



**City Council Meeting Agenda**  
**Tuesday, June 23, 2026**  
**5:30 p.m. – Work Session Meeting**  
**7:00 p.m. – City Council Regular Meeting**

Welcome! This meeting will be a hybrid (in-person & Zoom) Meeting. 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 five ways:

- **Pre-register** using the online form here:

<https://www.mcminnvilleoregon.gov/citycouncil/webform/public-comment-card> (Registration **OPENS** at **5:00 p.m.** on the day the agenda is posted, one week before the meeting and **CLOSES** at **12:00 p.m.** the day **BEFORE** the meeting // (Any form submitted outside this window will not be addressed);

- **Written comments** may be submitted to the City Recorder Team any time up to **12:00 p.m. the day BEFORE** the meeting and mailed to (McMinnville City Hall, c/o City Recorder Team, 230 NE Second Street, McMinnville, OR, 97128);
- **Digital comments (email)** may be submitted to the City Recorder Team any time up to **12:00 p.m. the day BEFORE** the meeting to [CityRecorderTeam@mcminnvilleoregon.gov](mailto:CityRecorderTeam@mcminnvilleoregon.gov);
- Fill out a **physical public comment card** found at McMinnville City Hall; any time up to **12:00 p.m. the day BEFORE** the meeting, but **not before 5:00 p.m.** on the day the agenda is posted for the following week;
  - Attend **in person** and fill out a public comment card.

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You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

[mcm11.org/live](http://mcm11.org/live)

**CITY COUNCIL WORK SESSION & CITY COUNCIL REGULAR MEETING:**

You may join online via Zoom Webinar Meeting:

<https://mcminnvilleoregon.zoom.us/j/82599690561?pwd=yjBcWhEzqssesOh7aX22GGAbA55qb0.1>

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

Webinar ID: 825 9969 0561

**5:30 PM – WORK SESSION MEETING – VIA ZOOM AND SEATING AT CIVIC HALL**

1. CALL TO ORDER
2. OPSIS AND PENCE FOR CPR BOND
3. ADJOURNMENT OF WORK SESSION

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

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT –

*The Mayor will announce that any interested audience members are invited to provide comments. Anyone may speak on any topic other than: a matter in litigation, a quasi-judicial land use matter; or a matter scheduled for public hearing at some future date. The Mayor may limit comments to 4 minutes per person for a total of 32 minutes. The Mayor will read comments emailed to the City Recorder and then call on anyone who has signed up to provide public comment.*

4. PRESENTATION

- a. Stewardship Report on City insurance coverage from Ryan Hartzell, Hagan Hamilton
- b. McMinnville Water & Light Update Presentation – General Manager John Dietz

5. PUBLIC HEARING

- a. Public Hearing to consider **Resolution No. 2026-25**: A Resolution Adopting a Building Fee Schedule. (**\*\*Note that the hearing will be opened and continued for public participation to the 07.14 City Council Meeting**).
- b. Public Hearing to consider **Resolution No. 2026-32**: A Resolution adopting Rates and Fees for the McMinnville Municipal Airport.

6. CONSENT AGENDA

- a. Motion to approve the Visit McMinnville Annual Plan & Budget presented to City Council on June 09, 2026.
- b. Consider the request from Too Many Cooks LLC (Gregoy McPhee) for Winery, OLCC Liquor License located at 1421 NE Alpha Drive.
- c. Consider the request from Gonzales Wine Company LLC (Cristina Gonzales) for Winery, OLCC Liquor License located at 1421 NE Alpha Drive.
- d. Consider **Resolution No. 2026-34**: A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.
- e. Consider **Resolution No. 2026-39**: A Resolution authorizing the City Manager to enter into a 1-year contract extension with Homeward Bound Pets Humane Society for FY 2026/2027 for dog kenneling and redemption services.
- f. Consider **Resolution No. 2026-40**: A Resolution authorizing the City Manager to enter into a Purchasing Agreement with SWS Equipment in the amount of \$386,919.82 for the purchase of a Schwarze A9 Monsoon TE street sweeper through a cooperative purchasing agreement.
- g. Consider **Resolution No. 2026-41**: A Resolution authorizing the City Manager to execute a Purchase Agreement with SWS Equipment for the purchase of a used 2019 Schwarze A7 Tornado Street Sweeper through a cooperative purchasing agreement.
- h. Consider the draft minutes of the February 10, 2026 City Council Work Session & City Council Regular Meeting.
- i. Consider the draft minutes of the February 18, 2026 Joint City Council & McMinnville Water & Light Commission Meeting.
- j. Consider the draft minutes of the February 24, 2026 City Council Work Session & City Council Regular Meeting.
- k. Consider the draft minutes of the March 10, 2026 City Council Regular Meeting.
- l. Consider the draft minutes of the March 18, 2026 City Council Work Session Meeting.
- m. Consider a request to permit a Waiver of the Noise Ordinance from KC Marold for DJ music for Dose Sparkling Wine Celebration on July 25, 2026.

- n. Consider **Resolution No. 2026-42**: A Resolution authorizing the City Manager to enter into a Professional Services Contract for the Transportation System Plan Update with Kittelson & Associates, Inc.
- o. Consider **Resolution No. 2026-43**: A Resolution authorizing the City Manager to extend a Goods and Services Contract with Garten Services, Inc. for janitorial services.

## 7. RESOLUTION

- a. Consider **Resolution No. 2026-32**: A Resolution adopting Rates and Fees for the McMinnville Municipal Airport.
- b. Consider **Resolution No. 2026-33**: A Resolution Declaring the City's Election to Receive Certain State Shared Revenues.
- c. Consider **Resolution No. 2026-36**: A Resolution adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers.
- d. Consider **Resolution No. 2026-37**: A Resolution adopting the budget for the fiscal year beginning July 1, 2026; making the appropriations; imposing the property taxes; and categorizing the property taxes.

## 8. ADVICE/ INFORMATION ITEMS

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

## 9. ADJOURNMENT OF REGULAR MEETING

**From:** [Valerie Anton](#)  
**To:** [City Recorder Team](#)  
**Subject:** Quarry Park  
**Date:** Tuesday, June 9, 2026 12:29:12 PM

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This message originated outside of the City of McMinnville.

Dear Mayor and City Council members,

I am writing in support of the Natural Resources Plan designating Quarry Park as a significant tree grove that must be protected from any future development. There is a wide diversity of wildlife from migrating birds to families of deer that call this natural space their home. Please vote to keep Quarry Park as a protected green space never to be developed by the Parks Rec plan.

Thank you,  
Valerie Anton

 McMinnville, OR 97128

Sent from my iPad

# City of McMinnville, Oregon

## Insurance Programs Stewardship Report

Policy Period: July 1, 2026 – June 30, 2027 | Report Date: June 11, 2026

**To:** McMinnville City Councilors, Mayor Kim Morris, City Manager Adam Garvin, and Finance Director Katie Henry

**Re:** Insurance Programs Stewardship Report — Coverage Lines: Property, Liability, Equipment, Auto, Excess, Airport, Cyber, and Workers' Compensation

<p><b>~6%</b></p> <p><b>Total Portfolio Decrease</b> 2025–2026 → 2026–2027</p>	<p><b>10%</b></p> <p><b>6-Year CIS Loss Ratio</b> Avg. claim: \$5,036</p>	<p><b>0.91</b></p> <p><b>SAIF Exp. Modifier</b> Nearly unchanged from 0.90</p>	<p><b>\$278M</b></p> <p><b>Total Insured Value (TIV)</b> Up 3.03% from \$269.9M</p>
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### INSURANCE MARKET CONDITIONS

The insurance market for public entities has shown meaningful signs of price stabilization, with some lines offering genuine pricing relief heading into 2026–2027. Several policies within the City's insurance portfolio experienced modest decreases across multiple coverage lines — a positive outcome in a market that has been broadly challenging over the past several years.

