

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, October 14, 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	
	Chris Chenoweth	
	Jessica Payne (via Zoom)	
	Scott Cunningham	
	Dan Tucholsky	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, Acting City Attorney Tyler Yeoman-Millette, Community Development Director Heather Richards, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, Information Technology Director Scott Burke, Police Captain Scott Fessler, Police Captain Dan O’Laughlin, Finance Director Katie Henry, Senior Planner Taylor Graybehl, Planning Manager David Bernicker, Associate Housing Planner Evan Hietpas (via Zoom), and *members of the News Media – Phil Guzzo McMinnville Community Media*

1. CALL TO ORDER: Mayor Morris called the meeting to order at 7:03 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Mayor Morris led the Pledge of Allegiance.

Mayor Morris noted one change to the agenda, staff asked to have item 6.c. Oregon Wine Services and Storage, LLC, dba: wineshipping for Distillery be removed from the Consent Agenda.

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

Eli Zachary on behalf of his mother, Bonnie Zachary, McMinnville Community Member, requested flexibility on sidewalk regulations, explaining that their contractor abandoned the project and his 66-year-old mother, now acting as her own contractor, cannot meet the new 2% grade requirement. Most sections measure 2.4–2.8%, and as a corner lot with

extensive frontage, bringing the sidewalk into compliance would cost about \$11,000.

Doug Rux from Sherwood, Oregon stated he was present to answer questions regarding agenda item 7b, and the Mayor indicated he could address his comments when they reach that item.

4. PUBLIC HEARING

4.a. Public Hearing to consider **Resolution No. 2025-54**: A Resolution adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers.

Mayor Morris opened the public hearing at 7:13pm 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 was specifically for the wastewater capital fund, where more than 10% of the current appropriated amount was being requested. She explained that this was due to the timing of capital projects for wastewater, with several large projects whose completion timeline was uncertain when the budget was created. The request was simply to move budget funds from one fiscal year to the other, with no changes to the total funds allocated.

There was no public testimony.

Mayor Morris closed the public hearing at 7:15 pm.

5. PRESENTATION

5.a. Old Sheridan & Cypress Safety Review Presentation

City Engineer James Lofton and Public Works Director Geoff Hunsaker presented findings from a safety evaluation conducted at the Old Sheridan Road and Cypress intersection by David Evans and Associates, following a fatal car accident earlier in the year. The evaluation identified several safety concerns:

- An upward crash trend, with 7 crashes recorded between 2014-2023
- Regular pedestrian use in early morning hours
- No marked crosswalks or protected crossing devices
- Common contributing factors included excessive speed and failure to stop at the stop sign
- A large radius curved segment that accommodates quicker traffic

The presenters outlined three tiers of potential improvements:

- Short-term (already started): Replacing the stop sign, adding crosswalk striping, and managing foliage obstructing visibility
- Medium-term: Reducing the curb radius to force drivers to slow down, installing a rapid flashing beacon, and potentially adding an overhead line with flashing lights

- Long-term: Installing a signalized intersection or roundabout as future traffic loads increase

Several councilors asked questions about the improvements. Mr. Hunsaker noted the timeline to complete medium-term improvements would be within the next 3-5 years.

## 6. ADVICE/ INFORMATION ITEMS

### 6.a. Reports from Councilors on Committee & Board Assignments

Councilor Tucholsky stated the Airport Commission would be meeting on October 21st. He also mentioned attending the YCOM executive board meeting where they discussed potential new fee structures for dispatching, and noted dispatch time standards were being reviewed, with current standards requiring 60 seconds from call to dispatch plus another 60 seconds to determine call location.

Councilor Chenoweth reported meeting one-on-one with the new airport manager and attending the MEVLC where the airport master plan was discussed. He also participated in a field trip walking Alpine Avenue to understand the legislative request for completing the Alpine project and attended the air show.

Councilor Geary mentioned Visit McMinnville committee meeting was coming up. He also reported presenting information about the city's bond measure to various community groups including town halls, Kiwanis, and AM Rotary.

Mayor Morris announced the upcoming day of service on Saturday, October 18th organized by the City of McMinnville and Visit McMinnville from 9 AM-12 PM, starting at the library park area. She reported meeting with Sheriff Sam Elliott to review Yamhill County drug team statistics, attended the Oregon International Air Show, the Kiwanis auction (noting Kiwanis had distributed 800 pairs of shoes to local kids), the Chamber annual awards dinner, volunteering at the Scottish Festival, meeting with Jeffrey Clayton regarding shelters and affordable housing, meeting with County Commissioner Kit Johnston, attending the Out of the Dark vigil for Oregon Youth Suicide Awareness Day, guest cooking at Young Life House for over 200 youth, attending the memorial and highway dedication for fallen Deputy Paul Baker, attending the Courage Pink Ribbon event supporting families affected by breast cancer, and helping cook at the fire district's pancake breakfast.

Council President Peralta reported that Planning Commission had met earlier that evening and Council of Governments did not meet since their last council meeting.

