



City Council Meeting Agenda

Tuesday, July 22, 2025

6:00 p.m. – City Council Work Session Meeting

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

~~Special Called Work Session Meeting – to immediately follow the Regular Meeting –~~ **Canceled**

REVISED 07/18/2025

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 four ways:

- Attend in person and fill out a public comment card
- Email at any time up to **noon on Monday, July 21st** to CityRecorderTeam@mcminnvilleoregon.gov
- If appearing via telephone or ZOOM, please sign up prior by **noon on Monday, July 21st** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom; **You will need to provide the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.**

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 WORK SESSION & REGULAR COUNCIL MEETINGS:

You may join online via Zoom Webinar Meeting:

<https://mcminnvilleoregon.zoom.us/j/87930461653?pwd=2lrNgar52KShNba6YUQBIBsXeEUcWq.1>

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

Webinar ID: 879 3046 1653

6:00 PM – CITY COUNCIL WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL

1. CALL TO ORDER
2. TAX ASSESSMENTS IN YAMHILL COUNTY – A WORK SESSION WITH THE COUNTY ASSESSOR **(Original scheduled topic canceled. This topic moved from Special Called Work Session)**
3. ADJOURNMENT OF WORK SESSION

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. 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 4 minutes per person for a total of 32 minutes. The Mayor will read comments emailed to the City Recorder and then call on anyone who has signed up to provide public comment.

4. PUBLIC HEARINGS

- a. Public Hearing to consider **Resolution No. 2025-20**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

5. PRESENTATION

- a. Overview of City's Legislative Program Presentation

6. ADVICE/ INFORMATION ITEMS

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

7. CONSENT AGENDA

- a. Consider **Resolution No. 2025-41**: A Resolution authorizing the City Manager to enter into an agreement with Newberg Ford for the purchase of a 2024 F550 Ford w/Scelzi 12' combo body.

8. RESOLUTION

- a. Consider **Resolution No. 2025-20**: A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.
- b. Consider **Resolution No. 2025-40**: A Resolution to support two technical assistance grant applications to the Oregon Department of Land Conservation and Development for the purpose of supporting housing.
- c. Consider **Resolution No. 2025-42**: A Resolution authorizing the sole-source procurement of kenneling services with Homeward Bound Pets under ORS 279B.075.
- d. Consider **Resolution No. 2025-43**: A Resolution Authorizing Staff to Negotiate the terms of employment for the Interim City Manager.
- e. Consider **Resolution No. 2025-44**: A Resolution Calling a Measure Election to Submit to the Electors of the City of McMinnville, Oregon of General Obligation Bonds to Build Recreation Center; Update Parks, Senior Center, Library. **(Added on 07.18.2025)**

9. ADJOURNMENT OF REGULAR MEETING

SPECIAL CALLED WORK SESSION MEETING – IMMEDIATELY FOLLOWING THE REGULAR MEETING - VIA ZOOM AND SEATING AT CIVIC HALL – **CANCELED – TOPIC MOVED TO 6 PM TIME SLOT**

From: [Sandra Atwood](#)
To: [Mayor Kim Morris](#); [Jeff Towery](#); [City Recorder Team](#); [Claudia Cisneros](#); [Cord Wood](#); [David Ligtnerberg](#); [Sal Peralta](#); [Chris Chenoweth](#); [Daniel Tucholsky](#); [Zack Geary](#)
Subject: Formal Request for Administrative Review
Date: Monday, July 21, 2025 9:20:15 PM
Attachments: [We sent you safe versions of your files.msg](#)
[reqadminrev.pdf](#)

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

This message originated outside of the City of McMinnville.

Please see attached letter requesting a formal administrative review.
If possible, recorder team, please add to the meeting packet for 7/22.

Best,

Sandra Atwood

Sandra Atwood

[REDACTED]

MCMINNVILLE, OR 97128

[REDACTED]

[REDACTED]

Date: 07/22/2025

To:

Mayor Kim Morris

McMinnville City Council

City Manager Jeff Towery

City of McMinnville

230 NE 2nd Street

McMinnville, OR 97128

**RE: FORMAL REQUEST FOR ADMINISTRATIVE REVIEW OF CITY
EMPLOYEE MISCONDUCT**

Dear Mayor Morris, City Council Members, and City Manager Towery:

I am submitting this formal written request for an **Administrative Review** and internal investigation into the conduct of Code Compliance Officer Darcy Reynolds, as well as various members of the McMinnville Police Department, and Municipal court staff concerning events and actions taken against me that I believe constitute serious misconduct, abuse of power, and retaliatory targeting in violation of law, policy, and public trust.

This request is made pursuant to the City's obligations under Oregon law and the McMinnville City Charter to ensure the ethical conduct, transparency, and accountability of city personnel and leadership.

Under the City's obligation to uphold its charter, comply with Oregon ethics and public accountability laws (including ORS 244.040 and ORS 192.660), and ensure equal protection under the Oregon Constitution, I respectfully request a formal administrative review into the actions of city employees as outlined herein.

Background and Basis for Review

Since early 2024, I have been subjected to a pattern of actions by city personnel that I believe to be unlawful, retaliatory, and unethical. This includes, but is not limited to:

1. **Surveillance and Social Media Monitoring:**
Repeated and intentional monitoring of my personal social media accounts by McMinnville Police and CCO Darcy Reynolds for the purpose of building speculative and misleading narratives to support punitive action against me.
2. **Improper Communications with Outside Agencies:**
Code Compliance Officer Darcy Reynolds initiated communication with the Oregon Department of Fish and Wildlife (ODFW) on December 30th, 2024 in an apparent effort to have my lawfully owned domestic companion animals seized as "wildlife," despite lacking authority or reason to do so, and despite no finding that the dogs in question are wild or dangerous under applicable law. Another such incident involved Officers Corson Davis and Elijah Carillo initiating a report of some sort to OSPFW about observing a doe deer head in my driveway, absent any probable cause whatsoever. Imagine my surprise at being contacted by a trooper regarding this observation six months after the fact.
3. **False or Misleading Statements in Warrant Applications:**
Captain Fessler from the McMinnville Police Department sourced a knowingly false statement from the internet, included statements from myself that I never made, and listed, apparently fraudulent, charges that were never served or cited to me in a search warrant application and **swore to it under oath**, which resulted in the seizure of my four dogs in mid March, the first ever such warrant served in the city of McMinnville. These actions may violate constitutional protections under *Franks v. Delaware*, and raise serious concerns about the integrity of law enforcement personnel.
4. **Disproportionate and Targeted Enforcement:**
There have been over 8,000 emails, as of April, sent by city staff related to my property and other matters. These communications, along with repeated and excessive contact and citations, appear retaliatory and not based on objective or

consistent enforcement priorities. Furthermore, as these communications relate to the city's strategy on how to deprive me of my property, and then my punishment in my dog case, they contain undisclosed Brady material and communications about predetermined punishments that were discussed and decided amongst city staff without investigation or due process. I have requested these records through the court and not been heard. I have requested these records through the records department and been denied via a \$4,000 paywall. The lack of transparency is concerning and screams **there is something to see here**.

5. **Improper Use of Public Resources:**

It appears city resources have been improperly used to monitor, investigate, target, and pursue me, a private citizen, over minor code and animal control matters, while due process and neutrality have been disregarded.

6. **Prosecutorial Misconduct:** During pretrial negotiations the city prosecutor, Shannon Erskine, made completely false assertions in an attempt to coerce me to surrender my four dogs. This attempted permanent deprivation of my property aligns with the prior communications between Darcy Reynolds and ODFW months earlier and can only be described as a long standing civil conspiracy involving multiple city offices and officials to deprive me of my property. During later negotiations I participated in, in good faith and in hopes of a fair, swift and reasonable resolution, she made further misrepresentations regarding precedent and fair sentences knowing that I had not received the records I had requested to make educated decisions during negotiations. On top of this misconduct, she further disrespected my good faith efforts in negotiating a plea agreement by asking the judge for additional terms at sentencing that we did not agree to, which he granted.

Requested Action

I respectfully request the following:

- **A formal, in-depth, internal administrative review** of the actions of:
 - Code Compliance Officer Darcy Reynolds
 - McMinnville Police Department (specific employee complaints have been filed with the PD)
 - City prosecutor Shannon Erskine
- **A written response** as to what oversight or disciplinary mechanisms are being applied
- A determination as to whether:
 - City personnel acted outside the scope of their **authority or job duties**

- Policies regarding privacy, constitutional protections, or data use were violated
 - There was a failure of supervision or transparency
 - **Corrective measures** including personnel discipline, policy reform, or public acknowledgment if violations are found
-

Conclusion

This request is made in good faith and with the expectation that the City of McMinnville is committed to accountability and lawful conduct by its employees, officers, and leaders. This request comes after many informal requests, questions, and even complaints have been ignored. The actions I've experienced have caused ongoing and severe harm, distress, and mistrust — both personally and in the broader community context — and must be addressed through appropriate administrative channels.

I am available and willing to provide any clarifying details, evidence, or testimony in support of a complete and unbiased review. Please confirm receipt of this request, and advise me of the next steps in the City's process for addressing personnel complaints and investigating misconduct.

Sincerely, Respectfully,

A handwritten signature in black ink, appearing to read 'Sandra Atwood', with a long horizontal stroke extending to the right.

Sandra Atwood



City of McMinnville
Community Development
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: July 22, 2025
TO: Mayor and City Councilors
FROM: Heather Richards, Community Development Director
SUBJECT: Resolution No. 2025 - 20, Adopting a Building Fee Schedule Effective August 1, 2025.

STRATEGIC PRIORITY & GOAL:



CITY GOVERNMENT CAPACITY

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

Report in Brief:

This is the consideration of Resolution No. 2025-20, adopting a Building Fee Schedule for the City of McMinnville. This Resolution repeals all previous resolutions adopting building fee schedules and takes effect on August 1, 2025.

Notice of the proposed building fee schedule was provided to the Oregon Building Codes Division for the required 45-day notice period per OAR 918-020-0220(1)(a).

A public hearing will be conducted to solicit public comment per ORS 294.160. Public notice of the proposal and the public hearing was provided in the News Register on Wednesday, July 17 and Friday, July 19, 2025.

Background:

The McMinnville Building Division administers the State of Oregon Building Codes within the City of McMinnville except for electrical permits which are handled by Yamhill County Building Division.

The Building Division is fully fee supported and uses a reserve to weather the variable nature of permit revenue year over year.