### PROPERTY & CIS PACKAGE

The City of McMinnville's current Total Insured Value (TIV) is \$269,863,857. Following careful evaluation and review, the proposed TIV for the 2026–2027 policy year is \$278,049,091 — a 3.03% increase. Despite this growth in insured values, the property premium decreased by 8.7%. There have been no reported property claims through mid-June of the 2025–2026 policy year. The City carries a 3% property line loss ratio, an impressive result given the size and scope of its property schedule.

The proposed annual contribution for renewing the CIS Package is \$930,865.85, a decrease from \$996,648.03 for the current policy period — reflecting a reduction of \$65,782.18, or 6.6%. Initially, CIS had projected a 1% decrease for cities in the upcoming renewal cycle. With positive claims trends across its largest coverage lines, the City will see a renewal outcome substantially more favorable than its peer group at 6.6%.

For the 2025–2026 policy year, there have been 10 claims submitted to CIS totaling only \$26,506 year-to-date. In comparison, during the same period last year, there were 17 claims submitted for \$117,553 — a significant improvement in both frequency and severity. Over a six-year period, the City has maintained an impressive 10% loss ratio with an average claim of only \$5,036, considerably better than peer cities of similar size.

The City carries a \$50,000 aggregate deductible for general liability and auto liability claims. Through mid-June 2026, only \$10,246 has been paid out against that deductible, resulting in savings of \$27,254 for the current policy year.

### SAIF WORKERS' COMPENSATION

The workers' compensation premium with SAIF has increased by \$1,826.16, or less than 1% (0.72%). The current experience rating modification factor is 0.91, nearly unchanged from 0.90 in the prior period. The expiring premium was \$252,694.00 and the renewal premium is \$254,520.16. As of mid-June, 17 claims have been reported, with no large claims and no individual claim exceeding \$5,500 — another strong year of workers' compensation loss performance.

### CYBER LIABILITY

The cyber insurance market has stabilized. The current premium is \$27,768. The City has established a multi-layered cyber insurance structure, with CIS covering the first layer of \$100,000 in risk and the cyber specialty

carrier, Cowbell, providing an additional \$2,000,000 in excess limits. Based on current market conditions, no premium increase is expected for the \$2,000,000 layer.

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**Portfolio Outcome.** It is not often that we are able to report a decrease across a large insurance portfolio renewal. With a low claims count, disciplined risk management, and modestly softening market conditions, I am pleased to report an **approximately 6% decrease** in the City of McMinnville's insurance portfolio for the 2026–2027 policy year..

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Respectfully,

**Ryan Hartzell, CIC**

Insurance Risk Consultant

Agent for the City of McMinnville

[Hagan Hamilton Insurance, Inc.](http://HaganHamiltonInsurance.com)

