

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, June 10, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Sal Peralta, Council President	
	Zack Geary (via Zoom) arrived	
	in person at 7:28pm	
	Chris Chenoweth	
	Jessica Payne	
	Scott Cunningham	
	Dan Tucholsky	

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Community Development Director Heather Richards, Chief of Police Cord Wood, Public Works Director Geoff Hunsaker, City Engineer James Lofton, Human Resources Director Vicki Hedges, Finance Director Katie Henry (via Zoom), Evan Hietpas (via Zoom), *members of the News Media – Phil Guzzo McMinnville Community Media, and Scott Unger News-Register (via Zoom).*

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

Information Systems Director Scott Burke led the Pledge of Allegiance.

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

City Recorder Claudia Cisneros stated the city received four additional emailed written comments from Community Members for the City Council, which have been emailed to the City Council and will be entered into the record on the amended packet posted tomorrow.

Robert Spitz, was called on but did not appear.

Sylla McClellan, was called on but did not appear.

Kevin Chambers, McMinnville Community Member and representing the CPR PAC, provided another proposal for the bond project with updated

numbers. Have been gathering numbers from the City of Redmond providing helpful data on their similar project. Redmond's 56,000 sq. ft. center costs around \$49 million, which serves as a benchmark. Based on this, the group now estimates the cost for their own center to be just over \$70 million, lower than earlier projections, while staying under the \$100 million target. Additionally, the group believes the new facility can be operated without increasing the general fund budget, based on Redmond's operational data and a comparison with the city's current budget. Thanked them for their support so far and for keeping the project going to get a ballot in November.

4. PUBLIC HEARING

4.a. Public Hearing on Uses of State Revenue Sharing for Fiscal Year 2025-2026 as approved by the Budget Committee.

Mayor Morris opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Finance Director Katie Henry stated this is a statutorily required process. Did not receive any public comment and there were no changes from the approval by the Budget Committee.

There was no public testimony.

Mayor Morris closed the public hearing at 7:12 pm.

4.b. Public Hearing on the Proposed Fiscal Year 2025-2026 Budget as approved by the Budget Committee.

Mayor Morris opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. Councilor Geary declared a potential conflict of interest with his wife working at the Public Library, but it would not impact his voting availability.

Ms. Henry stated this is another statutorily required process of the budget process. The budget was approved on May 23, 2025 by the Budget Committee. Details of the budget were published in the News-Register and posted on the website. Shared the revised financial projection included in the packet with PowerPoint.

City Recorder Claudia Cisneros stated the city received several written comments from Community Members related to the budget for the City Council, which have been emailed to the City Council and will be entered into the record on the amended packet posted tomorrow.

Linda Hays, McMinnville Community Member, and local business owner emphasizes the importance of prioritizing quality of life for families, advocating for increased funding for essential services like the library, parks

and recreation, and community development and should be top budget priorities. Also highlights the importance of the community's economic health, noting that people are drawn to McMinnville for its sense of community, which needs proper infrastructure, including police support.

Miriam Peterson, McMinnville Community Member, called for greater transparency and community involvement in city decisions, particularly concerning tax spending and future priorities. She commended the communications and engagement manager's efforts and urged the council to prioritize this role. Also expresses concern over the Budget Committee's failure to adopt a two-month reserve budget, which could impact the city's financial resilience. Proposed decrease in the police budget, offset by an increase for vacant positions, and argue that public safety should not rely solely on police. Advocating for stronger investment in other departments like Community Development and infrastructure to help reduce police workload and address the community's diverse needs.

Elena Mudrak, McMinnville Community Member, thanked the Council for their time and hard work on a balanced city budget. Urged the council to adopt a truly balanced budget that supports long-term stability and quality of life. She cautioned against deferring maintenance, which leads to higher costs later, and stressed the importance of adequately funding Community Development to support growth and retain residents. She expressed concern that the police department, which receives 38% of the general fund, faces the smallest reduction, while other departments face steep cuts. Called for more equitable budgeting across departments and warned that without proportional cuts, the budget cannot be considered truly balanced.

Mayor Morris closed the public hearing at 7:26 pm.