McMinnville historically aims to maintain a reserve of 12 months of operating expenses. Best practices are shifting to 12 – 24 months to retain staff during a short economic downturn rather than layoff and rehire which dampens recovery with delayed permitting.

If McMinnville did not administer the building code programs, administration would be assumed by another entity.

Discussion:

This proposed updated Building Fee Schedule raises all fees by 2.9% to account for CPI increases.

This fee schedule update:

- Assumes full cost recovery. The operating cost of the Building Division is defined as the direct cost of operating the Division and the indirect costs identified in the 2018 Indirect Cost Allocation Plan.
- Generally, fees increase 2.9 percent across all categories.
- The intent of the fee schedule is to maintain a reserve equivalent to 12 - 24 months operating budget.
- The fees identified in the Building Fee Schedule are those charged by the City of McMinnville. Any surcharges or other applicable fees adopted by the State of Oregon or Yamhill County shall be in addition to the above fees.
- The Building Fee Schedule adopted in this resolution shall be the maximum fee schedule for each program and shall not be exceeded without further Council action.
- The proposed fee schedule includes a 50% reduction of building permit fees for qualifying affordable housing projects per McMinnville Municipal Code, Section 3.10.060 (Resolution No. 2016-81).

Attachments:

- Resolution No. 2025-20 with Proposed Building Fee Schedule, Effective August 1, 2025

Fiscal Impact:

It is anticipated that the Building Fee Schedule will increase building permits by 2.9% per the CPI (Portland).

The Building Fund does not impact the General Fund.

Recommendation:

"I move to adopt Resolution No. 2025-20"

RESOLUTION NO. 2025-20

A Resolution adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule.

RECITALS:

Whereas, per ORS 455.210, the City of McMinnville is authorized to establish full cost recovery fees to administer and manage a building program in the City of McMinnville; and

Whereas, the City desires to adjust fees annually in response to inflationary and program changes; and

Whereas, the State of Oregon, Building Codes Division was provided the necessary notice of fee change more than 45 days in advance of the scheduled adoption date.

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

1. That the City of McMinnville's Building Fee Schedule will be as established by the fee schedule attached to this Resolution.
2. That this fee schedule will take effect August 1, 2025.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd of July 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 22nd day of July 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Building Fee Schedule, August 1, 2025

Building Fee Schedule, Proposed Effective Date August 1, 2025

STRUCTURAL FEES

STRUCTURAL PERMIT

Project Valuation:

According to Oregon Administrative Rule 918-050-0100

New Construction, Residential:

The valuation is determined using the ICC Building Valuation Data Table current as of April 1 of each year, multiplied by the square footage of the dwelling, addition, garage, or accessory structure. Project value is then applied to the table below to determine the building permit fee.

- Residential carports, covered porches, patios and decks use 50% of the value of a private garage (“utility, miscellaneous”) from the valuation table.

New Construction, Commercial:

The valuation is the higher of:

- The valuation based on the ICC Building Valuation Data Table current as of April 1 of each year, using the occupancy and construction type as determined by the building official, multiplied by the square footage of the structure; or
- The value stated by the applicant.

Project value is then applied to the table below to determine the building permit fee.

Alteration or Repair:

Based on the fair market value as determined by the building official, and then applying the valuation to the fee schedule below.

When the construction or occupancy type does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the building official with input from the applicant.

Use total value of construction work determined above to calculate the Building Permit fee below:

Valuation	CURRENT FEE	PROPOSED FEE
\$1 - \$500	\$19.68	\$20.25
\$501 - \$2,000	\$19.68 for the first \$500 plus \$2.56 for each additional \$100 or fraction thereof, to and including \$2,000	\$20.25 for the first \$500 plus \$2.63 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$58.08 or the first \$2,000 plus \$11.72 for each additional \$1,000 or fraction thereof to and including \$25,000.	\$59.70 or the first \$2,000 plus \$12.06 for each additional \$1,000 or fraction thereof to and including \$25,000.
\$25,001 - \$50,000	\$327.64 for the first \$25,000 plus \$5.86 for each additional \$1,000 or fraction thereof to and including \$50,000.	Formatting change to combine two rows thereby removing one unnecessary row.
\$50,001 - \$100,000	\$474.14 for the first \$50,000 plus \$5.86 for each additional \$1,000 or fraction thereof to and including \$100,000.	Formatting change to combine two rows thereby removing one unnecessary row.

\$25,001 - \$100,000	Formatting change to combine two rows thereby removing one unnecessary row.	\$337.08 for the first \$25,000 plus \$6.03 for each additional \$1,000 or fraction thereof to and including \$100,000.
\$100,001 - \$500,000	\$767.14 for the first \$100,000 plus \$4.42 for each additional \$1,000 or fraction thereof to and including \$500,000.	\$789.33 for the first \$100,000 plus \$4.55 for each additional \$1,000 or fraction thereof to and including \$500,000.
\$500,001-\$1,000,000	\$2535.14 for the first \$500,000 plus \$3.96 for each additional \$1,000 or fraction thereof to and including \$1,000,000.	\$2,609.33 for the first \$500,000 plus \$4.07 for each additional \$1,000 or fraction thereof to and including \$1,000,000.
\$1,000,001 and above	\$4515.14 for the first \$1,000,000 plus \$3.05 for each additional \$1,000 or fraction thereof.	\$4,644.33 for the first \$1,000,000 plus \$3.14 for each additional \$1,000 or fraction thereof.
OTHER STRUCTURAL FEES	CURRENT FEE	PROPOSED FEE
Structural Plan Review	65% of structural permit fee	65% of structural permit fee
Fire Life Safety Plan Review	40% of structural permit fee	40% of structural permit fee
Additional Plan Review after initial review	\$89.00/hour (min of ½ hour)	\$92.00/hour (min of ½ hour)
Reinspection – per each	\$89.00 each	\$92.00 each
Each additional inspection, above allowable – per each	\$89.00 each	\$92.00 each
Inspections for which no fee is specifically indicated (as required) - hourly	\$89.00 / hour	\$92.00/hour (min of ½ hour)
Deferred Submittal Plan Review Fee – in addition to project plan review fees	65% of structural permit fee calculated using the valuation of the deferred portion of the project, with a minimum fee of \$178.00	65% of structural permit fee calculated using the valuation of the deferred portion of the project, with a minimum fee of \$183.00
Phased Project Plan Review Fee – in addition to project plan review fees	\$308.00 minimum per phase plus 10% of the TOTAL project building permit fee not to exceed \$1500.00 per phase	\$317.00 minimum per phase plus 10% of the TOTAL project building permit fee not to exceed \$1,500.00 per phase
Structural demolition – complete demolition, not subject to State Surcharge	\$129.00	\$133.00
Structural alteration (<u>not</u> demo) – partial, soft, interior	Fee as per Structural Permit Fee table by valuation.	Fee as per Structural Permit Fee table by valuation.
Seismic Hazard Plan Check Fee (authorized by ORS 455.447(3))	1% of total structure and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures.	1% of total structure and mechanical specialty code fees for essential and hazardous facilities, and major and special occupancy structures.
Temporary Certificate of Occupancy	\$186.00	\$191
Change of Occupancy Minimum charge	\$312.00	\$321.00
Structural Minimum Permit Fee	\$156.00	\$161.00

Residential Fire Suppression 13D system – Standalone System, fee includes plan review [See Plumbing Fee section for Continuous Loop/Multipurpose System]		
Square Footage of Area to be Covered		
0 – 2000 sq ft	\$206.00	\$220
2001 – 3600 sq ft	\$290.00	\$311
3601 - 7200 sq ft	\$310.00	\$331
7201 sq ft and greater	\$360.00	\$385
Commercial Fire Suppression and/or alarm	Fee as per Structural Permit Fee table by valuation of sprinkler system	Fee as per Structural Permit Fee table by valuation of sprinkler system
Solar Permit – Prescriptive Path System, fee includes initial plan review	\$179.00	\$184
Solar Permit – Non-Prescriptive Path System	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails, and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>	Fee as per Structural Permit Fee table by valuation to include the solar panels, racking, mounting elements, rails, and the cost of labor to install. <i>Solar electrical equipment including collector panels and inverters shall be excluded from the Structural Permit valuation.</i>
Investigation Fee	\$89.00/hour (minimum of 2 hour)	\$92.00/hour (minimum of 2 hour)

MANUFACTURED DWELLING FEES

MFD DWELLING PLACEMENT	CURRENT FEE	PROPOSED FEE
Manufactured Dwelling Placement Fee *	\$264.00	\$272.00
State Code Development and Training and Monitoring fee OAR 918-500-0105(5) -Passed through to State BCD	\$30.00	\$30.00
Manufactured Home Accessory Buildings or Structures	Fee as per Structural Permit Fee table by valuation; incurs State Surcharge	Fee as per Structural Permit Fee table by valuation; incurs State Surcharge
Manufactured Home Alteration	Fee as per Structural Permit Fee table by valuation; incurs State Surcharge	Fee as per Structural Permit Fee table by valuation; incurs State Surcharge
Investigation Fee	\$89.00/hour (minimum of 2 hour)	\$92.00/hour (minimum of 2 hour)
<i>* Placement fee includes the concrete slab, runners or foundations that are prescriptive, plumbing connections, and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i>		
-- See Structural schedule by valuation for non-dwelling modular structure placements		
MANUFACTURED DWELLING/RV PARKS – AREA DEVELOPMENT PERMIT (ADP)		
The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to the Structural Permit Fee table included in this schedule.		