# MW&L SEMI-ANNUAL UPDATE TO CITY



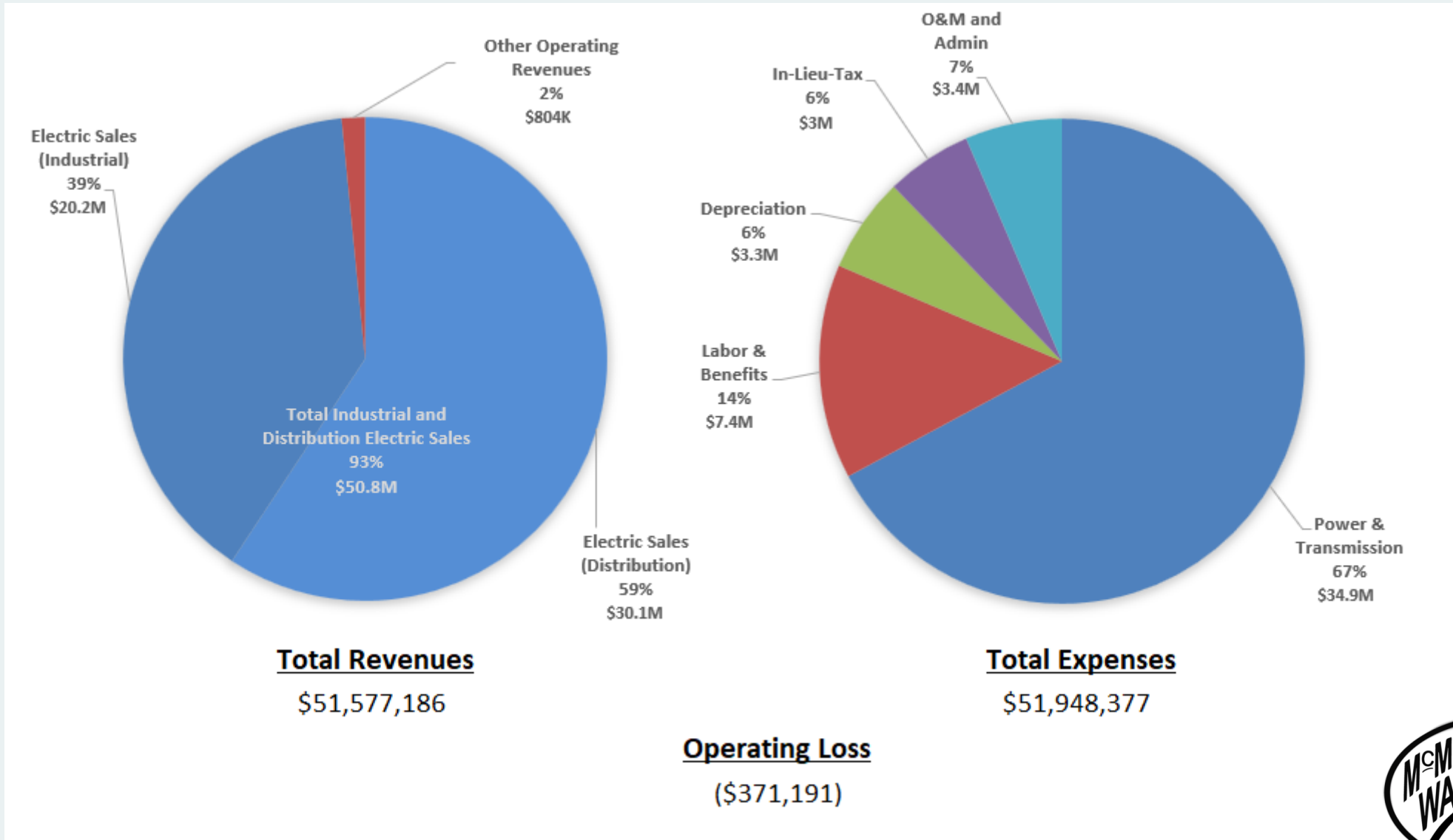
June 2026

Revised on 06.18.2026  
7 of 193

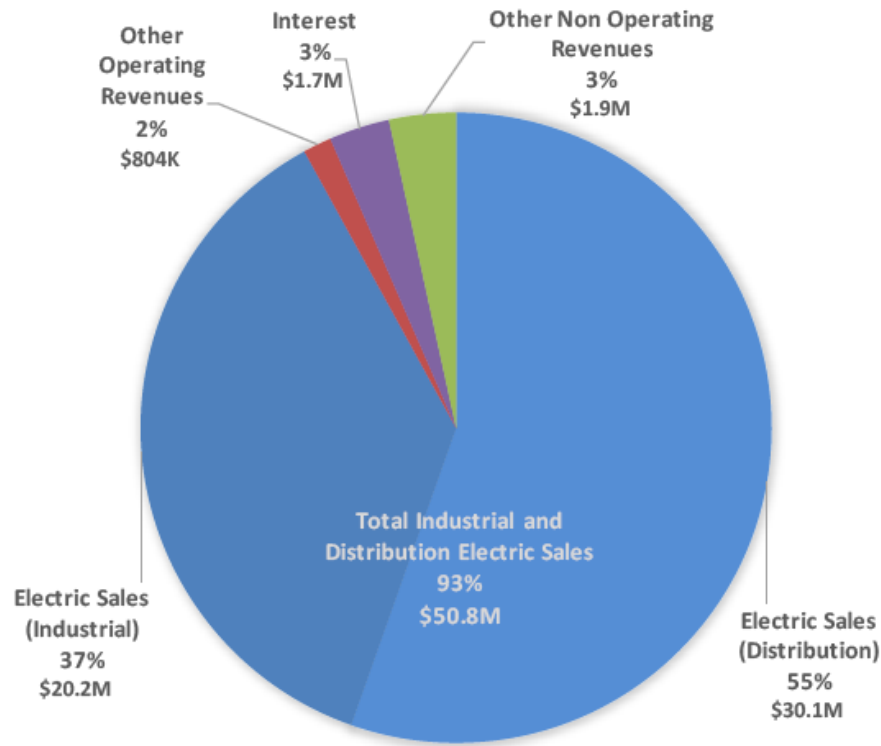
# Commission Budget Schedule



# Light Division FY26-27 Operating Income

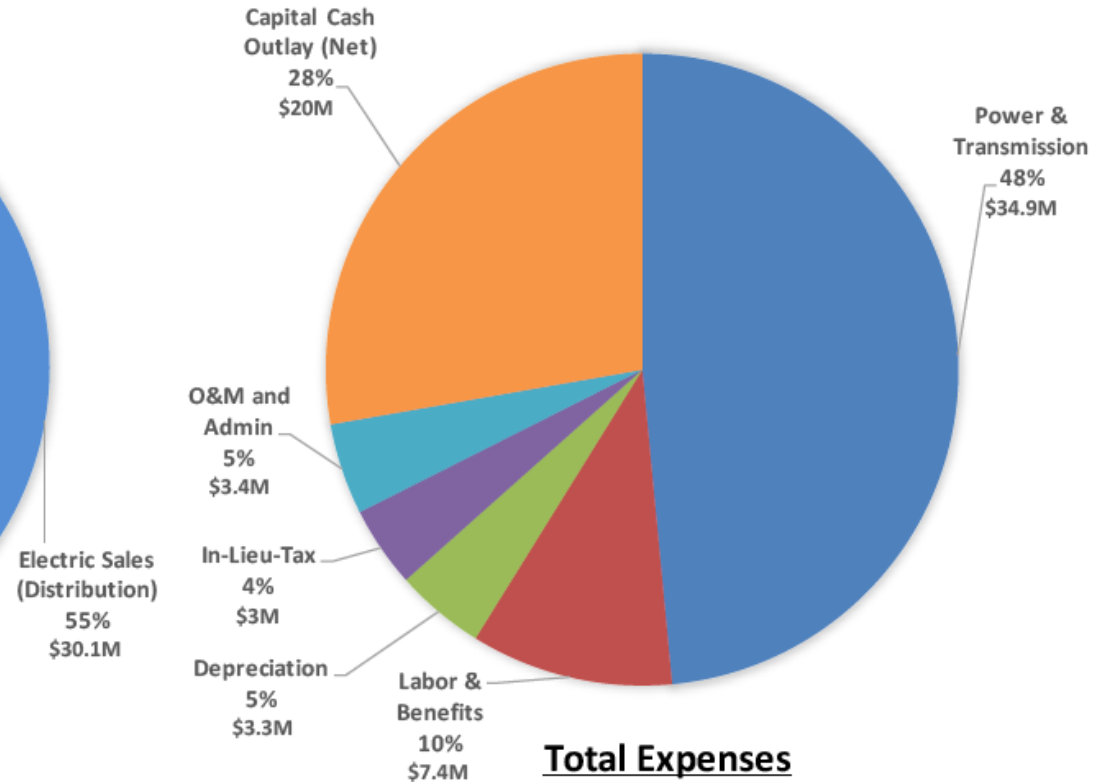


# Light Division FY 26-27 – Total Proposed Budget



## Total Revenues

\$55,175,436



## Total Expenses

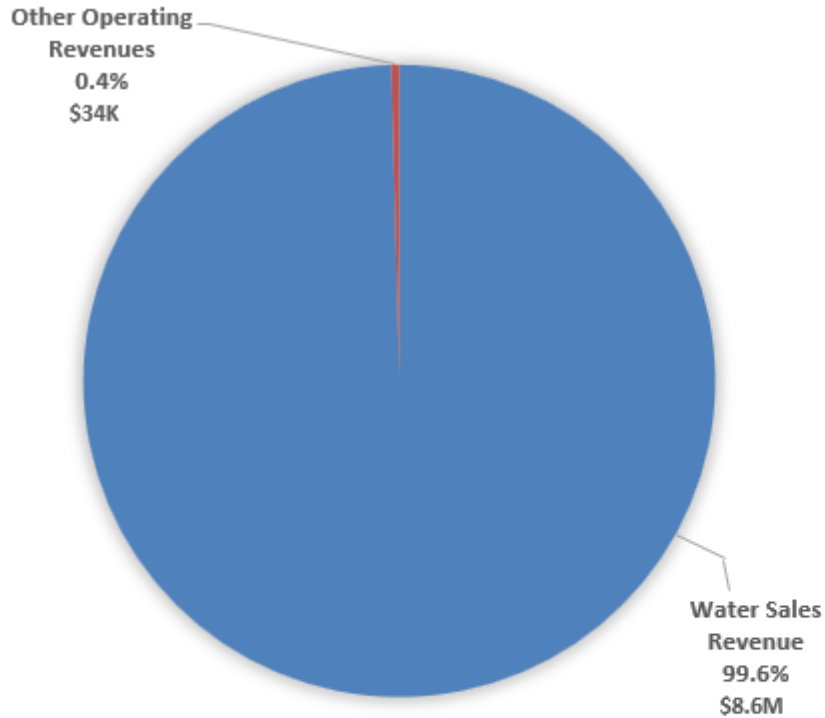
\$71,917,977

**Cash Reserve  
Increase/(Decrease)**

(\$16,742,541)

