

Kent Taylor Civic Hall Council Chambers 200 NE Second Street McMinnville, OR 97128

City Council Meeting Agenda
Tuesday, August 12, 2025
5:30 p.m. – Executive Sessions (CLOSED TO THE PUBLIC)
6:00 p.m. – Work Session Meeting
7:00 p.m. – City Council Regular Meeting
EXECUTIVE SESSION – to immediately follow the Regular Meeting (CLOSED TO THE PUBLIC)

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, August 11th to <u>CityRecorderTeam@mcminnvilleoregon.gov</u>
 If appearing via telephone or ZOOM, please sign up prior by noon on Monday, August 11th by emailing the City Recorder at <u>CityRecorderTeam@mcminnvilleoregon.gov</u> 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 & CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Webinar Meeting:

https://mcminnvilleoregon.zoom.us/j/84533860265?pwd=9nMddSSLGJjNfzwCmZACYQSfaMYySO.1

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

Webinar ID: 845 3386 0265

5:30 PM – EXECUTIVE SESSIONS – VIA ZOOM AND SEATING AT CIVIC HALL CONFERENCE ROOM (NOT OPEN TO THE PUBLIC)

- 1. CALL TO ORDER
- 2. **EXECUTIVE SESSION pursuant to ORS 192.660 (2)(a):** To consider the employment of a public officer, employee, staff member or individual agent.
- 3. ADJOURNMENT

6:00 PM - WORK SESSION MEETING - VIA ZOOM AND SEATING AT CIVIC HALL

- CALL TO ORDER
- 2. OPTIONS AND RECOMMENDATIONS FOR POSSIBLE DOG/ANIMAL REGULATION
- 3. ADJOURNMENT OF WORK SESSION

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702 or CityRecorderTeam@mcminnvilleoregon.gov.

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. ADVICE/INFORMATION ITEMS

- a. Reports from Councilors on Committee & Board Assignments
- b. Department Head Reports
 - 1. Staff's recommendation of draft Explanatory Statement for Culture Parks & Recreation Bond.

5. CONSENT AGENDA

- a. Consider the request from Michi Antojos El Perico LLC for Full On-premises-Commercial, OLCC Liquor License located at 1350 NE Baker Street.
- b. Consider the Draft minutes of the June 10, 2025 Joint City Council & URA Work Session Meeting.
- c. Consider the Draft Minutes of the June 10,2025 City Council Regular Meeting.
- d. Consider the Draft Minutes of the June 18, 2025 Joint City Council & Planning Commission Work Session Meeting.
- e. Consider the Draft Minutes of the June 18, 2025 City Council Regular Work Session Meeting.
- f. Consider the Draft Minutes of the June 24, 2025 City Council Work Session & Regular Meeting.
- g. Consider the Draft Minutes of the June 27, 2025 City Council Special Called Meeting.
- h. Consider the Draft Minutes of the July 08, 2025 Joint City Council & Planning Commission Work Session Meeting.
- Consider the Draft Minutes of the July 08,2025 City Council Regular Meeting.
- j. Consider the Draft Minutes of the July 16, 2025 City Council Work Session.
- k. Consider the Draft Minutes of the July 22, 2025 City Council Work Session & Regular Meeting.
- I. Consider **Resolution No.** <u>2025-45</u>: A Resolution to participate in the New National Opioids Settlements with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Attorney to take all action to effectuate that participation.
- m. Consider **Resolution No. <u>2025-46</u>**: A Resolution appointing Adam Garvin to the position of City Manager on an interim basis and authorizing execution of an employment agreement for that appointment.
- n. Consider **Resolution No. <u>2025-47</u>**: A Resolution authorizing the execution of a Change Order for the Cypress and Fellows Paving Project 2024-10.
- o. Consider **Resolution No. <u>2025-48</u>**: A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.

6. ADJOURNMENT OF REGULAR MEETING

CITY COUNCIL EXECUTIVE SESSION – IMMEDIATELY FOLLOWING THE REGULAR MEETING (NOT OPEN TO THE PUBLIC)

- 1. CALL TO ORDER
- **2. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(h):** To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- 3. ADJOURNMENT OF EXECUTIVE SESSION

DATE RECEIVED: 07-12-2025

SUBMITTED BY: Sandra Atwood SUBJECT: Public Comment

Claudia Cisneros

From:

Sandra Atwood

Sent:

Saturday, July 26, 2025 8:16 PM

To:

jennifer.howald@dpsst.oregon.gov; dpsst.complaints@dpsst.oregon.gov;

bocinfo@co.yamhill.or.us; johnstonk@co.yamhill.or.us; starrettm@co.yamhill.or.us; KingB@yamhillcounty.gov; Sal Peralta; Chris Chenoweth; Daniel Tucholsky; Zack Geary; City Recorder Team; ANIMALRESCUE ODA * ODA; Zachary Barnes; Shelby Slaughter; Fedor Zarkhin; Cord Wood; obladine@newsregister.com; lynchk@yamhillcounty.gov

Subject:

Dog Kennel Misconduct

Attachments:

We sent you safe versions of your files; CCinvestMisc.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.

Sandra Marie Atwood

McMinnville, OR 97128

Date: 07/25/2025

To:

Yamhill County Board of Commissioners
McMinnville City Council
Yamhill County Sheriff's Office
McMinnville Police Department Command Staff
Department of Public Safety Standards and Training
Oregon Department of Agriculture – Animal Health Program
Yamhill County District Attorney's Office

Formal Request for Immediate Investigation Into Police Misconduct and Unlawful Use of Unlicensed Kennel for Housing Impounded Dogs and K9 Officers

To Whom It May Concern:

I am formally requesting an immediate and comprehensive investigation into what appears to be a longstanding and knowing pattern of misconduct by the McMinnville Police Department and/or affiliated City of McMinnville officials, and the Yamhill County Sheriff's Office involving the impoundment and housing of both citizen-owned dogs and police K-9 officers in an unlicensed, unregistered, uninsured, and uninspected kennel facility, in direct violation of Yamhill County Code, state law, and basic standards of public accountability. When I reported this violation to the Yamhill County Sheriff's office on May 27th I was ignored, and it appears as

though, instead of investigating the code violations and issuing citations as stated in the YCSO's 2022 suspension letter, they accepted a commercial kennel application and fee on May 30th.

Background and Summary of Allegations

It has come to my attention, and can be corroborated by available records and witness statements, that:

- 1. The City of McMinnville, through its police and code enforcement departments, has impounded privately owned dogs and housed them for extended periods at a facility, Cooper's Kennel, located at Amity, OR 97101, which lacks a valid kennel license as required under Yamhill County Code § 4.05.06.03 and related provisions.
- 2. The same facility is reportedly used to house active-duty police K-9s, despite having no valid license, no proof of insurance, no current inspection reports, and no consistent public record of compliance with county dog control ordinances, ORS 609.055 or Oregon Department of Agriculture standards.
- 3. The city has continued to utilize this unlawful facility after officials became aware that the kennel had no valid operating license, making this a matter of willful misconduct, gross negligence, and possible misuse of public funds and public assets.
- 4. This has the appearance of selective enforcement due to the kennel owner's relationship with local law enforcement, history of housing K-9 Officers, and the fact that the kennel owner's late father, Robert Wiro, is a retired Yamhill County Sheriff's Deputy.

See the attached compiled evidence in support of these allegations.

Legal Violations and Liabilities

This conduct likely violates multiple provisions of Oregon law, including but not limited to:

ORS 609.055 – Authorizing county regulation of kennels and requiring compliance with licensing and inspection laws.

Yamhill County Code § 4.05.06.01–4.05.06.12 – Mandating that all commercial kennels must be annually licensed and inspected.

ORS 167.310–167.390 – Requiring that all animals receive "minimum care" and prohibiting neglect; police are not exempt from these requirements.

Oregon Constitution, Article I, § 18 – Prohibiting the unlawful taking or mishandling of private property without just compensation.

Fourteenth Amendment to the United States Constitution – Protecting citizens from government deprivation of property without due process of law.

It is particularly egregious that the city continues to attempt to charge citizens daily impound fees and levy irreparable harm to animals while refusing to meet the legal standards it imposes on private kennel operators. This represents a clear double standard and breach of public trust.

Welfare, Liability, and Chain of Custody Concerns

The unlawful housing of animals in an unlicensed facility introduces unacceptable risks:

- No guarantee of disease control, veterinary access, or sanitary conditions;
- Breaks in chain of custody and potential contamination of evidence in dangerous dog or criminal cases;
- Liability exposure for animal injury, escape, illness, or death;
- Lack of oversight or lawful authority to detain living property.
- Improper ownership transfer of impounded dogs to kennel owners.

This is not only a legal issue — it is a matter of animal welfare, citizen rights, and public integrity.

Immediate Action Requested

I hereby request that your office initiate or refer the following actions without delay:

- 1. Launch a full investigation into the City of McMinnville's use of unlicensed kennel facilities for impounded animals and police K-9 housing;
- 2. Immediately cease and desist all animal impoundments and K-9 housing at any facility not licensed by Yamhill County, the ODA, and inspected under applicable law;
- 3. Disclose all public contracts, invoices, records, emails, and communications related to this facility under ORS 192.314 (Oregon Public Records Law);
- 4. Determine whether law enforcement officials knowingly violated county or state law, or proper property handling procedures, and if so, refer them for administrative or prosecutorial review;
- 5. Review all impoundment actions taken at this facility for legal validity, with appropriate remedies for impacted citizens and animals;
- 6. Review the failure and refusal of the YCSO to investigate and enforce these willful and knowing, ongoing, dog code violations.

Conclusion

The government has a duty to follow the same laws it enforces, and should enforce equally. When officials willfully disregard animal welfare, equal protections, property rights, and licensing regulations, they undermine the foundation of trust upon which civil society is built.

If these allegations are confirmed, they point to a pattern of institutional disregard for both animal protection law and individual rights, and must be treated with the seriousness they warrant.

I request a written response to this letter within 21 days of receipt. Please be advised that I reserve all legal rights and may pursue action through additional channels if necessary.

Sincerely,

Sandra Marie Atwood

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Yamhill County Sheriff's Office

Sheriff Tim Svenson

535 NE 5th Street, Room 143, McMinnville, Oregon 97128-4595 Business Office: (503) 434-7506 • Fax: (503) 472-5330 Jail: (503) 434-7507 • Jail Fax: (503) 434-7534 Email: sheriff@co.yamhill.or.us

Nathan Wiro

Cooper's Boarding Kennel

Amity, OR 97101

Mr. Wiro.

This letter is to notify you that we have not received your required fee to operate a dog kennel within Yamhill County for 2022. We also did not receive a fee for 2021, despite a conversation I had with you about obtaining the kennel license.

You are not authorized to operate a kennel at this time. If payment for both years is not received by May 1st, and you are currently operating a kennel, a deputy will be dispatched to issue a citation under Yamhill County Dog Ordinance 6.2 which states:

- a.) No person shall operate a commercial or noncommercial dog kennel, as specified in Section 6.1, without first obtaining an annual license from Yamhill County for each kennel operated. Fees required for commercial and noncommercial kennels shall be established by board order. A temporary (6) month permit issued at 50% of the cost for regular license fees may be available for facilities provided rabies certificates for all animals are produced for inspection by the Sheriff.
- b.) A violation of subsection (a) of this section is a continuing violation punishable by a base fine not to exceed \$100 per day or a maximum of \$1000.

If you are no longer operating a kennel, notify me as soon as possible. You can contact me through email at raye a co.yamhill.or.us or call me at 503-434-7506.

I've attached your renewal notice and your past due notice that were sent to you via U.S. Postal Service.

Regards.

Captain Chris Ray

Yamhill County Sheriff's Office.

Post details



4 Reactions



Comments (2)



Mary Leathers 34m · Sheridan

I know that McMinnville Police Department takes their dogs to board at a place and the woman is a vet and she boards animals and takes care of them. You might ask the police department about that. I'm not sure of the details. She just boards animals I think in Amity or somewhere around there..

Good luck. Take care of them as you are and someone will come help. Bless you for your kindness and your





Reply



⇔ Share



Debbie Wakefield 5m · Sheridan

Thank you for rescuing them















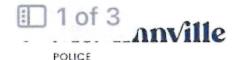




8257648325378581974



Done



May 2nd, 2025

Cooper's Boarding Kennel

Amity, OR 97101

Sandra Atwood's two wolf-hybrid dogs ("Chaote" and "Darko") Re:

McMinnville PD case 25MP0737

As per the two attached surrender forms, Sandra Atwood signed away all her rights to the McMinnville Police Department for the two wolf-hybrid dogs that you have been boarding since March 13th, 2025. This was part of a case resolution in which the intent is to surrender these two dogs to an appropriate sanctuary.

In my capacity as a representative of the McMinnville Police Department, and by signing below, I am conveying full transfer and ownership of the two dogs to you with the courtordered expectation that the two dogs will be transferred to a sanctuary that you deem appropriate. We very much appreciate your assistance with completing this overall process.

Sincerely,

Scott Fessler

Captain Scott Fessler McMinnville PD (503) 437-1891

Scott.fessler@mcminnvilleoregon.gov

121 SW Adams Street, McMinnville, OR 97128 (503) 434-7307 MacPD.org

mcminnvilleoregon.gov

Post details

mank you for rescuing them



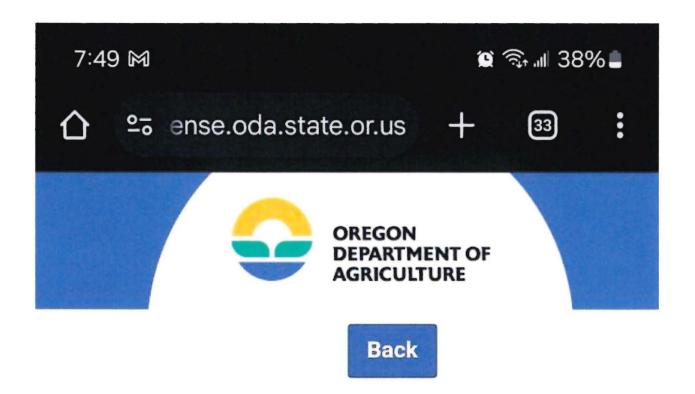
Mary Leathers 12h · Sheridan

No, it's not homeward bound homeward bound is now the new dog pound that's not it. This is a place a woman that is a rescue lady and she's a vet and she boards the police officers dogs when they need to have them boarded. I'll try to find out the name of it and get back with you.



Mary Leathers 12h · Sheridan

It's called Cooper's kennel in Amity. I hope that helps you some. Let me know and thank you for taking care of them until they get someone to Care for them.



Searched For:

Name: COOPERS BOARDING KENNEL

Address:

City: AMITY

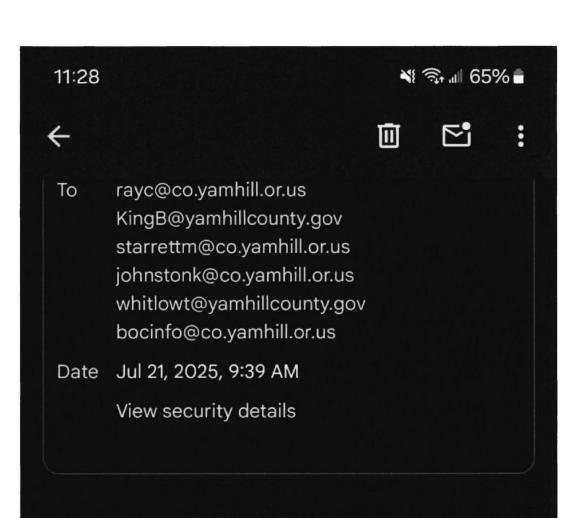
County: Yamhill

All License Types for Animal Health &

Identification

Find Licenses Results

No Licenses Found



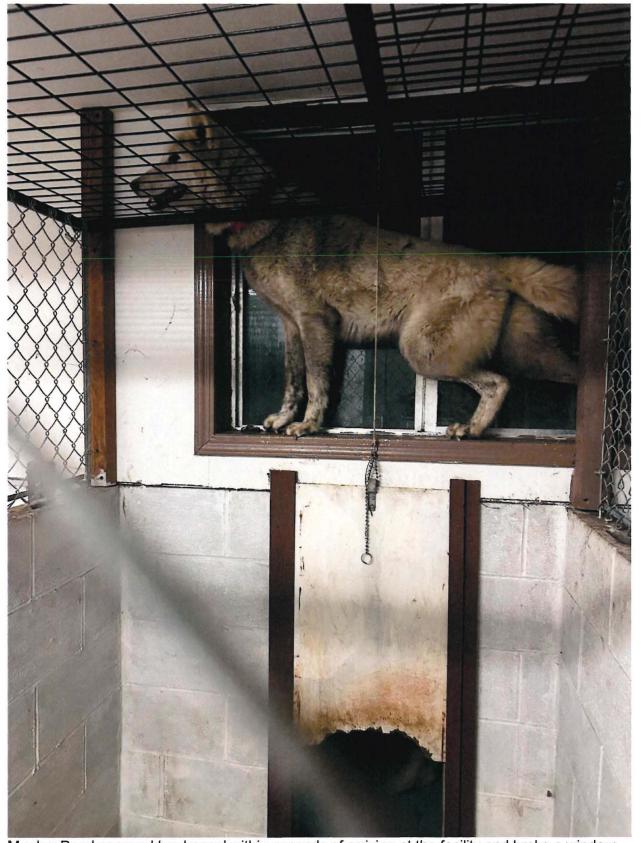
Hello,

My name is ____ and I am looking for information about enforcement of this letter. I provided evidence of violations stated in this letter to Captain Whitlow and he is refusing to enforce the county dog ordinances.

I called to report the illegal operation of this kennel on May 27th and was ignored for two days while law enforcement seemingly gave the owners a heads up to submit an application.

They never stopped operating despite not paying kennel fees for 2021, 2022, 2023, 2024. They never received any citations. I believe their application for a commercial kennel license should be denied as stated in YCC 4.05.06.08 due to the disregard of the attached letter and continued violations.

Thank you,



My dog Pearl escaped her kennel within seconds of arriving at the facility and broke a window.



City of McMinnville
City Attorney's Office
230 NE Second Street
McMinnville, OR 97128
(503) 434-7303
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 12, 2025

TO: Mayor and City Councilors FROM: David Ligtenberg, City Attorney

SUBJECT: Explanatory Statement

Report in Brief:

The Council, by Resolution No. 2025-44, has submitted to the electors of the City the question of issuing general obligations bonds to finance capital costs for the building of an aquatics/recreation center and enhancements of the library, parks, and senior center. The Resolution also authorized the City Manager or designee to prepare the required explanatory statement for the measure. A draft of that statement has been prepared and is being presented for Council's information.

Discussion:

ORS 251.345 requires that a governing body that refers a measure, in a county that prepares a voters' pamphlet, to "submit an impartial, simple and understandable statement explaining the measure and its effect." This filing has a deadline alongside the ballot title previously submitted by Resolution 2025-44, and should be submitted to the County Election Office in advance of the deadline to allow for administrative review. Resolution 2025-44 also delegated responsibility for the preparation of the explanatory statement, which has been undertaken by staff and a prepared draft is attached to this Report as Attachment 1.

The Secretary of State requires that such an explanatory statement be limited to 500 words and be "impartial, simple and understandable." Thus, while maintaining the same standards of impartiality, the statement allows greater room for background information and explanation. Staff, along with Praxis, who worked with Council to draft the Ballot Title, have drafted the attached statement as directed by Council for review.

No action is required from the Council for approval of the explanatory statement. This item is for informational purposes only.

Attachments:

1. Recommended Explanatory Statement

Fiscal Impact:

N/A

Why The Bond is Being Proposed

McMinnville's population has more than doubled in size since any major renovations or additions to the Community Center, Aquatic Center, or Library. After an independent assessment in 2019, the city formed an advisory committee to consider how to renovate these facilities informed by an updated Parks, Recreation and Open Space Plan that received thousands of comments from community members. After initial proposals were presented in 2024, the city has worked with the community to reduce the scope and price of the bond substantially.

Proposed Projects for Bond Funding

New Swimming and Recreation Facility

- Lap/Competition pool for fitness swim meets with spectator seating.
- Recreation pool, warmer water for physical therapy, fitness classes, and swim lessons, as well as play elements for families.
- A two-court, multi-purpose gym for basketball, pickleball, volleyball, and fitness classes.
- A drop-in child care center for people using the facility.
- Modern classroom and meeting space for educational, social, and cultural opportunities such as art classes, meetings, and support groups.
- Fitness studios, cardio space, and weight training equipment.

Renovated Senior Center

- A refresh of existing rooms and features.
- Redesigned entrance for people with mobility issues.
- Safety enhancements.
- A covered outdoor area for classes, gatherings and activities.

Improved Parks and Open Spaces

- Safer and newer playgrounds with play opportunities for children of all abilities.
- Park improvements such as lighting, cameras, and visibility.
- Pickleball courts.
- Turf field
- Expanded skate park amenities.
- A non-motorized boat launch.

Enhanced Library Facilities

- Expanded spaces for activities and learning opportunities for children and families.
- More restrooms.

How The Bond Will Change City of McMinnville Property Taxes

If this measure is approved, taxpayers will be assessed an estimated additional \$0.95 for each \$1,000 in assessed value, with taxpayers paying a total of \$1.79 per \$1000 for all city bond obligations

Due to property tax limitations, the assessed value is frequently lower than the market value of a property. According to the Yamhill County assessor, the median assessed value for a detached, single-family home in McMinnville was \$229,000 in 2024-2025. If this measure is approved, the additional tax paid for that home would be \$217 a year, or about \$18 a month.