MECHANICAL FEES

RESIDENTIAL MECHANICAL	CURRENT FEE	PROPOSED FEE
Air conditioner	\$62.00	\$64.00
Air handling unit of up to 10000 cfm	\$62.00	\$64.00
Air handling unit 10001 cfm and over	\$62.00	\$64.00
Appliance of piece of equipment regulated by code but no classified in other appliance categories	\$62.00	\$64.00
Attic or crawl space fans	\$62.00	\$64.00
Chimney/liner/flue/vent	\$62.00	\$64.00
Clothes dryer exhaust	\$62.00	\$64.00
Decorative gas fireplace	\$62.00	\$64.00
Evaporative cooler other than portable	\$62.00	\$64.00
Floor furnace, including vent	\$62.00	\$64.00
Flue vent for water heater or gas fireplace	\$62.00	\$64.00
Furnace – greater than 100000 BTU	\$62.00	\$64.00
Furnace – up to 100000 BTU	\$62.00	\$64.00
Furnace/burner including duct work/vent/liner	\$62.00	\$64.00
Gas or wood fireplace/insert	\$62.00	\$64.00
Gas fuel piping outlets	\$62.00 (1-4 Outlets) \$18 for each additional outlet in excess of 4	\$64.00(1-4 Outlets) \$18 for each additional outlet in excess of 4
Heat pump	\$62.00	\$64.00
Hood served by mechanical exhaust, including ducts for hood	\$62.00	\$64.00
Hydronic hot water system	\$62.00	\$64.00
Installation or relocation domestic/type incinerator	\$62.00	\$64.00
Mini split system	\$62.00	\$64.00
Oil tank/gas diesel generators	\$62.00	\$64.00
Pool or spa heater, kiln	\$62.00	\$64.00
Range hood/other kitchen equipment	\$62.00	\$64.00
Repair, alteration, or addition to mechanical appliance including installation of controls	\$62.00	\$64.00
Suspended heater, recessed wall heater, or floor mounted heater	\$62.00	\$64.00
Ventilation fan connected to single duct	\$62.00	\$64.00

Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$62.00	\$64.00
Water heater	\$62.00	\$64.00
Wood/pellet stove	\$62.00	\$64.00
Other heating/cooling	\$62.00	\$64.00
Other fuel appliance	\$62.00	\$64.00
Other environment exhaust/ventilation	\$62.00	\$64.00
Ductwork – no appliance/fixture	\$62.00	\$64.00
Radon mitigation	\$62.00	\$64.00
If a plan check is required	65% of mechanical permit fee	65% of mechanical permit fee

COMMERCIAL MECHANICAL PERMIT FEES TABLE		
Valuation	CURRENT FEE	PROPOSED FEE
\$1-\$1,000	\$64.94	\$66.82
\$1,001-\$5,000	\$64.94 for the first \$1,000 plus \$1.89 for each additional \$100 or fraction thereof, to and including \$5,000.	\$66.82 for the first \$1,000 plus \$1.94 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	\$140.54 for the first \$5,000 plus \$11.81 for each additional \$1,000, or fraction thereof, to and including \$10,000	\$144.62 for the first \$5,000 plus \$12.15 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001-\$50,000	\$199.59 for the first \$10,000 plus \$10.63 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$205.38 for the first \$10,000 plus \$10.94 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$624.79 for the first \$50,000 plus \$9.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.	\$642.91 for the first \$50,000 plus \$9.72 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and above	\$1097.29 for first \$100,000 plus \$9.45 for each additional \$1,000 or fraction thereof	\$1129.11 for first \$100,000 plus \$9.72 for each additional \$1,000 or fraction thereof
OTHER MECHANICAL FEES	CURRENT FEE	PROPOSED FEE
Mechanical Plan Review	65% of mechanical permit fee	65% of mechanical permit fee
Additional Plan Review-per hour	\$89.00/hour	\$92.00/hour
Reinspection – per each	\$89.00/per each	\$92.00/per each
Each additional inspection, above allowable – per each	\$89.00/per each	\$92.00/per each
Inspection for which no fee is specifically indicated (as required)	\$89.00/hour, minimum 1 hour	\$92.00/hour, minimum 1 hour
Investigation Fee – hourly	\$89.00/hour (minimum of 2 hour)	\$92.00/hour (minimum of 2 hour)
Mechanical Minimum Permit Fee	--- (table provides minimum \$64.94)	table above provides minimum \$66.82

PLUMBING FEES

RESIDENTIAL NEW CONSTRUCTION	CURRENT FEE	PROPOSED FEE
New 1&2 Family Dwelling – includes one kitchen; first 100 feet each of site utilities; hose bibbs; icemakers; underfloor low-point drains; and rain drain packages that include the piping, gutters, downspouts, and perimeter system. Half bath is counted as whole.		
1 Bath, one kitchen	\$89.00	\$92
2 Bath, one kitchen	\$134.00	\$138
3 Bath, one kitchen	\$179.00	\$184
Additional Bathroom	\$44.00	\$45
Additional Kitchen	\$44.00	\$45
COMMERCIAL AND NON-NEW RESIDENTIAL	CURRENT FEE	PROPOSED FEE
Sanitary Sewer - First 100 feet or less	\$49.00	\$50
Sanitary Sewer - Each additional 100 feet or fraction thereof	\$41.00	\$42
Storm – first 100 feet or less	\$49.00	\$50
Storm – Each additional 100 feet or fraction thereof	\$41.00	\$42
Water – first 100 feet or less	\$49.00	\$50
Water – Each additional 100 feet or fraction thereof	\$41.00	\$42
FIXTURES – FEE PER EACH	CURRENT FEE	PROPOSED FEE
Absorption valve	\$62.00	\$64
Backflow preventer	\$62.00	\$64
Backwater valve	\$62.00	\$64
Catch basin or area drain	\$62.00	\$64
Clothes washer	\$62.00	\$64
Dishwasher	\$62.00	\$64
Drinking fountain	\$62.00	\$64
Ejectors/sump pump	\$62.00	\$64
Expansion tank	\$62.00	\$64
Fixture cap	\$62.00	\$64
Floor drain/floor sink/hub drain	\$62.00	\$64
Garbage disposal	\$62.00	\$64
Hose bib	\$62.00	\$64
Ice maker	\$62.00	\$64
Primer	\$62.00	\$64
Sink/basin/lavatory	\$62.00	\$64
Stormwater facility	\$62.00	\$64
Swimming pool piping	\$62.00	\$64
Tub/shower/shower pan	\$62.00	\$64
Urinal	\$62.00	\$64
Water closet	\$62.00	\$64

Water heater	\$62.00	\$64
Other – plumbing	\$62.00	\$64
Alternate potable water heating system	\$62.00	\$64
Interceptor/grease trap	\$62.00	\$64
Manholes	\$62.00	\$64
Roof drain (commercial)	\$62.00	\$64
Trench drain	\$62.00	\$64

PLUMBING, MEDICAL GAS – permit fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances

*****see Med-Gas surcharge below*****

Valuation	CURRENT FEE	PROPOSED FEE
\$1-\$1,000	\$64.94	\$66.82
\$1,001-\$5,000	\$64.94 for the first \$1,000 plus \$1.89 for each additional \$100 or fraction thereof, to and including \$5,000.	\$66.82 for the first \$1,000 plus \$1.94 for each additional \$100 or fraction thereof, to and including \$5,000.
\$5,001 - \$10,000	\$140.54 for the first \$5,000 plus \$11.81 for each additional \$1,000, or fraction thereof, to and including \$10,000	\$144.42 for the first \$5,000 plus \$12.15 for each additional \$1,000, or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$199.59 for the first \$10,000 plus \$10.63 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$205.17 for the first \$10,000 plus \$10.94 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$624.79 for the first \$50,000 plus \$9.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.	\$642.77 for the first \$50,000 plus \$9.72 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 and above	\$1097.29 for first \$100,000 plus \$9.45 for each additional \$1,000 or fraction thereof	\$1128.72 for first \$100,000 plus \$9.72 for each additional \$1,000 or fraction thereof
Residential Fire Suppression – Multipurpose/Continuous Loop System, fee includes plan review [See Structural Fee section for Standalone System]		
Square Footage of Area to be Covered		
0 – 2000 sq ft	\$214.00	\$220
2001 – 3600 sq ft	\$302.00	\$311
3601 - 7200 sq ft	\$322.00	\$331
7201 sq ft and greater	\$374.00	\$385
OTHER PLUMBING FEES	CURRENT FEE	PROPOSED FEE
If a plan review (when required)	65% of plumbing permit fee with a \$245.00 minimum.	65% of plumbing permit fee with a \$252.00 minimum.
Med-Gas surcharge for contracted inspection service	\$218/inspection payable prior to approval of final inspection	\$224/inspection payable prior to approval of final inspection
1 & 2 Family repiping in-building water supply lines	\$179.00 for first floor, including a basement \$45 for each additional story excluding basement	\$184.00 for first floor, including a basement \$46 for each additional story excluding basement

Additional Plan Review – per hour	\$89.00/hour	\$92.00/hour
Reinspection – per each	\$89.00/each	\$92.00/each
Each additional inspection, above allowable – per each	\$89.00/each	\$92.00/each
Inspection for which no fee is specifically indicated (as required)	\$89.00/hour	\$92.00/hour
Investigation Fee – hourly	\$89.00/hour (minimum of 2 hour)	\$92.00/hour (minimum of 2 hour)
Plumbing Minimum Permit Fee		\$64

EXCAVATION FEES

Grading Plan Review	CURRENT FEE	PROPOSED FEE
1 to 10,000 cubic yards	\$163	\$167.73
10,001 to 100,000 cubic yards	\$163.00 for the first 10,000 cubic yards plus \$53.00 for each additional 10,000 cubic yards or fraction thereof	\$167.73 for the first 10,000 cubic yards plus \$54.54 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$640.00 for the first 100,000 plus \$11.00 for each additional 10,000 cubic yards or fraction thereof	\$658.59 for the first 100,000 plus \$11.32 for each additional 10,000 cubic yards or fraction thereof
Grading Permit	CURRENT FEE	PROPOSED FEE
50 cubic yards or less	\$82.00	\$84.38
51 to 100 cubic yards	\$93.00	\$95.70
101 to 1,000 cubic yards	\$170.00	\$174.93
1,001 cubic yards or more	\$170.00 for the first 1,000 cubic yards plus \$22.00 for each additional 1,000 cubic yards or fraction thereof	\$174.93 for the first 1,000 cubic yards plus \$22.64 for each additional 1,000 cubic yards or fraction thereof

MISC FEES

TYPE OF APPLICATION	CURRENT FEE	PROPOSED FEE
Permit renewal fee for an expired permit with no change to the previously approved plans. Renewal is discretionary by the Building Official	One half the fee for a new permit plus the state surcharge.	One half the fee for a new permit plus the state surcharge.
Investigation Fee – hourly	\$89.00/hour (minimum of 2 hour)	\$92.00/hour (minimum of 2 hour)
Inspection outside of normal business hours – per hour	\$134.00/hour (minimum of 2 hour)	\$138.00/hour (minimum of 2 hour)
Permit Extension fee – to extend expiration on active permit; not subject to State Surcharge	\$89.00	\$92.00
Copy fees (up to 11"x17")	\$0.25 each side	\$0.25 each side
Copy fees (oversized prints)	Time & materials	Time & materials
Digitizing paper plans	\$89.00/hour (minimum ½ hour)	\$92.00/hour (minimum ½ hour)
Returned Check fee (NSF)	Refer to City policy	Refer to City policy
Master Plans – Structural – setup fee	\$358.00	\$368.00
Master Plans – Structural – Initial review	65% of structural permit fee	65% of structural permit fee
Master Plans – Structural – second and subsequent reviews	20% of structural permit fee	20% of structural permit fee
Seismic Surcharge – Structural/Mechanical – review required on all essential structures	1% of building permit fee	1% of building permit fee
Refund processing fee – not subject to State Surcharge	\$89.00	\$92.00
Scanning & oversized prints		Time & materials
Address fee for new or changed address	\$38/address	\$39/address
House relocation permit application	\$546.00	\$562.00
Refundable deposit for house relocation permit	\$5,460.00	\$5,618.00

---End---

STAFF REPORT

DATE: July 22, 2025
TO: Mayor and City Councilors
FROM: Jody Christensen, Special Projects Manager
Heather Richards, Community Development Director
SUBJECT: Legislative 2022-2025 Report

STRATEGIC PRIORITY & GOAL:



GROWTH & DEVELOPMENT CHARACTER

Guide growth & development strategically, responsively & responsibly to enhance our unique character.

