useful. They were asking police officers to be domestic violence counselors, therapists, and deal with people in mental health crisis and they were not trained to do that. There were people whose professions were to do that work. In the proposed budget there was a decrease in the police budget by .38%. This was not enough. The budget of \$9.3 million was more than the parks and recreation, library, finance, planning, and municipal court budgets combined. It was disproportionate to the City's needs. They should divest from the police department and invest in the community in ways that truly served and protected us. She supported the idea of Peace Coaches and putting funding into social workers.

Christopher Anderson, McMinnville resident, thought they were spending too much on the police force in comparison to other items such as affordable housing projects. He thought they should reallocate \$1.5 million of the police budget to mental health support teams to act as first line responders.

Vanessa Hadick, McMinnville resident, said defunding did not mean removing all funding, but redistributing funds to other endeavors as well. She thought allocating a third of the budget to police was unacceptable. In a population of 33,000 people that meant \$272 per resident. Meanwhile there was only \$20,000 for diversity, equity, and inclusion training which was \$0.58 per resident. No one wanted the City to be unsafe, but they needed to invest in preventative and proactive measures. This would be extremely less

costly than the long reaching and never ending impact of a PR crisis such as what happened in Minneapolis.

Boone McCoy-Crisp, McMinnville resident, was in support of the other statements about making changes to the police budget. He did not think a third of the budget should be going to police. The most meaningful action the Police Department could do was move funds back to the community to be redistributed in more creative ways.

Tynan Pierce, McMinnville resident, urged the Council to defund the police. He thought it should be viewed like the divest campaign for climate change. If they continued to invest in more training for police as opposed to equipping other community organizations, they would continue to go down this same slope that so many communities had gone down. Most property taxes went into the General Fund and it was important for the public to voice their opinion on how it was spent. He thought it should go to other organizations and community resources in town, affordable housing, and climate change measures.

Mayor Hill closed the public hearing.

Councilor Peralta acknowledged that the Council heard the testimony tonight and understood what was said.

6.b. Proposed Uses of State Revenue Sharing for Fiscal Year 2020-2021 as approved by the Budget Committee

Mayor Hill opened the public hearing and read the hearing statement.

Finance Director Cuellar presented the staff report. The proposed use of the state revenue funds was unchanged from the document the Budget Committee received. There were items throughout the organization on the list. The total amount they were estimating for next year was \$563,000.

There was no public testimony.

Mayor Hill closed the public hearing.

Councilor Peralta thought they should be concerned about the long term economic ramifications of Covid and not doing enough in the budget to strip out non-discretionary spending items. He was concerned that more severe cuts would be needed by not taking a more cautious approach up front. Regarding defunding the police, he thought it was important to have a conversation about ways to reform the police department and look at other models. He was in favor of a levy to fund additional staffing positions, potentially including social workers to work with the police in crisis calls. He did not think it was something to try to do last minute or on a short term

basis. They should start the conversations that people had asked them to engage in and be proactive in addressing the concerns that had been raised tonight.

Council President Menke thought it would be good to memorialize what they thought was the proper percentage for reserves and then take constructive steps to get back to that number.

Councilor Drabkin said one of the concerns was they did not know what the budget shortfalls were going to be. Part of the process was going through the entire budget with a fine tooth comb, but in light of the recent public request for that, she would be going back through the budget for another evaluation. They had to have plans that were ready and actionable for how they dealt with community concerns and she questioned the idea of massive transitions right now without plans in place to address the concerns that could leave the community vulnerable. The reserves had been steadily declining and some of it was out of their control. They did need to be thinking about the budget in terms of being in a recession. She would like to go back through the budget with the new lens of Covid implications and all of things that had happened in the last few weeks.

Councilor Stassens heard that citizens wanted the Council to take a closer look at the budget before they moved forward with it. She would be doing the same. They could evaluate the opportunities that had been discussed and start moving in that direction, but it was not a quick pivot and would take time. She would not be comfortable stripping money out of this budget. She agreed there should be more clarity around reserves and what their target should be. She asked that the Finance Director bring back information on the impacts of Covid and response to the discussion regarding reserves. There should be a plan for replenishing reserves when they went below the amount.

Councilor Geary thought it was an improvement that they had money in the budget for affordable housing. It had taken a lot of work to get what they had in the fund. They were inheriting a budget process that had been done for a long time and he hoped to make meaningful change and address the community concerns. It would be a long term dedication and he encouraged those who testified to continue participating in this work. He would like to see options for use of the state revenue sharing funds, how to establish an oversight committee as soon as possible, and construct a plan to deliberate and assess the reserve percentage and create a strategy to get to that percentage. He thought there should be a published response to Mr. Davis' questions. He also asked that Chief Scales bring back additional measures or ideas that his department could implement in response to the citizens comments and engage with jurisdictional partners and how they could work to bring in other services. He asked if police officers had to undergo routine trauma and stress trainings.