Councilor Cunningham attended the League of Oregon Cities conference, noting it was the 100th anniversary of the League. He observed that many

cities face similar challenges, and McMinnville is considered a "large city" by League standards, despite 50% of Oregon towns having populations of 2,000 or less. He also noted that civility was a common theme in the conference breakout sessions.

6.b.

#### Department Head Reports

Finance Director Katie Henty reported that finance and court departments have been focused on software implementation. She anticipated bringing a contract for court software to the November 12th Council meeting. She also noted progress on the Questica/Euna budget book development, with mock budget books expected by late December or early January.

Interim City Manager Adam Garvin provided an update on communications about the proposed ballot measure, which had received higher than usual engagement with a 49% email open rate and the related social media post becoming the top-performing post year-to-date with over 18,000 views. He mentioned that the Southwest Area Plan design survey was active through the end of the month. He noted that the top-performing post of the year was about the Innovation Campus/McMinnville Landing with over 50,000 views. He reported continuing to meet with community partners, attending the Pancake Feed, and addressing city-specific questions at a town hall event.

Acting City Attorney Tyler thanked Adam and Claudia for keeping him organized and expressed appreciation for the opportunity to serve.

Community Development Director Heather Richards announced the city had received two grant awards from the state: \$70,000 for housing production strategy work and another \$185,000 for development code audit for housing work. She also mentioned that the Oregon Building Codes Division was developing standardized plan sets for accessory structures and housing that would need to be automatically permitted by the city. She provided an update on the Southwest Area Plan, noting that the project advisory committee would meet on October 29th to review community design workshop results, with another community workshop planned for January 24, 2026.

Chief of Police Cord Wood introduced Captain Dan O'Loughlin, who recently filled the position created when Captain Tim Simons retired. Captain O'Laughlin described his 32-33 years in law enforcement and expressed excitement about joining McMinnville. Chief Wood also announced a new police officer, Grant Scheele, who started the previous day and would be entering the police academy the following week.

Public Works Director Geoff Hunsaker provided updates on engineering and operations, noting that a new utility program manager had started and was already working on the RFP for the gateway storm and sewer project. He mentioned that the airport commission would have a work session to discuss rent and lease policies. He announced leaf season pickup would start on October 20th, and described upcoming landscaping at city park. He also

mentioned reviewing hours for the RV dump site at the wastewater plant due to potential misuse.

Human Resources Director Vicki Hedges announced that the city had received a safety award from their insurance provider, CIS, for improvements in fleet safety, resulting in significant reductions in auto liability and damage claim costs.

Information Technology Director Scott Burke announced that October 14th was the last day of support for Windows 10, and the IS team had been working on updating to Windows 11 for the past 12 months, with only about three computers out of 300 remaining to be updated. He also mentioned ongoing work to link technology with YCOM and Yamhill County for the PD record software project.

City Recorder Claudia Cisneros noted minor errors in some draft minutes that could be approved as amended on the consent agenda. Also noted that the first meeting in November would be moved to November 12th due to Veterans Day, and the November 25th meeting would be canceled due to Thanksgiving week.

Interim City Manager Garvin congratulated Ms. Cisneros on being installed as Oregon Association of Municipal Recorders vice president on September 25th.

6.

#### CONSENT AGENDA

- a. Consider the request from DeZordo Wines and Vineyard, LLC for WY-NC, OLCC Liquor License located at 475 NE 17th Street.
- b. Consider the request from Baker St Café, LLC dba: Baker St Café – Thai Kitchen for Limited On-Premises Sales, OLCC Liquor License located at 205 SE Baker Street.
- c. ~~Consider the request from Oregon Wine Services and Storage, LLC dba: wineshipping for Distillery (for taxpaid bottled storage and delivery of distilled spirits), OLCC Liquor License located at 2803 NE Orchard Ave.~~
- d. Consider the Draft Minutes of the August 26, 2025 City Council Work Session & Regular Meeting.
- e. Consider the Draft Minutes of the August 28, 2025 Special Called City Council - Strategic Plan Review & Goal Setting Meeting.
- f. Consider the Draft Minutes of the September 09, 2025 City Council Work Session & Regular Meeting.
- g. Consider the Draft Minutes of the September 23, 2025 City Council Work Session & Regular Meeting.
- h. Consider **Resolution No. 2025-55**: A Resolution appointing members to the City's various Committees.
- i. Consider **Resolution No. 2025-56**: A Resolution Approving the 2nd Amendment to the professional services contract with Jacobs Engineering Group Inc. for the Public Works Water Reclamation Facility (WRF) and Conveyance System Master Plan Update, Project 2022-5 to include Additional Regulatory Support for McMinnville's National Pollutant

Discharge Elimination System (NPDES) Permit Renewal with the Oregon Department of Environmental Quality (DEQ).

Councilor Cunningham asked to have item 7a removed from the consent agenda due to a conflict of interest, as he is involved in a business that is the leaseholder of that address.

Mayor Morris noted that the consent agenda included committee appointments for Jeffrey Clayton to the affordable housing committee and Lisa Allen to both the affordable housing committee and historic landmark committee.