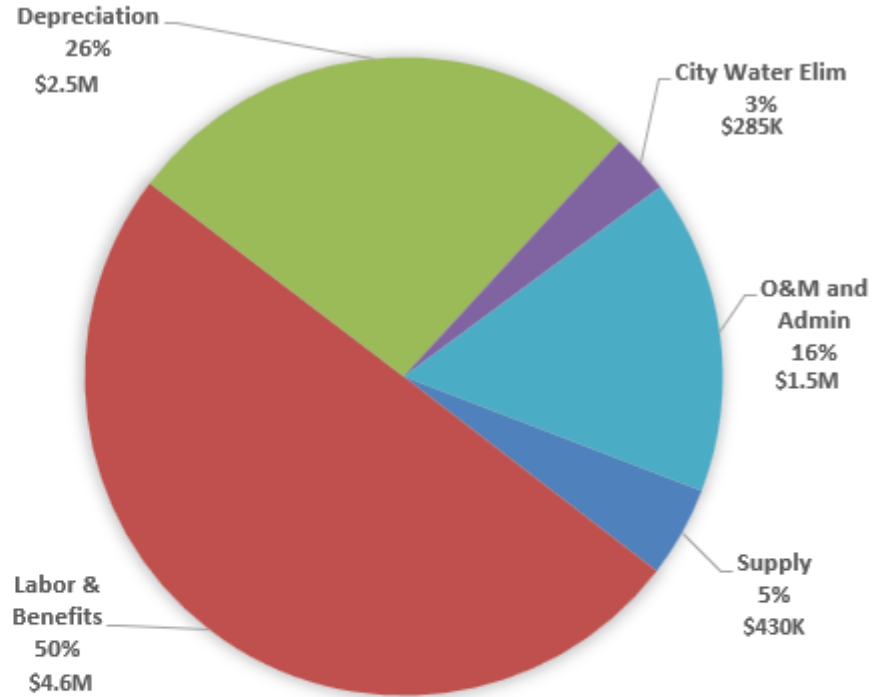


# Water Division FY26-27 Operating Income



**Total Revenues**

\$8,645,680



**Total Expenses**

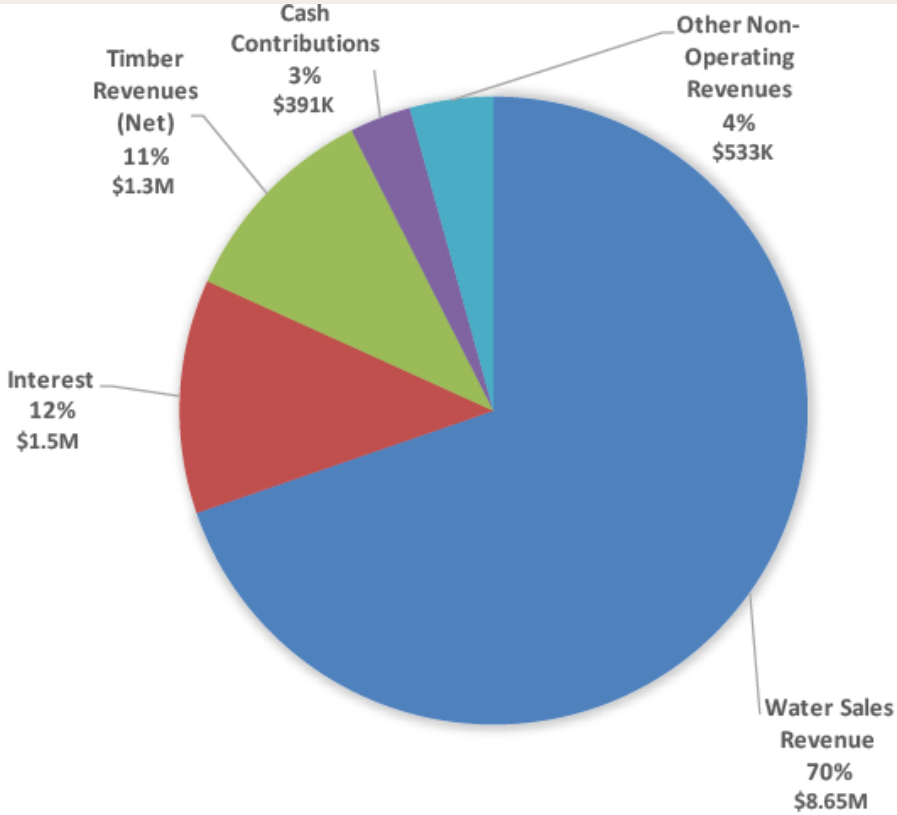
\$9,345,305

**Operating Loss**

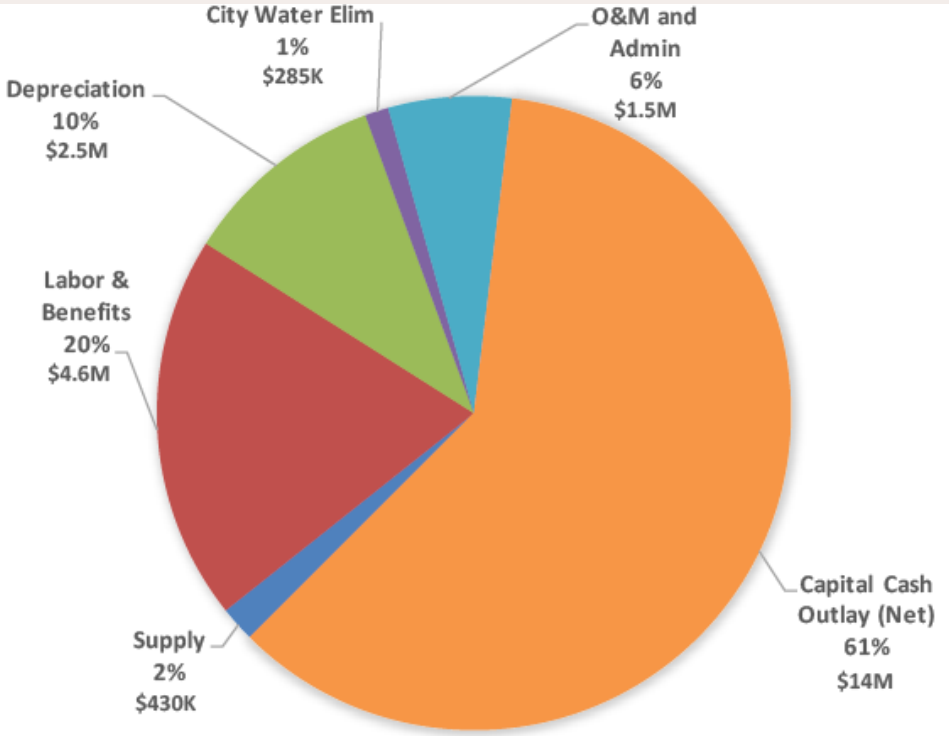
(\$699,625)



# Water Division FY 26-27 – Total Proposed Budget



**Total Revenues**  
\$12,401,352



**Total Expenses**  
\$23,701,035

**Cash Reserve Increase/(Decrease)**  
(\$11,299,683)



# Net Income & Change in Cash Balances



## Light Division

	Actual 2024-25	Est Actual 2025-26	Budget 2026-27
<b>Cash Flow</b>			
Beginning Cash Balance	44,219,536	46,608,033	46,303,122
Net Income (Loss)	4,178,226	3,540,390	3,227,059
Less In-Kind CIAC Included in Net Income / (Loss)	(501,700)	(365,500)	(167,600)
Add Depreciation	2,913,386	3,151,939	3,297,000
Less Other Cash Activity Adjustments	1,128,278	--	--
Less Capital Imp Cash Outlay (See Cap Plan)	(5,329,692)	(6,631,740)	(23,099,000)
Ending Cash Balance	46,608,033	46,303,122	29,560,580
Minimum Cash Reserve	21,360,836	25,319,901	22,946,511

## Water Division

	Actual 2024-25	Est Actual 2025-26	Budget 2026-27
<b>Cash Flow</b>			
Beginning Cash Balance	27,176,434	28,762,488	36,098,393
Net Income / (Loss)	3,669,259	7,207,287	3,056,046
Less In-Kind CIAC Incl in Net Inc / (Loss)	(319,400)	(291,500)	(500,000)
Add Depreciation	2,288,385	2,379,826	2,474,750
Add Lafayette Wtr Trans Dev Chg Principal	163,973	206,860	984,021
Less Other Cash Activity Adjustments	(628,120)	--	--
Less Capital Imp Cash Outlay (See Cap Plan)	(3,588,044)	(2,166,568)	(17,314,500)
Ending Cash Balance	28,762,488	36,098,393	24,798,710
Minimum Cash Reserve	15,852,415	14,791,473	15,338,355

### \* Significant Capital Items

Substations - Windishar	1,300,000
Substations - New 3-Mile Lane Sub	1,300,000
Overhead/Underground Construction	2,604,000
Facility Improvements - Marsh Lane	15,413,400
<b>Total</b>	<b>20,617,400</b>

### \* Significant Capital Items

WTP Land Purchase	1,500,000
16" Transmission Main Design/Const	440,000
Regional Intake & Pump Station	--
Zone 2 Pump Station & Trans Main	1,700,000
Facility Improvements - Marsh Lane	10,275,600
<b>Total</b>	<b>13,915,600</b>