Liquor License Recommendation			
BUSINESS NAME / INDIVIDUAL: Michi Antojos El Perico LLC BUSINESS LOCATION ADDRESS: 1350 NE Baker Street LIQUOR LICENSE TYPE: Full On-premises-Commercial			
Is the business at this location currently licensed by OLCC Yes No			
If yes, what is the name of the existing business:			
Proposed business operations:			
Retail Off-Premises Sales, Retail On-Premises Sales and Consumption: Indoor Consumption. Proposing to allow minors.			
Tritech Records Management System Check: Yes 🗹 No 🔲			
Criminal Records Check: Yes No			
Recommended Action: Approve 🚺 Disapprove 🔲			
Tim Symons			
Chief of Police / Designee City Manager / Designee			



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

- Step 1: Applicant completes all of Section 1 (including top of Page 2).
- **Step 2:** Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.
- **Step 3:** Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.
- **Step 4:** Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.
- **Step 5:** The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the City of Portland website.
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types Off-Premises Sales Brewery-Public House Limited On-Premises Sales **Brewery** Full On-Premises, Caterer Distillery **Grower Sales Privilege** Full On-Premises, Commercial Full On-Premises, For Profit Private Club Winery Full On-Premises, Non Profit Private Club Wholesale Malt Beverage & Wine Full On-Premises, Other Public Location Warehouse Full On-Premises, Public Passenger Carrier

Section 1 – Submission – To be completed by Applicant:				
License Information				
Legal Entity/Individual Applicant Name(s): MICI	HI ANTOJOS EL PERICO LLO			
Proposed Trade Name: Micheladas y Antojitos El l	Perico			
Premises Address: 1350 NE BAKER ST		Unit:		
City: MCMINNVILLE	County: Yamhill, OR	Zip: 97128		
Application Type: • New License Application	Change of Ownership	Change of Location		
License Type: Full On-Premises, Commercial	Additional L	ocation for an Existing License		
Application C	Contact Information			
Contact Name: Adriana Karina Sanchez Peredia	Phor	ne:		
Mailing Address:				
City: Salem	State: OR	Zip: 97305		
Email Address:				
Business Details				
Please check all that apply to your pr	oposed business operations at t	this location:		
Manufacturing/Production				
■ Retail Off-Premises Sales				
Retail On-Premises Sales & Consumption				
If there will be On-Premis	ses Consumption at this location	1:		
Indoor Consumption	Outdoor Consump	tion		
■ Proposing to Allow Minors				
Section 1 continued on next page				



OREGON LIQUOR & CANNABIS COMMISSION Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): MICHI ANTOJOS EL PERICO LLC

Proposed Trade Name: Micheladas y Antojitos El Perico

 $\textbf{IMPORTANT}: You\ \mathsf{MUST}\ \mathsf{submit}\ \mathsf{this}\ \mathsf{form}\ \mathsf{to}\ \mathsf{the}\ \mathsf{local}\ \mathsf{government}\ \mathsf{PRIOR}\ \mathsf{to}\ \mathsf{submitting}\ \mathsf{to}\ \mathsf{OLCC}.$

Section 2 must be completed by the local government for this form to be accepted

with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:			
Local Government Recommendation Proof of Acceptance			
After accepting this form, please return a copy to the applicant with received and accepted information			
City or County Name:	Optional Date Received Stamp		
Date Application Received:			
Received by:			

Section 3 – Recommendation - To be completed by Local Government:			
O Recommend this license be granted			
Recommend this license be denied (Please include documentation that meets OAR 845-005-0308)			
O No Recommendation/Neutral			
Name of Reviewing Official:			
Title:			
Date:			
Signature:			
After providing your recommendation and signature, please return this form to the applicant.			

CITY OF McMINNVILLE MINUTES OF JOINT CITY COUNCIL & URBAN RENEWAL AGENCY WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, June 10, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President Zack Geary (via Zoom) Chris Chenoweth Jessica Payne Scott Cunningham Dan Tucholsky

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Community Development Director Heather Richards, Engineering Project Manager Jeff Gooden, Special Projects Manager Jody Christensen, Chief of Police Cord Wood, Public Works Director Geoff Hunsaker, City Engineer James Lofton, Human Resources Director Vicki Hedges, Finance Director Katie Henry (via Zoom), Communications & Engagement Manager Noelle Amaya (via Zoom) members of the News Media – Phil Guzzo McMinnville Community Media, and Scott Unger News-Register (via Zoom).

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. THIRD STREET IMPROVEMENT PROJECT:

Engineering Project Manager Jeff Gooden and Special Projects Manager Jody Christensen with consultants, Matt Arnold, Director of Planning Western U.S., from Toole Design and Jason White, Practice Leader – Land Development/Principal from BKF Engineers presented a PowerPoint slide deck. They provided a history of the project, initiated in 2018, and is based on a vision to preserve 3rd Street as the heart of McMinnville while modernizing infrastructure and enhancing pedestrian accessibility.

The proposed redesign aims to preserve the historic character of 3rd Street while addressing aging infrastructure and improving pedestrian accessibility. A key feature of the design is a flush, curbless layout that allows for greater flexibility in how the street is used, including events and outdoor dining. The design includes wider sidewalks, mid-block curb extensions, upgraded paving materials, and a comprehensive new street tree strategy. This strategy

aims to preserve the iconic tree canopy by using a diverse mix of tree types and incorporating soil cells to reduce sidewalk damage and manage stormwater runoff. The project also includes substantial upgrades to water, sewer, storm drain, and electrical systems, reflecting a broader scope than originally planned. The design team explained the decision to use concrete instead of asphalt for the new street surface, citing both practical considerations for the curbless layout and community preference.

There was discussion on streetscape elements that would include historic-style lighting, decorative and functional bollards, bike racks, waste receptacles, and various planters. Council members raised concerns and suggestions, including potential light pollution and sponsorship opportunities. Staff explained that they are creating a list of contribution opportunities for the community, but need to be cautious about potential conflicts with grant funding. The discussion also touches on the possibility of reusing existing fixtures and the origins of current streetlights on 3rd Street.

Public art is planned throughout the corridor, with ideas ranging from traffic box art to temporary installations. Additionally, the project included plans for gateway arches, drinking fountains, and branded intersections at key entry points to downtown McMinnville. Concerns were raised about the need for public restrooms along 3rd Street and will be considered for future planning.

The total project cost has increased from the initial estimate of \$10 million to a current range of \$28.5 to \$31 million. This is due to the expanded project scope, which now includes full utility replacements and a more complex street design. The city, via Urban Renewal, will plan to apply for a Federal BUILD Grant in 2026 or 2027 to fund the project, with other potential funding sources including utility contributions, urban renewal funds, and city matching contributions.

To help the community experience the proposed changes, a demonstration block between Evans and Ford Streets will be set up this summer, allowing the community to view the new street design in person and access virtual concept drawings via QR codes.

4.	ADJOURNMENT:	ayor Morris adjourned the meeting at 6:54 p.m.	
		Claudia Cisneros, City Recorder	

CITY OF McMINNVILLE MINUTES OF CITY COUNCIL MEETING Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

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

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President
Zack Geary (via Zoom) arrived
in person at 7:28pm
Chris Chenoweth
Jessica Payne
Scott Cunningham
Dan Tucholsky

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

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

Information Systems Director Scott Burke led the Pledge of Allegiance.

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

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

Robert Spitz, was called on but did not appear.

Sylla McClellan, was called on but did not appear.

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

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

4. PUBLIC HEARING

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

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

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

There was no public testimony.

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

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

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

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

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

Linda Hays, McMinnville Community Member, and local business owner emphasizes the importance of prioritizing quality of life for families, advocating for increased funding for essential services like the library, parks and recreation, and community development and should be top budget priorities. Also highlights the importance of the community's economic health, noting that people are drawn to McMinnville for its sense of community, which needs proper infrastructure, including police support.

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

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

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

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

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

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

4.c.

There was no public testimony.

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

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

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

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

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

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

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

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

5. ADVICE/ INFORMATION ITEMS

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

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

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

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

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

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

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

Councilor Cunningham had nothing to report.

5.b. Department Head Reports Continued

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

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

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

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

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

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

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

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

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

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

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

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1. Summer Fun Presentation

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

6. CONSENT AGENDA

6.

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

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

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

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

ITEMS REMOVED FROM THE CONSENT AGENDA

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

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

- Correction of Jason Henness name
- Correction to acronym LPSCC

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

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

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

7. RESOLUTION

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

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

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

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

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

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

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

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

8. ORDINANCES

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

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

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

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

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

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

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

NAY: NONE

RECUSED: Councilor Chenoweth

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

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

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

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

NAY: NONE

RECUSED: Councilor Chenoweth

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

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

Claudia Cisneros, City Recorder

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CITY OF McMINNVILLE MINUTES OF JOINT CITY COUNCIL & PLANNING COMMISSION WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Wednesday, June 18, 2025 at 6:00 p.m.

Presiding: Sal Peralta, Council President

Recording Secretary: Claudia Cisneros

Councilors: Present Excused Absence

Kim Morris, Mayor (via Zoom) arrived in person at 6:52pm

Zack Geary Chris Chenoweth Jessica Payne Dan Tucholsky Scott Cunningham

Planning Commission: Sidonie Winfield, Chair

Elena Mudrak, Vice Chair

Sylla McClellan Brian Everest Beth Rankin

Rachel Flores (via Zoom)

Meg Murray

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Community Development Director Heather Richards, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, Planning Manager David Berniker, Senior Planner Tom Schauer, and members of the News Media Phil Guzzo, McMinnville Community Media

Brian Randall

Matthew Jones

1. CALL TO ORDER: Council President Peralta called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. NATURAL RESOURCES/HAZARDS PLANNING UPDATE:

Community Development Director Heather Richards introduced the topic and shared a PowerPoint presentation. Provided an update on natural resources and hazards planning in McMinnville noting working to meet Oregon's land use goals 5 and 7, which focus on protecting natural resources and mitigating natural hazards, respectively. The city has hired Winterbrook Planning to collect and evaluate data on natural hazards and

resources within the expanded urban growth boundary. They have drafted new comprehensive plan chapters and code amendments to address these issues. The natural hazards planning has progressed through the Planning Commission, while the natural resources planning was put on hold pending the completion of the PROS (Parks, Recreation, and Open Space) plan and an ESEE (Economic, Social, Environmental, and Energy) analysis. The city plans to protect riparian corridors using a safe harbor provision, which restricts development near waterways. The next steps include getting input from public works and parks departments, completing the ESEE analysis, and starting the public hearing process.

There was discussion on regulations for riparian corridors and tree groves. The city allows limited uses in riparian areas, similar to floodplain regulations, with mitigation requirements. However, due to an Endangered Species Act lawsuit, FEMA now requires habitat assessments for any development in floodplains. The city has also inventoried and ranked tree groves, identifying 27 significant groves for protection. A new program is proposed to protect individual landmarks and significant trees, with specific criteria for tree size and species.

The discussion focuses on the proposed tree protection program in McMinnville. Director Richards explained that if implemented, the city would need to issue a Measure 56 notice to all property owners. The city relies on certified arborists to determine if trees are diseased or pose safety issues. Penalties for cutting down protected trees without permits are based on a national appraisal program, with potential fines in the thousands of dollars. The council discusses the need for flexibility in assessing penalties and the process for establishing economic hardship variances. They also deliberated on how to handle diseased or damaged tree groves and concerns about trees impacting infrastructure, particularly the emerald ash borer's potential threat to local ash trees. The council emphasized the importance of educating property owners about these new regulations and involving the community through the Landscape Review Committee.

3.	ADJOURMENT:	Council President Peralta adjourned the meeting at 6:59 pm
		Claudia Cisneros, City Recorder

CITY OF McMINNVILLE MINUTES OF CITY COUNCIL WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Wednesday, June 18, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President

Zack Geary Chris Chenoweth Jessica Payne Scott Cunningham Dan Tucholsky

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Public Works Director Geoff Hunsaker, Human Resources Director Vicki Hedges, Community Development Director Heather Richards, Airport Administrator Willy Williamson (via Zoom) members of the News Media – Phil Guzzo McMinnville Community Media

1. CALL TO ORDER: Mayor Morris called the meeting to order at 7:06 p.m. and welcomed all in attendance.

2. AIRPORT MASTER PLAN:

Public Works Director Geoff Hunsaker and Airport Administrator Willy Williamson (via Zoom), along with consultants David Miller, Lead Aviation Planner from Century West (via Zoom), and Samantha Peterson, Planner/Project Manager from Century West (via Zoom), presented a PowerPoint presentation. Mr. Miller provided an overview of the airport master plan, explaining that it is a capital improvement-focused facility plan designed to meet Federal Aviation Administration (FAA) standards and align with local land use planning. The existing airfield components meet FAA standards, and the current capacity is sufficient for projected demand over the next 20 years. The plan's primary focus is on landside areas, including additional parking for larger transient aircraft, improvements to fixed base operator facilities, and more aircraft storage and hangars. Development opportunities near the innovation campus were also discussed, with existing zoning deemed compatible for future improvements.

Mr. Miller presented the preferred development plan, which focuses on three main areas: the west terminal, central terminal, and east area. The west terminal area would see a taxiway extension to accommodate new

development, requiring relocation of the park's trailhead. The central terminal area would be expanded for more business aircraft parking, while the east area is earmarked for hangars and aircraft storage. The plan prioritizes efficiency by building on existing facilities while keeping future development options open, including potential for advanced air mobility and related research.

Mr. Miller also outlined the airport layout plan and capital improvement program, with the layout still in draft form and open for comments. Short-term projects eligible for FAA funding, like fencing, wind cone addition, runway lighting, and pavement rehabilitation, were detailed, while long-term projects remain unscheduled due to funding uncertainties. The next steps include finalizing the draft report, FAA review, and addressing public and advisory committee feedback before final approval.

The meeting also covered airport business plans and funding. Mr. Williamson highlighted that small airports typically generate revenue through land leasing and building rentals, mentioning potential opportunities like unmanned aerial systems. City Manager Jeff Towery noted that a new airport manager will be tasked with developing a business plan. Councilors inquired about FAA funding and the status of the former Comcast building, which is available for lease. There was also discussion about tourism-related opportunities, particularly in relation to the air show.

Mayor Morris stated the City Council will be going into the conference room for closed-to-the-public executive session pursuant to: ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

Mayor Morris asked if any Councilor needed to declare an actual or potential conflict of interest or recuse themselves regarding any of these executive sessions for the record. There were none.

3.	ADJOURN	MENT: Mayor Morris adjourned the meeting at 7:58 p.m.	
		Claudia Cisneros, City Recorder	

CITY OF McMINNVILLE MINUTES OF CITY COUNCIL WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, June 24, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President

Zack Geary Chris Chenoweth Jessica Payne Scott Cunningham Dan Tucholsky

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Library Director / Parks & Recreation Director Jenny Berg, Information System Director Scott Burke, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, Police Captain Scott Fessler, Financial Services Administrator – Budget Crystal Wooldridge, Chief of Police Cord Wood (arrived at 6:42 pm), Finance Director Katie Henry (via Zoom), Community Development Director Heather Richards (via Zoom), CPR Project Manager Susan Muir (via Zoom), Senior Center Manager Erin Guinn (via Zoom), Airport Administrator Willy Williamson (via Zoom), Special Projects Manager Jody Christensen (via Zoom), and members of the News Media – Phil Guzzo McMinnville Community Media.

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. GENERAL OBLIGATION (GO) BONDS AND DEBT PRESENTATION:

Finance Director Katie Henry (via Zoom), CPR Project Manager Susan Muir (via Zoom) with consultants Sarah Dickey Parter of Hawkins Delafield & Wood LLP (via Zoom), and Lauren MacMillan Managing Director of Piper Sandler (via Zoom) shared PowerPoint Presentation. Ms. Muir provided an overview of the proposed \$98.5 million general obligation (GO) bond measure intended to fund a range of capital projects, including a new recreation center, senior center, library improvements, pool site redevelopment, and park upgrades. Ms. MacMillan and Ms. Dickey explained the structure and legal constraints of GO bonds, noting that funds must be used for capital costs as defined by the Oregon Constitution and cannot outlast the projects' weighted average life. The discussion covered the ballot title process and optimal election timing, with May and November

identified as preferred dates. The city intends to issue the bonds in two phases of roughly \$50 million each, with the first sale anticipated in early 2026. The city's assessed value is approximately \$3.5 billion, with a real market value of \$6.5 billion. Staff also reviewed how bond rates and assessed property values factor into the financing strategy. The city's current Aa3 (Double A three) credit rating was noted as favorable, and the council was informed that construction cost estimates would be presented at the July 17th meeting.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 6:59 p.m.

Claudia Cisneros, City Recorder

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CITY OF McMINNVILLE MINUTES OF CITY COUNCIL MEETING Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, June 24, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President

Zack Geary Chris Chenoweth Jessica Payne Scott Cunningham Dan Tucholsky

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Library Director / Parks & Recreation Director Jenny Berg, Information System Director Scott Burke, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, Police Captain Scott Fessler, Financial Services Administrator – Budget Crystal Wooldridge, Chief of Police Cord Wood, Community Development Director Heather Richards, Public Works Superintendent David Renshaw, Finance Director Katie Henry (via Zoom), CPR Project Manager Susan Muir (via Zoom), Senior Center Manager Erin Guinn (via Zoom), Airport Administrator Willy Williamson (via Zoom), Special Projects Manager Jody Christensen (via Zoom), and members of the News Media – Phil Guzzo McMinnville Community Media.

- 1. CALL TO ORDER: Mayor Morris called the meeting to order at 7:05 p.m. and welcomed all in attendance.
- 2. PLEDGE OF ALLEGIANCE

Councilor Chenoweth led the Pledge of Allegiance.

The mayor noted one change to tonight's agenda: Staff has asked to remove item 6. Resolution No. 2025-33 from Consent Agenda, revised agenda sent earlier, but restating for the record.

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

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

Cheryl Shockey, McMinnville Community Member, representing the McMinnville Pickleball Club, provided support to move the bond forward and place it on the ballot.

Kevin Chambers, McMinnville Community Member, representing the CPR Bond, is holding an information meeting on the bond for Saturday the 28th at the Pool at 6pm. Provided support for the CPR bond. The proposal was sent and has been adjusted as requested by the City Council. This is the right plan for the time. Asking the City for partnership and adding the measure to the ballot.

Citally Grimaldo, McMinnville Community Member, talked in support of the bond proposal and shared a personal experience story regarding her son joining the swim team and the impact it had. Discussed the aging of the pool facility and requested the Council's support to move the bond forward.

Lisa Stiff, Yamhill Community Member, and ShayLynn Miller, McMinnville Community Member, discussed the accident that occurred at Old Sheridan Road, taking the life of their dear friend, asking for a traffic light at that section and the next steps.

Mayor Morris responded and has already started the discussion internally.

4. PRESENTATION

4.a. Stewardship Report on City insurance coverage from Ryan Hartzell, Hagan Hamilton

Ryan Hartzell, from Hagan Hamilton, provided the yearly insurance and provided the results of the impact of insurance cost on property. Shared the number statistics for the City and shared the update of Workers' Compensation without the Fire Department; Cyber claims have made a reduction. Reminded Council they are protected regarding Civil matters.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Tucholsky had nothing to report, as committees have not met.

Councilor Payne had nothing to report.

Councilor Geary stated that the Visit McMinnville board members' terms are ending and thanked those members. Shared the Wine Remix event with tacos, wine, and a DJ at McMinnville's Art Alley on July 12th from 6pm to 9:30 pm and additionally received a UFO fest debrief.

Mayor Morris stated had her semi-regular meeting with Chief Wood; met with Diane Reynolds from Provoking Hope and heard on their current programs; attended the McMinnville Leadership meeting with local leaders; attended the monthly Yamhill County Mayor's meeting hosted by City of Lafayette; met with four local citizens regarding multiple topics and met with Dan Gibson from Visit McMinnville. Lastly, got to throw the first pitch at the McMinnville Historical Society's vintage baseball game where Councilor Geary played.

Council President Peralta mentioned the MWVCOG met for its annual budget and the challenges because they are dependent on Federal and State grants for their funding. Gave a presentation to the McMinnville Lions Club regarding the City and has had a few meetings with residents regarding different topics.

Councilor Chenoweth reported on the Innovation Campus PAC meeting, which has moved to a favored design plan and starting to talk about design standards. Noted a press release coming out soon.

Councilor Cunningham had nothing to report.

5.b. Department Head Reports Continued

City Recorder Claudia Cisneros reminded all City Offices will be closed next Friday, July 4th, in Observance of the Fourth of July.

Information Systems Director Scott Burke had nothing to report.

Finance Director Katie Henry noted this week is the interim audit and will have auditors onsite; the Finance Department is also launching testing for online payments. Is hoping to have this running by August.

Public Works Director Geoff Hunsaker mentioned the extension for street sweeping is on the consent agenda but is still looking at potentially bringing that in-house next year. The Cypress and Fellows paving project is going well. The Chandler addition project repaving should be done by this week. The ARPA Midtown Stormwater Project is going well, and the first manhole has been installed. Starting Friday at 5pm, there will be a kickoff for the 3rd Street Demonstration Block, which will include education boards every weekend all summer.

Human Resources Director Vicki Hedges is in the process of recruiting for several full-time positions including airport manager and police captain.

Holding virtual interviews for the Parks & Recreation Director on Thursday and Friday this week. Update to city training 61% have completed the training, 15% are in progress, and 10% have not started.

