

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 28, 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	
	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, Library Director / Parks & Recreation Director Jenny Berg, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, City Engineer James Lofton, Police Captain Scott Fessler, Police Captain Dan O’Laughlin, Finance Director Katie Henry, Public Works Operations Superintendent David Renshaw, 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.

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

City Recorder, Claudia Cisneros, noted for the record the two emails for public comment already emailed to the City Council and will be made part of the amended packet posted tomorrow

Amanda Pewonka, McMinnville Community Member, thanked Councilor Geary for his work on the bond measure and expressed her support for it, and expressed excitement about the comprehensive nature of the bond that would transform the makeup of McMinnville for the better.

Janet Sasaki, McMinnville Community Member, spoke as a library user to express her support for library funding. She described how reduced hours

implemented this year, especially Sunday closures, had limited her ability to access physical materials and increased her reliance on digital collections. She noted that staff reductions and increased use of self-checkout stations had made the experience more impersonal. As a former Library Foundation board member and past president, she explained that while the Foundation and Friends of the Library supplement programs and collection enhancements, she urged the Council to prioritize library funding

4. ADVICE/ INFORMATION ITEMS

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

Councilor Cunningham reported the Historic Landmarks Committee did not meet this month but would meet on November 20th (a week earlier than usual due to Thanksgiving) to discuss ordinances affecting home demolitions. He also reported on the Affordable Housing Committee, noting that McMinnville had received its second consecutive "severe rent burden" designation, indicating that more than 25% of renter households spend over 50% of their monthly income on rent. A public meeting to discuss rent burden causes and potential solutions is scheduled for December 10th at the Stratus Village community space. He also praised the community service day where many participated in city cleanup.

Council President Peralta met with Homeward Bound Pets director Casey Shook, who informed him that they wouldn't be accepting cats until spring 2026 due to construction delays. Currently, they are offering free spaying and neutering for feral cats for McMinnville residents. When they reopen, they will also offer services for rabbits and other small animals. He also announced an upcoming planting event by the Soil and Water Conservation District at Lower City Park on November 8th from 9 AM to 3 PM, followed by the Veterans Parade at 10 AM

Mayor Morris noted her recent community engagement activities, which included attending the McMinnville Economic Development annual meeting at Linfield, the Community Service Day, and joining the new Yamhill County Suicide Call Coalition. Attended Bob Emrick's memorial service, visited the Confederated Tribes of Grand Ronde with the Yamhill County Economic Alliance Group, and attended a monthly mayor's meeting hosted by the Newberg mayor. She also mentioned upcoming events including the City-County Dinner on November 5th and the Veterans Parade on November 8th.

Council President Peralta added that the McMinnville Economic Development Partnership and Sprout Summit had received an award for excellence in economic development from the Oregon Economic Development Association for outstanding collaborative partnership

Councilor Geary reported MURAC will meet next week. Visit McMinnville reported several successful recent events including the Linfield Family Harvest Celebration and Latine Heritage Celebration on October 18th. Noting

that Visit McMinnville's investment portfolio had a good start, and they were developing new events including Merry McMinnville, Wonderland Brew Fest (December 19-21), and bringing in the AAPI Food and Wine Fest. He reported that the August room night demand in McMinnville hotels fell 8.7% compared to last year, with average daily rates dropping 1.2% to \$176. Short-term rentals also declined for the second consecutive month. Attended the MEDP annual event and he and his son participated in the Service Day. Regarding the bond has hosted two town halls and spoken at multiple service clubs.

Councilor Payne reported that the Landscape Review Committee would meet on November 5th to discuss code amendments, and LPSCC doesn't meet again until January

Councilor Chenoweth reported on his one-on-one with Fire Chief and getting a tour of the fire district's new facility by the airport and today attended the Area Commissions of Transportation (ACT) and Multimodal meeting with the Oregon Transportation Commission (OTC) chair, vice chair, and head of ODOT. He explained changes at ODOT giving more power to the ACTs through a new 10-year horizon model called the CIP and will be spending the next 3 to 6 months of putting together the first iteration of the CIP.

Councilor Tucholsky attended the MEDP awards presentation, a town hall for the CPR bond, and the City Service Day where he collected two bags of garbage. Will also plan to attend the Veterans Day parade.

4.b. Department Head Reports

Finance Director Katie Henry reported that they are focused on software implementation with about two weeks remaining for budget software setup. Finalizing personnel aspects and will soon begin training department heads. The court software contract should be received at the November 12th council meeting.

Interim City Manager Adam Garvin provided a communications update, noting that the October 16th newsletter and quarterly update contained useful organizational information. Communications & Engagement Manager Noelle Amaya continued her third year working with Newby third-graders on civics education. He reported that community members can now register with iHeartMac through Google or Facebook accounts. While there were 712 unique iHeartMac accounts, over 8,000 McMinnville community members had engaged on the platform since the beginning of the year. Continues to be busy meeting with community partners and by the next Council meeting, will have an update on some Council goals.