- 4.c. Public Hearing to consider **Resolution No. 2025-21**: A Resolution adopting a Planning and Engineering Fee Schedule and repealing all previous resolutions adopting planning and engineering fee schedules at the time this fee schedule becomes effective.

Mayor Morris opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. There was none.

Community Development Director Heather Richards presented the staff report and stated that based on the Consumer Price Index (CPI) is asking for a 5% increase in fees. In 2018 Council directed staff to work towards full cost recovery for planning fees for private development projects and been working on a gradual and incremental catch-up. The increase is for the 10% catch-up plus the 5% CPI. Have also maintained a subsidized fee schedule for signed permits, appeal fees, and the downtown design review fees. Also, provide 50% reduced planning permit fees for qualifying affordable housing projects. Working with the Engineering team and a consulting firm regarding an engineering fee study that will happen over the next year.

There was no public testimony.

Mayor Morris closed the public hearing at 7:32 pm.

- 4.d. Public Hearing to consider **Ordinance No. 5162**: An Ordinance extending the duration of the McMinnville Downtown Economic Improvement Assessment District.

Mayor Morris opened the public hearing and read the hearing statement. She asked if any Councilor wished to make a disclosure or abstain from participating or voting on this hearing. Councilor Chenoweth recused himself from this public hearing as his business sits in the Downtown Economic Improvement District (DEID).

Ms. Henry stated this is to extend the District and renew it for an additional three years, the DEID has been in place since 1986 and shared some slides with additional information.

Councilor Cunningham noted a potential conflict as he owns a business downtown, but is not a building owner, but doesn't see a conflict.

Sylla McLellan, McMinnville Community Member, business owner of 3<sup>rd</sup> Street Books, and owner of two properties within the DEID, spoke in support of the DEID and the Downtown Association. Really believes in this organization and they do a lot for the downtown community.

Mayor Morris closed the public hearing at 7:37 pm.

Ms. Henry noted the requirement for this ordinance that there be less than 33% of individuals who can testify and have not met the threshold before or during testimony during this hearing, so not seeing a reason to not move forward with the Ordinance later this evening.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Tucholsky reported YCOM Executive Committee met today and unanimously adopted YCOM budget for 2025/2026. Sherriff Elliott is doing an 190 agreement to bring some stability and consistency for due structure for users rather than having a 10% increase. Next meeting will be August 12<sup>th</sup> from 3pm to 4:30pm.

Councilor Payne mentioned DEIAC meets Thursday, Landscape meets tomorrow and LPSCC meeting was canceled and rescheduled for July 23<sup>rd</sup>.

Councilor Geary stated MURAC meeting did not happen and in between other meetings. Shared that McMinnville was in Food and Wine article listing the top small cities for food and drink. Food and wine is a publication that reaches about 9 million or so visitors a month and will share the article with the group.

Mayor Morris noted she met with Athletic Director Ryan McIrvin from McMinnville High School, talked about the proposed bond, the school district perspective and future partnerships. Also met with Commissioner Johnston for regular monthly meeting.

Council President Peralta stated as the liaison to the Council of Governments had a conversation with Executive Director Scott Dadson regarding the upcoming on search for a City Manager, and recognized City Manager Towery for his years of service with the city and the accomplishments achieved.

Councilor Chenoweth reported on May 29<sup>th</sup> Representative Salinas came and discussed transportation needs. Members of the Parkway Committee met with her and had robust discussion and highlighting Regional needs by improving transportation system between Portland and the Coast. Attended the Yamhill County Board of Commissioners meeting and heard about potentially bringing back dog control. On May 30<sup>th</sup> toured the bypass that began at the northern entrance and culminated at McDougall Corner. On June 4<sup>th</sup> the Southwest Area Plan PAC met for the 1<sup>st</sup> time to find out about the process and tour the property. On June 5<sup>th</sup> MWACT met to review a letter specifying the list of priority projects that will be sent to the Oregon Transportation Commission (OTC) for their upcoming July 2025 meeting.

Councilor Cunningham had nothing to report.