Library Director / Parks & Recreation Director Jenny Berg mentioned the second Juneteenth celebration was a great celebration, with close to 100 attendees. with over 100. Thanked those Councilors who attended the event. Received a letter from someone who used a device from the Library of Things to get photos into digital format. Summer Fun kicks off, and there are a lot of free activities, as well as extra guides to share.

Chief of Police Cord Wood said had the highest number of applicants for police officer and a good turnout for Captain recruitment and moving on to the next phase of the recruitment in the next couple of weeks.

Community Development Director Heather Richards, noted there were lots of questions during the Urban Renewal work session on tax assessment so has reached out to Derrick Wharff, Yamhill County Tax Assessor, to come and present at a work session. Has already provided Derrick with questions but if have additional questions send them to her and Jeff to send to Derrick ahead of the work session. The addition to EMPWR is being built, largest industrial manufacturer here in town the project is 80% done; Goodwill is looking to relocate and build a new facility across the street from Kraemer's Garden.

City Attorney David Ligtenberg said, aside from what's on the agenda, there is a hearing tomorrow morning in the dog-related civil suit in which the city is involved.

City Manager Jeff Towery noted a couple of things still pending in the Legislature; one significant change in the transient lodging tax (TLT) legislation the current law requires 70% TLF fund go to tourism, related activities 30% is for discretionary general funds, the bill pending would shift the percentage to 40% for visitor-related activities and 60% for discretionary general fund use. Met with Fire Chief Godfrey. The Fire District will receive \$ 3.1 million for facility improvements to the new fire station on Hwy 18. Will be out of the office from July $1-4^{\rm th}$.

CONSENT AGENDA

6.

- a. Consider Motion to approve the Visit McMinnville Annual Plan & Budget presented to City Council on May 27, 2025.
- b. Consider **Resolution No. <u>2025-23</u>**: A Resolution amending the Goods and Services Contract for the Citywide Street Sweeping Services 2022 Project.
- c. Consider Resolution No. 2025-24: A Resolution authorizing the City Manager to sign Amendment No. 2 for the contract with Walker Macy to increase the contract sum change by \$3911.00 for the Innovation Campus Master Planning, Public Infrastructure Feasibility Analysis, and Marketing Project.

- d. Consider **Resolution No. <u>2025-25</u>**: A Resolution declaring the City's election to receive certain state shared revenues.
- e. Consider **Resolution No. <u>2025-26</u>**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.
- f. Consider **Resolution No. 2025-29:** A Resolution of the City of McMinnville Authorizing the City Manager to Execute a Fifth Amendment to Personal Services Contract with Erskine Law Practice, LLC, to Provide City Prosecutorial Services.
- g. Consider **Resolution No. <u>2025-30</u>**: A Resolution Extending the Contract for Park and Open Space Unarmed Security Services to NAS Security Services LLC.
- h. Consider **Resolution No. <u>2025-32</u>**: A Resolution authorizing an amendment to the Purchase and Sale Agreement between the City and McMinnville Water and Light (December 18, 2024) allowing City authorization for leases of the property prior to closing of the sale.
- i. Consider Resolution No. <u>2025-33</u>: A Resolution authorizing lease of real property located at the McMinnville Airport to Graham Goad. (Removed on 06.24.2025)

Councilor Chenoweth MOVED to adopt the consent agenda as amended; removing item e. & i.; SECONDED by Councilor Tucholsky.

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

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

6. ITEMS REMOVED FROM THE CONSENT AGENDA

6.e. Consider **Resolution No. 2025-26**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

Councilor Payne removed this topic from the consent agenda and had a couple of questions regarding the cost estimates answered by Finance Director Kaite Henry.

Councilor Cunningham MOVED to approve Resolution No. 2025-26: certifying provision of municipal services by the City of McMinnville as required by ORS 221.760; SECONDED by Council President Peralta.

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

Resolution No. 2025-26 **PASSED** by a vote of 6 - 0.

7. RESOLUTION

7.a. Consider **Resolution No. <u>2025-27</u>:** A Resolution adopting a supplemental budget for fiscal year 2024-25 and making appropriation transfer.

Councilor Geary MOVED to approve Resolution No. 2025-27, Adopting a supplemental budget for fiscal year 2024-25 and making appropriation transfer; SECONDED by Councilor Tucholsky.

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

Resolution No. 2025-27 **PASSED** unanimously by a vote of **6-0**.

7.c. Consider **Resolution No. <u>2025-31</u>**: A Resolution Authorizing Staff to Initiate a Formal Recruitment Process for an Interim City Manager.

Councilor Cunningham MOVED to approve Resolution No. 2025-31, Authorizing Staff to Initiate a Formal Recruitment Process for an Interim City Manager; SECONDED by Councilor Chenoweth.

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

Resolution No. 2025-31 **PASSED** unanimously by a vote of **6-0**.

7.b. Consider **Resolution No.** <u>2025-28</u>: A Resolution adopting the budget for the fiscal year beginning July 1, 2025; making the appropriations; imposing the property taxes; and categorizing the property taxes.

Councilor Tucholsky MOVED to approve Resolution No. 2025-28, Adopting the budget for the fiscal year beginning July 1, 2025; making the appropriations in the amount of \$84,096,394; to impose and categorize the City of McMinnville's permanent property tax rate of \$4.5200 per \$1,000 assessed value for general operation and \$3,022,110 for debt service; SECONDED by Councilor Geary.

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

Resolution No. 2025-28 **PASSED** by a vote of **5-1**.

Mayor Morris stated the City Council will be going into the conference room for closed-to-the-public three executive sessions the **FIRST** pursuant to: ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection. The **SECOND** pursuant to ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. And **THIRD** pursuant to: ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

Mayor Morris asked if any Councilor needed to declare an actual or potential conflict of interest or recuse themselves regarding any of these executive sessions for the record.

Councilor Chenoweth stated had a potential conflict regarding executive session ORS 192.660(2)(f).

ADJOURNMENT: Mayor Morris adjourned the meeting at 8:27 p.m.

8.

Claudia Cisneros, City Recorder

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CITY OF McMINNVILLE MINUTES OF SPECIAL CALLED CITY COUNCIL MEETING

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Friday, June 27, 2025, at 12:00 p.m.

Presiding: Kim Morris, Mayor Recording Secretary: Claudia Cisneros Councilors: Present Absent Sal Peralta, Council President (via Zoom) Jessica Payne Zack Geary (via Zoom) Chris Chenoweth (via Zoom) joined @ 12:04pm Scott Cunningham (via Zoom) Dan Tucholsky (via Zoom) Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Chief of Police Cord Wood, and members of the News Media – Scott Unger News-Register (via Zoom). CALL TO ORDER: Mayor Morris called the meeting to order at 12:00 p.m. 1. and welcomed all in attendance. 2. RESOLUTION 2.a. Consider **Resolution No. 2025-35:** A Resolution authorizing the City Attorney to take all necessary actions, including the initiation of a lawsuit, to secure funds erroneously paid to Fackler Construction. Councilor Geary MOVED to approve Resolution No. 2025-35, Authorizing the City Attorney to take all necessary actions, including the initiation of a lawsuit, to secure funds erroneously paid to Fackler Construction; SECONDED by Councilor Tucholsky. AYE: Councilors Cunningham, Tucholsky, Chenoweth, Geary, Peralta NAY: NONE

Resolution No. 2025-35 **PASSED** unanimously by a vote of **5-0**.

adjourned the meeting at 12:05 p.m.

3.

ADJOURNMENT OF SPECIAL CALLED MEETING: Mayor Morris

Claudia Cisneros, City Recorder

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CITY OF McMINNVILLE MINUTES OF JOINT CITY COUNCIL & PLANNING COMMISSION WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, July 08, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President Jessica Payne

Zack Geary Chris Chenoweth Scott Cunningham Dan Tucholsky

Planning Present Absent

Commissioners: Sidonie Winfield, Chair (via Zoom) Sylla McClellan Elena Mudrak, Vice Chair Matthew Jones

Brian Everest Rachel Flores Brian Randall Beth Rankin

Meg Murray (via Zoom)

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Community Development Director Heather Richards, Special Projects Manager Jody Christensen, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, Finance Director Katie Henry (via Zoom), Planning Manager David Berniker (via Zoom), and members of the News Media – Kyle Dauterman McMinnville

Community Media

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m.

and welcomed all in attendance.

2. INNOVATION CAMPUS PROJECT:

Community Development Director Heather Richards, Special Projects Manager Jody Christensen along consultants Elizabeth Decker, Principal from JET Planning, Ken Pirie, Principal, Certified Planner from Walker Macy, and Saumya Kini, Senior Associate, Urban Designer from Walker Macy shared a PowerPoint presentation, providing background on the project, which began in 2017 with the goal of creating an employment center with a retail component. The project is supported by American Rescue Plan Act (ARPA) funds and state grants, and includes site master planning, infrastructure planning, and development of design standards. Mr. Pirie

presented the project vision, aligned with the 3 Mile Lane Area Plan, and outlined current efforts focused on design standards and public engagement. He emphasized key planning elements such as natural features, land use, and circulation. Three development scenarios were created, with public input leading to a preferred scenario that has unanimous support from property owners.

Ms. Kini presented the preferred scenario, which features a walkable retail town center, employment zones, open spaces, and improved connectivity via new streets. Highlights include a landscape buffer along Highway 18, a wellness village near the Medical Center, a commercial node by the Yamhill River, Landing Commons as a central gathering area, and a 5-acre neighborhood park.

Ms. Decker presented draft development and design standards for the 3 Mile Lane area, focusing on site and building design, public spaces, and parking. The discussion included concerns about traffic safety, bike paths, highway access, and park placement. The Council and Planning Commission members agreed to continue refining the plan while allowing flexibility for private development.

3.	ADJOURNMENT:	Mayor Morris adjourned the meeting at 7:06 p.m.

Claudia Cisneros, City Recorder

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CITY OF McMINNVILLE MINUTES OF CITY COUNCIL MEETING

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, July 08, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President Jessica Payne

Zack Geary Chris Chenoweth

Scott Cunningham
Dan Tucholsky

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Community Development Director Heather Richards, Special Projects Manager Jody Christensen, Chief of Police Cord Wood, Human Resources Director Vicki Hedges, Public Works Director Geoffrey Hunsaker, Finance Director Katie Henry (via Zoom), Planning Manager David Berniker (via Zoom), and members of the News Media – Kyle Dauterman McMinnville Community Media

1. CALL TO ORDER: Mayor Morris called the meeting to order at 7:10 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Patty Herzog, Executive Director, McMinnville Economic Development Partnership (MEDP) led the pledge of allegiance.

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

City Recorder Claudia Cisneros stated the City received a letter for the City Council, which has been emailed to the City Council and will be entered into the record on the amended packet posted tomorrow.

Ramsey McPhillips (via Zoom), McMinnville Community Member and President of Zero Waste, received a generous grant to Zero Waste from the Oregon Community Foundation called "Zero Waste, Zero Hunger" the purpose of the grant is to coalesce, organize and pull together all food waste, food, distribution, and food growing preservation in the city.

Amanda Pewonka, McMinnville Community Member, spoke on the need for kid-friendly places like a Langers or Big Al's in the community, wanted an

update on bike lanes around schools, advocated for Henderson House as they are facing deep cuts to their budget they will be holding a fundraiser event on October 4th and encourages everyone to attend, and still advocating for Corey Park to be developed.

4. PRESENTATION

4.a. Annual Recology Presentation

Dan Blue, Government & Community Engagement Manager and Nic Olheiser, Assistant General Manager for Recology here to present and with them in the audience is Chris Carey, General Manager for Oregon Operations with Steve Brum, Regional Vice President for PNW group. Mr. Blue and Mr. Olheiser shared a PowerPoint presentation highlighting the annual financial review, provided an update on what's been going on with Recology over the last year in McMinnville, and some forward-looking items with time for questions and answers.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Tucholsky stated YCOM has not met; Airport Commission meeting and was unable to attend Patty Herzog from MEDP provided an update. MEDP quarterly newsletter on aviation.

Councilor Chenoweth stated nothing to report.

Councilor Geary said nothing to report.

Mayor Morris stated that for the last two Thursdays, garbage pickup has been done on 3rd street, and it's every Thursday at 8:30am, started by John Olson from the Chamber of Commerce. On June 26th attended the Board of Commissioners' meeting. Attended the Fire District meeting and said goodbye to Scott Law who will become the Fire Chief for the City of Dayton. Had her monthly meeting with Commissioner Johnston and talked about preparations for the fair. Met with Vicki from the Housing Authority and provided her with an update on the Stratus Avenue property, which will be opening phase 1 in November and phase 2 in April. Shared updates on Provoking Hope, having big cuts with state funding, and are planning to close their Sheridan.

Council President Peralta had nothing to report.

Councilor Cunningham mentioned the Historic Landmark Committee had an applicant return from previous presentation and commended staff and the committee for going above and beyond with the applicant. Affordable Housing met on the final draft of the Construction Excise Tax. Planner Evan Hietpas presented a new program called the moderate-income revolving loan program.

5.b. Department Head Reports

City Manager Jeff Towery mentioned this is his last regular city council meeting, and he is wrapping a lot of things up.

City Attorney David Ligtenberg will be out of the office next week and back in time for the next regular meeting.

Community Development Director Heather Richards shared about the Ruby apartments project built next to Ruby's Market across from OnPoint, which turned out to be a nice infill small apartment complex and is fully occupied and has a waitlist already. Today, I received a land use application for a comp plan map amendment and zone change for what is called the Baker Property, located on the north side of Hwy 18 on Cumulus Avenue. Also working with other developers on housing products and navigating the different regulations that the State has passed. Provided an update on the status of the Transportation System Plan (TSP).

Chief of Police Cord Wood has been working on different approaches to traffic enforcement in the month of July, and will be launching that with increased enforcement, and has identified the top 10 traffic collision locations across the city. Provided a recruitment update noting will be doing interviews on Monday for police officers and captain candidates.

Human Resources Director Vicki Hedges is still working through the Parks & Recreation Director recruitment and doing second interviews tomorrow and working through the recruitment process for the interim city manager position. Lastly noting that 90% of city employee training has been completed, 6% have not yet started and 4% are in progress.

Public Works Director Geoff Hunsaker mentioned the Chandler's edition paving is complete, the paving on Cypress and Fellows is going well, next week will start a street patching pavement work. For the Wastewater Department the permitting process is going well and getting lots of compliments on the condition of the plant. Lastly, on the Operations Department side, street crews are busy painting curbs and applying crack sealant while park maintenance is keeping up with summer mowing and irrigating. For Airport Commission there was discussion on minimum standards and code updates to the city code for the airport and those will come to Council for approval.

Information Technology Director Scott Burke is still working on the Records Management (RMS) upgrade project with the police station and kicked off 1st day of administrative user training today in tandem with personnel from Yamhill County. A lot is going on in his department at the beginning of the fiscal year, with contract renewals for software, etc., and looking to move people from Zoom to Teams to save money.

City Recorder Claudia Cisneros noted August 5th is National Night Out from 5 to 8pm at Discovery Meadows Park and a notice for possible quorum has

already been noted in case Council wants to attend or volunteer. On August 20th there is a safe the date for City County dinner hosted by the City of Carlton once the formal invitation arrives it will be forwarded to Council and will be having a special meeting on August 28th for a Council Retreat.

6. CONSENT AGENDA

a. Consider a request to permit a waiver of the noise ordinance from McKenzie Rosenberry from The Ground for live music for the 2025 Cruising McMinnville on August 22nd & 23rd, 2025.

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

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

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

7. RESOLUTION

7.a. Consider **Resolution No. <u>2025-36</u>**: A Resolution adopting limits for declaration of surplus personal property by staff under Chapter 2.21 of the McMinnville Municipal Code.

Councilor Chenoweth MOVED to approve Resolution No. 2025-36; adopting limits for declaration of surplus personal property by staff under Chapter 2.21 of the McMinnville Municipal Code with the scriveners' error correction stated; SECONDED by Councilor Tucholsky.

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

Resolution No. 2025-36 **PASSED** unanimously by a vote of **5-0**.

7.b. Consider **Resolution No. 2025-37:** A Resolution authorizing an amendment to the City Manager's employment agreement incorporating terms for separation from City employment.

Councilor Cunningham MOVED to approve Resolution No. 2025-37; authorizing an amendment to the City Manager's employment agreement incorporating terms for separation from City employment with the scriveners' error correction stated; SECONDED by Councilor Geary.

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

Resolution No. 2025-37 **PASSED** unanimously by a vote of **5-0**.

7.c. Consider **Resolution No.** 2025-39: A Resolution appointing a short-term Interim City Manager to steward City Manager functions from July 17, 2025, to the appointment of an Interim City Manager under Resolution 2025-31.

There was Council support for nominating Human Resources Director Hedges with the backup of Director Burke.

Councilor Chenoweth MOVED to approve Resolution No. 2025-39; appointing Human Resources Director Hedges with backup from Director Burke as short-term Interim City Manager to steward City Manager functions from July 17, 2025, to the appointment of an Interim City Manager under Resolution 2025-31; SECONDED by Councilor Cunningham.

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

Resolution No. 2025-39 **PASSED** unanimously by a vote of **5-0**.

7.d. Consider **Resolution No.** <u>2025-38:</u> A Resolution adopting a 2.1% CPI-based solid waste and recycling services rate increase per the franchise agreement with Recology of Western Oregon.

Councilor Cunningham MOVED to approve Resolution No. 2025-38; adopting a 2.1% CPI-based solid waste and recycling services rate increase per the franchise agreement with Recology of Western Oregon; SECONDED by Council President Peralta.

AYE: Councilor Cunningham, Tucholsky, Chenoweth, Peralta NAY: Geary

Resolution No. 2025-38 **PASSED** unanimously by a vote of **4-1**.

Mayor Morris stated the City Council acting as Urban Renewal Agency members will be going into the conference room for closed-to-the-public executive sessions the first pursuant to: ORS 192.660(2)(e) To deliberate with persons designated by the governing body to negotiate real property transactions.

Mayor Morris asked if any Councilor needed to declare an actual or potential conflict of interest or recuse themselves regarding any of these executive sessions for the record. There were none.

8. ADJOURNMENT: Mayor Morris adjourned the meeting at 8:36 p.m.

Claudia Cisneros, City Recorder

CITY OF McMINNVILLE MINUTES OF CITY COUNCIL WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Wednesday, July 16, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President

Zack Geary

Chris Chenoweth (via Zoom) Jessica Payne (via Zoom) Scott Cunningham

Dan Tucholsky

Also present were City Recorder Claudia Cisneros, Human Resources Director Vicki Hedges, City Engineer James Lofton, Communications & Engagement Manager Noelle Amaya, CPR Project Manager Susan Muir, Finance Director Katie Henry (via Zoom), Community Development Director Heather Richards (via Zoom), and members of the News Media – Kyle Dauterman McMinnville Community Media.

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

Mayor Morris on behalf of the City of McMinnville and the City Council, shared a tribute of gratitude and presented outgoing City Manager Jeff Towery with a plaque for his 8-year tenure.

2. CULTURE, PARKS AND RECREATION BOND PREP FOR NOVEMBER ELECTION:

CPR Project Manager Susan Muir, along with the project team Lauren MacMillan, Managing Director | Public Finance from Piper Sandler (via Zoom), Sarah Dickey, Partner from Hawkins Delafield & Wood LLP (via Zoom), and Megan Wever Partner for Praxis Political, presented a PowerPoint presentation.

Ms. MacMillan presented a summary of the proposed new bonds, explaining how they would be structured around existing bonds and the projected levy rate increases for taxpayers. She clarified that while the first year would see an increase of approximately 95 cents, the total projected rate after 2034 would remain around \$1.79, with the actual rate likely to be lower if assessed values exceed the 3% growth assumption. The city council discussed the timing of the bond levy, noting the lag between passage and implementation,

and Ms. MacMillan confirmed that the 95-cent increase was projected for fiscal year 2027.

The council discussed the wording of a bond measure caption and question for a new recreation center and pool. They debate how to best convey the project's scope within the word limits, considering whether to include "aquatic" or "pool" in the caption. After some back-and-forth, they decide to revert to the original caption wording: "Bonds to build Recreation Center, update park, Senior Center, library." They addressed the inconsistencies between the caption and question, considering changing "update recreation facilities" to "build recreation and pool facility" in the question text.

The council also discussed including the term of the bond, which is up to 21 years, with each series having its own termination date. Ms. MacMillan and Ms. Dickey provide guidance on the technical aspects of bond issuance and ballot language requirements. After more back-and-forth and wordsmithing the Council came to an agreement regarding the Ballot Title, which consisted of the Caption, Question, and Summary.

The Council agreed to skip a planned work session scheduled for next Tuesday and instead move forward with adopting the language as an action item at their July 22nd meeting, and the Council's readiness to proceed with the resolution at their next Council Meeting.

3.	ADJOURNMENT: Mayor Morris adjourned the meeting at 7:20 p.m.
	Claudia Cisneros City Recorder

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CITY OF McMINNVILLE MINUTES OF CITY COUNCIL WORK SESSION

Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, July 22, 2025 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Zack Geary Sal Peralta, Council President

Chris Chenoweth Jessica Payne Scott Cunningham Dan Tucholsky

Also present were City Recorder Claudia Cisneros, Human Resources Director / Acting City Manager Vicki Hedges, City Attorney David Ligtenberg, Library Director / Parks & Recreation Director Jenny Berg, Information System Director Scott Burke, Community Development Director Heather Richards, CPR Project Manager Susan Muir, Chief of Police Cord Wood, Police Captain Tim Symons, Finance Director Katie Henry (via Zoom), Associate Housing Planner Evan Hietpas (via Zoom), Special Projects Manager, and members of the News Media – Kyle Dauterman McMinnville Community Media and Scott Unger News-Register (via Zoom).