Police Chief Scales said after traumatic incidents, staff could speak to someone through the peer support program and someone through the EAP program. He had set money aside in the budget for annual wellness checks. It was voluntary for officers and staff to see a law enforcement clinician.

Council President Menke thought the only things that needed to be addressed for the proposed budget were answers to Mr. Davis' questions. She thought the rest could be discussed in the future. They had to be realistic about what they had capacity to do and other entities like the County and School District needed to do their part as well. She did not think there was a serious problem in this town that would affect a major change in the budget.

Councilor Drabkin asked why the wellness checks would be voluntary instead of mandatory.

Chief Scales said they would need to get approval from the Police Union. There was no other agency in the state that mandated it. They were doing it out of caution and to invest in employees. If employees wanted this service, they would initiate it themselves. There was no disclosure to the department unless a crime had been committed. It would be a one-time City benefit per year. If more follow ups were needed, it would be done through the employee's insurance.

Councilor Garvin would like feedback on Mr. Davis' questions as well and thought they should agree on a reserve percentage and create a plan to get there. He was open to the conversation for changes to the Police Department, but was opposed to any major changes to the proposed budget especially when they did not know the cost and effectiveness of the programs.

7. **CONSENT AGENDA**

a. Consider request from Michelbook Estates, INC at 1301 NW Michelbook Lane for an full on-premises, other public location liquor license.

*Council President Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Stassens. Motion PASSED 6-0 by the following vote:*

*Aye – Councilors Drabkin, Garvin, Geary, Stassens, and Menke  
Nay – None*

8. **RESOLUTIONS**

8.a. Consider Resolution No. 2020-33: A Resolution authorizing the City Manager to enter into a contract with Cummins, Inc. for the purchase of

emergency stand-by generators for the City's Water Reclamation Facility (WRF) and Raw Sewage Pump Station (RSPS) through Sourcewell, an Interstate Cooperative Purchasing Program.

Community Development Director Bisset said the City had been working with McMinnville Water & Light regarding power feeds to the water reclamation facility and raw sewage pump station. Both facilities were currently fed by two separate feeds, but there was concern that in the event of a widespread regional power outage that there would not be redundant power for either of those facilities. The proposal was to purchase two 1,000 kilowatt diesel generators that would provide emergency power. They went through a review process and evaluated the three manufacturers that were involved in the Sourcewell purchasing program. Cummins was rated the highest manufacturer and had the least cost. Staff recommended the purchase in the amount of \$460,902. There would be a separate installation cost that would come to the Council at a later date.

Mayor Hill asked about possible grants to purchase the backup generators.

Community Development Director Bisset had not looked into grants for this project. They did get a grant for a generator at the Airport where the state owned the generator but the City got to use it and the state could recall it any time. That would not be a model that would work for generators of this size. These would be permanent installations at both facilities.

*Councilor Peralta MOVED to adopt Resolution No. 2020-33; SECONDED by Councilor Stassens. Motion PASSED 5-0 by the following vote:*

*Aye – Councilors Drabkin, Garvin, Geary, Stassens, and Menke*

*Nay – None*

8.b.

Consider Resolution No. 2020-34: A Resolution authorizing an interfund loan from the Wastewater Capital Fund to the General Fund and Airport Fund.

Finance Director Cuellar said the resolution would authorize internal borrowing to support the purchase of public safety equipment including three police pursuit vehicles and equipment for the Fire Department including 8 defibrillators, a breathing air compressor, and another command vehicle. The internal borrowing for the airport fund would be going to replace a fuel tank. Pursuing internal borrowing made sense for capital replacement costs because it was a lower cost of financing for the departments making the purchases. The fund that was lending the money could use the excess cash and earn a slight premium over the interest rates they were earning at the state local government investment pool. The total amount borrowed would be \$775,000 and was reflected in the departments' budgets.

Councilor Drabkin asked if they should delay this decision due to the upcoming conversations about the budget.



Council President Menke saw no reason to delay it.

Councilor Geary thought it should be delayed.

*Council President Menke MOVED to adopt Resolution No. 2020-34;  
SECONDED by Councilor Garvin. Motion PASSED 5-1 by the following  
vote.*

*Aye – Councilors Drabkin, Garvin, Stassens, and Menke*

*Nay – Geary*

9. ADJOURNMENT: Mayor Hill adjourned the meeting at 9:34 p.m.

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Claudia Cisneros, City Recorder