# FY26-27 Budget

## Key Takeaways

### Light Division

- Operating losses across the projection (BPA increases), but positive net income
- Cost of Service studies stabilize Operating, Non-Op, & Cash results
  - Last COS study showed a 4.5% Distribution rate increase in Oct 2026 (not included in budget, commission has not yet approved)
  - Next Cost of Service study planned for FY 27-28
- BPA Columbia River System Operations Litigation (not included). Current estimates show that this litigation will result in a 6-7% increase in power supply costs.
- Cash remains above minimum cash reserve levels across a 3-year projection

### Water Division

- Operating losses across the projection, but positive net income
- Cash remains above minimum cash reserve levels across a 3-year projection
- Water COS currently underway now, potential 2026 rate increase TBD. Preliminary results to be presented to commission in July

### Facility Expansion

- \$25.6M included in FY 26-27 budget - \$15.4M Light and \$10.2M Water
  - This project is funded through reserves

# MW&L Facility Project



- May 1: MW&L moved out of Marsh Lane Admin. Building. Temp location is 340 NE Kirby Street. Crews remain at Marsh Lane
- May 26: Commission approved GMP (Guaranteed Maximum Price) for project (construction costs) at \$24,941,919
- June 8: P&C Construction mobilized at Marsh Lane
- Once building permits are issued, construction will begin





# Questions?





## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Geoff Hunsaker, Public Works Director  
**WRITTEN BY:** John Paskell, Airport Manager  
**SUBJECT:** Airport Rates and Fees

1. Resolution 2026-32, adopting rates and fees for the McMinnville Municipal Airport.

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### **Report in Brief:**

Resolution 2026-32 adopts a rates and fees schedule for charges assessed related to the use of the McMinnville Municipal Airport.

### **Background:**

The McMinnville Municipal Airport does not currently have an approved rates and fees schedule. Airports make their rates and fees available publicly so that both local and transient airport users understand what fees may be levied for use of the airport and provides for certainty and transparency in pricing. Updated rates and fees are important to the financial viability of the Airport Fund, ensuring the airport collects revenue for the use of its facility and can continue to operate and maintain the airport without General Fund support.

### **Discussion:**

The proposed MMV Rates and Fees, which is the first formal rates and fees schedule in MMV's history, is intended to establish the airport's fee structure, improve cost recovery, align charges with comparable regional airports, and establish new revenue sources tied to airport activity and infrastructure use.

With feedback from the Airport Commission, staff reviewed fees charged at similarly situated, comparable airports in Oregon, including three in the Willamette Valley (Aurora, Corvallis, and Salem). Other Oregon airports used as

comparables are Roseburg, Newport, Troutdale, Bend, and Scappoose. Collectively, these eight airports operate under similar economic, regulatory, and aviation market conditions to McMinnville, providing a reliable foundation for direct rate comparison and benchmarking, and ensures that McMinnville's rates and fees are fair, defensible, and market supported.

The intent of the proposed rates and fees is to focus on transient, commercial, and higher-impact users rather than significantly increasing costs for local tenants and recreational pilots and will move the airport towards its goal of full cost recovery. In short, the proposed structure modernizes airport business practices while minimizing impacts to existing based tenants, is consistent with industry trends and regional airport fee structures and supports the airport's long-term financial sustainability goals.

In its meeting of May 19, 2026 the Airport Commission voted unanimously (5-0, two absent) to recommend City Council adoption of the rates and fees as described in Attachment 2.

### **Attachments:**

1. Resolution 2026-32
  - a. Airport Rates and Fees Schedule

### **Fiscal Impact:**

The implementation of the proposed rates and fees will have a net positive financial impact to the Airport Fund. The FY 2026-27 budget includes some, but not all of the revenue expected from the proposed fee schedule. Included in the budget are current fees such as fuel flowage, and land and building lease rates. The budget does not include revenue from new sources, primarily transient landing fees and overnight parking fees. The projected revenue for new fees are uncertain given no past history but is expected to be in the several thousand dollars per year in added revenue.

Staff intends to review the rates and fees annually as part of the City's budget process, and in coordination with the Airport Commission will review Actual versus Expected revenue, adjust fees as necessary, and bring an updated fee schedule to Council each year as warranted.

### **Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the attached Resolution adopting the airport rates and fees.

**Alternative 2:** Reject the attached Resolution. Existing rates and fees would continue at current levels and new rates and fees would not be implemented.

**Alternative 3:** The Council may consider any other alternative not presented by staff.

**RESOLUTION NO. 2026-32**

A Resolution adopting Rates and Fees for the McMinnville Municipal Airport.

**RECITALS:**

**WHEREAS**, the City of McMinnville owns and operates the McMinnville Municipal Airport and is responsible for the maintenance and development thereof; and

**WHEREAS**, the imposition of various rates and fees for the use of the airport provide its annual revenue; and

**WHEREAS**, the airport has not previously had a formally approved and published rates and fees schedule.

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

1. The City Council adopts the Airport Rates and Fees schedule, as presented.
2. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held on the 23rd day of June 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June, 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Airport Rate Schedule

Category	Description/ unit	MMV Current	MMV Proposed
Airside Operations	Fuel Flowage/gallon	\$ 0.05	\$ 0.10
Note: Applies to <i>all</i> fuel delivered to the airport, regardless of fuel type or user.			
Airside Operations	Transient Landing Fee >12,500 lbs./ 1,000lb MGLW	\$ -	\$ 1.50
Airside Operations	Transient Parking Fee - Light Helicopter (<12,500 lbs MTOW)	\$ -	\$ 5.00
Airside Operations	Transient Parking Fee - Medium Helicopter (12,500-25,000 lbs MTOW)	\$ -	\$ 25.00
Airside Operations	Transient Parking Fee - Heavy Helicopter (>25,000 lbs MTOW)	\$ -	\$ 75.00
Airside Operations	Transient Parking Fee - Single Engine Piston Aircraft	\$ -	\$ 5.00
Airside Operations	Transient Parking Fee - Multi-Engine Piston Aircraft	\$ -	\$ 15.00
Airside Operations	Transient Parking Fee - Turboprop Aircraft	\$ -	\$ 25.00
Airside Operations	Transient Parking Fee - Light Jet (<17,000 lbs MTOW)	\$ -	\$ 50.00
Airside Operations	Transient Parking Fee - Medium Jet (17,000-35,000 lbs MTOW)	\$ -	\$ 75.00
Airside Operations	Transient Parking Fee - Large Jet (35,000-60,000 lbs MTOW)	\$ -	\$ 100.00
Airside Operations	Transient Parking Fee - Heavy Jet (>60,000 lbs. MTOW)	\$ -	\$ 125.00
Note: Fees are per night. Monthly reserved parking fees shall be 10x the nightly fee.			
Aircraft classifications shall be determined by FAA-certificated maximum takeoff weight (MTOW) and aircraft type design.			
Business and Properties	Unimproved Aviation Ground Lease - sqft/ year	\$ 0.35	\$ 0.41
Business and Properties	Improved Aviation Ground Lease - sqft/ year (3x unimproved rate)	\$ -	\$ 1.23
Note: Unimproved rate continues through first 40-year term; beyond 40 years the land is considered fully improved.			
Business and Properties	Non-Aviation Commerical/Industrial Ground Lease - sqft/ year	\$ -	Appraised Rate
Business and Properties	Aviation Through-the Fence Access Fee /year	\$ -	Appraised Rate
Business and Properties	New Lease/Business Application	\$ -	\$ 250.00
Business and Properties	Lease Assignment	\$ 250.00	\$ 250.00
Business and Properties	Special Event - Air Show/ Day	\$ 3,000.00	\$ 3,000.00
Business and Properties	Special Event - Fly-In with runway closure/ Day	\$ 1,500.00	\$ 1,500.00
Business and Properties	Commercial Bldg. Space Rent -sqft/ month	\$ 1.50	\$ 2.10
Business and Properties	Alpha "A" T-Hangars /month	\$ 210.00	\$ 210.00
Business and Properties	Bravo "B" Open Box Hangars /month	\$ 160.00	\$ 160.00
Business and Properties	Charlie "C" T-Hangars /month	\$ 185.00	\$ 185.00
Business and Properties	Golf "G" T-Hangars /month	\$ 385.00	\$ 385.00
Business and Properties	East Quonset Hangar /month	\$ 475.00	\$ 475.00
Business and Properties	Transient T-Hangar /night	\$ 30.00	\$ 30.00
Business and Properties	Transient Box Hangar /night	\$ 50.00	\$ 50.00

## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Mayor Morris & City Council  
**SUBMITTED BY:** Adam D. Garvin, City Manager  
**WRITTEN BY:** Adam D. Garvin, City Manager  
**SUBJECT:** Motion to approve the Visit McMinnville Annual Plan & Budget presented to City Council on June 9, 2026.