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:00 p.m. and welcomed all in attendance.

2. TAX ASSESSMENTS IN YAMHILL COUNTY – A WORK SESSION WITH THE COUNTY ASSESSOR:

Community Development Director Heather Richards introduced the topic and introduced presenter Derrick Wharff, Assessor & Tax Collector with Yamhill County Assessor/Tax Collector's Office, with staff Jay Moska, Chief Appraiser (via Zoom), and Patty Landsiedel, Senior Office Administrator (via Zoom) shared PowerPoint Presentation that started with three short videos. Mr. Wharff then presented a detailed explanation of property tax assessment processes, focusing on how real market value, maximum assessed value, and change property ratios (CPR) affect tax calculations. He explained how Measure 50, passed in 1997, limits property tax increases to 3% annually and affects new construction through CPR calculations. The discussion highlighted how recent trends in multifamily housing development have resulted in lower CPRs, with values dropping from 0.75 in 2019 to 0.35 in 2024, creating challenges for tax revenue despite new construction.

Mr. Wharff explained the rules for exempt and taxable property transitions, noting that properties maintain their exempt status until July 1st of the following year. He discussed urban renewal areas and how public acquisition affects frozen bases, explaining that both the incremental value and frozen base become exempt if the property transitions to exempt status. He also addressed questions about the Northwest Rubber property, clarifying that if the city sells the property, it will be taxable in the following year. He explained the process for obtaining tax exemptions for low-income housing developments and the different options available, including local, state, and federal programs.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 7:05 p.m.

Claudia Cisneros, City Recorder

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CITY OF McMINNVILLE MINUTES OF CITY COUNCIL MEETING Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza McMinnville, Oregon

Tuesday, July 22, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors: Present Absent

Sal Peralta, Council President

Zack Geary Chris Chenoweth Jessica Payne Scott Cunningham Dan Tucholsky

Also present were City Recorder Claudia Cisneros, Human Resources Director / Acting City Manager Vicki Hedges, City Attorney David Ligtenberg, Library Director / Parks & Recreation Director Jenny Berg, Information System Director Scott Burke, Community Development Director Heather Richards, CPR Project Manager Susan Muir, Chief of Police Cord Wood, Police Captain Tim Symons, Special Projects Manager Jody Christensen, Wastewater Services Manager Leland Koester, Finance Director Katie Henry (via Zoom), Associate Housing Planner Evan Hietpas (via Zoom), Communications & Engagement Manager Noelle Amaya (via Zoom)(left at 8:30 pm), and members of the News Media – Kyle Dauterman McMinnville Community Media and Scott Unger News-Register (via Zoom).

- 1. CALL TO ORDER: Mayor Morris called the meeting to order at 7:05 p.m. and welcomed all in attendance.
- 2. PLEDGE OF ALLEGIANCE

Meg Ordaz, President of the MDA Board led the Pledge of Allegiance.

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

City Recorder Claudia Cisneros stated the city received an emailed written comment from Community Member Sandra Atwood for the City Council, which has been emailed to the City Council and will be entered into the record on the amended packet posted tomorrow.

Mark Davis, McMinnville Community Member, noted the recent meeting with Recology representatives, a consultant's report on Recology's monopoly

operations was mentioned. He submitted a public records request for the report but was denied access based on ORS 192.503, citing confidentiality and public interest concerns. He disagreed with this reasoning, arguing that the general conclusions of the report, particularly related to whether McMinnville residents are being fairly charged for waste and recycling services, should be disclosed. Additionally, noting that Recology should be transparent about these affiliated transactions and justify its costs to avoid overcharging the public and asked the City Council to release the consultant's report and require Recology to justify its rates in accordance with the franchise agreement.

Kevin Chambers, McMinnville Community Member, representing the CPR Bond, expressed strong support for the proposed bond measure funding the new recreation and aquatic center, upgrades to the senior center and library, and repairs to city park infrastructure. He thanked the Council for their collaboration, thoughtful decision-making, and responsiveness to community needs. Emphasized that the bond is an investment in public health, community connection, and quality of life, providing expanded opportunities for swimming lessons, youth programs, senior activities, and accessible recreation. Stating that their PAC is prepared to lead a grassroots campaign to build voter support if the Council advances the measure.

Jackson Darling, McMinnville Community Member, President of the Mac Pickleball Club, representing approximately 350 members, spoke in support of the proposed bond measure. Emphasized pickleball's unique ability to bring multiple generations together, fostering community connections unlike many other sports. Nothing the current community center's limited capacity, with only three courts that do not meet local demand. He urged investment in new facilities, including additional pickleball courts, highlighting the sport's positive impact on community engagement and its ability to attract visitors who contribute to McMinnville's local economy. He expressed willingness to work with the city to advance the bond measure.

Cheryl Shockey, McMinnville Community Member, representing the McMinnville Pickleball Club, shared a personal story illustrating neighborhood support for the proposed bond measure, noting that even a tax increase was seen as worthwhile if it resulted in improved recreational facilities, including a new community pool. She highlighted pickleball's ability to connect multiple generations, sharing an example of middle school girls joining older players during a recent game night. She expressed appreciation for the Council's willingness to listen to months of community feedback on recreation, pickleball, swimming, soccer, the senior center, and the library, emphasizing that upgraded facilities would enhance quality of life and attract more visitors to McMinnville.

4. PUBLIC HEARING

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

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

Community Development Director Heather Richards stated this is an annual standard fee update based on the Consumer Price Index (CPI) used for both engineering and planning fees. With an increase of 2.9%. This is scheduled for August 1st implementation, coinciding with the planning and engineering fee updates. Also noting the building fund is a full cost recovery fund, building fees pay for the delivery of the program.

There was no public testimony.

Mayor Morris closed the public hearing at 7:38 pm.

- 5. PRESENTATION
- 5.a. Overview of City's Legislative Program Presentation

Community Development Director Heather Richards and Special Projects Manager Jody Christensen presented a PowerPoint presentation that provided an overview of the City's legislative program, which has been developed over the past few years. The program focuses on identifying legislative priorities and working with state and federal representatives to promote McMinnville's needs and secure resources.

- 6. ADVICE/ INFORMATION ITEMS
- 6.a. Reports from Councilors on Committee & Board Assignments

Councilor Tucholsky had nothing to report, as committees have not met.

Councilor Payne the DEIAC heard a presentation from Ms. Christensen regarding the ADA Transition Plan, the Landscape Review Committee met last week and denied an applicant's request for reduction in tree planting size requirement in Phases 7 and 8 of the Hillcrest subdivision sharing her gratitude for the hard work of the committee. LPSCC will meet tomorrow.

Councilor Geary stated was not able to attend the Visit McMinnville meeting and none of his other Committees have met so had nothing else to report.

Mayor Morris mentioned she toured the Aquatic Center, met with John Olson, Executive Director of the Chamber of Commerce and talked about the ways the city can improve communications with the Chamber and how they can collaborate to help small businesses. Met with MEDP who has been scheduling some MADE tours and these are open to the Mayor, and other elected officials and leaders. Attended an exploratory meeting regarding the Yamhill County Economic Alliance meeting, where leaders throughout the county are getting together to see what they can all do to improve economic

development. Attended the MW&L Commission, where they recognized and thanked former Mayor and MW&L Commissioner Ed Gormley for his commitment to the City and MW&L, noting his service for over 39 years for the City of McMinnville. Yesterday attended an active shooter training put on by the Police Department with Councilor Chenoweth, the officers went through different scenarios appreciated their training and was very impressed.

Council President Peralta mentioned MWVCOG Executive Director Scott Dadson has given his notice with the organization as he's moving back to North Carloine to be closer to his family.

Councilor Chenoweth had nothing to report as he was on vacation but enjoyed the active shooting training and was very impressed.

Councilor Cunningham had nothing to report.

6.b. Department Head Reports Continued

City Recorder Claudia Cisneros had nothing to report.

Information Systems Director Scott Burke stated that the police project is getting some traction with getting a Toughbook laptop for every single officer, and has a few outfitted but will keep working on the bugs. This Friday, the last Friday of July, is known as National System Administrator Appreciation Day recognizing the IT professionals.

Library Director / Parks & Recreation Director Jenny Berg mentioned lots of summer fun events going on including a summer concert tonight. There's also lots of reading, playing, bookmobile, park play dates, youth & adult dodgeball, and Dungeons & Dragons events all coming up in the next couple of weeks, all free and available to all members of the community.

Wastewater Services Manager Leland Koester said the Engineering Department has completed the Chandler's edition project and finished paving on Fellow Street for Phase 2 on the 15th. The street pavement patching project wrapped up on the 17th. Noted in Wastewater, they wrapped up their Solids Project, and their master plan work is on pause for the last few weeks with several staff on vacation.

Chief of Police Cord Wood said had their 1st interaction of active threat training and have another interaction if any Councilor wasn't able to attend that one and let him and Claudia know. Had their first air show planning meeting for the season and moving forward with he air show at the end of September. Provided a hiring update. The last thing to update was that the top 10 traffic crash location rollout began, started doing some enforcement at those locations using Grant funds from ODOT for traffic overtime for staff, will be tracking the progress of those enforcement efforts at those locations to see if can drive the number of collisions at those locations down.

Special Projects Manager Jody Christensen reminded everyone that the 3rd Street Demonstration Block is still active, that is between Evans and Ford, and had lots of participation in the application.

Finance Director Katie Henry shared her screen and noted that the Finance Department doesn't take credit cards one of the projects working on is a way for community members to make payments on invoices and transient lodging taxes through an online portal found on City website. Regarding the UNA budget transparency tool noted that staff is doing training and by October should have something to share with the Council.

Communications & Engagement Manager Noelle Amaya working with MCM to rethink how to be better partners in educating the public on city news. Had a great discussion with Executive Director Kyle Dauterman noting that on average we have about 290 unique views per meeting during the budget meetings. Recruitment for several City Committee openings will begin Friday including the McMinnville Urban Renewal Advisory Committee, the Affordable Housing Committee, the Historic Landmarks Committee, and the Diversity Equity and inclusion Advisory Committee, will be applying the new committee recruiting process City Council adopted late last year.

Community Development Director Heather Richards noted they will be hosting a developers meeting on Tuesday, August 12th at 7 30 am at the Community Development Center. They are inviting all local developers and any out-of-town developers working in the community to participate. This will be a hybrid opportunity that people can come in person and also participate virtually in hopes to have a discussion about what's not working in terms of service delivery. The Planning Department is currently working on a project called Evergreen Hotel, a five-story, 118-room hotel that's in design review under the 3 Mile Lane Design Review process. This will be located next to Waves and Wings Water Park.

City Attorney David Ligtenberg had nothing to report as just returned from a week of vacation but informed the Council will be taking 6-weeks of leave in September.

Human Resources Director / Acting City Manager Vicki Hedges reported that there are only 15 employees who have not yet completed their training this year. Also, noted the Parks & Recreation Director position will not be moving forward to fill through the last recruitment process, and once an interim city manager is in place, will revisit the process. Working with Claudia to develop a volunteer handbook.

Ms. Cisneros reminded all that National Night Out will be August 5th from 5 to 8 pm at Discovery Meadows Park, and a quorum notice has already been given.

Page **7** of **9** 62 of 110

7. CONSENT AGENDA

a. Consider **Resolution No. <u>2025-41</u>:** 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.

Councilor Geary MOVED to adopt Resolution No. 2025-41: 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; SECONDED by Councilor Payne.

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

Resolution No. 2025-41 **PASSED** unanimously by a vote of **6-0**.

8. RESOLUTION

8.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.

Councilor Geary MOVED to approve Resolution No. 2025-20, Adopting a Building Fee Schedule and repealing all previous resolutions adopting building fee schedules on the effective date of this fee schedule; SECONDED by Councilor Cunningham.

AYE: Councilors Cunningham, Payne, Geary, Peralta NAY: Chenoweth and Tucholsky

Resolution No. 2025-20 **PASSED** by a vote of 4-2.

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.

Councilor Cunningham MOVED to approve Resolution No. 2025-40, To support two technical assistance grant applications to the Oregon Department of Land Conservation and Development for the purpose of supporting housing; SECONDED by Councilor Tucholsky.

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

Resolution No. 2025-40 **PASSED** unanimously by a vote of **6-0**.

Consider **Resolution No.** <u>2025-42:</u> A Resolution authorizing the sole-source procurement of kenneling services with Homeward Bound Pets under ORS 279B.075.

8.c.

8.b.

Councilor Payne MOVED to approve Resolution No. 2025-42, Authorizing the sole-source procurement of kenneling services with Homeward Bound Pets under ORS 279B.075; SECONDED by Councilor Geary.

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

Resolution No. 2025-42 **PASSED** unanimously by a vote of **6-0**.

8.d. Consider **Resolution No. 2025-43:** A Resolution Authorizing Staff to Negotiate the terms of employment for the Interim City Manager.

Councilor Payne MOVED to approve Resolution No. 2025-43, Authorizing Staff to Negotiate the terms of employment for the Interim City Manager; SECONDED by Councilor Cunningham.

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

Resolution No. 2025-42 **PASSED** unanimously by a vote of **6-0**.

8.e. Consider **Resolution No.** <u>2025-44:</u> 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.

Councilor Geary MOVED to approve Resolution No. 2025-44, 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; SECONDED by Councilor Cunningham.

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

Claudia Cisneros, City Recorder

Resolution No. 2025-42 **PASSED** unanimously by a vote of **6-0**.

9.	ADJOURNMENT: Mayor Mo	lorris adjourned the meeting at 8:5/ p.	m.



City of McMinnville
City Attorney's Office
230 NE Second Street
McMinnville, OR 97128
(503) 434-7303
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: July 23, 2024

TO: Mayor and City Councilors
FROM: David Ligtenberg, City Attorney
SUBJECT: National Opioids Settlement

Report in Brief:

The City has the opportunity to participate in two new National Opioid Settlements, thereby receiving a share of settlement funds and releasing Purdue, as well as Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus from any claims they may currently have.

Discussion:

In early 2023, the City elected to participate, along with approximately 80 other Oregon subdivisions and localities, in a series of National Opioid Settlements against Teva, Allergan, CVS, Walgreens, and Walmart. In 2024, the City additionally elected into a settlement with Kroger. By participating, the City released those entities from any unique claims the City may have had at the time. Having done so, the City has begun to receive settlement fund distributions from those entities. Opioid settlement funds may only be used in approved, opioid remediation uses, and the City continues to seek out partners and opportunities to effectively spend those funds.

Now, a similar settlement has been reached with Purdue, and another with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. Subject to the same terms and distributions, the City has the opportunity to participate and receive additional opioid settlement finds.

Attachments:

1. Resolution 2025-45: A Resolution to participate in the New National Opioids Settlement with Purdue, and another with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Attorney to take all action to effectuate that participation.

Fiscal Impact:

The City will receive a portion of the monetary settlement with Purdue, and another with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus. Funds received under a settlement agreement are subject to limitations on its expenditure to opioid remediation and abatement strategies.

RESOLUTION NO. 2025-45

A Resolution to participate in the New National Opioids Settlement with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus, and authorizing the City Attorney to take all action to effectuate that participation.

RECITALS:

Whereas, subdivisions and localities in the State of Oregon have been participating in National Opioids Settlements; and

Whereas, the City of McMinnville has previously participated in settlements against Teva, Allergan, CVS, Walgreens, Walmart, and Kroger, releasing them from any unique claims the City may have had at the time; and

Whereas, New National Opioids Settlements have been reached with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus; and

Whereas, the City must elect to participate in the Purdue settlement by September 30, 2025; with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus by October 8, 2025.

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

- 1. That the City of McMinnville shall participate in the New National Opioids Settlements with Purdue and with Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus.
- 2. That the City Attorney is authorized to take all action to effectuate that participation.
- 3. 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 12th day of August, 2025 by the following votes:

Ayes:		
Nays:		
Approved this 12th day of Aug	gust, 2025.	
MAYOR		
Approved as to form:	Attest:	
City Attorney	City Recorder	

Resolution No. 2025-45 Effective Date: August 12, 2025 Page 1 of 1

RESOLUTION NO. 2025-46

A Resolution appointing Adam Garvin to the position of City Manager on an interim basis and authorizing execution of an employment agreement for that appointment.

RECITALS:

Whereas, On June 24, 2025, with Resolution 2025-31, the City Council initiated a formal recruitment process to identify an interim City Manager; 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, following a competitive recruitment process, with Resolution 2025-43, the City Council authorized staff to negotiate terms for the employment of Adam Garvin as interim City Manager; and

Whereas, City Charter Section 22 and McMinnville Municipal Code Section 2.08.020 require a fidelity bond in an amount fixed by the council conditioned upon faithful performance by a City Manager of such duties with the premium of such bond to be paid by the City.

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

- 1. That Adam Garvin is hereby appointed to the position of City Manager on an interim basis according to the terms of the employment agreement attached hereto.
- 2. The Mayor is authorized to execute the attached Employment Agreement.
- 3. That the purposes of a fidelity bond are met with the City's \$500,000 Excess Crime Coverage Policy through CIS.
- 4. 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 12th day of August, 2025, by the following votes:

Ayes:	
Nays:	
Approved this 12th day of August, 2025.	
MAYOR	_
Approved as to form:	Attest:
City Attorney	City Recorder

Attachments:

A. Employment Agreement

EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is entered into by and between the **City of McMinnville** ("City") and **Adam Garvin** ("Interim City Manager") for the purpose of establishing a professional employment relationship. In consideration of the mutual covenants and promises contained herein, the parties agree as follows:

SECTION I: EMPLOYMENT AND DUTIES

- A. The City agrees to employ Adam Garvin as the Interim City Manager, and Adam Garvin accepts employment with the City of McMinnville in that capacity.
- B. The Interim City Manager shall have general supervision over the administrative affairs of the City and general control over all City employees and shall perform such other duties as may be assigned or prescribed by the City Council.
- C. The Interim City Manager shall be responsible for implementing the goals and objectives established by the City Council and for providing regular updates to the Council regarding progress toward those goals.
- D. The job description for the City Manager is attached to and incorporated into this Agreement by reference as Exhibit A.
- E. The Interim City Manager is generally expected to maintain a regular schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. However, it is recognized that the position may require additional time outside these hours, and the Interim City Manager is authorized to adjust the work schedule as necessary to meet the needs of the City.

SECTION II: TERM

This Agreement shall commence on August 18, 2025, and continue until appointment and hiring of a City Manager, unless terminated earlier as provided in this Agreement. Appointment and hiring of a City Manager is expected to occur between nine (9) and twelve (12) months from commencement of this Agreement but may be longer or shorter. Parties may, by mutual written agreement, extend this term up to one (1) month to accomplish onboarding/training of a City Manager. If such an extension occurs, the City may, at its sole discretion, amend or remove any or all of the job duties of the Interim City Manager for the extension term.

This Agreement does not create a contract for a definite term of employment and does not alter the at-will nature of the employment relationship.

SECTION III: TERMINATION AND SEVERANCE

This Agreement may be terminated at any time:

- By the City, without cause, upon thirty (30) days' written notice;
- By the Interim City Manager, upon thirty (30) days' written notice to the City Council.

Upon receipt of such written notice, parties may mutually agree, in writing, to a reduction or waiver of the notice period.

In the event of a for-cause termination, this Agreement shall not be deemed to waive statutory or constitutional rights or remedies otherwise available to the Interim City Manager. The Interim City Manager's employment with the City may be terminated immediately in the sole discretion of a vote of at least four (4) members of the City Council upon the occurrence of any of the following events:

- a. The Interim City Manager fails, refuses, or is unable to comply with the written policies, standards, and regulations of the City that are in existence at the time, or fails, refuses, or is unable to comply with any then-current state or federal laws.
- b. The Interim City Manager is convicted of any felony or other crime involving moral turpitude.
- c. The City Council has reasonable cause to believe the Interim City Manager has committed fraud, misappropriated City funds, goods, or services for the Interim City Manager's own benefit, or other acts of misconduct that cause injury to the City or affect the Interim City Manager's ability to perform their job.

Upon termination, the City's obligations under this Agreement shall cease, except for compensation and benefits accrued through the date of termination.

SECTION IV: COMPENSATION AND BENEFITS

- A. <u>Salary</u>. The Interim City Manager's base salary shall be \$198,120 per year. The salary will be paid to the Interim City Manager at the same time as all regular budgeted non-represented full-time employees of the City.
- B. <u>Vacation</u>. The Interim City Manager will be credited with forty (40) hours of vacation at the time of hire. The Interim City Manager will accrue vacation at the rate of five (5) hours per pay period for a total of fifteen (15) accrued vacation days per year. In the event employment with the City is terminated, either voluntarily or otherwise, the Interim City Manager will be paid an amount equal to the value of their accrued vacation hours.
- C. <u>Sick Leave</u>. The Interim City Manager will be credited with forty (40) hours of sick leave at the time of hire. The Interim City Manager will accrue sick leave at the same rate as other regular budgeted non-represented full-time employees of the City: currently four (4) hours per pay period. In the event employment with the City is terminated, either voluntarily or otherwise, sick leave will not be compensated for.
- D. <u>Retirement.</u> The City agrees to contribute to the Public Employees Retirement System (PERS), on the Interim City Manager's behalf, a percentage amount equal to the percentage given to other non-represented employees, in accordance with State law. This is currently 6%, which is allocated based on State legislation.
- E. <u>Management Leave</u>. The Interim City Manager will be credited with forty (40) hours of management leave at the time of hire. In the event employment with the City is terminated, either voluntarily or otherwise, management leave will not be compensated for.

