

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

Tuesday, January 14, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Dan Tucholsky	
	Zack Geary	
	Chris Chenoweth	
	Sal Peralta	
	Jessica Payne	
	Scott Cunningham	

Also present were City Manager Jeff Towery, City Attorney David Ligtenberg, City Recorder Claudia Cisneros, Deputy City Recorder Daniel Ruiz, Public Works Director Geoff Hunsaker, Community Development Director Heather Richards, Parks and Recreation Director Susan Muir, IS Director Scott Burke, Financial Services Analyst Crsyal Wooldridge, Police Chief Cord Wood, Human Resources Director Vicki Hedges. and *members of the News Media – Phil Guzzo McMinnville Community Media and Scott Unger News-Register.*

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

2. PLEDGE OF ALLEGIANCE

Councilor Geary led the pledge of allegiance.

3. ELECTION OF COUNCIL PRESIDENT

City Attorney Ligtenberg explained the role of Council President.

Nominations were opened.

Councilor Geary nominated Councilor Peralta.

Councilor Tucholsky nominated Councilor Chenoweth

Nominee Peralta: Cunningham, Payne, Geary, Peralta

Nominee Chenoweth: Tucholsky, Chenoweth

With a vote of 4-2, Councilor Peralta was declared Council President.

4. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT:
Mayor Morris invited the public to comment.

Jeff Kizer, McMinnville community member, provided public comment.

Michael Freeman, McMinnville community member, provided public comment.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Geary mentioned DEIAC met and discussed the development of a new onboarding packet for committee members and outlined their work plan. They also engaged in goal setting for the upcoming year.

Mayor Morris stated that the committee assignments have been completed and will be distributed tomorrow.

- 5.b. Department Head Reports

City Manager Jeff Towery thanked the Council for their participation during the team-building and goal-setting session last Saturday. He noted that the facilitator has not yet provided the report from the session but expects it soon. A work session is tentatively planned for February to review the results, with the opportunity to finalize Council goals at a subsequent meeting.

City Attorney Ligtenberg provided an update on unspent opioid lawsuit settlement funds received by the City. He noted that these funds are highly restricted in their use, which has posed challenges in determining how to allocate them. Through a grant, the City has engaged a consultant with expertise in guiding municipalities on utilizing such funds. A training session specifically for elected officials from both the City and County is scheduled virtually for January 21. While not a public meeting, it will be recorded for later viewing. Ligtenberg encouraged attendance to gain valuable insights. A follow-up meeting with the consultant and community partners is scheduled for February 3. This meeting will focus on identifying community needs and determining the most effective use of the funds. The February 3 meeting will be open to the public to allow discussion on potential spending strategies.

Community Development Director Richards announced the recent hire of its new Planning Manager. They have a start date of February 3rd. The City has received a Community Development Block Grant for \$500,000 to assist low- and moderate-income households with home repairs to make them more habitable. The program, administered in partnership with the Oregon Housing Authority, is accepting applications. Richards noted the funds are expected to be utilized quickly due to high demand, but efforts are underway to secure additional funding to meet community needs. She encouraged anyone with

questions about eligibility or the program to contact her or the Housing Authority.

Parks & Rec Director Muir shared an update on the Senior Center's Day trip program. Due to rising transportation costs, the program, which previously took seniors on trips to places like the zoo, Rose Garden, and the beach, had to be discontinued as it became financially unfeasible. However, Erin Guinn, the Senior Center Manager, successfully applied for a \$50,000 grant which will allow the purchase of a 12-seat bus with two wheelchair lifts. The new bus will help bring the program back to McMinnville, and she is excited about revitalizing the day trips and expanding opportunities for seniors.

Public Works Director Hunsaker provided an update on the Emergency Operations Plan. The City has been working on updating the plan with a grant from The Oregon Department of Emergency Management, assisted by a consultant. The draft plan is now complete, and this Thursday, the executive team will be joined by Chief Godfrey from McMinnville Fire District to conduct a tabletop exercise to test the plan and address any potential issues. Next week, during the City Council's work session, Emergency Manager Jeff Jacobs will present the plan and provide an update on the Emergency Management program. This will allow Council members to provide input and ask questions before the plan is brought back for adoption at a future Council meeting.

IS Director and Interim Finance Director Burke shared the audits for both the City and the Urban Renewal Agency have been completed with clean opinions. Both audits have been submitted to the State of Oregon Government Finance Officers Association. He extended his gratitude to the entire Finance team for their efforts, particularly acknowledging former Finance Director Cuellar and Finance Administrator Gretzon for their significant contributions. A review item will be added to an upcoming Council agenda for further discussion. Also mentioned the hiring of a new Municipal Court Clerk. She is currently training on the job at the City Hall front desk. He encouraged Council members to introduce themselves to the new clerk when visiting City Hall.

City Recorder Cisneros reminded the Council that City offices will be closed on Monday in observance of Martin Luther King Jr. Day.

6. CONSENT AGENDA

- 6.a. Consider the request from Rip n Card Trick LLC for Limited On-Premises, OLCC Liquor License located at 125 N. Hwy 99W.

*Councilor Geary MOVED to adopt the consent agenda as presented;
SECONDED by Councilor Payne.*

*AYE: Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta
NAY: None*

Motion PASSED unanimously.

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2025-01**: A Resolution appointing and re-appointing members to the City of McMinnville and Urban Renewal Budget Committees.

*Councilor Cunningham MOVED to approve Resolution No. 2025-01;
SECONDED by Councilor Tucholsky.*

*AYE: Cunningham, Geary, Peralta
NAY: Tucholsky, Chenoweth
ABSTAIN: Payne*

Motion PASSED 3-2 with 1 abstain.

- 7.b. Consider **Resolution No. 2025-02**: A Resolution appointing four members to the City's Airport Commission.

*Councilor Geary MOVED to approve Resolution No. 2025-02; SECONDED
by Councilor Peralta.*

*AYE: Cunningham, Tucholsky, Payne, Geary, Peralta
NAY: Chenoweth*

Motion PASSED 5-1.

- 7.c Consider **Resolution No. 2025-03**: A Resolution Appointing Members to the Diversity, Equity, and Inclusion Committee.

*Councilor Payne MOVED to approve Resolution No. 2025-03; SECONDED
by Councilor Geary.*

*AYE: Cunningham, Chenoweth, Payne, Geary, Peralta
NAY: Tucholsky*

Motion PASSED 5-1.

- 7.d. Consider **Resolution No. 2025-04**: A Resolution Approving the Appointment of a new Finance Director.

*Councilor Geary MOVED to approve Resolution No. 2025-04 as amended;
SECONDED by Councilor Payne.*

*AYE: Cunningham, Tucholsky, Geary, Peralta
NAY: Chenoweth, Payne*

Motion PASSED 4-2.

8. ORDINANCE

- 8.a. Consider the first reading with a possible second reading of **Ordinance No. 5156**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code to Chapter 17.57 "Landscaping," Chapter 17.58 "Trees" and Approving the Decision, Findings, and Conclusionary Findings for Docket G 2-24.

Staff have requested to remove the Ordinance from today's agenda and be brought back at a future date.

9. ADJOURNMENT: Mayor Morris adjourned the meeting at 8:02 p.m.

Daniel Ruiz

Daniel Ruiz, Deputy City Recorder