1. Consideration and motion to approve Visit McMinnville Annual Business & Marketing Plan, FY2026-27 Budget, and Transient Lodging Tax Allocation Framework
- 

### **Report in Brief:**

This action is to consider approval of Visit McMinnville's FY2026-27 Annual Business & Marketing Plan and Budget, and provide direction regarding implementation of the revised Transient Lodging Tax (TLT) allocation framework authorized under HB 4148.

### **Background:**

The City of McMinnville and Visit McMinnville are parties to a Tourism Promotion Services Agreement effective July 1, 2020. Under Section 3 of that Agreement, Visit McMinnville is required to annually prepare and submit an Annual Business and Marketing Plan to the City Council. The Agreement further provides that City Council shall review and determine whether to approve the Business Plan, and that approval of the plan authorizes continued funding under the Agreement for the upcoming fiscal year.

Visit McMinnville presented its FY2026-27 Annual Business and Marketing Plan and proposed budget to the City Council on June 9, 2026. The presentation included organizational goals, tourism performance metrics, financial information, and discussion regarding implementation of HB 4148 and future TLT allocation options.

## **Discussion:**

### **Annual Business & Marketing Plan**

The submitted Business & Marketing Plan includes Visit McMinnville's proposed activities, performance goals, marketing initiatives, group sales efforts, tourism promotion strategies, and budget for FY2026-27. Consistent with the Tourism Promotion Services Agreement, the plan identifies key organizational objectives and anticipated outcomes for the coming fiscal year.

The Agreement requires Council approval of the Annual Business & Marketing Plan prior to authorizing continued funding of Visit McMinnville operations. The Agreement further provides that expenditures of TLT funds shall occur consistent with the approved Business Plan and budget.

### **Transient Lodging Tax Allocation Framework**

During its June 9, 2026 presentation, Visit McMinnville outlined changes resulting from House Bill 4148, which allows communities to allocate eligible Transient Lodging Tax revenues using a 50/50 split between tourism promotion and other qualifying tourism-related uses beginning July 1, 2026.

Visit McMinnville's presentation noted that an immediate transition to a 50/50 allocation would coincide with the addition of new lodging inventory anticipated to come online in 2027, including the AC Hotel, Piquette lodging units, and other hospitality investments. Visit McMinnville expressed that continued destination marketing efforts will remain important to maintaining occupancy levels and supporting tourism-generated economic activity.

Following discussions between City staff and Visit McMinnville leadership, a phased implementation approach was proposed. Under this framework:

- Remainder of Calendar Year 2026: 70% Visit McMinnville / 30% City Eligible Uses
- Calendar Year 2027: 60% Visit McMinnville / 40% City Eligible Uses
- Calendar Year 2028 and Beyond: 50% Visit McMinnville / 50% City Eligible Uses

Based upon assumptions presented by Visit McMinnville, a phased implementation would provide approximately \$70,587 in additional resources to the City during

FY2026-27 and approximately \$300,000 during FY2027-28, while allowing Visit McMinnville time to adjust operations and staffing to the revised funding structure.

Council may elect to approve the Business & Marketing Plan independent of any future decision regarding TLT allocation percentages, approve both items concurrently, or provide alternative direction regarding implementation of HB 4148.

**Attachments:**

1. Visit McMinnville FY2026-27 Annual Business & Marketing Plan Presentation
2. Tourism Promotion Services Agreement (July 1, 2020)

**Fiscal Impact:**

Approval of the Business & Marketing Plan authorizes continued funding of Visit McMinnville in accordance with the adopted FY2026-27 budget.

Any modification to the TLT allocation structure will impact future distributions of eligible Transient Lodging Tax revenues between Visit McMinnville and other City-authorized tourism related uses. The fiscal impacts will vary based on actual TLT collections.

**Alternatives:**

**Alternative 1:**

Approve Visit McMinnville's FY2026-27 Annual Business & Marketing Plan and Budget as presented, acknowledging the proposed phased implementation of HB 4148 that would transition the current 70% / 30% Transient Lodging Tax allocation to 60% / 40% in Calendar Year 2027 and 50% / 50% beginning in Calendar Year 2028.

**Alternative 2:**

Approve Visit McMinnville's FY2026-27 Annual Business & Marketing Plan and Budget and direct staff to return with alternative HB 4148 implementation options for Council consideration.

**Alternative 3:**

Do not approve Visit McMinnville's FY2026-27 Annual Business & Marketing Plan and Budget and direct staff and Visit McMinnville to return with revisions for Council consideration.

**Alternative 4:**

Council may consider any other alternative not presented by Staff.



**Visit  
McMinnville**

**Presentation to Council  
June 9<sup>th</sup>, 2026**

# **Economic impact of tourism**

**\$51.6 million spent by visitors spent in McMinnville**

**\$15.4 million in food/beverage**

**\$14.6 million in accomodations**

**\$6 million in arts, entertainment and recreation**

**\$5.88 million in retail sales**

**Visit  
McMinnville**

# **Statewide hotel performance**

## **Calendar year 2026**

### **Oregon**

**52.7% hotel occupancy; down 1.3%**  
**Average daily rate: \$122; down 1.4%**

### **Portland**

**55.7% hotel occupancy; down 2.8%**  
**Average daily rate: \$124; down 1.6%**

**Visit  
McMinnville**

# **Statewide hotel performance**

## **Calendar year 2026**

### **Willamette Valley**

**54.9% hotel occupancy; up 0.4%**

**Average daily rate: \$125; down 1.3%**

### **McMinnville (does not represent all hotel rooms)**

**55.3% hotel occupancy; up 3.9%**

**Average daily rate: \$129; down 9.4%**

**revenue from short-term rentals up 10.1%**

**Visit  
McMinnville**

# **Financial strategy**

**25/26 Budget: \$1,280,770**

**25/26 Total TLT Income: \$1,286,054**

**exceeded budget by \$5,284**

**\$9849.31 in investment income  
working with Headwater this fiscal year**

**Visit  
McMinnville**

# Financial strategy

Analysis of spending by location (through April 2026):

**60%**

*spent  
in McMinnville*

**78%**

*spent  
in Oregon*

**Visit  
McMinnville**

**Develop economic model for VM**

**Launch group sales initiative**

**Launch new website**

**Increase December RevPAR**

**Generate \$10,000,000 in media value**

**Generate five additional event “days”**

**Increase social media engagement by 35%**

**Visit  
McMinnville**

# **Develop economic model for VM**

**Researched industry standards for economic impact calculators.**

**Includes tax generated for city, visitor spending, PR value, website, social media, e-newsletter, group sales, impact of events.**