- F. <u>Holidays.</u> The Interim City Manager will receive holiday leave consistent with that provided to other non-represented, regular full-time employees of the City. Currently, those holidays include New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day following Thanksgiving, and Christmas Day.
- G. <u>Floating Holidays</u>. The Interim City Manager will accrue floating holiday leave at the same rate as other regular budgeted non-represented, full-time employees of the City. This is currently two (2) days per year.
- H. <u>Health Insurance</u>. The Interim City Manager shall be eligible to receive medical, dental, and vision coverage for themselves and their eligible dependents, with the City covering 90% of premium costs, consistent with coverage provided to non-represented, regular full-time City employees.
- VEBA Contributions. The Interim City Manager will receive an annual contribution to their VEBA account in the same amount provided to non-represented, full-time employees. This is currently equivalent to the deductible of the selected health plan.
- J. <u>Life Insurance and Long-Term Disability.</u> The City will provide, and make the premium payments for, the same long-term disability and/or life insurance coverage for the Interim City Manager as for all non-represented, regular budgeted, full-time City employees.
- K. <u>Deferred Compensation</u>. The Interim City Manager will be eligible to participate in the City's deferred compensation program. If the City Manager elects to participate, the City will contribute 8% of the City Manager's annual salary.
- L. <u>Electronic Devices</u>. The City will provide the Interim City Manager with all electronic devices needed to perform the duties as Interim City Manager. Incidental personal use shall be permitted. All City-issued devices and equipment shall be returned upon termination of employment.
- M. <u>Exempt Status</u>. The Interim City Manager position is exempt under the Fair Labor Standards Act (FLSA) and is not subject to overtime pay.

Except as otherwise provided in this Agreement and the Employee Handbook, the Interim City Manager will receive the same benefits as other non-represented, regular budgeted, full-time employees of the City.

SECTION V: CONFIDENTIALITY

The Interim City Manager acknowledges that they will have access to confidential and sensitive information regarding City operations, personnel, legal matters, and strategy. The Interim City Manager agrees not to disclose any such information unless required by law or authorized in writing by the City.

SECTION VI: GENERAL PROVISIONS

A. <u>Amendment.</u> Nothing will restrict the ability of the City and the Interim City Manager to amend the terms of this Agreement. Amendments will be valid only if they are made in writing and are signed by both the City Council and Interim City Manager.

- B. <u>Severability</u>. If any provision of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement will be deemed severable and will remain in full force and effect.
- C. Choice of Law / Venue. This Agreement will be governed by, construed, and interpreted in accordance with the laws of the State of Oregon without reference to principles of conflict of laws. In case of a lawsuit arising from this Agreement, for enforcement and/or damages for breach or violation, the parties agree that the venue will be in Yamhill County Circuit Court, to the exclusion of all other courts in any other venue. The prevailing party in a lawsuit will be entitled to reasonable attorney's fees to be fixed by the trial court. If an appeal is taken from the decision of the trial court, the fees will include any additional sums fixed by the appellate court as reasonable attorney's fees in the appellate court, together with prevailing party costs and disbursements incurred therein.
- D. This Agreement was the result of negotiation by the parties and thus the parties agree that the rule of construction requiring that the Agreement will be construed against the drafter will not apply to the interpretation of this Agreement. Both parties acknowledge that they have read and understand the Agreement, enter into it voluntarily, and have had opportunity to have it reviewed by counsel of their choice.
- E. The failure of either party to enforce any provision of this Agreement will not be construed as a waiver or limitation of that party's right subsequently to enforce and compel strict compliance with every provision of this Agreement.
- F. <u>Merger</u>. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

SIGNATURES:	
Adam Garvin	Date
Mayor Kim Morris	 Date



City of McMinnville
Public Works Department
Engineering
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7312

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 12, 2025

TO: Vicki Hedges, Acting City Manager

FROM: James Lofton, City Engineer

Jeff Gooden, Project Manager

SUBJECT: Change Order 2 - Paving SW Cypress Street from SW Locust Street to SW

Second Street

Report in Brief:

This action is the consideration of a resolution to request an additional \$364,746.75 to pave SW Cypress Street from SW Locust Street to SW Second Street.

Background:

H&H Paving was awarded a contract for the Paving of SW Cypress and SW Fellows Street on April 10, 2025 in the amount of \$760,396.60 with a 10% contingency of \$76,039.66 for a total project budget of \$836,436.26. The project was designed in phases to account for unknown site conditions and the potential to incur high costs during construction. Through construction the City has realized savings in Phases 1 and 2 in the amount of \$107,092.57. The contingency plus cost savings allowed for City staff to authorize construction of additional ADA ramps north of Phase 3 pushing the project limits to the intersection of SW Second Street and SW Cypress Street.

Completion of the ADA ramps allows for a Phase 4 paving. This can be accomplished with a change order to the current contract or a future project. Given the excellent rates established with this contract staff recommends proceeding with a change order with the current contract to construct Phase 4 this summer. This will change the total project budget to \$1,201,183.01.

Discussion:

The Transportation budget has \$1,375,000. Authorizing this change order for the pavement of Phase 4 would increase contract amount to \$1,189,943.28 and increase the project budget to \$1,201,183.01, allowing staff a contingency of \$11,239.73 for any remaining unknowns.

Attachments:

- 1. Proposed Resolution 2025-47
- 2. Change Order 2

Recommendation:

Staff recommends that the City Council adopt the attached resolution 2025-47 to continue paving SW Cypress Street from SW Locust Street to SW Second Street (Phase 4).

RESOLUTION NO. 2025-47

A Resolution authorizing the execution of a Change Order for the Cypress and Fellows Paving Project 2024-10.

RECITALS:

Whereas, the City entered into a contract with K&E Paving, Incorporated DBA H&H Paving on April 10, 2025 for paving of SW Cypress Street from SW Locust Street to SW Second Street; and

Whereas, On July 18, 2025 Change Order 1 authorized the construction of additional curb ramps, authorizing no additional funds (due to prior cost savings), and extending the completion date to September 30, 2025; and

Whereas, having realized prior cost savings, and due to the excellent rates established with this contract, Staff recommends authorizing a Change Order to add \$364,746.75, bringing the project total to \$1,201,183.01 which includes the remaining contingency; and

Whereas, Adequate funding for this project is included in the FY25 and FY 26 Street Services Fund (45) budget.

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

- 1. That the City Manager is authorized to execute a Change Order with K&E Paving DBA H&H Paving, increasing the project budget amount to \$1,201,183.01 which would accommodate a revised contract amount of \$1,189,943.28 and a remaining contingency of \$11,239.73, for the Cypress and Fellows Paving project 2024-10.
- 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 12th day of August, 2025 by the following votes:

Ayes:	
Nays:	
Approved this <u>12th</u> day of August 2025.	
MAYOR	
Approved as to form:	Attest:
City Attorney	City Recorder

Resolution No. 2025-47 Effective Date: August 12, 2025 Page 1 of 1

CHANGE ORDER NO. 2

to the

Construction Contract for

CYPRESS AND FELLOWS PAVING PROJECT Project 2024-10

This Change Order No. 2 amends the standard public contract, dated **April 10, 2025**, between the City of McMinnville (City) and **K&E Paving Incorporated DBA H&H Paving**, an Oregon Corporation (Contractor) for the Cypress and Fellows Paving Project

The parties mutually covenant and agree as follows:

EFFECTIVE DATE AND DURATION

The effective date of the contract is unchanged per Change Order 1 dated July 18, 2025.

STATEMENT OF WORK

The description to add in asphalt from SW Locust Street to SW Second Street is attached as Exhibit #1. All other work is unchanged.

CONSIDERATION

The project budget is amended to be \$1,201,183.01 and the contract is amended to be \$1,189,943.28 leaving a contingency of \$11,239.73 as reflected on the attached Contract Amount schedule. The total for the additional asphalt work is \$364,746.75. See Exhibit #1 for plans for additional work.

The cost breakdown for the additional asphalt work is attached as Exhibit #2.

4. OTHER CONDITIONS / REQUIREMENTS

The terms and conditions of the Construction Contract, except as modified herein, dated April 10, 2025, remain in full force and effect.

For the Contractor:

For the City: Approved:	Approved:
Ву:	Ву:
Title:	Title:
Date:	Date:

Contract Amount Schedule

Original Contract Authority	\$760,396.60
Change Order 1	<u>\$171,892.50</u>
Contract with Change order 1	\$825,196.53
Change order 2	<u>\$364,746.75</u>
Revised Contract	\$1,189,943.28
Remaining Contingency as authorized by City	<u>\$11,239.73</u>
Remaining Budget	\$1,201,183.01



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CITY OF McMINNVILLE, OREGON ENGINEERING DEPARTMENT CYPRESS AND FELLOWS PAVING PROJECT

SCALE: NO SCALE

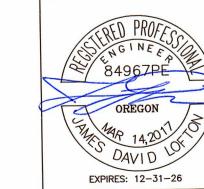
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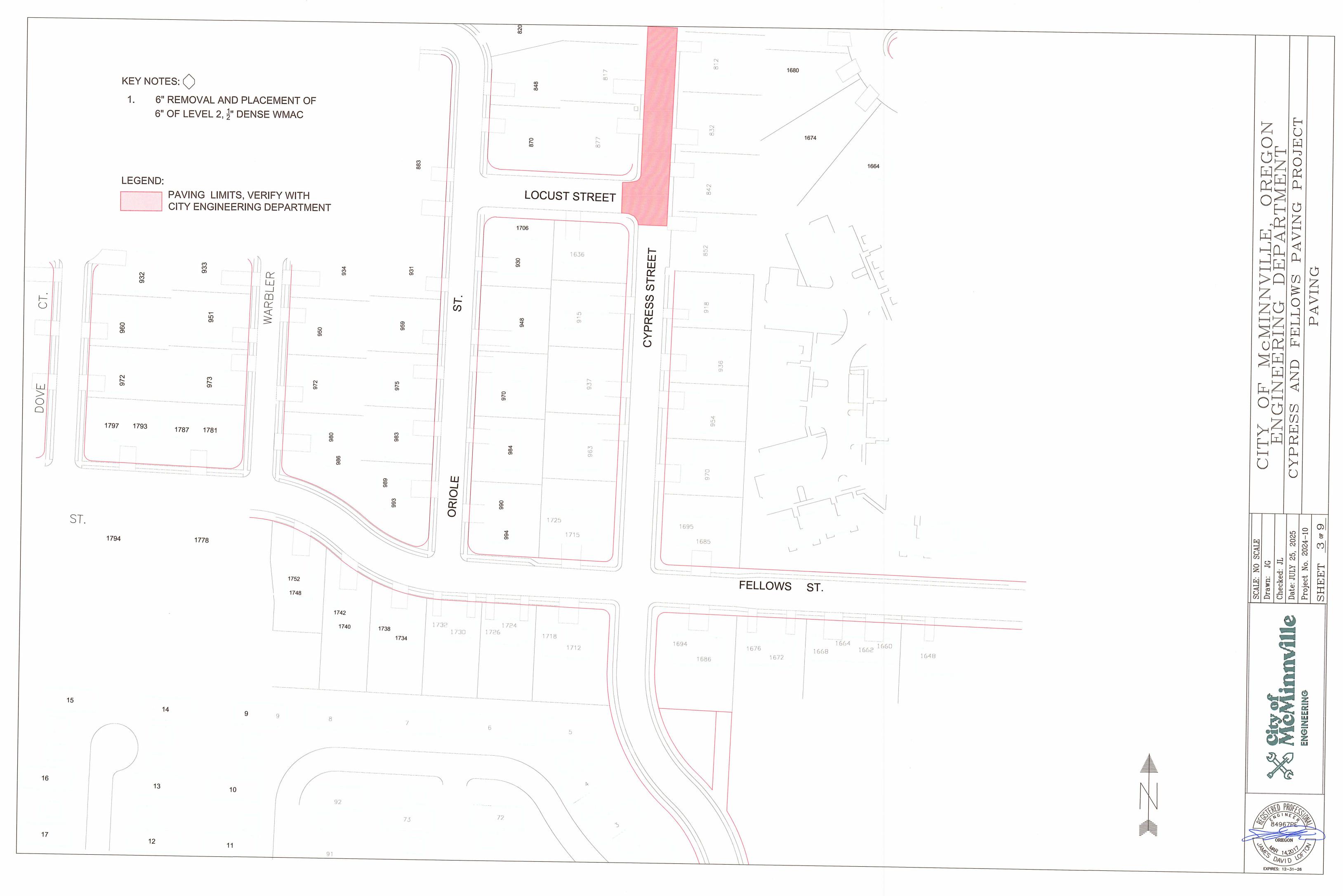
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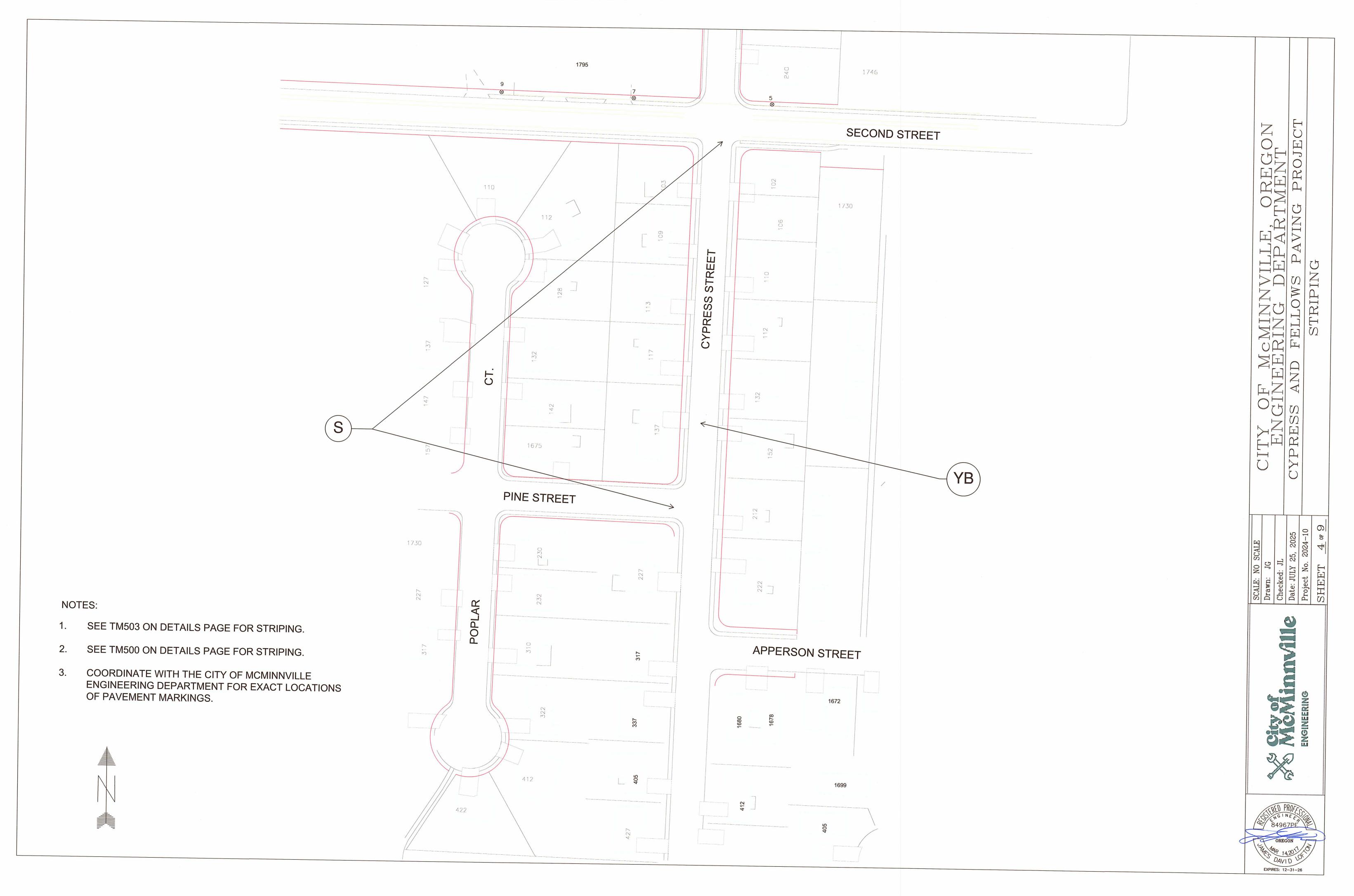
Date: JULY 25, 2025