#### 5.b. Department Head Reports Continued

City Recorder Claudia Cisneros noted City offices will be closed on June 19<sup>th</sup> in observance of Juneteenth and reminded council of the Juneteenth Celebration on June 20<sup>th</sup> at Bierly Brewery from 5:30 – 8pm.

Information Systems Director Scott Burke mentioned has been working on centralizing the city cell phone services. Lori Morgan is leading this project and when completed it will be annual savings of thousands of annually ongoing savings, some from Verizon and canceling underused lines.

Human Resources Director Vicki Hedges noted currently working on succession planning, also reported 33% of staff have completed annual trainings, 35% of staff are in progress and 20% of staff have not started, understands this does not equate to 100% but there is a 13% that have been canceled from employees leaving, not a lot of progress since the last update.

Public Works Director Geoff Hunsaker previously mentioned a back bad sewer line on 3<sup>rd</sup> Street have learned more and realized needed an emergency repair for the sewer line. Went through the emergency procurement process since they went over the amount of direct appoint. The sewer line has been fixed with a long day of starting at 5am and ending at 9pm. Council received

letter from DEQ and will be something that will come to Council in the future. Lastly next week work session will cover the airport master.

City Engineer James Lofton conducted a traffic analysis on the tragic accident that occurred on SW Old Sheridan Road and SW Cypress; there will be further evaluation. Thanked everyone on Chandler's Edition, the community has been patient as this has taken longer than expected. Hoping final paving to be done next week. Paving will start on Cypress & Fellows by Columbus Elementary which will have a large traffic impact and have sent lots of communication about the impacts. If receive phone calls asked to direct them to the Engineering website.

Chief of Police Cord Wood said on June 5<sup>th</sup> had a visit from two auditors from Northwest Accreditation Alliance for the Departments onsite assessment for reaccreditation. Everything went well and expects to receive reaccreditation program and thanked Captain Symons who has lead the accreditation program.

Community Development Director Heather Richards at next week's work session will provide update on Natural Hazard and Natural Resource. The goal is to get it done by the end of the calendar year. Close to issuing a permit for Holt Homes to start on phase 1 on development by West Hills. Submitted two applications for Federal allocations through Senator's office, one is not moving forward. Received four proposals for the ADA transition plans; getting ready to issue permit for the Piquet Hotel on Alpine Avenue which will be a 17-room hotel. Review on project called Westside, it's a mixed-use project on Baker Creek Road/Hill Road. Will be delaying the work for the request for proposal (RFP) for the Transportation System Plan (TSP) as there were concerns on workload. Also delaying the downtown master plan until the fall.

Finance Director Katie Henry provided an update on the transparency project and has been unhappy with the services of the provider. The implementation manager has been replaced. Will have a presentation to Council in the fall; will continue to give updates as continue to move forward. Heading into audit season and has not been through an audit with the city. Audit will start the week of June 23<sup>rd</sup> may get communication from auditors contact her if have questions. Will have the regular audit in the fall and federal audit.

City Attorney David Ligtenberg provided update on the dog incident that occurred in May; case done in municipal court but has been appealed to the Circuit Court and civil suit was also filed CIS is handling that portion.

City Manager Jeff Towery going through an initial application review for Park & Recreation Director position this week. Will design interview once land applications and will have calendar holds. Susan Muir will be working as a part-time regarding the Park Bond project. Will be out of town June 20<sup>th</sup> – 23<sup>rd</sup>.

## 1. Summer Fun Presentation

Community Center Manager Katie Noyd and Adult Services Supervisor for the Public Library Courtney Terry shared a PowerPoint presentation outlining this year's Summer Fun program.

## 6. CONSENT AGENDA

- a. Consider the request from WHCC2C LLC dba: The Radiant Sparkling Wine Company for Winery, OLCC Liquor License located at 1206 NE 11th Way.
- b. Consider a request to permit a waiver of the noise ordinance from Virna Darling for live music for two family events (Charity Concert & Graduation Party) on June 29, 2025 & July 27, 2025.
- c. Consider the Draft Minutes of the April 16, 2025 City Council Work Session Meeting.
- d. Consider the Draft Minutes of the April 22, 2025 City Council Regular Meeting.
- e. Consider the Draft Minutes of the May 13, 2025 City Council Regular Meeting.
- f. Consider the Draft Minutes of the May 27, 2025 City Council Regular Meeting.
- g. Consider **Resolution No. 2025-22**: A Resolution amending the Professional Services Contract for the ARPA Midtown Basin Stormwater Project 2023-3.