**Every dollar in VM budget generates 19 dollars of economic impact for McMinnville.**

**Visit  
McMinnville**

# **Launch group sales initiative**

**Developed marketing plan, gathered relevant information, designed brochure.**

**Will launch group sales marketing closer to opening of AC Marriott at Evergreen.**

**Visit  
McMinnville**

# **Launch group sales initiative**

**Developed marketing plan, gathered relevant information, designed brochure.**

**Will launch group sales marketing closer to opening of AC Marriott at Evergreen.**

**Visit  
McMinnville**

## **Launch new website**

**Delayed by changes in personnel.**

**Scheduled to be online by end of June.**

**New listings module.**

**New community calendar,  
shared with other community organizations.**

**Visit  
McMinnville**

# **Increase December RevPAR**

**Upside:  
overall hotel/short-term rental income was up.**

**Downside:  
RevPAR (revenue per available room) was down.**

**Number of short-term rentals on the market  
dramatically increased during December  
(and months since) meaning money was spread  
between more “rooms”.**

**Visit  
McMinnville**

**Generate \$10,000,000 in media value**

**Working with Field Day PR.**

**55 articles generated  
with a media value of over \$14 million.**

**Stories about McMinnville appeared in  
*Travel & Leisure, Bon Appetit, Wine Enthusiast,  
AFAR, Food & Wine, National Geographic*  
among others.**

**Visit  
McMinnville**

**Generate five additional event “days”**

**Added 15 additional event days, including:**

**AAPI Food & Wine, Wonderland Beer Fest,  
Organically Grown Wine Festival,  
Wild Bunch McMinnville, Tradition Reimagined  
and others.**

**Visit  
McMinnville**



**Lois Cho**  • 1st

Cultural Entrepreneur & CEO | Founder of CHO Wines & AAPI Food & Wi...

1w • 



If you hadn't noticed, this year's AAPI Food & Wine moved to McMinnville... and it definitely wasn't an accident.

**Visit McMinnville** had been gently courting our festival to move location and weekend to avoid UFO Fest (yes it's a thing) for the last two years due to CEO **Dan Gibson** • And oh boy, we're so grateful he did!

This year, it felt like we found a home 🏠

McMinnville has this magic balance of world-class wine, small-town warmth, incredible food, creative energy, and people who genuinely show up for one another.

To our friends at Visit McMinnville: thank you for believing in our mission. You're not just a sponsor. You're an ally. And that's not lost on us.

Destination organizations should look to take a page out of Dan's playbook. 🍷

# **Increase social media engagement by 35%**

**Overall FB/IG engagement up 58.6% YOY.**

**Overall FB/IG views up 103% YOY.**

**Comparing average engagement per post:**

**Visit Bend: 466**

**Visit McMinnville: 214.4**

**Visit Paso Robles: 113.8**

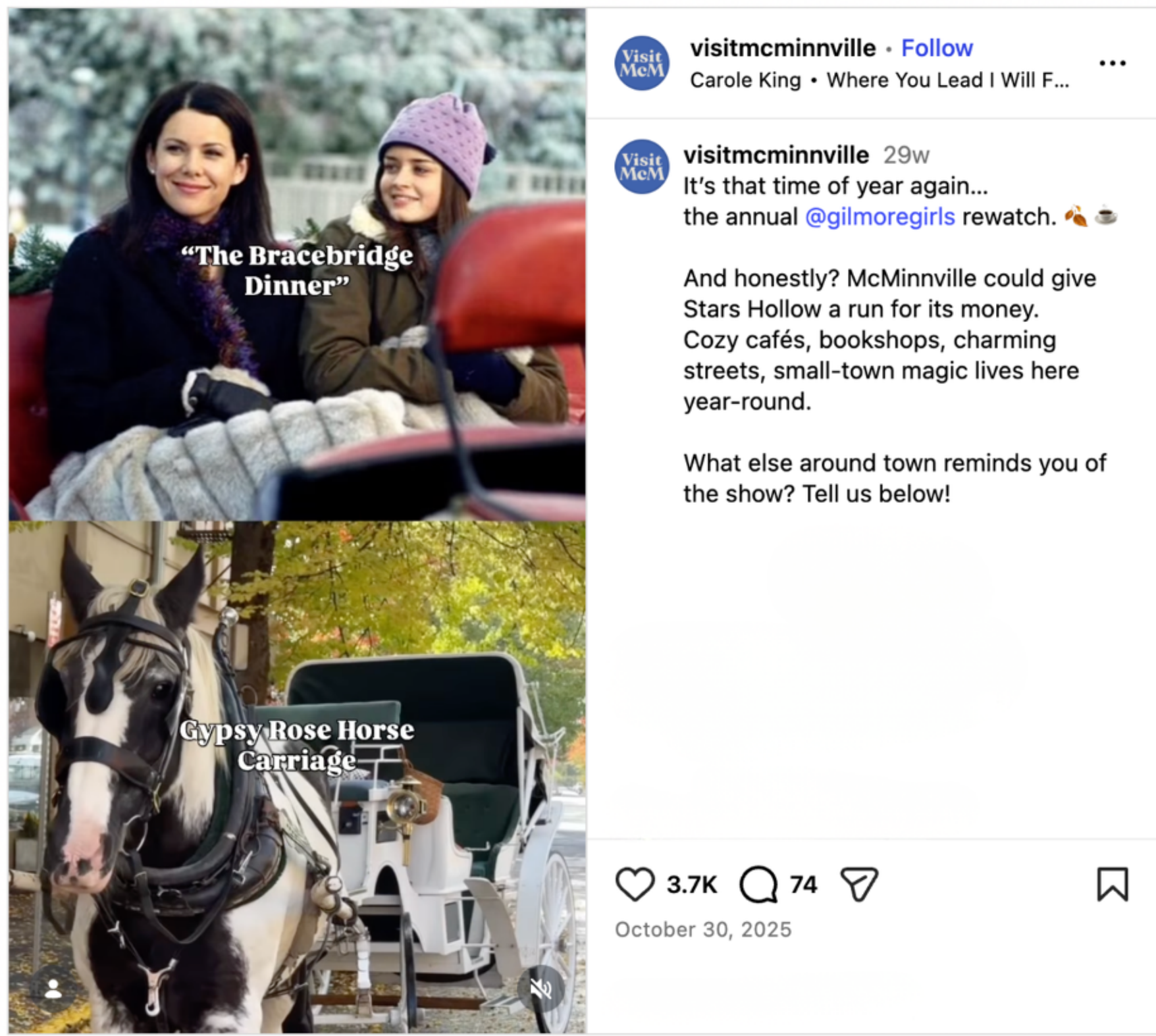
**Visit Walla Walla: 82**

**Tualatin Valley: 48**

**Taste Newberg: 29.8**

**Hood River: 13.5**

# Increase social media engagement by 35%



**Audience growth rate:**  
**Industry: -5.9%**  
**drop in followers**  
**VM: 14.4%**

**Post engagement rate:**  
**Industry: .94%**  
**VM: 7.95%**

**“Gilmore Girls” post:**  
**7,739 engagements**

## **Community engagement**

**Funded downtown clean-up position in cooperation with MV Advancements and MDA.**

**Contributed funding to lighting of holiday tree, Evergreen skating event, community day of service, bicycles for downtown police presence.**

**Provided meeting space for several nonprofits; storage space for Zero Waste McMinnville.**

**Staff serves on boards of multiple area nonprofits.**

# **Proposed adjustment to TLT split**

**HB 4148 allows for 50/50 split between city and DMO starting July 1, 2026**

**Good news:  
more hotel rooms coming online in 2027  
118 rooms at the AC, 17 rooms at Piquette  
plus Hoffs Homestead.**

**It takes promotion to fill those rooms and keep overall occupancy level (and up would be better).**

# **Proposed adjustment to TLT split**

**Following discussion with City Manager Garvin, most balanced approach would be to stagger change in percentage by calendar year.**

**Remainder of 2026: 70/30 split  
all of 2027: 60/40 split  
all of 2028, going forward: 50/50 split**

**with a flat projected tax revenue, approximately additional \$70,587 to go to city budget in fiscal year 26/27 and \$300,000 in 27/28.**

## **How this effects the Visit McMinnville budget**

**Our “committed” budget (payroll, rent, insurance, bookkeeping) largely stays the same; \$660,188.**

**Reductions will be to development, event sponsorship and community engagement.**

**Goals will be set when budget plan is approved by council.**

**The assumption is additional revenue for the 27/28 fiscal year will even out the budget.**

**Thanks for your time.**

**Dan Gibson**  
**dan@visitmcminnville.com**  
**(503) 583-1570**

**Lisa Macy-Baker**  
**Ashley Solis**  
**the board of Visit McMinnville**

**Visit**  
**McMinnville**

**AGREEMENT BETWEEN**  
**CITY OF MCMINNVILLE, OREGON**  
**AND**  
**VISIT MCMINNVILLE, INC.**  
**FOR TOURISM PROMOTION SERVICES**

This Agreement is between the City of McMinnville, an Oregon municipal corporation (“City”) and Visit McMinnville, Inc., an Oregon nonprofit corporation (“Contractor”).