Report in Brief:

This is a presentation on the development, implementation and results of the City's Legislative Initiative from September 2022 – June 2025.

Background and Discussion:

The Start: In 2022, the City launched a five-year Legislative Initiative. The goal was to identify projects that were ready to seek state and federal direct allocations. The City team and elected officials needed to establish strategic relationships, refine the projects to meet legislative opportunities, and advocate for success. To support the process, Legislative Priorities weekly coordination meetings were established, a state lobbyist was identified, a planning timeline was developed, and the executive team began to build out a possible projects list for review. The projects were reviewed for alignment with MAC TOWN 2032, City Council Goals and McMinnville Water and Light Strategies. *See Exhibit A – City Projects Alignment Matrix.*

The Approach: For the Legislative Approach, a strategic set of guidelines were created as follows:

- Legislative planning is year-round and takes up to 12 months to prepare for each session; weekly planning meetings were needed.

- The City should prioritize direct allocations.
- State and federal funding requests need to be between \$1-3m.
- Project should have partial funding secured.
- Projects should have a title that is consistent for all requests. We may need to go back in the next session.
- Label projects as PHASED (i.e., Phase 1), which could go for additional future funding.
- Shovel ready means 12-18 months start – complete in 2-3 years
- Lists are key – get on a list in a bill.
- Robust outreach with Governor’s policy advisors and Regional Solutions
- Engage with legislators in meetings and site visits with local elected officials; always include district Representative and Senator.
- Create and distribute project communications (i.e., backgrounders and fliers)
- Testimonies and letters of support are essential – have the lists and templates ready to go; engage partners and stakeholders with clear instructions and deadlines.
- The funding request needs to be tracked from start to signing. For example, HB 4134 changed without prior knowledge.

The Coordination: City Staff managed weekly coordination meetings (with city leadership, state representatives, and the city’s lobbyists), projects tracker and timeline documents, tour (both Salem and city) logistics, communications, materials development, special meetings, lobbying contracts, letters of support campaigns, presentations, and staffing and prepping elected officials, as needed.

The Initiative in Action: Over the last three and half years, the Mayor, Council President, City Manager Jeff Towery, Special Projects Manager Jody Christensen, Community Development Director Heather Richards, Public Works Director Geoff Hunsaker, since he was hired, and our state lobbyist, Doug Riggs, have met weekly to coordinate legislative priorities. The group also invited Representative Elmer, her policy staff, and Senator Starr’s policy person. During these meetings, the group identified, discussed and strategized action on legislation, policies, and projects.

The Planning Timeline: The City used a strategic approach in our legislative focus. In 2023, Staff developed a five-year planning timeline. *See Exhibit B for the CITY Legislative Priorities 2023-2029 Planning Timeline 06.30.25*

The Priority Projects List: The projects were vetted by the City’s Executive Team and during the weekly coordination meetings. The final list of priority projects meet the Approach outlined above, and were aligned with MacTown 2032, Council goals, McMinnville Water & Light strategies and were discussed by the Executive Leadership Team. *See Exhibit A for the CITY Projects Alignment Matrix.*

The Priority Projects Tracker become the foundation for legislative asks each session and for federal earmarks. *See Exhibit C for the CITY Priority Projects Tracker_06.30.25.* We spent months planning and assessing potential requests. The projects were continually

refined for readiness to proceed. We assessed the funding timeframe (12-18 months); ability to provide a match; and the city's staff capacity. All while keeping in mind, successful funding requests are usually "last money in." These projects were considered ready for opportunity.

FY 2023-25 State Legislative Long Session and Federal FY24 Appropriations

The City kicked off its Legislative effort at the 2022 Annual Oregon Business Summit where policy makers, economic development teams, and stakeholders meet to discuss the State's legislative strategy for the coming year. Then Mayor Drabkin was a keynote speaker at the event. Councilors Chenoweth, Menke, and Garvin joined her at the event as well as Heather Richards, Jody Christensen, and McMinnville Economic Development Partnership's Patty Herzog. Our intention was to increase awareness of the City's legislative priorities and make connections for future meetings. We had prepared talking points with the goal of creating a buzz and connections. One past Regional Solutions colleague mentioned to Jody Christensen, "McMinnville is everywhere at this event."



2022 Oregon Business Summit – L to R – Councilor Chenoweth, Councilor Menke, Mayor Drabkin and Councilor Garvin

In 2023-24, the City hosted several strategic visits and tours for newly elected Governor Tina Kotek, the Governor's Housing & Homeless Policy Advisor, Oregon Housing & Community Services Director Andrea Bell, and Oregon Economic Development Department Director Sophorn Cheng.

For the **2023 Legislative Long Session** direct allocation requests, the City was aspirational with four projects with large price tags. As the weeks unfolded, the City ultimately scaled back the effort and focused on two legislative asks – the Homelessness Response Project and the Third Street Improvement Project. While the requests did not result in direct allocations, we established lasting relationships, became more skilled at

the legislative process, developed a long-term planning strategy, and learned the importance of the 1-2 year project readiness “rule”.

For the **FY24 Federal Appropriations**, the City submitted a \$4,000,000 request for the Third Street Improvement Project. When the bill passed, the City received \$850,000 for the Third Street Improvement Project. Senator Wyden, Senator Merkley, and Representative Salinas championed this investment for our historic Third Street Improvement Project, which will increase safety and accessibility for all and will set the stage for the next 50 years in the community’s commercial core. The City is working with ODOT on the next steps for this funding.



Example of Third Street sidewalk cracks

McMinnville has **BIG CITY** challenges without access to **BIG CITY** resources. As a city of 35,000 people, we are . . .

too **SMALL** to be eligible for federal programs so we miss out on matching funds for projects like transitional housing developments.

too **BIG** to be considered rural so we end up competing with large urban centers for resources.

*We are **FALLING** through the **CRACKS*** due to constraints imposed by restrictive criteria based on population size and proximity to urban centers.

We need your help to deliver solutions to the McMinnville community.

#shovelreadymac
City of McMinnville's
THIRD STREET IMPROVEMENT PROJECT

Contact
Community Development Director
Heather Richards

Phone
971-287-8322

Email
heather.richards@mcminnvilleoregon.gov



City of McMinnville
200 NE Second Street
McMinnville, OR 97128



www.mcminnvilleoregon.gov

#shovelreadymac
City of McMinnville's
THIRD STREET IMPROVEMENT PROJECT

Example of 2023 Third Street Improvement Project tri-fold flier

FY 2023-25 State Legislative Short Session and Federal FY25 Appropriations

The City’s 2023-25 Priority Projects continued to evolve over time. As an example, in early 2024, Jody Christensen met with Susan Muir and Jenny Berg regarding the community center project to assess its readiness for a legislative ask. We agreed that it wasn’t ready for a request for ’25 session due to the 12–18-month ready to proceed requirement and

the timing of a potential bond. This project continues to be on the priorities list for advocacy and a potential future funding request.

The **2024 Legislature's Short Session**, the City Legislative team worked hand in hand with Representative Elmer to craft her first signature bill, which addressed workforce housing. The City met weekly with Representative Elmer's policy advisor helping to refine the bill language including the project criteria. The City also worked with other communities around Oregon to build a coalition of similar ready-to-go projects, and we built a strong outreach campaign to move the work forward. HB 4134 was introduced with 11 projects, but was reduced to four projects in the legislative process. McMinnville's project remained in the bill, which did pass.



March 2024 – L to R – Councilor Garvin, Senator Boquist, Representative Elmer, and Mayor Drabkin

The City of McMinnville received \$2,195,094 State funding for critical infrastructure projects. In Representative Elmer's HB 4134, the City received \$2,000,000 to deliver a water improvement project tied to workforce housing and in SB 1530, the City received \$195,094 for infrastructure improvements to support future housing development.

For the **FY25 Federal Appropriations** submission, the City submitted two projects – the NE Gateway Wastewater Upgrade Project and the Low to Moderate Sidewalk Accessibility Phase 1. These projects were not moved forward.

FY 2025-27 State Legislative Long Session and FY26 Federal Appropriations

The City contracted with a Federal Lobbyist in 2024 to help with building agency relationships and help with FY26 appropriations requests. The City was also seeking expertise in the complex application process for the Federal Better Utilizing Investments to Leverage Development (BUILD) Grant Program to secure construction funding for the Third Street Improvement Project. The maximum request is \$25m.

For the **FY26 Federal Appropriations submissions**, our Federal lobbyist took the lead on the application process, while the City worked to refine the projects, collected the required letters of support, and encouraged our local housing partners to submit their McMinnville projects.



*January 17, 2025 – Congresswoman Salinas
and Mayor Morris*

The City needed to meet federal guidelines and, again, we were required to submit projects that would be ready to proceed in 12-18 months from receipt of funds. The priority projects were vetted with the legislative coordination group, executive leadership, the field and DC offices for Senator Merkley, Senator Wyden, and Congresswoman Salinas, and with our federal lobbyist. In 2025 for the '26 Appropriations Bill, the City submitted two projects – NE Gateway Alpine Ave Improvement Phase 2 and the Low to Moderate Income (LMI) Neighborhood Sidewalk Accessibility Phase 1.