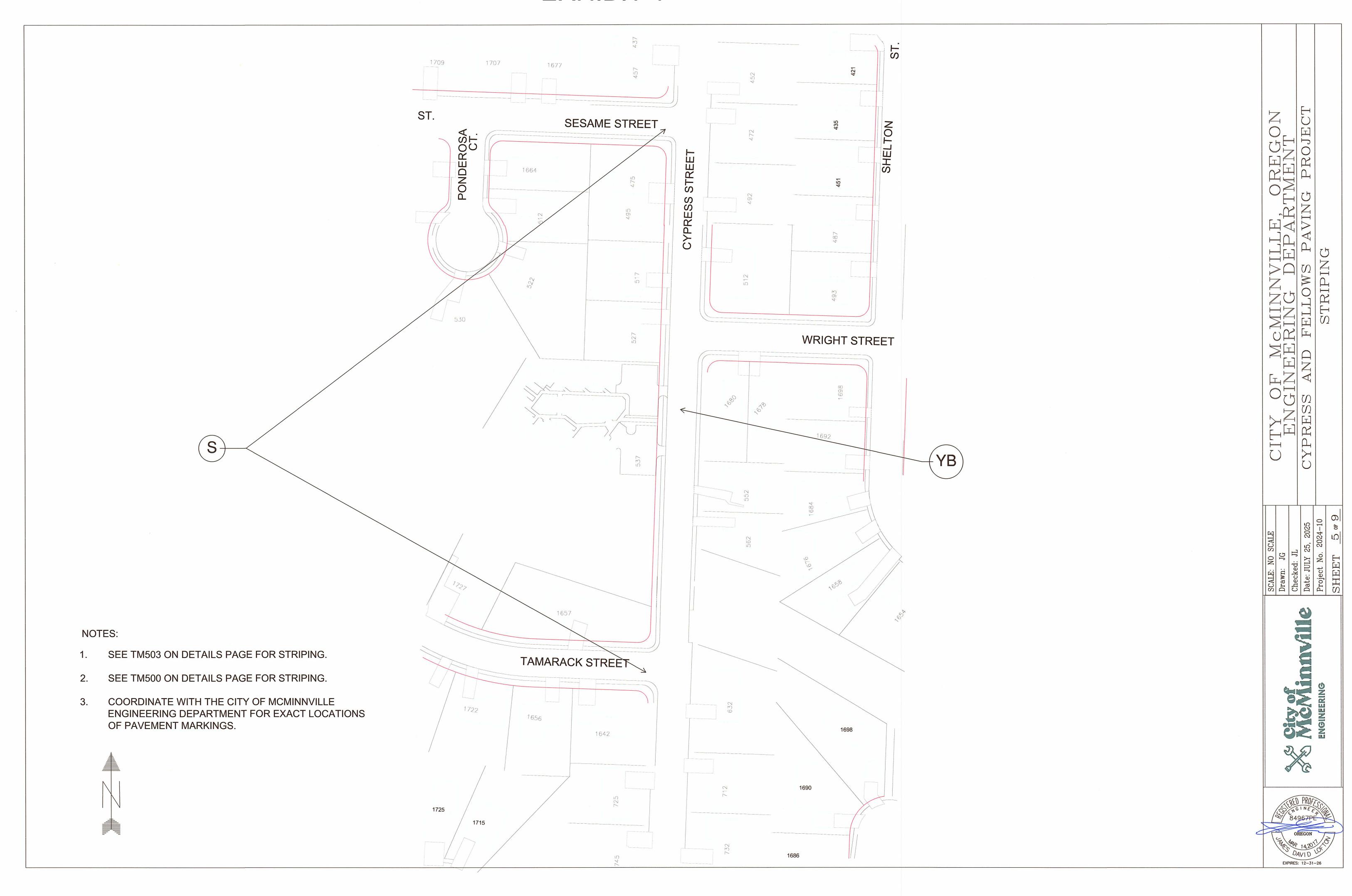
Project No. 2024-10

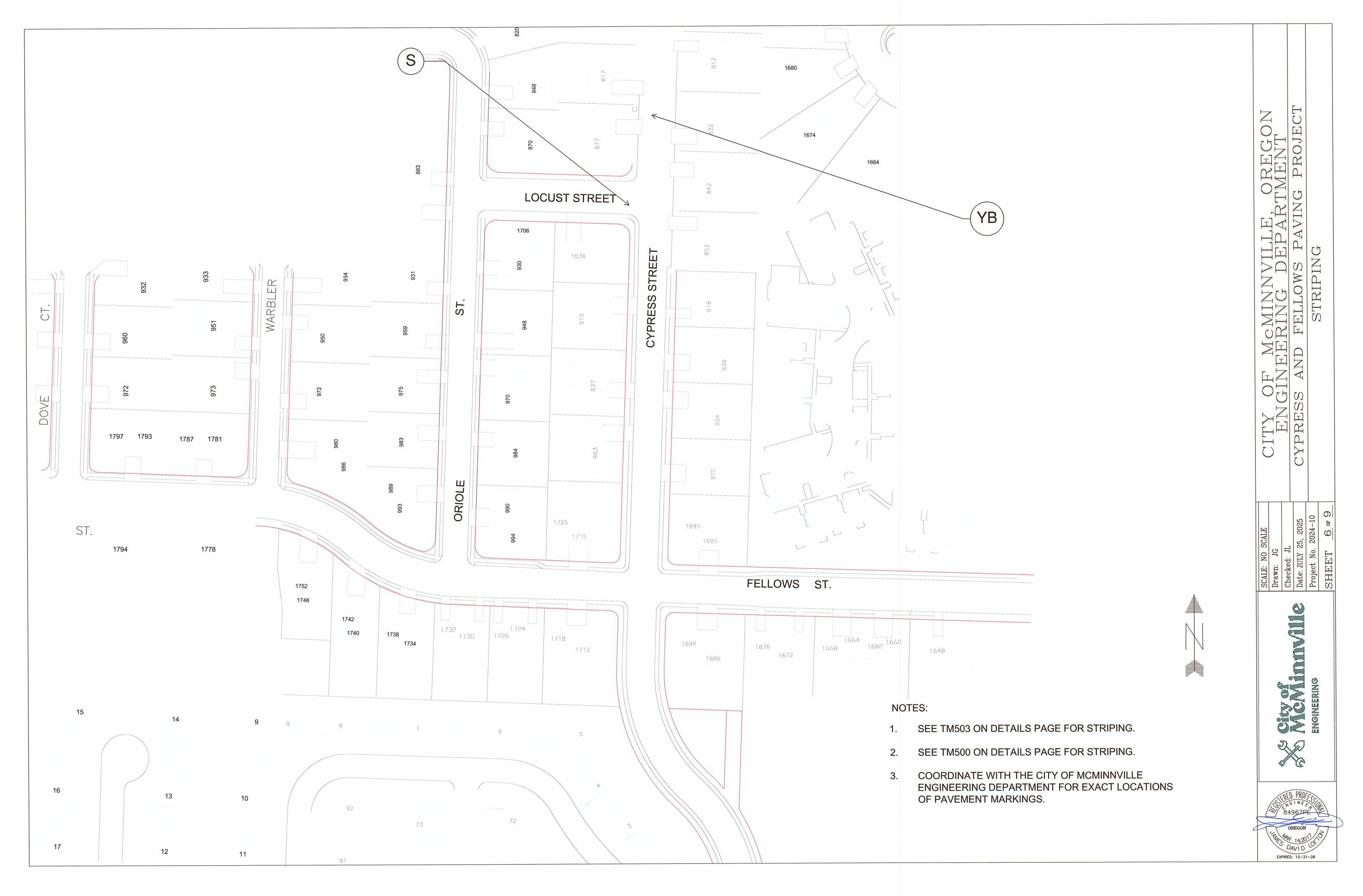


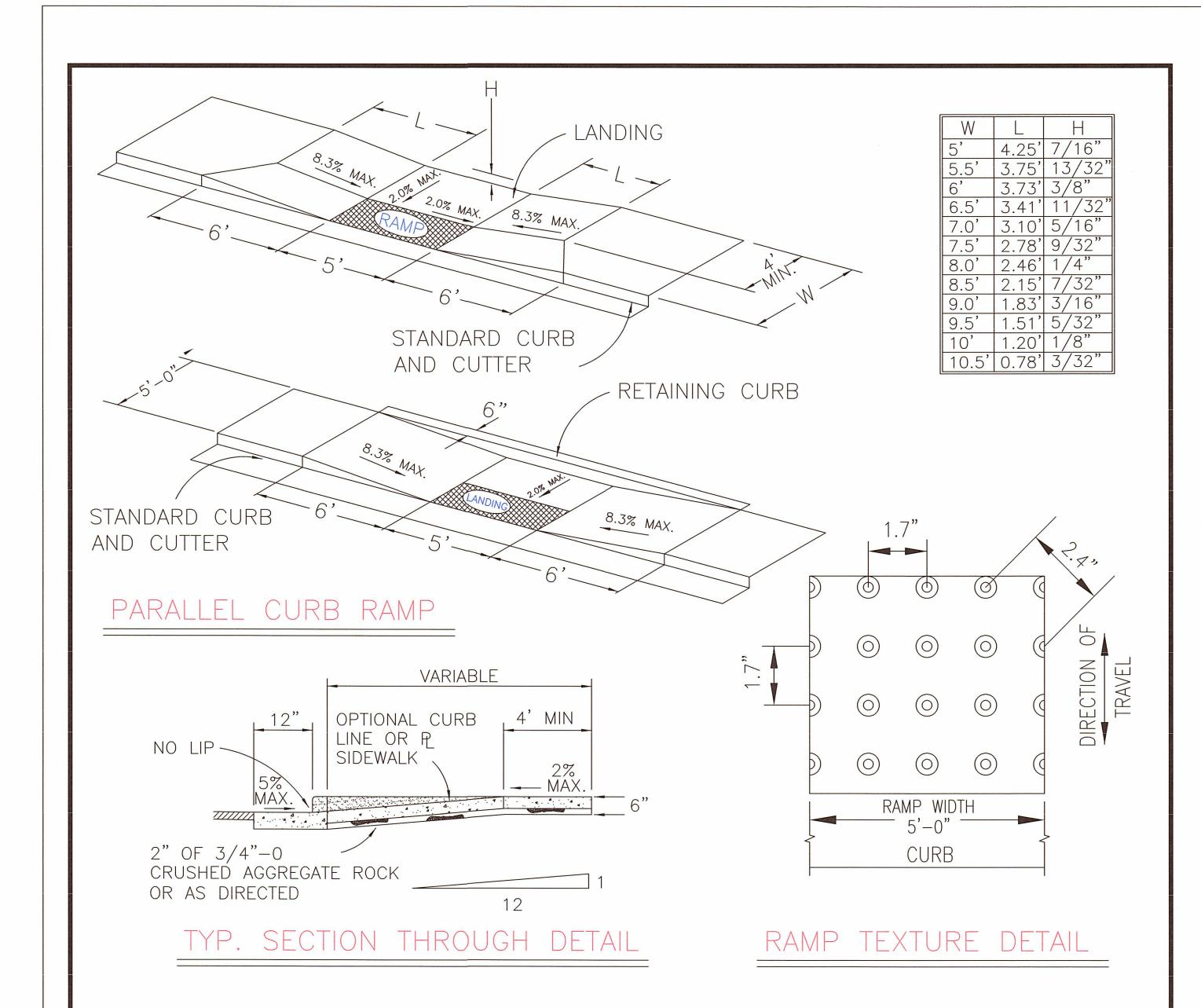












NOTES:

- 1. ALL ACCESS RAMPS TO SIDEWALKS MUST CONFORM TO THIS STANDARD. EXCEPTIONS TO THE REQUIREMENTS IN THIS DRAWING MUST BE APPROVED BY THE ENGINEER AND MUST COMPLY WITH PROWAG.
- 2. RAMP LAYOUT AND LOCATION SHALL BE APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
- 3. NO ABOVE-GROUND UTILITIES ARE PERMITTED WITHIN THE RAMP AREA.
- 4. INSTALL TRANSITION PANELS AS DIRECTED WHEN EXISITING ADJACENT SIDEWALK EXCEEDS 2% CROSS SLOPE.
- 5. DETECTABLE WARNING MATS WITH TRUNCATED DOMES SHALL BE CAST IN PLACE AND EXTEND THE FULL WIDTH OF THE LANDING; THE COLOR SHLAL BE SAFETY YELLOW.
- 6. CONCRETE SHALL HAVE A 28 DAY ULTIMATE COMPRESSIVE STRENGTH OF 3300 PSI.
- 7. LANDING SLOPES SHALL BE DESIGNED AT 1.5% MAX., IN ANY DIRECTION. CONSTRUCTION NOT TO EXCEED 2% IN ANY DIRECTION. RAMPS SHALL BE DESIGNED AT 7.5% SLOPE MAX., WITH CONSTRUCTION NOT TO EXCEED 8.3%.
- 8. MINIMUM LANDING DIMENSIONS SHALL BE 5' \times 5'.



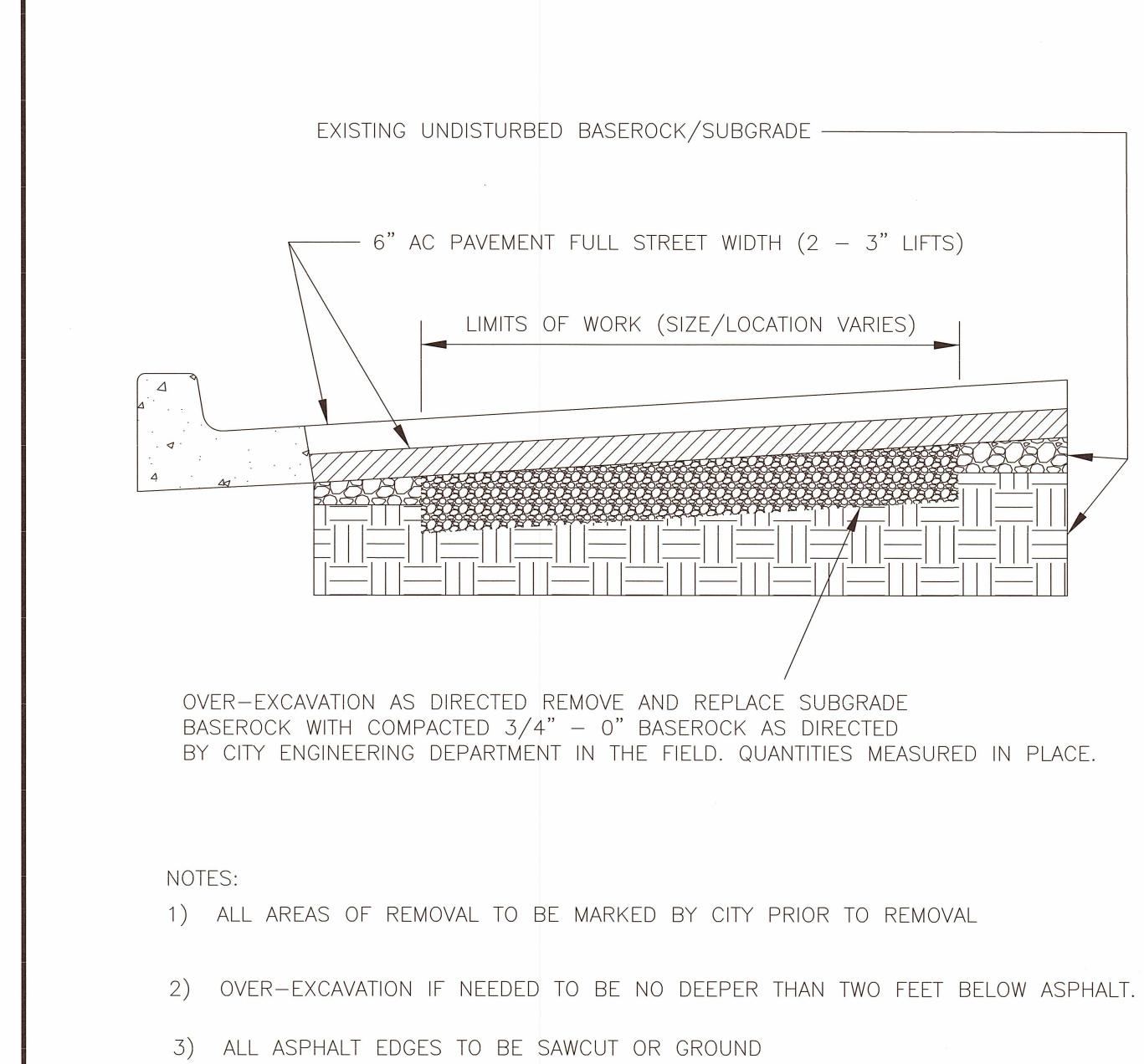
DETAIL FOR
PARALLEL
SIDEWALK RAMP

WN BY: J.S.

AUGUST 2022

DRAWING NO.

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DETAIL FOR
OVER-EXCAVATION

DRAWN BY:

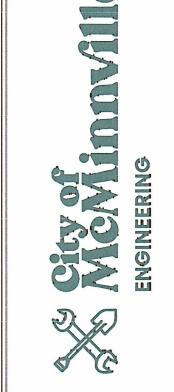
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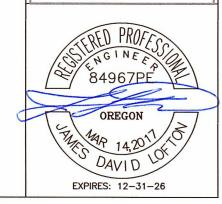
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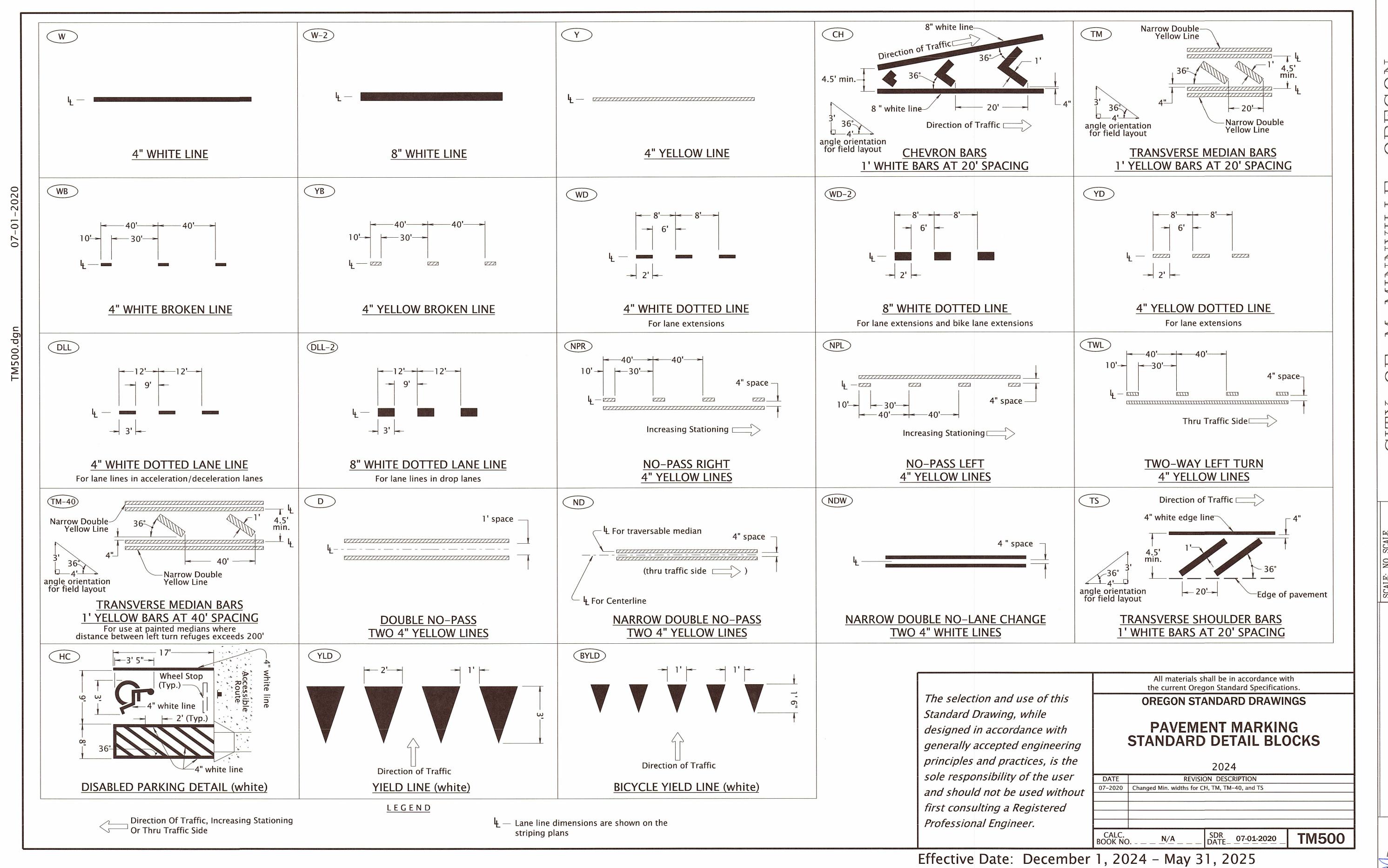
DRAWING NO.

CITY OF MCMINNVILLE, OREC ENGINEERING DEPARTMEN

Drawn: JG
Checked: JL
Date: JULY 25, 2025
Project No. 2024-10







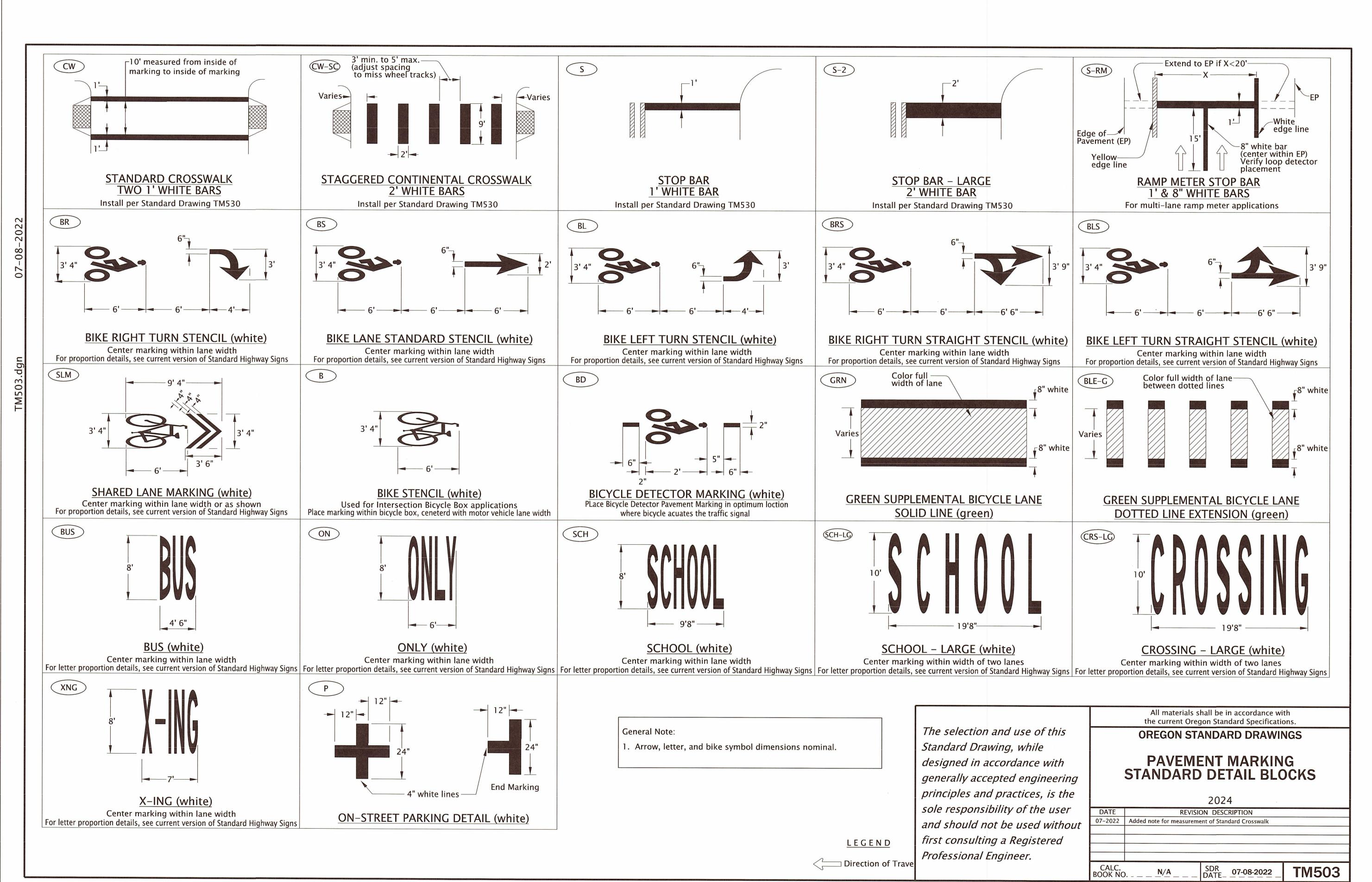
CITY OF MCMINNVILLE, OREGON ENGINEERING DEPARTMENT

CYPRESS AND FELLOWS CURB RAMPS

Drawn: JG
Checked: JL
Date: JULY 25, 2025
Project No. 2024-10

City of MinmVIIIe





Effective Date: December 1, 2024 - May 31, 2025

Drawn: JG
Checked: JL
Date: JULY 25, 2025
Project No. 2024-10

City of McMinmVIIIe



Exhibit 2 Proposal / Agreement

H & H Paving



Office: (503) 363-6719

3871 Langley Street SE Salem, Oregon 97317		120				,`	Fax: (503) CCB# 220) 362-5375 0243
	Loca	ally owne	ed an	<u>d</u> operate	<u>ed since</u>	1979		
TED TO City of McMinnville			PHON	ΙĒ			DATE	07/16/25
T T			JOB N					31113,22
TATE, ZIP CODE				ase 4 Change	e Order			
TATE, ZIP CODE				press From	Phase 3 to	2nd Street		
TECT	DATE OF PLANS		email		<u>*</u>		JOB PHONE	
ereby submit specifications and e	cetimates for:		—					
tem	Quantity	Unit	U	Init Price		Cost		
1. Mobilization	1	LS	<u>\$</u>	25,500.00	-\$-	25,500.00	\$20,5	000
2. Traffic Control	1	LS	\$	12,350.00	\$	12,350.00		
3. Land Scape Restoration	i	L3	\$	1,850.00	\$	1,850.00		
4. Inlet Protection	5	EA	\$	50.00	\$	250.00		
5. Cold Plane Removal	8,951	SY	\$	4.95	\$	44,307.45		
6. Level 2, 1/2" WMAC	3,044	Ton	\$	87.95	\$	267,719.80		
7. Over Excavation	60	CY	\$	82.00	\$	4,920.00		
5. Driveway Approach		EA	\$	9,950.00	\$	0,050.00		_
9. Curb Ramp 1A	10	EΑ	-\$-	9,450.00	\$	94,500.00	-	1
10. Curb Ramp 2	1	ΕΛ	\$	9,450.00	\$	37,800.00		
11. Truncated Domes	14	ΕΛ	\$	365.00	\$	5,110.00		
12. Transition Cidewalk	550	ΕΛ	\$	18.50	\$	10,175.00		
13. Additional Curb	110	LF	\$	69.25	¢	7,507.50		
14. Stop Bars	7	EA	\$	189.00	\$	1,323.00		
15. Longitudinal Marking	2,615	LF	\$	1.10	\$	2,876.50		
16. Intersections	7	EA	\$	1,500.00	\$	10,500.00		
				Total -	3	536,639.25		
/we Herby agree that payment of the entire bala agree that in the event H&H PAVING becomes	s obliged to hire an attorney	ey for the purpose of	nd payable wi	vithin 30 days followir any amount due or ei	ing completion of the	term of this agreement then I/we	eed upon hereon and e will pay the reasona	able
attorney's fees regardless of whether suit is filed per month from the date of completion of the pri We agree hereby to furnish m As Above	project and said interest sha	hall continue until all	ll sums due h	hereunder are paid in	in full.	cifications, for the sun		
Payment to be made as follows: All material is guaranteed to be as specified. Any involving costs will be executed only upon written					Authorized Signature_		sey	_
above the estimate. All agreements contingent up Owner to carry fire, tornado and other necessary is					Note: This agreer		15 da	lays

Acceptance of Agreement -The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made outlined above

Compensation Insurance.

