



City Council Meeting Agenda

Tuesday, April 25, 2023

6:00 p.m. – Executive Session (CLOSED TO THE PUBLIC)

7:00 p.m. – City Council Regular Meeting

Welcome! The public is strongly encouraged to participate remotely but there is 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.

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. on Monday, April 24th** to claudia.cisneros@mcminnvilleoregon.gov
- If appearing via telephone only please sign up prior by **12 p.m. on Monday, April 24th** by emailing the City Recorder at claudia.cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;
- Join the zoom meeting use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, and contact information (email or phone) to the City.**

You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

mcm11.org/live

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/87910016177?pwd=OHFhMTZGbW9kejRlbnNVOGkvZ0JlQT09>

Zoom ID: 879 1001 6177

Zoom Password: 426676

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

ID: 879 1001 6177

6:00 PM – EXECUTIVE SESSION – VIA ZOOM AND SEATING AT CIVIC HALL (NOT OPEN TO THE PUBLIC)

1. CALL TO ORDER
2. **EXECUTIVE SESSION pursuant to ORS 192.660 (2)(f):** To consider information or records that are exempt by law from public inspection; **pursuant to ORS 192.660 (2)(n)(d):** To discuss information about review or approval of programs relating to the security of any of the following: Telecommunication systems, including cellular, wireless or radio systems; **AND pursuant to ORS 192.660 (2)(n)(e):** To discuss information about review or approval of programs relating to the security of any of the following: Data transmissions by whatever means provided.
3. ADJOURNMENT

7:00 PM – REGULAR COUNCIL MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE

3. PROCLAMATION

- a. Arbor Day Proclamation
- b. Historic Preservation Month

4. 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.

5. ADVICE/ INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports

6. CONSENT AGENDA

- a. Consider the request from J. Wrigley Vineyards for Winery 2nd location, OLCC Liquor License located at 303 NE 3rd Street.

7. RESOLUTION

- a. Consider **Resolution No. 2023-19**: A Resolution of the Common Council of the City of McMinnville approving allocation of American Rescue Plan Act (ARPA) funds.

8. ADJOURNMENT OF REGULAR MEETING

EST.  1856

City of McMinnville Oregon

PROCLAMATION

Whereas, in 1872 Julius Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska and is now observed throughout the nation and world; and

Whereas, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of our business areas, and beautify our community; and

Whereas, the City of McMinnville is celebrating its 26th year as a certified Tree City USA as recognized by the Arbor Day Foundation; and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Remy Drabkin, Mayor of the City of McMinnville, do hereby proclaim Friday, April 28, 2023 as

ARBOR DAY

in the City of McMinnville, and I urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands, and further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

In Witness Whereof, I have hereunto set my hand and caused the Official Seal of the City of McMinnville to be affixed this 25th day of April, 2023.

Remy Drabkin, Mayor



PROCLAMATION

Whereas, the National Trust for Historic Preservation, a nonprofit dedicated to protecting America’s historic buildings, landscapes, and neighborhoods, established an annual celebration of historic preservation across the country; and

Whereas, this celebration, known as National Historic Preservation Month, was first established and observed by the National Trust for Historic Preservation in 1973; and

Whereas, National Historic Preservation Month is now observed in the month of May every year throughout the country; and

Whereas, the City of McMinnville has a rich history as the primary social and economic center of the Yamhill County region; and

Whereas, the McMinnville Downtown Historic District, the economic center of our city focused on Third Street, is listed on the National Register of Historic Places; and

Whereas, the City of McMinnville promotes and protects its historic buildings and sites through a locally adopted Historic Resources Inventory, managed by the Historic Landmarks Committee, which includes numerous buildings and sites dating back as far as 1853; and

Whereas, the protection of our historic resources enhances the economic vitality of our community, beautifies our built environments, and instills in our community members a sense of pride in the historic importance of the City of McMinnville.

NOW, THEREFORE, I, Remy Drabkin, Mayor of the City of McMinnville, do hereby proclaim **May 2023** as

HISTORIC PRESERVATION MONTH

in the City of McMinnville, and I urge all citizens to celebrate Historic Preservation Month and support efforts to protect our valued historic resources throughout the city.

In Witness Whereof, I have hereunto set my hand and caused the official Seal of the City of McMinnville to be affixed this 25th day of April, 2023.