The City also supported two partner projects – Habitat's McMinnville Workforce Housing Final Phase and Housing Authority of Yamhill County's (HAYC) McMinnville Housing Rehabilitation. Of the four projects submitted, *three* are moving forward – NE Gateway Alpine Ave, Habitat's Workforce Housing, and HAYC's Housing Rehabilitation. We should receive update information in late August/September 2025.

For the 2025 State Legislative Long Session, the City worked with Representative Elmer and Senator Starr on a possible avenue for one or two of the FY25 priority projects. After a review of legislative priorities, the City submitted the NE Gateway Alpine Ave Improvement Phase 2 and the Hwy 18 Frontage Roads Improvement Phase 1.



NE Gateway District – Revitalizing a Blighted Old Industrial Neighborhood into a Vibrant Mixed-Use City Center

The City of McMinnville's NE Gateway District is the city's historic industrial area. This district was the subject of a master planning effort in 2013 which resulted in new redevelopment in the area including the signature Granary District adjacent to the site, as well as Phase 1 of the pedestrian and festival-street improvements along Alpine Ave. The City is currently seeking a developer for the district's NW Rubber 3.5 acre site. The City is now ready to complete the remaining four blocks of Alpine Ave.

PRIORITY #1 PROJECT

City of McMinnville NE Gateway Alpine Ave Street Improvement Phase 2 will transform four blocks of gravel road into a paved street with storm-drainage, safety, accessibility, bicycle and pedestrian amenities in a blighted industrial area to **revitalize into a vibrant, mixed-use neighborhood**. This



project is necessary to serve the NE Gateway District Redevelopment NW Rubber Site, a mixed-use development project, including over 100+ dwelling units, both affordable and market rate housing on 3.5 acres that is already in the design phase.

The City is committing **\$3,500,000.00 in Urban Renewal Funds** and **\$504,000.00** in other funds for the Alpine Ave Street improvement project.

The 2025-2027 Legislative Request:
\$995,700 (19.91% of the total project cost)

TOTAL PROJECT	\$4,995,700
Urban Renewal	\$3,500,000
Other	\$504,000
Request	\$995,700

NE Gateway District Redevelopment – NW Rubber Site



The Urban Renewal Agency acquired this 3.5 acre industrial site to reposition to a developer for a mixed-use residential and commercial development.

City of McMinnville
220 NE Second Street
McMinnville, Oregon 97128

Heather Richards
Heather.Richards@mcminnvilleoregon.gov
971.287.8322

*Example of the NE
Gateway Alpine Ave
Improvement Phase 2
project flier*

Mayor Morris, Councilor Chenoweth, Councilor Cunningham, Director Richards, Jody Christensen, and Doug Riggs had several meetings at the Capitol to build support for the City's priority projects.



January 28, 2025 - L to R: Councilor Chenoweth, Mayor Morris, Senator Thatcher, and Councilor Cunningham

In addition, Mayor Morris and our partners submitted letters of support and provided public testimony. Unfortunately, the City's projects were not included in the direct allocation bill this session due to the state's decision to set aside funds to counteract the loss of anticipated federal funding for vital services and programs.

Attachments:

1. Exhibit A: CITY Projects Alignment Matrix
2. Exhibit B: CITY Legislative Priorities 2023-2029 Planning Timeline 06.30.25
3. Exhibit C: CITY Priority Projects Tracker_06.30.25

Fiscal Impact:

This work has generated \$3,045,000 in direct allocation funds for McMinnville projects, including \$850,000 for the final design phase of the Third Street Improvement Project, \$2,000,000 for the Zone 2 Water Pump Station, and \$195,000 to support the MV Advancements housing development for seniors and households with disabilities.

EXHIBIT A:

	Mac Town 2032 Strategic Priorities							CITY Council 2024 -25 Adopted Priorities					W&L Strategic Goals
PROJECT TITLE This title will be used to identify the project in several systems. The Projects that meet the '25 Legislative readiness criteria are bolded.	City Gov Cap: Strengthen the City's ability to prioritize and deliver municipal service w/ discipline & focus	Civic Leadership Encourage a variety of leadership development opps to foster a culture of civic pride and involvement	Community Safety & Resiliency Proactively plan for & responsively maintain a safe & resilient community	Econ Prosperity Provide economic opp 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	Growth and Dev Character Guide growth and dev strategically, responsively, and responsibly to enhance our unique character	Housing Opps Create diverse housing opps that support great neighborhoods	Evaluate and implement Core Human Resources Functions.	Incorporate the effect of the current state of camping on safety (community and staff), resiliency, and capacity	Regain employer base that enhances the livability of McMinnville, balancing the tourist economy.	Build the new pool/comm center.	Establish Time, Place, Manner (TPM) or similar regulatory tool In the Economic Improvement District (EID) related to wine bars or other sole alcohol sales businesses.	Organizational Focus; Stakeholder Relationships; RESOURCES & INFRASTRUCTURE; EMERGENCY PREPAREDNESS
Stratus Village in City of McMinnville													
City of McMinnville Northwest Rubber Site Redevelopment													
City of McMinnville NE Gateway Wastewater and Stormwater Upgrade Project													
City of McMinnville NE Gateway Alpine Ave Street Improvement Project Phase 2													
City of McMinnville Innovation Campus Master Planning Project													
City of McMinnville Hwy 18 Frontage Streets Improvement Phase 1 (Cumulus and Norton Lane)													
City of McMinnville Booth Bend Railroad Pedestrian Crossing Improvement (Safe Route to School)													
City of McMinnville HAYC Housing Rehabilitation Program Expansion													
City of McMinnville LMI Neighborhood Sidewalk Accessibility Phase 1													
City of McMinnville Affordable Housing Project (Habitat Project)													
City of McMinnville Signalized Intersection Michelbook and Baker Creek													
City of McMinnville Third Street Improvement Project													
City of McMinnville Cultural and Community Recreation and Aquatic Center													

City of McMinnville Legislative Priorities 2023-2029 Planning Timeline

EXHIBIT B

Session	Fiscal Year	Priorities	Results
State '23 (long)	FY '23-'25	Third Street Improvement Project (\$4m) Requested State direct allocations Homelessness Response – 4 projects (\$8,124,880)	No legislative funding; Navigation Center secured partner resources (YCCO \$609,000); other projects request unfunded.
Federal '23 CIP/CFP	FY '24	Third Street Improvement Project (requested \$4m) FY '24 Federal CIP and CFP	Received CFP \$850,000.
State '24 (short)	FY '23-'25	Region 2 Water Project (\$2m) MV Advancements Infrastructure (\$195,094)	Direct allocation HB 4134 and SB 1530/full request secured/contracts executed.
Federal '24 CIP/CFP	FY '25	NE Gateway Alpine Ave Improvement Phase 2 (\$1,075,000)– requested FY '25 CIP and CFP LMI Neighborhood Sidewalk Accessibility Phase 1 (\$619,000)– requested FY '25 CIP and CFP	Alpine Moving forward; Partner projects with Habitat for Humanity and Housing Authority of Yamhill County moving forward
<i>State '25 (long)</i>	<i>FY '25-'27</i>	<i>Planning Summer '24 - projects/ask by Sept. - delayed; project not yet determined</i>	Paused July 1, 2025
<i>Federal '25 CIP/CFP</i>	<i>FY '26</i>	<i>To be announced in Jan/Feb. '25 and submit in Mar. '25</i>	Paused July 1, 2025
BUILD Grant Third Street Improvement Project	FY '28 (apply in Jan. '27)	City to apply; SDA, federal lobbyist, could be contracted to write application	Direct allocation/full request secured. HB 4134 and SB 1530
<i>State '26 (short)</i>	<i>FY '25-'27</i>	<i>Planning Spring/Summer '25 - projects/ask by Sept.</i>	Paused July 1, 2025
<i>Federal '26</i>	<i>FY '27</i>	<i>To be announced in Jan/Feb. '26 and submit in Mar. '26</i>	Paused July 1, 2025
<i>State '27 (long)</i>	<i>FY '27-'29</i>	<i>Planning Spring/Summer '26 - projects/ask by Sept.</i>	Paused July 1, 2025

PROJECT TITLE This title will be used to identify the project in several systems		TIMING 1 (1-2yrs) 2 (2-3yrs) 3 (4-5yrs) 4 (6+yrs)	DESCRIPTION	Status of 06.30.2025
City of McMinnville NE Gateway Projects				
City of McMinnville Northwest Rubber Site Redevelopment	3		The Urban Renewal Agency acquired this 3.5 acre industrial site to reposition to a developer for a mixed-use residential/commercial development as part of a neighborhood revitalization effort.	Developer recommended.
City of McMinnville NE Gateway Wastewater and Stormwater Upgrade Project	2 or 3		The wastewater and stormwater upgrade will allow for higher density development in the entire NE Gateway blighted 70-acre area.	Eng. staff gathering more information.
City of McMinnville NE Gateway Alpine Ave Street Improvement Project Phase 2	1		Construct the second half of Alpine Avenue (currently gravel), 1000 linear feet, approximately 4 blocks, to incentivize housing and commercial development in the northern end of the NE Gateway District as part of a revitalization effort.	City submitted FY26 Community Initiated Project (CIP) to Senators Merkley/Wyden and Community Project Funding (CPF) Congresswoman Salinas. Confirmed moving forward. Submitted to State FY25-27 direct allocation (Sen Starr and Rep. Elmer. Confirmed not funded.
City of McMinnville Three Mile Lane Area Projects				
City of McMinnville Innovation Campus Master Planning Project	1		The Innovation Campus (McMinnville Landing) in McMinnville is one of Oregon's largest industrial sites on HWY 18 near a municipally owned airport. McMinnville has three contiguous privately owned sites totaling 190+ acres. The City launched the master planning process in June '24. Project includes, master planned concept, public infrastructure feasibility analysis, design & development standards, and marketing. The website is live - www.mcminnvillelanding.com	Tied to Hwy 18 Streets Improvement Phase 1 Project - see below
City of McMinnville Hwy 18 Frontage Streets Improvement Phase 1 (Cumulus and Norton Lane)	2		This transportation project is a critical connector improvement supporting access to the Innovation Campus site, and protecting throughput on Highway 18.	City submitted for State FY25-27 direct allocation. Confirmed not funded.
City of McMinnville Neighborhood Projects				
City of McMinnville Booth Bend Railroad Pedestrian Crossing Improvement (Safe Route to School)	2		The Booth Bend RR Ped Crossing is critical for a Safe Route to Sue Buel Elementary. The City must complete this crossing to access the State's Safe Routes to School program. In 2024, the City had to return an ODOT grant fund award due the need to concurrently or first complete this crossing improvement.	Rec'd ODOT letter of eligibility
McMinnville Housing Rehabilitation submitted by Housing Authority of Yamhill County	1		The City in partnership with Housing Authority of Yamhill County has a successful housing rehabilitation program that has been oversubscribed for the last three years (190 McMinnville homes on a waiting list). City helped the HAYC's submission for their McMinnville project to deliver an estimated 90 rehab projects, which will keep low income participants in their homes.	Partner submitted FY26 CIP. Confirmed moving forward.
City of McMinnville LMI Neighborhood Sidewalk Accessibility Phase 1	1		The McMinnville sidewalk improvement project (Phase 1), LMI Neighborhood is to repair and for replacement for accessibility and active trans connectivity.	City submitted FY26 CIP. Confirmed not moving forward.
McMinnville Affordable Housing Project submitted by Habitat for Humanity	1		The City helped the Habitat for Humanity team with a CIP submission as the final phase of Aspire - six (6) triplex units - in McMinnville.	Partner submitted FY26 CIP. Confirmed moving forward.
City of McMinnville Signalized Intersection Michelbook and Baker Creek	2		This project will improve safety for the 6 acres Baker Creek North multi-use development.	
City of McMinnville Long Term Projects - Construction Expected in 3+ years				
City of McMinnville Third Street Improvement Project	3		The Third Street Improvement Project will fix deteriorated downtown infrastructure that has led to accessibility and safety issues.	Prepping for federal '27 BUILD grant
City of McMinnville Cultural and Community Recreation and Aquatic Center	3		This project is the 2024 No. 1 priority for the City Council. Bond expected Nov. 2025; includes Library and Senior Center	City Council in Bond Discussion