Acting City Attorney Tyler Yeoman-Millette noted Mr. Garvin and Ms. Cisneros are keeping him busy and noting Mr. Ligtenberg will be back soon so publicly acknowledged Mr. Garvin, Ms. Cisneros, and all other Directors he worked with.

Library Director / Parks & Recreation Director Jenny Berg gave a presentation about the library's Library of Things collection, which allows patrons to borrow items like blood pressure monitors and pulse meters. She explained the extensive process involved in creating and maintaining this collection, from securing a \$150,000 YCCO grant to reorganizing space, researching other libraries' approaches, surveying patrons about desired items, purchasing and packaging items, creating catalog records, and establishing procedures for checkout, maintenance, and handling missing parts. She emphasized that this service requires coordinated efforts from many staff members and volunteers.

Community Development Director Heather Richards shared that Teresa Smith is retiring from the MEDP board and moving to Central Oregon. She also shared that according to the Yamhill County assessor's office, permitting levels across the county had decreased by 50% year-over-year, with McMinnville's permitting levels down by 33% and Newberg's down by 19%. This decline was attributed to both economic factors and lack of buildable land supply. Appreciates the partnership with the Assessor's office to be able to pull those reports to better understand the trends over the last 5 to 10 years.

Chief of Police Cord Wood announced a partnership with Juliette's House, where police department members would participate in No Shave November, growing beards and then allowing community members to make donations to vote on which of five facial hairstyles the officers would shave in early December. The fundraiser will culminate with a December shave off in the police department lobby with all funds supporting Juliette's House

City Engineer James Lofton reported that they are preparing an RFP for the airport Fixed Based Operator (FBO) contract renewal. The wastewater plant spread 3.1 million gallons of biosolids this year, down from a typical 4 million gallons, indicating that the new process is working efficiently. Kevin Wood joined the engineering team as program manager and is working on an RFP for the Northeast Gateway sanitary and stormwater sewer replacement project. The parks department is transitioning from fall soccer to leaf removal, and street crews are busy with the leaf program through December. Facilities projects at OSP are wrapping up, and elevator project equipment submittals are being reviewed

Human Resources Director Vicki Hedges has been doing a lot of behind-the-scenes HR confidential items but did want to note she has added a new demographic to the employee report that shows the number of employees residing in McMinnville.

City Recorder Claudia Cisneros reminded everyone that city offices will be closed on November 11th for Veterans Day, with a special-called city council meeting on November 12th. The regular council meeting on November 25th is canceled due to Thanksgiving week. She also announced she would be on vacation the week of November 10th, with Director Scott Burke and Information Services Specialist Megan Simmons covering the special meeting

4.c. May, June, July & August 2025 Cash and Investment Report (in packet)

5. CONSENT AGENDA

- a. Consider **Resolution No. 2025-59**: A Resolution awarding the contract for the Linear Parks Irrigation Renovation Project.
- b. 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.
- c. Consider **Resolution No. 2025-61**: A Resolution authorizing the City Manager to execute a contract for the Manhole Rehabilitation Services project, Project 2025-6, with Underground Tech, Inc.

Mayor Morris noted Councilor Payne requested additional information about Resolution 2025-59, so item a was also removed from the consent agenda.

Councilor Geary MOVED to adopt the consent agenda with item 5.a. removed; SECONDED by Councilor Payne.

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

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

5. ITEMS REMOVED FROM THE CONSENT AGENDA

- 5.a. Consider **Resolution No. 2025-59**: A Resolution awarding the contract for the Linear Parks Irrigation Renovation Project.

Councilor Payne requested this item be removed from the consent agenda as she was wondering why the city chose the more expensive bid option.

Public Works Operations Superintendent David Renshaw explained that the project was split into two phases: a base bid for replacing fundamental system components and a second phase for head replacement. The contract was structured to prioritize the base bid element, with remaining funds to be used for head replacement. Staff will complete any remaining head replacements in-house.

Councilor Geary MOVED to approve Resolution No. 2025-59; awarding the contract for the Linear Parks Irrigation Renovation Project; SECONDED by Councilor Cunningham.

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

*Resolution No. 2025-59 **PASSED** unanimously by a vote of 6-0.*

7. RESOLUTION

- 7.a. Consider **Resolution No. 2025-60**: A Resolution to support a technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production.

Councilor Payne MOVED to approve Resolution No. 2025-60; to support a technical assistance grant application to the Oregon Department of Land Conservation and Development for the purpose of supporting economic development and housing production; SECONDED by Councilor Tucholsky.

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

*Resolution No. 2025-60 **PASSED** unanimously by a vote of 6-0.*

7. ADJOURNMENT: Mayor Morris adjourned the meeting at 7:56 p.m.

s/s Claudia Cisneros
Claudia Cisneros, City Recorder