Remy Drabkin, Mayor

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: J Wrigley Vineyards
BUSINESS LOCATION ADDRESS: 303 NE 3rd Street
LIQUOR LICENSE TYPE: Winery 2nd 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: N/A
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

LIQUOR LICENSE APPLICATION

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Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Lesser Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Optional: Date Stamp *4/7/2023*

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

Liquor License Investigator:
JOHN HILL
JOHN.HILL@OREGON.GOV

Docs Rec'd: 1/9/23
Docs Accepted: 1/12/23

STAFF REPORT

DATE: April 25, 2023
TO: Jeff Towery, City Manager
FROM: Amanda Sharp, Federal Grants Manager; Jennifer Cuellar, Finance Director
SUBJECT: American Rescue Plan Act Budget Update for Select Approved Projects

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.



COMMUNITY SAFETY & RESILIENCY

Proactively plan for and responsively maintain a safe and resilient community



ECONOMIC PROSPERITY

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors



ENGAGEMENT & INCLUSION

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

Report in Brief:

On April 11, 2023, the Budget Committee had a work session regarding the City's American Rescue Plan Act (ARPA) project status. Staff received guidance that budget adjustments for the approved package of 28 projects are supported, though for one project (the Library's HVAC system proposed additional investment), additional research is needed before considering a budget adjustment in that single case.

Discussion:

McMinnville received \$7,718,600 of State and Local Fiscal Recovery Funds (SLFRF), the component of the \$1.9 trillion American Rescue Plan Act (ARPA) package targeted to support the efforts of local governments to respond to and recover from the negative impacts of the coronavirus pandemic. In November 2021, after a series of discussions with the Budget Committee, Council approved 28 projects for spending with a maximum total budget of \$6,698,000, leaving just over \$1 million in future allocations to be approved.

The approved projects are divided into three categories:

- Innovative High-Impact

- Immediate-Impact Community
- Internal Efficiency and Effectiveness

Approximately 80% of approved project dollars will be invested in community-facing projects with 20% going to more internal city organizational effectiveness and efficiency activities.

Of the 28 currently approved projects, three are proposed to have budget reductions:

	Original Project Budget	Change	Proposed Budget Update
ARPA Grant Manager	397,000	-3,000	394,000
Broadband Access Project	612,500	-412,500	200,000
Remodel City Hall, Municipal Court	35,000	-5,395	29,605

This group of nine projects have proposed additions to their budgets:

	Original Project Budget	Change	Proposed Budget Update
Ambulance Replacement	250,000	20,000	270,000
Conference Room Technology	105,000	43,895	148,895
Discovery Splash Pad	263,900	311,000	574,900
Finance-forecasting Software	26,000	17,854	43,854
General Covid Cost Reimb	250,000	114,172	364,172
Innovation Center Study	250,000	43,464	293,464
Library Electric Delivery Vehicle	53,000	196	53,196
Security and VPN	80,000	50,000	130,000
Third Street Study	600,000	21,935	621,935

The proposed action would increase ARPA project budget allocations a net total of \$201,621 for an overall allocation of \$6,899,471 authorized. \$817,467 remains available for utilization on allowable activities to respond to and recover from the negative consequences of the Covid-19 pandemic.

Staff is confident that there is little risk that the City would be forced to return any unspent funds remaining as we are running up to the project's initial closing date of December 31, 2024, so waiting to make final decisions about the allocation of the entire grant award is a perfectly reasonable approach to take. Flexibility is built into the ARPA grant generally. McMinnville is eligible to use over \$6 million of its total

allocation for revenue recovery. McMinnville's status as a recipient of less than \$10 million total funding means lower financial and programmatic reporting hurdles.

City staff are working to refine information relevant to the Library's HVAC replacement project and bring back budget information for consideration in the next four to six weeks.

Feedback from the Budget Committee meeting on April 11, 2023, indicated interest in retaining the balance of funds in unallocated status until the City is further along in spending on the authorized projects as future cost overruns could occur for those projects which are slated to begin later on in the ARPA project window.

This action is in function of the allocation of the multi-year ARPA funds for specific projects and does not affect the annual McMinnville budget appropriations for FY2022-23.

Fiscal Impact:

The use of ARPA funding is budget neutral relative the City's general and other funds. This decision will allocate more of the City's one-time funding from now through December 2024 (obligated) and December 2026 (expensed).