2024 State Legislative Short Session Projects (FY '23-'25)				
Piping & Pumps to Activate Water Pump Station for Developable Lands	House Bill 4134 - Rep. Elmer's bill	\$2M Direct Allocation - For piping and pumps to activate a water pump station for developable lands.	Contracts executed.	
Water, Sewer & Stormwater Infrastructure Gap for MV Advancement Housing Development	Senate Bill (SB) 1530	\$195,000 Direct Allocation - For water, stormwater and sewer infrastructure gap funding for housing development.	Contracts executed.	
FY '24 Federal Legislative Session Project				
Third Steet Improvement Project	Communit y Funded Project (CFP)	\$850,000 plus 10.27% local match (\$87,295) = For design and engineering	Agency rec'd funding on behalf of McMinnville. Oregon Department of Transportation (ODOT) will manage this phase of the project with City; ODOT contract/consultant led model; Contract has not been received; project expected to begin in late '25/early '26; will result in 60-100% construction documents	



City of McMinnville
Public Works Department
3500 NE Clearwater Drive
McMinnville, Oregon 97128
(503)434-7313
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: July 9, 2025
TO: Jeff Towery, City Manager; Geoffrey Hunsaker, Public Works Director
FROM: Joe Rinkes, Wastewater Services Conveyance Supervisor
SUBJECT: Purchase of Service/Utility Truck for Wastewater Services Maintenance Group

Report in Brief:

This action is the consideration of a resolution to enter into a contract with Newberg Ford for the purchase of a 2024 F550 Ford w/Scelzi 12 ft combo body (utility box / flatbed).

Background:

The WWS Conveyance Team presently uses a service truck that is a 1996 Chevrolet 3500HD that is outfitted with a generator/welder, an air compressor, a hydraulic power unit, a pressure washer, 200-gallon water tank, a bumper crane, and a large selection of power, hydraulic, and hand tools. This truck is used in every aspect of storm and sewer repair and rehab projects along with assisting other departments.

Discussion:

The current service truck is 30 years old and is starting to have the mechanical issues that would be expected with the chassis and the power units. The new truck we are requesting is a 4-wheel drive which will allow for better responses during storm events at the remote manholes and mainlines and has a higher GVW rating because the current truck is constantly overweight.

The Scelzi body was chosen because of it's heavy-duty construction that's needed to mount the different power units and is the only combo body that also includes the taller 60" front boxes.

The plan is to purchase the chassis and body together and then staff would outfit the truck with new power units (gen/welder, compressor, hydraulic unit, pressure washer, water tank, and crane) in house.

Four vendors were contacted for quotes. Three quotes were received:

Vendor	Equipment	Total Quote
Newberg Ford	2024 F550 Service Truck	\$104,489.07
Gresham Ford	2026 F550 Service Truck	\$104,899.76
Chuck Colvin Auto Center	2026 F550 Service Truck	\$108,074.84

The low quote, provided by Newberg Ford, was deemed complete and the \$104,489.07 bid is the lowest responsible and responsive bid.

Fiscal Impact:

The Adopted FY26 budget includes \$200,000 in the Wastewater Capitol Fund (77) for the purchase of a service truck.

Attachments:

1. Resolution.
2. Newberg Ford Quote.

Recommendation:

Staff recommend that the City Council adopt the attached resolution awarding the contract for purchase of a 2024 F550 Ford w/Scelzi 12' combo body for \$104,489.07, to Newberg Ford.

RESOLUTION NO. 2025-41

A resolution authorizing the City Manager to enter into an agreement with Newberg Ford for the purchase of a 2024 F550 Ford w/Scelzi 12' combo body.

RECITALS:

Whereas, Wastewater Services' current service truck is 30 years old and does not have the payload capacity needed for our requirements; and

Whereas, Based on the estimated cost of a replacement, Public Works undertook a Request for Quotes under ORS 279B.070; and

Whereas, Three different quotes were received: Newberg Ford (\$104,489.07), Grasham Ford (\$104,899.76), Chuck Colvin Auto Center (\$108,074.84); and

Whereas, The Newberg Ford quote was the lowest responsive bid from a responsible bidder; and

Whereas, Funding for this Shop Truck is included in the adopted FY26 Wastewater Services Capital Fund (77). The amount of the budget is \$200,000. The quote from Chuck Colvin Ford of \$104,489.07 is under budget.

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

1. The City Manager is authorized to execute a purchase agreement with Newberg Ford for the purchase of a 2024 F550 Service Truck in the amount of \$104,489.07
2. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of July 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 22nd day of July 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

QUOTE

Newberg Ford
3900 Portland Rd
Newberg, OR 97132
(503) 898-8663 Casey's Cell
(503) 538-2171 (main)

Date: 06/13/2025

To: Joe Rinkes @ City of McMinnville Public Works

Salesperson	Vehicle	Payment terms	Due date
Casey Dyck	2024 F-550 2420064	Due on receipt	TBD

Qty	Description	Unit price	Total Price
1	2024 F-550 Chassis Regular Cab 4x4 84" Cab to Axle	\$68,507.30	
1	Government Incentive	-\$600	
1	Custom Scelzi Combo Body with no flip top compartments, grab handle latches, 60" front compartments, drawers in all 4 other compartments, a master lock compartment and a roof rack	\$35,364.70	
	<u>\$2,500 non-refundable deposit due upon order</u>		
Subtotal			\$103,272
Sales Tax & Registration			\$1,217.07
Total			\$104,489.07

STAFF REPORT

DATE: July 22, 2025
TO: Mayor and City Councilors
FROM: Heather Richards, Community Development Director
Evan Hietpas, Associate Housing Planner
SUBJECT: Resolution No. 2025-40 for DLCD Housing Technical Assistance Grants

STRATEGIC PRIORITIES:



HOUSING OPPORTUNITIES (ACROSS THE INCOME SPECTRUM)

Create diverse housing opportunities that support great neighborhoods.

OBJECTIVE:

- Collaborate to improve the financial feasibility of diverse housing development opportunities.
- Conduct thorough and timely planning and forecasting to ensure that regulatory frameworks for land supply align with market-driven housing needs.



GROWTH & DEVELOPMENT CHARACTER

Guide growth and development strategically, responsively, and responsibly to enhance our unique character

OBJECTIVE:

- Strategically plan for short and long-term growth and development that will create enduring value for the community.

Report in Brief:

This is the consideration of Resolution No. 2025-40 (Attachment A), supporting two technical assistance grant applications to the Oregon Department of Land Conservation and Development for support of state mandated housing planning products. Every biennium DLCD provides grants to assist cities with the costs of the planning work mandated by the state. In this next biennium there is approximately \$3,500,000 for DLCD Housing Technical Assistance Grants. A Resolution by City Council is required as part of the application.

Background:

Housing Production Strategy (HPS)

In Oregon, cities have a long-standing requirement to study and plan for their community's housing needs. In 2019, the Oregon Legislature passed **House Bill 2003** which aims to help

communities meet the housing needs of Oregonians. The law requires Oregon's cities over 10,000 population to study the future housing needs of their community members and to develop strategies that encourage the production of the housing they need.

Per HB 2003 (2019 Legislature) the City of McMinnville must study and plan for the housing needs of both current and future residents every eight (8) years as part of the **Housing Needs/Capacity Analysis (HNA/HCA)** and **Housing Production Strategy (HPS)**. The Housing Production Strategy (HPS) contains specific and meaningful plans, tools, actions, and policies to address housing needs identified in the HNA, along with an 8-year timeline for adopting and executing each strategy. The City locally adopted its HPS on June 10, 2025, and it is now going through the DLCD review process.

The first DLCD grant application would focus on the implementation of HPS strategies that were scheduled for 2025-2027 in the 8-year work plan (listed below). The City would use the grant to hire a consultant to help move this important work forward.