*Councilor Payne MOVED to adopt the consent agenda except for Item d; SECONDED by Councilor Cunningham.*

*AYE: Councilors Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta  
NAY: NONE*

*Motion **PASSED** unanimously by a vote of 6-0.*

## 6. ITEMS REMOVED FROM THE CONSENT AGENDA

- 6.d. Consider the Draft Minutes of the April 22, 2025 City Council Regular Meeting.

Councilor Payne removed this topic from the consent agenda to correct two minor errors in the minutes:

- Correction of Jason Henness name
- Correction to acronym LPSCC

*Councilor Cunningham MOVED to approve Draft Minutes of the April 22, 2025 City Council Regular Meeting with the two noted corrections; SECONDED by Councilor Chenoweth.*

*AYE: Councilors Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta  
NAY: NONE*

*Motion **PASSED** unanimously by a vote of 6-0.*

7. RESOLUTION

- 7.a. Consider **Resolution No. 2025-18**: A Resolution of the City Council Adopting the City's 2025 Housing Production Strategy (HPS) (Docket #G 4-24).

*Council President Peralta MOVED to approve Resolution No. 2025-18, Adopting the City's 2025 Housing Production Strategy (HPS) (Docket #G 4-24); SECONDED by Councilor Cunningham.*

*AYE: Councilors Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta  
NAY: NONE*

*Resolution No. 2025-18 **PASSED** unanimously by a vote of 6-0.*

- 7.b. Consider **Resolution No. 2025-21**: A Resolution adopting a Planning and Engineering Fee Schedule and repealing all previous resolutions adopting planning and engineering fee schedules at the time this fee schedule becomes effective.

*Councilor Payne MOVED to approve Resolution No. 2025-21, Adopting a Planning and Engineering Fee Schedule and repealing all previous resolutions adopting planning and engineering fee schedules at the time this fee schedule becomes effective; SECONDED by Councilor Geary.*

*AYE: Councilors Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta  
NAY: NONE\*

*Resolution No. 2025-21 **PASSED** unanimously by a vote of 6-0.*

8. ORDINANCES

- 8.a. Consider the first reading with a possible second reading of **Ordinance No. 5162**: An Ordinance extending the duration of the McMinnville Downtown Economic Improvement Assessment District.

Mayor Morris asked if any Councilor needed to declare any conflict of interest or recuse themselves.

Out of an abundance of caution, Councilor Chenoweth recused himself and stepped off the Dias. Councilor Cunningham noted a potential conflict being a business owner, but noted no stake in the actual building.

No Councilor present requested that the Ordinance be read in full.

City Attorney David Ligtenberg read by title only Ordinance No. 5162.



*Councilor Geary MOVED to **pass** Ordinance No. 5162 to a second reading; SECONDED by Councilor Geary.*

*AYE: Councilors Cunningham, Geary, Tucholsky, Payne, Peralta*

*NAY: NONE*

*RECUSED: Councilor Chenoweth*

*Motion **PASSED** unanimously by a vote of **5-0**.*

City Attorney David Ligtenberg read by title only for a second time Ordinance No. 5162.

*Councilor Cunningham MOVED to **adopt** Ordinance No. 5152, Extending the duration of the McMinnville Downtown Economic Improvement Assessment District; SECONDED by Councilor Geary.*

*AYE: Councilors Cunningham, Geary, Tucholsky, Payne, Peralta*

*NAY: NONE*

*RECUSED: Councilor Chenoweth*

***Ordinance No. 5162** was **ADOPTED** unanimously by a vote of **5-0**.*

9. ADJOURNMENT: Mayor Morris adjourned the meeting at 8:43 p.m.

s/s Claudia Cisneros  
Claudia Cisneros, City Recorder