Date of Acceptance:_

Signature:_

Signature:_

85 of 110



City of McMinnville Municipal Airport 231 NE Fifth Street McMinnville, OR 97128 (971) 387-1125

www.mcminnvilleoregon.gov

STAFF REPORT

DATE: August 4, 2023

TO: Vicki Hedges, Acting City Manager FROM: Willy Williamson, Airport Administrator

SUBJECT: Minimum Standards for Commercial Aeronautical Activities

Report in Brief:

This action is the consideration of a resolution to adopt the updated Minimum Standards for Commercial Aeronautical Activities at the McMinnville Municipal Airport, as recommended by the Airport Commission.

Background:

The City of McMinnville owns and operates the McMinnville Municipal Airport. The Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) provides grant funding for airport improvements and airport infrastructure maintenance. As a condition of receipt of grant funding, the Airport Sponsor (City of McMinnville) must abide by Grant Assurances and should also conduct oversight in concurrence with various FAA and State Regulations, Orders and Advisory Circulars.

The current Minimum Standards for Commercial Aeronautical Activities (Standards) were adopted on March 28, 2023, with a requirement to review and update after two years. An update to the Standards is necessary to include a variety of industry changes including, but not limited to fuels and fueling, roles & responsibilities, types of activities, aircraft categories & types, etc.

Chapter 3.5 of these updated Standards requires a review every 5 years to ensure an up-to-date business and regulatory environment is maintained.

Discussion:

FAA Order 5190.6 (series) Airport Compliance Manual, and Advisory Circular #AC 5190.7 Minimum Standards for Commercial Aeronautical Activities, provide advice for the development of these attached Standards, which are in compliance.

Minimum Standards are published as a separate document from the Municipal Code due to the variety of influencing factors such as industry-related innovation, federally recognized aircraft categories, fuels, maintenance-related activities, etc. It would be difficult to make these updates to the Municipal Code, where updates to the Standards are less involved.

The Airport Commission recommended this update to the Standards through a public process and with input from airport users and tenants. Additionally, the Airport Administrator provided the Airport Commission with information on Minimum Standards from other airports and regulatory organizations including FAA and ODA. The Airport Commission voted unanimously on July 1, 2025 to accept these standards and recommend adoption by City Council

The Airport Commission recommends adoption of these Standards, and the Airport Administrator agrees with the Airport Commission recommendation, including the clause recognizing the ability to perform an update every 5 years.

Attachments:

1. **Resolution 2025- 48**, including Exhibit A (Minimum Standards for Commercial Aeronautical Activities)

Fiscal Impact:

There is no Fiscal Impact to the City or Airport other than Staff time.

There is no Fiscal Impact to the Airport users or tenants.

Recommendation:

Staff recommends that the City Council accept the recommendation of the Airport Commission and adopt, by resolution, the attached Minimum Standards for Commercial Aeronautical Activities at the McMinnville Municipal Airport.

RESOLUTION NO. 2025-46

A Resolution adopting an updated edition of the Airport Minimum Standards for Commercial Aeronautical Activities.

RECITALS:

Whereas, the current March 18, 2023 edition of the Minimum Standards for Commercial Aeronautical Activities requires a review and update after 2 years; and

Whereas, this recommended 2025 update to the Minimum Standards reduces redundant language, provides clarity and removes arbitrary roadblocks to Commercial Activities; and

Whereas, changes in the Aviation Industry have occurred recently necessitating an update to the Minimum Standards for Commercial Aeronautical Activities; and

Whereas, the Federal Aviation Administration ("FAA") has published revised guidance related to Minimum Standards in Order 5190.6B and Advisory Circular 5190.7; and

Whereas, it is in the best interest of the City of McMinnville to operate the McMinnville Municipal Airport in compliance with FAA Regulations, Orders and Advisory Circulars;

Whereas, This 2025 update to the Minimum Standards for Commercial Aeronautical Activities improves clarity, and ensures fair and equal opportunity for commercial activities at the Airport;

Whereas, the Airport Commission has undertaken a public process during the development of this 2025 update to the Minimum Standards for Commercial Aeronautical Activities;

Whereas, the Airport Commission and the Airport Administrator has recommended adoption by the City Council of this update to the Minimum Standards for Commercial Aeronautical Activities.

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

- That those certain McMinnville Municipal Airport Minimum Standards for Commercial Aeronautical Activities dated August 12, 2025, attached hereto as Exhibit A, are hereby adopted by the City Council of the City of McMinnville in connection with the operation of the McMinnville Municipal Airport and shall amend in their entirety and replace all earlier versions of such Minimum Standards.
- 2. That such Minimum Standards shall be published, posted or made available for public use and information in a manner consistent with the requirements of the FAA.

3.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 12th day of August, 2025, by the following votes:

Ayes:	
Nays:	
Approved this 12th day of August, 2025.	
MAYOR	_
Approved as to form:	Attest:
City Attorney	City Recorder

4. This Resolution shall take effect immediately upon its adoption.

EXHIBIT:

A. McMinnville Municipal Airport Minimum Standards for Commercial Aeronautical Activities

Exhibit A

Minimum Standards for Commercial Aeronautical Activities McMinnville Municipal Airport McMinnville, Oregon

Adopted by City Council August 12, 2025

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Section 1 Definitions

1.1 Definitions

Nothing in these Standards shall be construed to mean that the City intends to permit any violation of any federal or state law. All words and phrases used in these Standards shall use the meanings and definitions as contained in the FAA's Pilot's Handbook of Aeronautical Knowledge, ORS Chapter 836.005, and the McMinnville Municipal Code Title 11, unless additional information is required. Additional definitions specific to these Standards are listed below. The following terms shall amend or supersede definitions contained in the FAA's Pilot's Handbook of Aeronautical Knowledge for these standards and all referenced documents published by the City of McMinnville.

All definitions contained in this section apply to the McMinnville Municipal Airport Minimum Standards, Rules and Regulations, and Leasing Policies and are in addition to the forementioned Federal and State Regulations and McMinnville Municipal Code.

Aeronautical: any operations, activity, maintenance, service, location or area, etc. that may be used by aircraft or in support of aircraft, including UAS or other airborne contrivances.

Agreement: the written document between the City and a Person or Entity specifying the terms and conditions under which the Person or Entity may conduct any activities on the Airport.

Aircraft: any contrivance used or designed for navigation or flight in the air including, but not limited to, an airplane, sailplane, glider, helicopter, gyrocopter, ultralight, balloon, blimp, unmanned aircraft system (UAS), unmanned aerial vehicle (UAV), or drone.

Aircraft Fuel: all flammable liquids composed for the use in aircraft. This includes Turbine and Piston engines. Examples are Avgas 100LL and Jet-A.

Aircraft Operation: an aircraft arrival at, taxiing on, or departure from, the airport.

Aircraft Owner: a person or entity holding legal title to an aircraft, or any person having exclusive possession of an aircraft.

Aircraft Parking and Storage Areas: hangar and apron locations at the Airport designated in the Airport Layout Plan, lease documents, and other areas identified by the Airport Manager for the parking and storage of aircraft.

Aircraft Rental: the commercial operation of renting or leasing aircraft to the public for compensation.

Aircraft Sales: the sale of new or used aircraft through brokerage, ownership, franchise, distributorship, or licensed dealership.

Airframe and Powerplant Maintenance: the commercial operation of providing airframe and powerplant services, which includes any of the following: the repair, maintenance, inspection, construction, modification or alteration to aircraft, aircraft

engines, propellers and accessories including the removal of engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories.

Airframe & Powerplant Instructor: a person who is properly licensed and certified by the FAA to provide Airframe & Powerplant Mechanic instruction for the acquisition of an Airframe & Powerplant Mechanic's license.

Airport: all of the properties owned and controlled by the City of McMinnville, Oregon, being used as a public airport and located in Yamhill County, Oregon, at latitude 45°11'58"N, and longitude 123°08'18"W.

Airport Commission: A City Council appointed body that provides strategic (long term) recommendation as defined in City Ordinance.

Airport Layout Plan: the plan of an airport showing the layout of existing and proposed airport facilities which is subject to FAA approval.

Airport Manager: The individual or individuals designated by the City Manager as having responsibility and authority for the administration, management, and code enforcement of McMinnville Municipal Airport.

Airport Operations Area (AOA): the area of the Airport used for aircraft landing, takeoff, or surface maneuvering, including the hangars, aprons, ramps and fueling facilities.

Avionics Sales and Maintenance: the commercial operation of providing for the repair and maintenance of aircraft radios, instruments and accessories. Such operation may include the sale of new or used aircraft radios, instruments and accessories.

Based Aircraft: an aircraft which the owner physically locates at the airport for a period of two or more months in any revolving 12 month period, and, whenever absent from the Airport, its owner intends to return the aircraft to the airport for long-term storage.

City: the City of McMinnville, Oregon

Commercial Activity: the conduct of any aspect of a business, concession, operation, or agency that provides goods or services to any person regardless of compensation, profit, non-profit, charity or any tax status.

Commercial Operator (Operator): a person, firm, corporation, or other entity conducting commercial aeronautical services or activities at the Airport. Nonaeronautical services are subject to the applicable City regulations.

Exclusive Right: a power, privilege, or other right excluding or debarring another from enjoying or exercising a like power, privilege, or right.

Exclusive Rights are not permitted at the McMinnville Municipal Airport

FAA: the Federal Aviation Administration.

Fixed Base Operator (FBO): a commercial operator providing two (2) or more aeronautical services. A primary FBO is the entity that provides fuel to the flying public, as well as having two or more aeronautical services.

Flight Instructor: a person who is properly licensed and certified by the FAA to provide flight and ground instruction for the acquisition of a pilot's license.

Flight Training: the commercial operation of instructing pilots in dual and solo flight in any aircraft, and related ground school instruction as necessary to complete a FAA written pilot's examination and flight check ride for various categories of pilots' certificates and ratings.

Flying Club: a non-commercial and nonprofit entity organized for the purpose of providing its members with any number of aircraft for their personal use and enjoyment. Aircraft must be vested in the name of the flying club owners on a pro-rata share, and the club may not derive greater revenue from the use of the aircraft than the cost to operate, maintain, and replace the aircraft.

Fuel Handling or Fueling: the transportation, sale, delivery, dispensing, or draining of fuel or fuel waste products to or from aircraft.

Fuel Farm or Fuel Storage Area: any portion of the Airport designated temporarily or permanently by the Airport Manager as an area in which aircraft fuel or any other type of fuel may be stored or loaded.

General Aviation: all civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire.

Hazardous Material: any substance, waste, or material which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, and is or becomes regulated by any governmental authority, agency, department, commission, board agency or instrumentality of the United States, the State of Oregon, or any political subdivision thereof, and the presence of which requires investigation, removal and/or remediation.

Lease: the written contract between the City and a person/business enterprise specifying the terms and conditions under which a person may occupy and operate from certain Airport facilities and/or property.

McMinnville City Council: seven elected City officials (including the Mayor) who comprise the governing body of the City of McMinnville.

Minimum Standards: the qualifications or criteria established by the McMinnville City Council as the minimum requirements that shall be met by businesses engaged in onairport aeronautical activities for the right to conduct those activities.

Mobile Service Provider (MSP): a person or entity who provides commercial aeronautical services on airport property but does not operate out of owned or leased property on the airport. MSPs shall meet all license and insurance requirements for the same level of activity placed on FBOs and SASOs that are located on the airport.

ODA: the Oregon Department of Aviation.

On-Demand Operation: any operation for compensation or hire as defined in FAR Parts 119 and 135.

Permit – administrative approval issued by the Airport Manager to a Person to conduct a commercial aeronautical activity and provide such services to based and transient aircraft only from facilities and locations where such services are authorized.

Person: any individual, firm, partnership, corporation, company, association, joint-stock association, or body politic; and includes any trustee, receiver, assignee, or other similar representative thereof.

Road or Roadway – any street or road, whether improved or unimproved, within the boundaries of the Airport and designated for use by ground vehicles.

Self-Service Fueling: fueling an aircraft by the pilot using fuel pumps installed for that purpose. The fuel facility may or may not be attended by the owner/operator of such a facility. The use of this type of facility is not considered to be self-fueling.

Specialized Aviation Service Operation (SASO) – a commercial aeronautical activity that offers a single or limited service. An SASO that provides fuel services may also provide ramp services.

Sublease: the written agreement stating the terms and conditions under which a third-party person leases space from a Lessee for the purpose of providing aeronautical services at the Airport.

Taxilane: the portion of the Airport apron area, or any other area, used for access between taxiways and aircraft parking or storage hangars.

Taxiway: a defined path established for the taxiing of aircraft to and from the runways and between various parts of the Airport.

"Through the Fence" Operator: a person or entity adjacent to the Airport, who is provided access to airport property for aeronautical operations only.

Vehicle Parking Area: any portion of the Airport designated and made available temporarily or permanently by the Airport for the parking of vehicles.

Section 2 Authority for and Purpose of Minimum Standards

2.1 Compliance with Law

Nothing in these Standards shall be construed to mean that the City intends to permit any violation of any federal or state law.

All operators, commercial and private, are responsible for the knowledge of and compliance with all Federal, State and local laws, regulations, and policies related to their activities on the McMinnville Municipal Airport. Unless otherwise noted, FAA Advisory Circulars, Orders, Grant Assurances and other policies will be viewed as law. Furthermore, industry standards for fuels, fire, hazmat, etc. are considered mandatory.

2.2 Commercial Activity Authorization

No person or entity may conduct a commercial activity on the Airport without prior written permission from the Airport Manager.

When the Airport Manager determines that a person is engaged or proposes to engage in commercial activity at the Airport, the Airport Manager may grant that person permission to do so, may issue that person a permit with restrictions or conditions, may require the person to enter into a lease or agreement, or may deny such permission. The Airport Manager will consider the following conditions in determining if a commercial aeronautical activity will be authorized to conduct business:

- (1) The impact of the new commercial activity on public safety and convenience. The Airport Manager will impose conditions and restrictions necessary to ensure safety in the air and on the ground, and to preserve unobstructed traffic patterns and runway approaches.
- (2) The amount of space at the Airport, the customary uses of the Airport, and the compatibility of the new commercial activity with present and planned development at the Airport.
- (3) The degree to which the new commercial activity complies with Federal, State and Local laws and regulations, including land use regulations.
- (4) Whether the new commercial activity is conducted for-profit or non-profit and its promotion of aviation, safety or education.

2.2.1. Application Procedures

Prospective operators shall contact the Airport Manager to apply for a permit or lease.

2.3 Operational Regulations

Every person operating an aircraft shall comply with and operate such aircraft in accordance with applicable regulations and standards of the FAA and other appropriate governmental agencies. Every person operating an aircraft is responsible for the safety of operation and for the safety of others exposed to such operation, and therefore shall exercise good operating procedures at all times. Aircraft shall not be operated carelessly or negligently nor in disregard of the rights and safety of others.

Nothing in this document shall be construed to place the City of McMinnville, McMinnville Municipal Airport or City staff in a position to regulate or enforce flight activities that fall under the jurisdiction of the FAA. It is the responsibility of the pilot in command to operate the aircraft in a safe and legal manner.

2.4 Purpose of Minimum Standards

Minimum Standards are adopted to provide the threshold requirements for those persons desiring to provide commercial aeronautical services to the public at the Airport. The Minimum Standards are based upon the conditions, existing and planned facilities, and the current and future aviation role of the Airport. The prospective commercial aeronautical operator shall agree to offer the described minimum level of services in order to obtain an agreement, permit or lease to operate at the Airport. All operators are encouraged to exceed the "minimum" in terms of quality of facilities and services.

Minimum Standards are intended to help meet the McMinnville City Council's goals. These include developing aviation as an integral part of Oregon's transportation network, creating and implementing strategies to protect and improve Oregon's aviation system, encouraging aviation-related economic development, supporting aviation safety and education and increasing commercial aeronautical activity and general aviation in McMinnville. In addition, the McMinnville City Council adopted these standards to ensure that:

- (1) Any person who uses or accesses Airport property or facilities for commercial activity shall compensate the Airport at fair market value (fair market rent) for such use and privileges.
- (2) No person receives a competitive advantage through free or less-than-fair market value (rent) to utilize Airport facilities when other comparable commercial operators are compensating the Airport at fair market value (rent) for the same use.
- (3) Airport public areas, roads, taxiways, runways and aprons remain available and open for public aeronautical use subject to Airport Rules and Regulations.

The implementation of Minimum Standards provides clarity for the Airport Manager and tenants in the management of the Airport by:

- (1) Establishing uniform requirements and their application to all prospective operators.
- (2) Maintaining compliance with federal grant assurances.
- (3) Maintaining the orderly and efficient development of the Airport and the Airport's commercial aeronautical services.
- (4) Establishing a consistent level of entry into aeronautical service.
- (5) Ensuring adequate services and facilities by Fixed Base Operators (FBOs) and Specialized Aeronautical Service Operators (SASOs) to meet the needs of airport users.

These Minimum Standards are established specifically for the Airport, which is located within the McMinnville Urban Growth Boundary (UGB) in Yamhill County.

Section 3 Applicability of Minimum Standards

3.1 General Requirements

All persons conducting commercial aeronautical activities at the Airport shall, as a condition of conducting such activities, comply with all the requirements set forth in these Minimum Standards. The Minimum Standards are deemed to be a part of each commercial airport operator's lease, license, permit or agreement, unless any such provisions are expressly waived or modified by the Airport Manager in writing. The mere omission of any part of these minimum standards in a lease, license, permit or agreement shall not constitute a waiver or modification of the standard unless the document expressly states that the City waives application of that standard.

3.1.1 Multiple Services

When a commercial operator conducts multiple activities pursuant to one lease, license, agreement or permit, the commercial operator shall comply with the minimum standards established for each separate activity. If the minimum standards for one activity are inconsistent with the minimum standards for another activity, then the minimum standard that is more restrictive or imposes a higher standard shall apply.

3.2 Activities Not Covered by Minimum Standards

Activities with no specific minimum standard in this policy will be addressed by the Airport Manager on a case-by-case basis in the commercial operator's written lease, license, permit or agreement.

3.3 Waivers or Modifications

The Airport Manager may waive or modify any portion of these Minimum Standards for the benefit of a governmental agency performing non-profit public services, fire protection or emergency response operations. The Airport Manager may waive, for a period not to exceed thirty (30) days, the portion of these Minimum Standards which limit the providing of retail fuel/oil sales and/or airframe and powerplant maintenance services to only an FBO or SASO. The Airport Manager may waive or modify any portion of these Minimum Standards when it is determined that such waiver is in the best interest of the public and will not result in unjust discrimination against other commercial operators at the Airport.

3.4 Applicability of Minimum Standards to "through-the-fence" Agreement Operators
The Airport may consider "through-the-fence" operations on a case-by-case basis. Requests shall receive FAA concurrence prior to being authorized. If a through-the-fence operation is authorized, the activity shall meet all related minimum standards, regardless of the operations location off the airport.