- **#5 Implement and codify Great Neighborhood Principles**
- **#11 Partner with Community Land Trusts**
- **#12 Support affordable housing development through land provision**
- **#15 Implement a fee for demolition of existing affordable homes**

Exhibit 11. HPS Actions: Implementation Schedule

Action Group	Action Name	Implementation Years							
		2026	2027	2028	2029	2030	2031	2032	2033
Long-Range Planning	1. Use more land in the Urban Holding Plan Designation for housing	Evaluate		Action	Implementation				
	2. Rezone land to R-5 within the existing city limits for housing		Eval.	Action	Implementation				
	3. Develop area plans for Urban Growth Boundary areas	Eval. (SW)	Action (SW)	Imple ment.	Eval. (RSS)	Action (RSS)	Implementation		
	4. Infrastructure planning to support residential development		Eval.	Action	On-Going Re-evaluate/ Implementation				
Regulatory Amendments	5. Implement and codify Great Neighborhood principles	Eval.	Action	Implementation					
	6. Require a mix of housing types for to-be-annexed land		Eval.	Action	Implementation				
	7. Adopt code amendments to support transitional housing	Action	Implementation						
Incentives for New Housing	8. Incentivize and promote accessible design			Eval.	Action	Implementation			
	9. Establish a Multiple-unit tax exemption (MUPTE) program			Eval.		Action	Implementation		
	10. Scaling of systems development charges (SDCs)			Eval.	Action	Implementation			
Land-Based Programs	11. Partner with Community Land Trusts (CLT)	Action (CET)	Implementation					Re-evaluate	
	12. Support affordable housing development through land provision	Action (CET)	Implementation					Re-evaluate	
Housing Choice and Preservation	13. Develop and adopt a Strategic Housing Opportunities Plan					Evaluate		Action	Imple ment.
	14. Mitigate displacement through the adoption of anti-displacement policies and strategies					Evaluate		Action	Imple ment.
	15. Implement a fee for demolition of existing affordable homes	Eval.	Action	Implementation					
	16. Preserve and support development of manufactured home parks				Eval.	Action	Implementation		

Recent State Housing Statutes

In the past five years, there have been numerous state housing statutes that have gone into effect. The statutes include mandatory changes to development review processes and land use regulations. Further details on these legislative actions can be found on DLCD's "Statutes and Legislation" ¹ webpage. Some of the key themes are outlined below.

- Expedited permit review timelines
- Middle housing (land divisions and expanded allowance)
- "Needed" housing siting requirements (affordable, emergency shelters, etc.)
- Mandatory adjustments to design and development standards
- Pre-approved building plan sets

The second DLCD grant application would focus on a code audit and code amendment to ensure compliance with all updated state housing statutes. The City would use the grant to hire a consultant to help move this important work forward.

Discussion:

The City's Planning Division is preparing two (2) technical assistance housing grants from DLCD, and is seeking support from City Council. The City's Planning Division will need to accomplish this work whether or not grant funding is awarded, which is why these projects have been prioritized for grant proposals. The scope of work and funding sought after for each proposal are outlined below:

1. Implementation of Housing Production Strategy (HPS) Work Plan Actions
(January 2026- May 2027)
 - Task 1 – Project Kick-Off and Management
 - Task 2 – Background/Existing Conditions Report
 - Task 3 – Meetings and Stakeholder Engagement
 - Task 4 – Draft Code Updates (HPS Actions #5 and #15)
 - Task 5 – Draft Policy and Program Updates (HPS Actions #11 and #12)
 - Task 6 – Final Code Updates (HPS Actions #5 and #15)
 - Task 7 – Final Policy and Program Updates
 - **Total Requested Amount - \$70,000**
2. Conforming Development Code Amendments and Process Improvements
(January 2026- May 2027)
 - Task 1 - Project Kick-Off and Management
 - Task 2 – Code and Development Process Audit
 - Task 3 – Draft Code Update
 - Task 4 – Final Code Update
 - Task 5 – Implement Development Review Process Improvements
 - Task 6 – Code Adoption
 - **Total Requested Amount - \$185,000**

¹ <https://www.oregon.gov/lcd/Housing/Pages/Statutes-Legislation.aspx>

Attachments:

1. Resolution No. 2025-40

Helpful Links:

1. [DLCD Planning Assistance and Funding webpage](#)²
2. [DLCD Current Grant Opportunities webpage](#)³
3. [DLCD Housing Production Strategy \(HPS\) webpage](#)⁴
4. [City of McMinnville Housing Production Strategy \(G 4-24\) webpage](#)⁵

Fiscal Impact:

There will be no fiscal impact to the FY 26 budget to submit these grant applications.

Applying for these grants will help support this important work that the Planning Division needs to complete to maintain compliance with state housing statutes and remain on track to implement the Housing Production Strategy (HPS). Once again, the City's Planning Division will need to accomplish this work whether grant funding is awarded, which is why these projects have been prioritized for grant proposals.

The grant applications are written for full cost recovery of the project costs with staff time provided as an in-kind match.

If awarded these grant funds, the City would be able to contract with consultants to help move these projects forward. If the City does not pursue these grants, the entirety of this work will fall to current Planning staff, which would significantly limit the capacity to take on additional priorities set by City Council over the next two years.

Recommendation:

Staff recommends that the City Council approves Resolution No. 2025-40 to support the two grant applications to DLCD. A recommended motion is provided:

"I MOVE TO APPROVE RESOLUTION 2025-40, SUPPORTING TWO HOUSING GRANT APPLICATIONS TO DLCD."

² <https://www.oregon.gov/lcd/Housing/Pages/Assistance-Funding.aspx>

³ <https://www.oregon.gov/lcd/about/pages/grants.aspx>

⁴ <https://www.oregon.gov/lcd/Housing/Pages/Capacity-Production.aspx>

⁵ <https://www.mcminnvilleoregon.gov/cd/page/housing-production-strategy-hps-docket-g4-24>

RESOLUTION NO. 2025-40

A Resolution to support two technical assistance grant applications to the Oregon Department of Land Conservation and Development for the purpose of supporting housing.

RECITALS:

WHEREAS, the Oregon Department of Land Conservation and Development has available funding through technical assistance grants for the 2025-2027 biennium; and

WHEREAS, the grants are intended to implement plans needed to support housing production, affordability, and choice, and update local development codes and comprehensive plans to comply with applicable state housing statutes and reduce regulatory barriers to housing production; and

WHEREAS, the City of McMinnville would benefit from financial support to implement the Housing Production Strategy (HPS), and review and update McMinnville Municipal Code Title 17: Zoning Ordinance; and

WHEREAS, the City's Planning division is preparing to submit two (2) grant applications before the August 4, 2025, deadline; and

WHEREAS, the grant application must include a resolution from the governing body of the city demonstrating support for the projects.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MCMINNVILLE, OREGON, AS FOLLOWS:

1. The City Council hereby supports the submission of two technical assistance grant applications to the Oregon Department of Land Conservation and Development for the purpose of supporting housing and maintaining compliance with state statutes.
2. This Resolution will take effect immediately upon adoption.

Passed by the McMinnville City Council this 22nd day of July, 2025 by the following votes:

Ayes: _____

Nays: _____

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



STAFF REPORT

DATE: July 9, 2025
TO: Mayor and City Councilors
FROM: Tim Symons, Investigations/ Support Captain
SUBJECT: Resolution 2025-42 authorizing the sole-source procurement of kenneling services with Homeward Bound Pets under ORS 279B.075

Report in Brief:

The City of McMinnville Police Department is seeking authority to enter into a contractual agreement with Homeward Bound Pets Humane Society for kenneling and redemption services for dogs that are stray, loose, require bite quarantine, or are under criminal investigations. Accordingly, PD also requests Council adopt findings to allow a sole-source procurement under ORS 279.075. Contracted services for the kenneling and redemption of dogs would not exceed \$40,000 for the fiscal year.

Background:

As of October 1, 2017, Yamhill County ceased providing dog/animal control functions to cities within the county, thus transferring all dog related management items to the individual city to handle. Part of the overall management included both kenneling and redemption of dogs to owners. Due to the county ceasing to provide those services, it was up to the McMinnville Police Department to identify a suitable location to kennel dogs that were identified as loose, stray, required bite quarantine, or were under some sort of criminal investigation. Based on contracted services provided by Homeward Bound Pets Humane Society to the Yamhill County Sheriff's Office, the McMinnville Police Department also negotiated a contract with Homeward Bound Pets Humane Society to provide kenneling services.

Since that initial contract there have been additional duties to the contract, including redemption services provided by Homeward Bound Pets Humane Society.

Homeward Bound Pets Humane Society is the only kenneling service currently within the city limits of McMinnville that provides kenneling and redemption services, and they don't require vaccination records for the dogs that are brought into the kennel. Because a majority of the loose or stray dogs that are kenneled don't have vaccination records available, they would be restricted from being kenneled at any of the other kenneling services within the city limits.

The McMinnville Police Department has continued to carry contracts with Homeward Bound Pets Humane Society since October 2017 for kenneling and added redemption of dogs to the listed services in 2020.

Recommendation:

Staff recommend adopting findings authorizing sole-source procurement and entering into a contract with Homeward Bound Pets Humane Society for kenneling and redemption services for FY2026, as specified in Resolution 2025-42.

RESOLUTION NO. 2025-42

A Resolution authorizing the sole-source procurement of kenneling services with Homeward Bound Pets under ORS 279B.075.

RECITALS:

Whereas, McMinnville Police Department contracts for dog kennel space for loose, stray, bite quarantine, and criminal investigation, as well as redemption services for reuniting dogs with their owners; and

Whereas, under ORS 279B.075, a contracting agency may award a contract for services without competition if the local contract review board determines that the services are available from only one source; and

Whereas, Homeward Bound Pets is the only kenneling service within the city limits of McMinnville that currently allows for kenneling and redemption services of dogs for city needs.

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

1. That the following findings are made and adopted:
 - a. Homeward Bound Pets provides needed kenneling and redemption services for dogs under the control of the City of McMinnville within the city limits of McMinnville.
 - b. No other kennel exists within the city limits that fulfills all needs for PD requirements.
 - c. Sufficient kenneling services outside city limits are too far to accommodate reasonable and efficient transfer.
2. That, based on those findings, it is determined that the services required are available from only one source.
3. That the City Manager is authorized to enter into a contract with Homeward Bound Pets for kenneling services for FY 2025-26 not to exceed \$40,000.
4. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of July, 2025, by the following votes:

Ayes: _____

Nays: _____

Approved this 22th day of July 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



STAFF REPORT

DATE: July 22, 2025
TO: City Council
FROM: Vicki Hedges, Human Resources Director
SUBJECT: Resolution No. 2025-43, A Resolution Authorizing Staff to Negotiate the Terms of Employment for the Interim City Manager



CITY GOVERNMENT CAPACITY

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

OBJECTIVE/S: Identify and focus on the City's core services

Report in Brief:

This report requests City Council authorization for the Human Resources Director, Vicki Hedges, and the City Attorney, David Ligtenberg, to negotiate terms of employment for the selected Interim City Manager candidate.

Background and Discussion:

City Manager Jeff Towery recently resigned, creating a vacancy in the City's chief executive position. To ensure continuity of operations, maintain staff leadership, and provide oversight on key projects and initiatives, the appointment of an Interim City Manager is necessary.

In accordance with the City Charter, the City Council holds the authority to appoint an Interim City Manager to serve until a permanent appointment is made. Earlier this month, the City conducted an open recruitment process for the Interim City Manager position. Candidate interviews were completed last week.