*Councilor Geary MOVED to adopt the consent agenda as amended with minor corrections to the minutes and with item 7a removed; SECONDED by Councilor Payne.*

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

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

7. ITEMS REMOVED FROM THE CONSENT AGENDA

- 7.a. Consider the request from DeZordo Wines and Vineyard, LLC for WY-NC, OLCC Liquor License located at 475 NE 17th Street.

Councilor Cunningham recused himself from this agenda item.

*Councilor Payne MOVED to approve the request from DeZordo Wines and Vineyard, LLC for WY-NC, OLCC Liquor License located at 475 NE 17th Street; SECONDED by Councilor Geary.*

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

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

8. RESOLUTION

- 8.a. Consider **Resolution No. 2025-54**: A Resolution adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers.

*Councilor Cunningham MOVED to approve Resolution No. 2025-54; adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers; SECONDED by Councilor Geary.*

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

*Resolution No. 2025-54 **PASSED** unanimously by a vote of 6-0.*

- 7.b. Consider **Resolution No. 2025-51**: A Resolution authorizing the Interim City Manager to sign an Annexation Agreement with Yamhill Soil and Water Conservation District (property owner) and MAC Multi LLC (buyer), for the future annexation of Tax Lot R4409CD00100.

*Councilor Payne MOVED to approve Resolution No. 2025-51; authorizing the Interim City Manager to sign an Annexation Agreement with Yamhill Soil and Water Conservation District (property owner) and MAC Multi LLC (buyer), for the future annexation of Tax Lot R4409CD00100; SECONDED by Councilor Chenoweth.*

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

*Resolution No. 2025-51 **PASSED** unanimously by a vote of 6-0.*

- 8.c. Consider **Resolution No. 2025-57**: A Resolution Approving an Addendum to the Mac-Town 2032 Strategic Plan.

*Councilor Chenoweth MOVED to approve Resolution No. 2025-57; Approving an Addendum to the Mac-Town 2032 Strategic Plan; SECONDED by Councilor Tucholsky.*

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

*Resolution No. 2025-57 **PASSED** unanimously by a vote of 6-0.*

9. ORDINANCES

- 9.a. Consider the first reading with a possible second reading of **Ordinance No. 5165**: An Ordinance Amending Title 17 (Zoning) of the McMinnville Municipal Code Chapter 17.57 "Landscaping" and Chapter 17.58 "Trees" and Approving the Decision, Findings, and Conclusionary Findings for Docket G 2-24.

Mayor Morris asked if any Councilor needed to declare any conflict of interest or recuse themselves. There was none.

Planning Manager David Berniker and Senior Planner Taylor Graybehl presented proposed changes to the landscaping and tree chapters of the Municipal Code, representing the second phase of a project focusing on applicability and standards. This work built upon phase one, which addressed process and submittal requirements for landscaping and was approved by Council in May.

The amendments aimed to align development with community priorities, establish clear standards, optimize staff capacity, and contribute to a safer and

more visually appealing urban environment. They noted that the Planning Commission had approved the changes by a vote of 8-0 on November 7th with no public testimony received. They also mentioned a minor amendment requested by McMinnville Water and Light to add "safety" to section 17.57.0.07 b.8.

During discussion, Councilor Chenoweth expressed concern that the changes would drastically limit the role of the Landscape Committee by having staff make decisions on landscape review with appeals going to the Committee rather than having the Committee review plans directly. Community Development Director Richards clarified that the May (phase one) decision had already changed the process so that landscape plans go to staff for administrative review, and this phase two amendment would establish clear and objective standards for that administrative review.

Several councilors expressed "buyer's remorse" about the phase one decision, with Councilor Chenoweth hoping for further discussion about committee roles at the upcoming November meeting. Councilor Peralta argued that since Council had already removed authority from the Landscape Committee, they needed to complete the process by establishing fair standards. Councilor Payne recalled extensive discussions in the Landscape Committee about improving efficiency and focusing on community-facing work rather than routine administrative reviews.

Councilor Geary, who had previously served as liaison to the Landscape Committee, said the Committee's intent had been to provide clarity in the code rather than remove their authority.

Acting City Attorney Yeoman-Millette recommended proceeding with the first reading, noting concern about the "gray area" created by having completed phase one without the necessary criteria for phase two.

*Councilor Cunningham MOVED to **read the first reading of Ordinance No. 5165** and to pass to a second reading; SECONDED by Council President Peralta.*

*AYE: Councilors Payne, Cunningham, Peralta*

*NAY: Councilors Chenoweth, Geary, Tucholsky, Mayor Morris*

*Ordinance No. 5165 **Fail on its first reading** by a vote of 4-3.*

Following the failed motion, there was recommendation to hold the documents for further discussion at the November 12th meeting about committee roles.

8. ADJOURNMENT: Mayor Morris adjourned the meeting at 9:07 p.m.

s/s Claudia Cisneros  
Claudia Cisneros, City Recorder