3.5 Minimum Standards Review, Revisions and Amendments

The Airport Manager will conduct a review of this document every five years or sooner if necessary. The Airport Manager shall convene a committee of subject matter experts for recommendations if significant changes are required. Significant changes to this document may be reviewed by the Airport Commission and shall be approved by the City Council. The Airport Manager may make revisions and amendments to the Minimum Standards at any time to ensure compliance with FAA regulations and/or grant assurances. City Council and the Airport Commission will be notified of any changes at the next scheduled meeting.

3.6 Enforcement

The City Council has established fair, practical and reasonable Minimum Standards for the Airport. It is the intent of the City to provide consistent, uniform, and fair enforcement of these Minimum Standards. The Airport Manager has the authority to verify and enforce all regulations, codes, policies and standards at the Airport.

Section 4 Business Operations

4.1 Employee Conduct and Customer Service Emphasis

Commercial operators shall ensure their employee's conduct is professional and shall not violate any anti-discrimination laws.

4.2 Management Control and Supervision

Each commercial operator is required to employ the necessary quantity of trained, on duty management and supervisors to provide for the efficient, safe, and orderly compliance with its lease, agreement, or permit obligations.

4.3 Personnel Training and Certification

All commercial operator personnel shall be fully qualified and trained to provide a high-quality standard of courteous, efficient, and safe service to the public. Personnel shall meet all federal, State, and local training and certification requirements applicable to their individual duties and company services.

4.4 Interference with Utilities

No operator shall do or permit anything that may interfere with the effectiveness or accessibility of the Airport infrastructure, including but not limited to the public utility, drainage, sewer, fire protection, sprinkler, alarm and fire hydrant systems, etc. If an operator discovers such a situation, the operator is required to notify the local fire department or utility company and Airport Manager immediately.

4.5 Insurance

Prior to commencement of service, all commercial operators shall procure and maintain continuously in effect throughout the term of their activities upon the Airport, at the operator's sole expense, insurance of the types and amounts required by the City of McMinnville. The insurance policy shall list the City of McMinnville as additionally insured.

4.6 Airport Security

The City of McMinnville does not guarantee security at the Airport.

All commercial operators shall comply with all applicable security requirements adopted for the Airport by the Airport Manager, the FAA, or the Transportation Security Administration, and shall comply with the directives of any law enforcement officer or other airport personnel implementing these requirements. The Airport Manager reserves the right in their sole discretion at any time to impose additional security requirements, applicable to all similarly situated operators.

Section 5 Minimum Standards for Fixed Base Operators and Specialized Aviation Service Operators

5.1 FBO and SASO - Aeronautical Services

Each FBO or SASO shall conduct its business and activities on and from their leased/assigned premises in a professional manner consistent with the degree of care and skill exercised by experienced FBOs providing comparable products, services, and activities from similar airports in like markets.

5.2 Facility Requirements

5.2.1 Leasehold and Rented Property

The Commercial Operator shall lease or construct, on Airport property, a public-use building with floor space commensurate for the standards of the business. Areas considered typical for a multiple activity FBO should include a customer lobby, office, pilot's lounge, flight planning area, and public restrooms. Any commercial hangar facility (for any use) shall be a minimum of 4,000 square feet of space usable for aircraft and shall have a hangar door not less than 50 feet wide with 14 feet clearance height.

5.2.2 Vehicle Parking

Each Commercial Operator shall provide adequate parking to meet the needs of customers and employees in accordance with City Building Codes but not less than five (5) paved parking spaces on the property.

5.2.3 Aircraft Parking

Each Commercial Operator, if required for their business activity, shall provide property for an aircraft operating area (ramp), independent of any building area and vehicle parking area. This aircraft operating area shall provide tie-downs for a minimum of five (5) aircraft. The tie-down ramp area shall be adequate to support all the activities of the FBO.

5.2.4 SASO Exceptions

The Airport Manager may approve an SASO to operate out of smaller areas with less facility requirements after a review of standards by a committee comprised of subject matter experts. Any exception will be singular in nature and on a case-by-case basis.

5.3 Hours of Operation

Each Commercial Operator, except for fueling services, is required to be open for business a minimum of five (5) days per week, excluding holiday closures, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Manager in advance.

5.3.1 FBO or SASO Providing Fueling Services

Each FBO or SASO that provides fueling services is required to be open for business and provide aircraft fueling and line services seven (7) days per week, excluding holiday closures, during appropriate business hours. Business hours, including holiday closures, must be recorded with the Airport Manager in advance. The FBO or SASO shall be oncall 24 hours a day to provide after-hours fuel service within two (2) hours of a customer request and shall provide communications information for the after-hours on-call fueling services. If multiple FBOs and SASOs are providing fuel service on the Airport, a mutually agreeable schedule can be developed to meet the after-hours on-call fueling requirement and shall be recorded with the Airport Manager.

5.4 Staffing and Employee Qualifications

5.4.1 Staffing

Each Commercial Operator shall employ and have on duty during the required hours of operation a quantity of personnel necessary to meet the Minimum Standards for each aeronautical service provided. However, multiple responsibilities may be assigned to employees where feasible. Each FBO or SASO shall have at least one (1) employee on duty at all times during hours of operation, and provide to the Airport Manager, and keep current, a written statement of names, addresses, and contacts for all personnel responsible for the operation and management of the FBO. In addition, the Airport Manager shall be provided with points-of-contact including phone numbers for emergency situations.

5.4.2 Employee Qualifications

All Commercial Operator fuel handling personnel shall be trained in the safe and proper handling, dispensing, and storage of aviation fuels. The FBO shall develop and maintain Standard Operating Procedures (SOP) for refueling and ground handling operations and shall ensure compliance with standards set forth in the Uniform Fire Code and FAA Advisory Circular 00-34A, Aircraft Ground Handling and Servicing. The SOP shall be submitted to the Airport Manager no later than thirty (30) days prior to the FBO commencing fueling activities. The Airport Manager, Fire Marshal, and the FAA may periodically conduct inspections of the FBO activities and facilities to ensure compliance with laws, regulations, codes and Minimum Standards.

5.5 Primary Commercial Services

If an FBO provides fueling services (Primary FBO), the FBO shall the following services and also provide a minimum of two additional services. These services shall be "in-house" and not contracted to a subordinate entity.

1.5.1 Commercial Operators (FBO or SASO) Providing Fuel

- (1) Each Commercial Operator must provide the sale and into-plane delivery of approved aviation fuels, lubricants and other aviation petroleum products. In addition, the Operator shall provide, store, and dispense 100LL avgas and Jet-A fuel. The Operator may also provide alternative aircraft fuels, including, but not limited to UL94 and other liquid, gaseous, or solid fuels and energy sources for the propulsion of aircraft.
- (2) Each Commercial Operator shall operate a stationary fuel storage system utilizing steel tanks. The Operator shall also provide mobile and stationary (self-service avgas) dispensing equipment and one (1) or more personnel to serve the Airport's fuel demand.
- (3) Each Commercial Operator shall provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current EPA standards, and copies shall be provided to the Airport Manager when requested.
- (4) Each Commercial Operator shall conduct the lawful, sanitary, and timely handling and disposal of all solid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil, solvents, and other regulated waste.
- (5) Each Commercial Operator shall provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must remain current.

5.5.2 Pilot Services and Concessions

As part of the primary services requirement, each Commercial Operator shall provide the following services and concessions inside their main building.

- (1) Customer service counter stocked with basic pilots' supplies.
- (2) Public lounge, waiting area, and indoor restrooms.
- (3) Flight planning work area with Flight Service Station and weather service communication links.
- (4) Public telephones.
- (5) Snack foods and beverage machines.
- (6) Local ground transportation contacts.

5.5.3 Aircraft Line / Ramp Services

The necessary equipment, supplies, and trained personnel for aircraft parking and tiedowns.

5.6 Secondary Commercial Services

The FBO shall provide two (2) of the following secondary services at the stated minimum standards. The FBO is encouraged to provide additional services at a minimum level of professional standards appropriate for that business.

5.6.1 Airframe and Powerplant Maintenance

An airframe and powerplant maintenance service may include any of the following: the repair, maintenance, inspection, construction, and making of modifications and alterations to aircraft, aircraft engines, propellers and appliances, or the removal of

engines for major overhaul. This category of service also includes the sale of aircraft parts and accessories. An airframe and powerplant maintenance operator shall:

- (1) Operate the service from a ventilated shop and aircraft storage space of at least 4,000 square feet and capable of accommodating at least one aircraft within the FBO leasehold.
- (2) Employ and have on-duty a minimum of one (1) FAA-certified technician who possesses an airframe and powerplant certificate, with inspection authorization, or conduct operations as a certified repair station pursuant to 14 CFR Part 145.
- (3) Keep premises open and services available during appropriate business hours, five (5) days a week.
- (4) Provide equipment, supplies and parts required for general aircraft airframe and powerplant inspection, maintenance and repair.

5.6.2 Flight Training

A flight training services operator provides aircraft ground and flight instruction necessary to complete the written examination and flight check for any category of pilot certificate or rating. A flight training services operator shall:

- (1) Employ and make available at least one (1) or more FAA-certified flight instructor necessary to meet the flight training demand and schedule requirements.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered.
- (3) Provide a facility to conduct a professional classroom teaching and learning environment. The facility must, at minimum, provide heated and air-conditioned classroom areas, inside restrooms, and a pilot lounge area with snack and beverage availability.

5.6.3 On-Demand Operations

An on-demand operator provides air transportation of persons or property to the general public for hire, either on a scheduled or unscheduled basis, or as defined by FAR, Parts 119 and 135. An on-demand operator shall:

- (1) Employ and make available at least one (1) person who is appropriately certified and rated to permit the flight activity offered by the operator.
- (2) Provide one or more properly maintained and equipped aircraft to accomplish the services offered.
- (3) An on-demand operator shall have and display their current FAR Part 135 Certificate.

5.6.4 Specialized Flying Services

FBOs and SASOs providing specialized commercial flying services such as agricultural spraying or seeding, sightseeing tours, aerial photography or surveying, power line or pipeline patrol, firefighting or fire patrol, air ambulance, airborne mineral exploration, banner towing, and other air transportation operations specifically excluded from FAR Part 135 shall:

- (1) Employ and make available at least one (1) person who holds a current FAA commercial pilot certificate and medical certificate with ratings appropriate for the operator's aircraft and activity.
- (2) Have established business hours recorded with the Airport Manager.
- (3) Own or lease at least one (1) airworthy aircraft.

- (4) If operator performs aerial agricultural applications or other services involving commercial use of chemicals, the operator shall provide a centrally drained and paved area of not less than ten thousand (10,000) square feet for aircraft loading, washing and servicing. This area shall meet all current requirements of State, federal, and local agencies. The agricultural operator shall also provide for the safe storage, handling, and containment of materials and equipment.
- (5) Ensure that pilots and aircraft comply with the Airport Rules and Regulations and Minimum Standards.

5.6.5 Aircraft Rental

An aircraft leasing or rental services operator provides general aviation aircraft for leasing or rental to the public. An aircraft rental services operator shall:

- (1) Keep premises open and services available during appropriate business hours at least five (5) days a week.
- (2) Have available for rent a minimum of one (1) owned or leased, certified, and airworthy aircraft.
- (3) Ensure that all renters comply with Airport rules and regulations.

5.6.6 Avionics Maintenance and Sales

An avionics maintenance service operator provides the maintenance, repair, and installation of aircraft avionics, radios, instruments, and accessories. This service includes the sale of new or used aircraft avionics, radios, instruments, and accessories. The operator shall:

- (1) Operate the service in a heated and ventilated shop space to accommodate one aircraft within the leasehold.
- (2) Employ and have at least one (1) trained and FAA-certified technician on duty.
- (3) Keep premises open and services available during appropriate office hours, five (5) days a week.
- (4) Hold the appropriate FAA repair station certificates for the types of equipment the operator plans to service and/or install.

5.6.7 Aircraft Storage and Hangars

An aircraft storage and hangar service operator leases and rents hangars and/or multiple T-hangars, to aircraft owners or operators primarily for aircraft storage purposes. An aircraft storage and hangar service operator shall:

- (1) Make hangar operator contact name and phone numbers, hangar availability, and rental rates known to prospective customers via a posted informational sign inside the FBO's terminal. A separate leased space is not required for this service.
- (2) Rent hangars primarily for aircraft storage purposes. It is the responsibility of both the operator and owner of each based aircraft stored within the operator's hangar facilities to comply with the rules and regulations of the Airport.

5.6.8 Aircraft Sales

New and/or used aircraft sales and aircraft brokerage services shall:

(1) Employ and have on duty at least one (1) qualified aircraft salesperson.

- (2) Keep premises open and services available during established business hours as recorded with the Airport Manager.
- (3) Must be registered with the State as an aircraft dealer.

5.6.9 Aircraft Restoration, Painting, and Refurbishing

An FBO/SASO providing restoration, painting and refurbishing of aircraft structures, propellers, accessories, interiors, exteriors, and components shall:

- (1) Employ and have on duty at least one (1) qualified person who is certified for the work performed.
- (2) Keep premises open and services available during appropriate business hours as recorded with the Airport Manager.
- (3) Meet all requirements of the Uniform Fire Code.

5.6.10 Commercial Skydiving

FBO/SASO providing skydiving instruction, and the rental and sales of skydiving equipment shall:

- (1) Make at least one properly certificated aircraft available for skydiving, either owned or under lease.
- (2) Meet or exceed the Basic Safety Requirements (BSR) of the United States Parachute Association (USPA), FAR Part 105, and related FAA Advisory Circulars. The jump plane pilot must hold all certifications and currencies required for these activities.
- (3) Any requested skydiving operations will be assessed for safety by the Airport Manager and the FAA for safety and compatibility with the existing airport traffic.

Section 6 Specialized Aviation Service Operations (SASO)

6.1 General

Requests for the establishment of an SASO will be considered in the same manner as a request for the establishment of an FBO.

6.1.1 Compliance

All SASOs shall comply with the same standards as those imposed on FBOs for the same type of activity.

Section 7 Mobile Service Providers

7.1 General Requirements

7.1.1 Compliance

Mobile Service Providers (MSP) are persons or entities that provide commercial aeronautical services on McMinnville Airport property (excluding non-based aircraft operations, such as; FEDEX, Air Ambulance) but do not operate out of owned or leased property on the Airport. An MSP may provide any aeronautical service and related activities. However, an MSP may not provide aircraft airframe and engine maintenance

(unless that maintenance meets the requirements of 7.2 Mobile Service Aircraft Maintenance) or aircraft retail fueling. Examples of MSP activities include, but are not limited to: aircraft detailers, independent flight instructors, dynamic prop balancers, and mobile oil recyclers.

7.1.2 Responsible Personnel

Each MSP shall maintain and provide the Airport Manager a written statement of names, addresses and contacts of all personnel responsible for the operation and management of the MSP.

7.2 Mobile Service Aircraft Maintenance

7.2.1 Mobile Service Maintenance Standards

An aircraft owner requiring warranted maintenance, experiencing an aircraft component failure, or requiring specialized repair assistance that cannot be provided by the existing authorized FBO/SASO, or other SASO, operating at McMinnville Municipal Airport, may contract with a certified maintenance specialist not based on the Airport.

Aircraft and/or engine maintenance performed by a mobile service provider is limited to the following:

- (1) Warranted maintenance work requiring repair or additional attention by the warranting company.
- (2) A malfunction or other condition preventing the aircraft from being flown to another airport for maintenance (maintenance limited to that required to bring an aircraft to flyable condition, or to remove it by ground transportation).
- (3) Maintenance work requiring a specialty service not currently provided by or on the capability list of the existing FBO/SASO, or other SASO on the airport.
- (4) Individuals/entities performing mobile service aircraft maintenance may not advertise or offer their services to the general public as a service offered at the McMinnville Municipal Airport.
- (5) Service Providers shall not recruit or employ other technical personnel currently employed at McMinnville Airport

7.2.2 General Aviation Mobile Service Maintenance Provider

Mobile Service Maintenance Providers may perform limited functions similar to a SASO, but work at multiple locations on the airport. Fees associated with the MSMP Permit are based on land lease rates and are to be paid on an annual basis.

Mobile Service Maintenance Providers may perform the following services:

- (6) Aircraft Inspections to include only: Annual, 100-hour, Condition, or other required inspections without major disassembly of the aircraft, aircraft engine, or components, or repairs.
- (7) Aircraft Maintenance specifically prescribed in Federal Aviation Regulation (FAR) Part 43 Appendix A(c).

7.2.3 Permitting and Insurance Requirements

An individual/entity, requested by an aircraft owner to engage in such services, must obtain an Airport Use Agreement and pay a Permit Fee identified in the Airport Fee Schedule. The Airport Use Permit shall be limited to either a single event or an annual period.

Proof of insurance in the form of a Certificate of insurance meeting the City of McMinnville's contemporary minimum limits and any additional insurance requirements identified in the Airport Use Agreement must be provided prior to work being performed with a hold harmless clause in favor of the City of McMinnville, its officers and employees.

Copies of all applicable FAA certification documents for the work to be performed shall be provided.

Mobile Service Providers are responsible for removing ALL trash, debris, waste oils, fuels, lubricants, and/or other hazardous waste resulting from their work at the McMinnville Municipal Airport. Removal must occur immediately at the conclusion of the service event and must follow all applicable Federal, State, & Local disposal requirements.

7.2.4 Permitting Requirements

An aircraft owner requiring warranted maintenance work, experiencing an aircraft component failure, or requiring specialized repair assistance that will not be provided by an existing authorized FBO/SASO operating at McMinnville Municipal Airport, may contract with a certified maintenance specialist that is not a tenant on the Airport.

An individual/entity, requested by an aircraft owner to engage in such services, must obtain an Airport Use Permit from the Airport Manager, provide required certificates of insurance, and pay all fees required by the City.

Individuals/entities performing mobile service aircraft maintenance may not advertise or offer their services to the general public as a service offered at the McMinnville Municipal Airport.

Section 8 Fueling

8.1 Authorization Requirements

The Airport Manager may authorize Commercial Fueling andSelf-Fueling activities utilizing a fueling facility on a case-by-case basis. Self-Fueling activities may be approved for the aircraft owner only and no others for any reason. Self-Fueling shall not be subcontracted to a separate entity.

8.1.1 Equal Compliance to Standards

(1) Each Commercial Operator (FBO/SASO) shall:

- a. operate a stationary fuel storage system utilizing steel tanks to provide the intoplane delivery of liquid, gaseous, or solid fuels and energy sources, lubricants and other aviation products.
- b. provide mobile and stationary (self-service avgas) dispensing equipment and maintain a cardex or other standard payment system.
- c. ensure one (1) or more personnel shall be available during the FBO/SASO working ours to serve the Airport's fuel demand.
- d. provide a current copy of their fuel spill prevention, countermeasures, and control plan to the Airport Manager. Fuel inventories will be monitored in accordance with current EPA standards, and copies shall be provided to the Airport Manager when requested.
- e. conduct the lawful, sanitary, and timely handling and disposal of all solid and liquid waste, regulated waste, and other materials including, but not limited to, sump fuel, used oil and solvents, etc.
- f. provide an adequate supply of properly located, type, size and operable fire extinguishers and other safety equipment in accordance with the Uniform Fire Code. All fire extinguisher certifications must remain current.
- g. comply with all laws, regulations, codes and industry standards (ex. ATA-103).

8.2 Self-Service Fueling

Any pilot or Aircraft Owner, or Mechanic, etc. is authorized to use the self-service fueling system at the Airport. The Fuel Vender shall ensure self-service fuel system is operable and accessible 24 hours per day.

8.3 Fuel Storage and Dispensing Equipment

The fuel storage areas are the locations on the Airport designated temporarily or permanently by the Airport Manager and are the only areas in which aviation fuels may be stored. The fuel storage and dispensing equipment shall meet all applicable federal, State, and local regulations and requirements, including FAA Advisory Circular 150/5230 (series). All stationary fuel storage tanks shall be double wall steel construction. Long term storage of fuels in trucks is not permitted.

8.4 Environmental Compliance

The FBO/SASO providing the self-service fueling operation shall be knowledgeable of and comply with all federal, State, and local environmental laws, ordinances, rules and regulations. The operator shall provide the Airport Manager a current fuel spill prevention, countermeasures and control plan that contains methods and procedures to prevent, control, and clean up a fuel spill on Airport property.

8.5 Reporting Requirements

Each FBO/SASO authorized to install and maintain a self-service fueling system shall provide monthly fuel inventory reconciliation reports to the Airport Manager listing the total amounts of fuel dispensed.

Section 9 Appeals

9.1 Appeal Process

Any person or entity who is found to be in violation of these standards may appeal that decision through the following appeal process.

9.1.1 Timing of the Appeal

Any appeal under this section must be filed within ninety (90) calendar days of the action giving rise to the appeal.

9.1.2 Form of the Appeal

The appeal must be in writing and must specify the name, address, telephone number and other relevant contact information of the appellant. It must state which provision(s) of these standards the appellant believes has (have) been wrongly applied to appellant, set out a general statement of the facts which the appellant believes are relevant, and specify the reasons appellant believes that these provisions have been wrongly applied. The appeal must be signed and dated by the appellant.

9.1.3 Filing of the Appeal

The appeal must be filed with the Airport Manager by mailing in the United States Postal Service, by first class certified mail. The filing date shall be the first business day following the date the appeal is received by the Airport Manager. A filing fee, detailed in the Airport Fee Schedule, must accompany the appeal at the time of filing.

9.1.4 Appeal Review

The Airport Manager will investigate the appeal and make a preliminary determination and provide feedback to the appellant. If the appellant desires to move forward with the appeal, the Airport Manager will forward the appeal to the City Attorney for review.