Following an equitable scoring process, _____ was identified as the top candidate. This resolution authorizes the Human Resources Director and City Attorney to negotiate terms of employment with _____ in preparation for appointment.

Attachments:

Resolution No. 2025-43 - Authorizing Staff to Negotiate the terms of employment for the Interim City Manager.

RESOLUTION NO. 2025-43

A Resolution Authorizing Staff to Negotiate the terms of employment for the Interim City Manager.

RECITALS:

Whereas, On June 2, 2025, City Manager, Jeff Towery, submitted their resignation, creating a vacancy in the City's chief executive leadership role; and

Whereas, pursuant to the City Charter, the City Council has the authority to appoint an Interim City Manager to serve in this capacity until a permanent City Manager is appointed; and

Whereas, the appointment of an Interim City Manager is necessary to ensure operational continuity, provide leadership to city staff, and maintain oversight on key projects and initiatives; and

Whereas, the City Council has conducted an open recruitment process and completed interviews.

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

1. The City Council hereby directs Human Resources Director Vicki Hedges and City Attorney David Ligtenberg to negotiate terms for the employment of _____ as Interim City Manager.
2. This Resolution shall take effect immediately upon its adoption.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22nd day of July 2025, by the following votes:

Ayes: _____

Nays: _____

Approved this 22nd day of July 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder



City of McMinnville

City of McMinnville Parks and Recreation Department

Contact: Susan Muir
McMinnville, OR 97128
(503) 434-7310

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: July 22, 2025
TO: Mayor and City Council
FROM: Susan Muir, CPR Project Manager
SUBJECT: Adopt a Resolution referring the Culture, Parks and Recreation (CPR) Bond to McMinnville voters.

Report in Brief:

City Council will consider the attached resolution and attached ballot title to refer the Culture, Parks and Recreation Project bond. This Ballot Measure would be voted on in the November 4, 2025 Election.

On May 13, 2025, City Council directed staff to bring forward the necessary framework and required City Council action(s) to put a general obligation bond in alignment with the CPR PAC recommendation of a project under \$100 million on the ballot in November 2025.

Then on June 24, 2025, the City Council heard from staff, bond counsel and the city's municipal advisor regarding the mechanics and steps required to move the CPR project forward to a November 2025 election.

On July 16, 2025, City Council reviewed draft ballot title language and provided suggestions. Those suggestions have been incorporated into Attachment A, which also includes additional minor clean ups suggested by the project team (project team suggestions show in track changes).

Background:

Project background information from 2019 through council action on May 13, 2025 can be found at iheartmac.org/cpr.

Discussion:

The referral resolution is included here as Attachment 1. Exhibit A to the Resolution is the Ballot Title as proposed. The Ballot Title includes the ballot Caption not to exceed 10 words, the ballot Question not to exceed 20 words, and the ballot Summary not to exceed 175 words. The ballot title is considered the contract between the City and voters.

This project has been a City Council goal for several years, and after much public engagement, analysis, partnerships and reworking, City Council now has the tools to move forward and allow the voters to decide if they support the project. Through recent feedback from City Council and the public, the project cost has been reduced by about 1/3 of the original MacPAC proposal. City Council has funded this project in the FY 26/27 budget, including the required election costs, which are estimated to be \$150,000.

If City Council adopts the attached resolution, the next steps will be to publish the notice of the ballot title, staff would coordinate with County Elections to meet deadlines, prepare the explanatory statement for the voter's pamphlet, and once the challenge period for the ballot title has run, submit the ballot title and explanatory statement to the County Clerk.

All Final ballot language with explanatory statement will be due to the Yamhill County Elections Official no later than September 4, 2025.

Once the County Clerk certifies the ballot title, the City will be required to follow Oregon election law, which is covered in Attachment 2, the Secretary of State's Election Division Manual regarding: Restrictions on Political Advocacy by Public Employees can be found online at:

sos.oregon.gov/elections/documents/restrictions.pdf. Social media posts and ads that are running will be taken down as well. Staff and the consultant team will seek 'safe harbor' from the Secretary of State regarding city communications and Praxis Consulting will also conduct staff training to guide staff. The election law does not apply to elected officials.

Fiscal Impact:

Project costs for this work session and associated CPR bond work have been approved in the FY 25/26 budget.

Recommendation:

Staff recommends City Council pass the attached resolution.

Attachments:

Attachment 1: Resolution No. 2025-44 Referring Bond Measure to Voters

Exhibit A: Ballot Title McMinnville CPR GO Bond,

Exhibit B: Notice of Receipt of Ballot Title

Attachment 2: Oregon election law information

RESOLUTION NO. 2025-44

A Resolution Calling a Measure Election to Submit to the Electors of the City of McMinnville, Oregon of General Obligation Bonds to Build Recreation Center; Update Parks, Senior Center, Library

RECITALS:

Whereas, the City of McMinnville, Oregon (the "City"), determines that it will benefit the City to obtain the authority to issue up to \$98,500,000 of general obligation bonds (the "Bonds") to finance the capital costs described in the form of ballot title attached here to as Exhibit A (the "Project"); and

Whereas, Oregon Revised Statutes ("ORS") Section 287A.050, the City Charter, and the Oregon Constitution authorize the City to issue general obligation bonds to finance capital costs upon approval by the electors of the City; and

Whereas, ORS 287A.050 limits the amount of general obligation bonds for certain types of general obligation bonds to three percent of the real market value of taxable property in the City, and issuing the Bonds described in this resolution will not cause the City to exceed this limit; and

Whereas, the City anticipates incurring expenditures (the "Expenditures") to finance costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make on the Project from the proceeds of the Bonds which may be issued in multiple series.

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

Section 1. A measure election is hereby called for the purpose of submitting to the electors of the City the question of issuing up to \$98,500,000 in principal amount of general obligation bonds to finance the Project.

Section 2. The measure election hereby called shall be held in the City on the 4th day of November, 2025. The election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

Section 3. Pursuant to ORS 250.285, the Common Council approves the ballot title that is attached as **Exhibit A**, in substantially the form attached but with such changes as the City Official, defined below, may approve, and directs that this ballot title be filed with the City Elections Officer.

Section 4. Pursuant to ORS 250.275(5) and 250.285 the City Elections Officer shall publish in the next available edition of *The News-Register*, or in another newspaper of general distribution within the City, a notice of receipt of the ballot title including notice that an elector may file a petition for review of the ballot title pursuant to ORS 250.296 not later than the seventh business day after the title is filed with the City Elections Officer.

The notice shall be in substantially the form attached to this resolution as **Exhibit B** with such changes as the City Official may approve.

Section 5. Pursuant to ORS 254.095(2), the City directs the City Recorder, as the City Elections Officer of the City, to submit to the County Clerk for Yamhill County, Oregon, a certified copy of this Resolution, the Ballot Title, the Explanatory Statement and all other necessary information no later than September 4, 2025, so that this measure may appear on the ballot for the November 4, 2025 election.

Section 6. The City authorizes the City Manager or the City Manager's designee (each a "City Official"), to act on behalf of the City, and the City Official is hereby authorized and directed to prepare the explanatory statement for this measure, and to take such other action as is necessary or appropriate to carry out the purposes and intent of this resolution in compliance with the applicable provisions of law.

Section 7. The City hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself with the proceeds of the Bonds, which may be issued in one or more series, for any of the Expenditures incurred by it prior to the issuance of the Bonds.

Section 8. This resolution shall take effect immediately upon its adoption.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 22th day of July, 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 22nd day of July 2025.

MAYOR

Approved as to form:

Attest:

City Attorney

City Recorder

EXHIBITS:

- A. Form of Ballot Title
- B. Notice of Receipt of Ballot Title

EXHIBIT A
NOTICE OF CITY MEASURE ELECTION
CITY OF MCMINNVILLE
YAMHILL COUNTY, OREGON

NOTICE IS HEREBY GIVEN that on November 4, 2025, an election will be held within the boundaries of the City of McMinnville, located in Yamhill County, Oregon. The following question will be submitted to the qualified voters thereof:

CAPTION

Bonds to build Recreation Center; update parks, senior center, library

QUESTION

Shall McMinnville build an aquatics/recreation center; enhance library, parks, senior center; issue bonds not exceeding \$98,500,000; require citizen oversight?

If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY

McMinnville's population has more than doubled since the last major renovations to many of the community facilities. City recreation facilities and parks have aging infrastructures and deferred maintenance.

This measure authorizes \$98,500,000 principal amount of bonds for capital projects, expected to include:

- Purchasing property and building a combined swim/aquatics and recreation facility.
- Renovating senior center.
- Expanding the children's area and adding bathrooms at the library.
- Making improvements to some parks.

Since 2019 the City has worked with the community to design the projects, including reducing the price and scope of the projects from earlier proposals. If bonds are approved, the annual tax rate is estimated to increase by \$0.95 per \$1,000 of assessed value for bond payments. Actual levy rate may differ due to final interest rates, changes in assessed value. Bonds may be issued in multiple series; each maturing within 21 years of issuance.

The City would establish a citizen oversight committee to ensure proceeds are used for purposes indicated.

EXHIBIT B

NOTICE OF RECEIPT OF BALLOT TITLE

Notice is hereby given that a ballot title for a measure referred by the City of McMinnville has been filed with the City Elections Officer on July 22, 2025. The ballot title caption is “Bonds to build Recreation Center; update parks, senior center, library.” A copy of the ballot title is available from the City’s Elections Officer. An elector may file a petition for review of this ballot title in the Yamhill County Circuit Court no later than 5:00 pm July 31, 2025 under ORS 250.296.

Claudia Cisneros, City Recorder,
as City Elections Officer

Date signed

This legal notice is to be published by the City Elections Officer in *The News-Register*, or in another newspaper of general distribution within the City.



Oregon Secretary of State
Attention All Public Employees

The restrictions imposed by the law of the State of Oregon on your political activities are that:

No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee; promote or oppose the appointment, nomination or election of a person to a public office; or promote or oppose the filing of or gathering of signatures on an initiative, referendum or recall petition or the adoption of a measure or the recall of a public office holder while on the job during working hours or while otherwise acting in the public employee's official capacity as a public employee. However, this section does not restrict the right of a public employee to express personal political views, provided that a reasonable person would not infer that the views represent those of the public employer of the public employee.

It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours or while otherwise working in your official capacity as a public employee.

Secretary of State

Elections Division
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Salem, OR 97310

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