Council Options:

1. Pass the resolution making budget adjustments on twelve ARPA projects (staff recommendation). This will allow staff to make adjustments to their ARPA projects that will result in improved outcomes and the maximization of contracting period through December 2026. These adjustments also address cost overruns due to supply chain issues and inflationary pressures that were unknown when project estimates were made in the summer of 2021 and recognize the availability of new funding for broadband activities.
2. Reject the resolution and maintain the current projects at their current budget levels. This will mean reducing the desired impact of several projects by forcing a reduced scope to stay within the current budget levels. Actual expenditures already incurred, most notably the FY2021-22 actual impact of Covid-19 related absences in the workforce valued at over \$100,000, will need to be covered by general fund instead of the ARPA grant.
3. Update specific project budget adjustments. Additional discussion or budget review can be undertaken on any or all of the projects listed in the resolution. This would delay the ability of staff to move forward with planning and has opportunity cost implications as it would require additional Council, Budget Committee and staff time. On the upside, it might add value to the planning process of some individual projects to review them in more depth.

Meeting Materials:

1. Resolution ARPA budget allocation

RESOLUTION NO. 2023 -19

A Resolution of the Common Council of the City of McMinnville approving allocation of American Rescue Plan Act (ARPA) funds.

RECITAL:

Whereas, the United States federal government adopted the American Rescue Plan Act of 2021 (ARPA): and

Whereas, a component of ARPA allocates Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to state and local governments which granted the City of McMinnville (City) a total of approximately \$7.7 million in SLFRF; and

Whereas, the City’s Budget Committee conducted work sessions to determine how the City may use the SLFRF and these discussions resulted in the Budget Committee recommending and the City approving use of funding, in Resolution No. 2021-54, for twenty-eight (28) phase one projects; and

Whereas, the forecast for spending needs have changed due to unforeseen financial and external factors; and

Whereas, due to supply chain issues, availability of parts, cost increases, and, for some projects, allowable contract terms through December 2026 that maximize use of the SLFRF; and

Whereas, these allocation adjustments are for the multi-year ARPA grant period that stretches from FY2020-21 through FY2026-27 and do not change budget appropriations for the current FY2022-23 municipal budget; and

Whereas, availability of alternate federal funding and new directives from the State of Oregon, City organizational needs, and scope changes that meet the original intent of the approved ARPA projects in phase one.

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

- 1. **Adopt the following increases to spending authority for phase one projects:** The Common Council of the City of McMinnville adopts the following changes to spending authority for phase one ARPA projects.

The approvals for additional ARPA SLFRF allocations to projects have no fiscal impact on the General Fund, Information Services Fund or Wastewater Services Fund.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 25th day of April, 2023 by the following votes:

Ayes:_____

Nayes:_____

Approved this 25th day of April 2023.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

Exhibit 1: Approved ARPA Project Adjustments

Approved Project	Max Budget	Budget Adjustment	Updated Max Budget
ADA Transition Plan	300,000		300,000
Ambulance replacement	250,000	20,000	270,000
ARPA Grant Manager	397,000	-3,000	394,000
Backlog for Municipal Court	67,100		67,100
Broadband access project	612,500	-412,500	200,000
Communications-translation	100,000		100,000
Conferencing/rm technology	105,000	43,895	148,895
DEI implementation	225,000		225,000
Discovery Splash Pad	263,900	311,000	574,900
Emergency Manager Staffer	242,000		242,000
Finance-forecasting software	26,000	17,854	43,854
Fleet equipment for parks maintenance	400,000		400,000
General Covid Cost reimb	250,000	114,172	364,172
Innovation Center Study	250,000	43,464	293,464
Library - HVAC replacement	150,000		150,000
Library Electric Delivery Vehicle	53,000	196	53,196
Mental Health first responders	25,000		25,000
Mobile recreation programs vehicle	82,000		82,000
Move Datacenter	105,000		105,000
Navigation Center	500,000		500,000
Neighborhood park renovations	262,600		262,600
Recreation facilities plan	200,000		200,000
Remodel City Hall, Municipal Court	35,000	-5,395	29,605
Security and VPN	80,000	50,000	130,000
Stormwater- public works	553,750		553,750
Stratus Village	300,000		300,000
System irrigation renovation-parks	263,000		263,000
Third Street Study	600,000	21,935	621,935
Totals	\$ 6,697,850	\$ 201,621	\$ 6,899,471