The parties are currently under a similar contract that was effective July 1, 2015. The parties enter into this updated Agreement for Tourism Promotion Services for the City. The Contractor is willing to provide the services required by this Agreement on the terms below. The City will compensate the Contractor with a portion of the Transient Lodging Taxes the City assesses pursuant to Oregon State Law and McMinnville Municipal Code Chapter 5.10.

**1. Definitions:** The following definitions from ORS 320.300 apply subject to any revisions thereof by the legislature:

“**Tourism**” means economic activity resulting from tourists.

“**Tourism Promotion**” means any of the following activities:

- (a) Advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists;
- (b) Conducting strategic planning and research necessary to stimulate future tourism development;
- (c) Operating tourism promotion agencies; and
- (d) Marketing special events and festivals designed to attract tourists.

“**Tourism Promotion Agency**” includes:

- (a) An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.
- (b) A nonprofit entity that manages tourism-related economic development plans, programs and projects.
- (c) A regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.

“**Tourist**” means a person who, for business, pleasure, recreation or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from and unrelated to the person’s community of residence, and that trip:

- (a) Requires the person to travel more than 50 miles from the community of residence; or
- (b) Includes an overnight stay.

2. **Contractor's Services:** In consideration of the payment provided in paragraph 5 below, the Contractor will provide the following services to the City:

- a. **Tourism Promotion:** The Contractor will provide Tourism Promotion services and manage tourism economic development plans, activities, functions, programs, literature (develop, arrange for printing, and distribute), advertising, staff, supplies, equipment, and support to promote McMinnville as a destination for tourists and visitors. The Contractor will coordinate its activities, as reasonable and appropriate, with other organizations such as the McMinnville Area Chamber of Commerce, the McMinnville Downtown Association, Yamhill County Tourism Partnership, McMinnville Economic Development Partnership, McMinnville Economic Vitality Leadership Council, and other economic development entities.
- b. **Administrative and Management Functions:** The Contractor will provide day-to-day management activities, including planning and acquisition services, equipment, supplies, and facilities to fulfill the Annual Business and Marketing Plan (the "Business Plan") for Visit McMinnville. The Contractor will maintain capable and competent staff, including management staff. The Contractor's Executive Director or designee will attend any City Council meetings as requested by the City Council to provide updates, information, or other data on Visit McMinnville's plans and services.
- c. **TLT Future Uses Project.** At a mutually agreeable time during the term of this contract, Contractor and the City's Economic Vitality Leadership Council, (or successor city committee) , will carry out a project to explore the best tourist related economic development outcomes for the City using TLT dollars, looking specifically at any newly authorized legislative uses, eligible tourism facilities, tourist destination development, and tourist business recruitment in addition to marketing efforts. This work may include consultant support. Subsequent new uses of TLT dollars would remain subject to Section 3(f) of this Agreement.

3. **Annual Business and Marketing Plan:**

- a. Contractor will prepare and submit an Annual Business and Marketing Plan (the "Business Plan") to the City Council no later than two weeks before the first Council meeting of May each year. The Business Plan will contain a review of the previous year's performance and a detailed description of the services the Contractor proposes to provide in the next fiscal year, as well as a proposed budget for the next fiscal year. The Business Plan will identify activities and performance goals. Additionally, the Business Plan will contain a detailed explanation of any amendments the Contractor has made to the Contractor's bylaws. The Contractor will be fully responsible for the implementations of services and programs and the City will not control the day-to-day activities and operations of Visit McMinnville and its employees and agents. However, the City may provide general suggestions regarding the funding of various services or programs, which the Contractor will consider in the use of City funds.
- b. The City Council will consider the Business Plan during a Council meeting in the month of May each year, after which, the Council will determine whether to approve the Business Plan. If the Council approves the Business Plan, the Council will authorize continued funding of Visit McMinnville for the next fiscal year. The Contractor will expend funds received from the City under this Agreement and proposed budget only as set out in and authorized by the Business Plan. If the Council does not approve the Business Plan and the included proposed budget and the parties

cannot reach agreement on modifications to the Business Plan, this Agreement will terminate.

- c. The Contractor's proposed budget will be prepared assuming a total budget for services provided under this Agreement during fiscal years 2020-2021 through fiscal year 2022-23 equal to 70% of projected Transient Lodging Tax collections for the current year, and thereafter not less than 50% but not to exceed 70% of projected Transient Lodging Tax collections for the current year, minus the City's monthly administrative charges for the applicable current year.
- d. The Contractor's annual budget will contain a reserve fund in an amount equal to at least three months of total fixed operating expenses as defined by the Contractor's adopted fiscal policies, and shall be replenished, if such reserved funds have been utilized to an amount consisting of three months of total fixed operating expenses. The reserve fund may be used in the case of actual revenues being less than forecast and in support of activities included in the approved Business Plan. In no case will expenditures exceed actual funds payable under this Agreement. However, nothing in this section precludes the Contractor using funds secured from sources other than the City in the Contractor's complete and total discretion.
- e. If the City's actual collection of Transient Lodging Tax revenues exceeds the amount approved in the Contractor's budget by more than ten percent (10%), before the City will provide additional funds to the Contractor, the Contractor will submit, subject to City Council review and approval, a revised Business Plan to the City, describing how the additional funds will be spent on tourism promotion activities. The City Council may approve the revised budget or alternatively elect to expend the surplus funds on alternative authorized tourist related purposes approved by the City Council.
- f. Prior to approving a Business Plan for fiscal year 2023-2024, or thereafter pursuant to this Agreement which is based on less than 70% of projected Transient Lodging Tax collections, the City shall provide not less than six months prior written notice to Contractor that:
  - 1) Legislative changes have occurred after the date of this Agreement to Oregon statutes or regulations governing the expenditure of TLT funds; and
  - 2) The City Council is considering the use of a portion of TLT funds for specified purposes newly authorized by the Oregon Legislature or applicable regulations; and
  - 3) Requesting that the Contractor either include the newly authorized and specified TLT expenditure actions in its upcoming Business Plan, if applicable, or advise the City Council that it will decline to do so.

**4. Other Reports:** The Contractor will prepare and submit to the City Council three written progress reports each year (in August, November, and February) on the Business Plan, including the budget. These reports will also contain notice of any amendments the Contractor has made to the Contractor's bylaws. The City Council may request that a representative of the Contractor attend a City Council meeting to provide further information and to answer any questions.

**5. Funding:** Subject to compliance with the Local Budget Law and approval of annual appropriations for the appropriate fiscal year, the City agrees to compensate the Contractor for approved budgeted expenditures from the Transient Lodging Tax revenues collected by the City. The compensation will be for services provided under this Agreement. The amount paid quarterly (in August, November, February, and May) to the Contractor will be based on: 1) during fiscal years 2020-2021 through fiscal year 2022-23, 70% of projected Transient Lodging Tax collections for the current year, and 2) after fiscal year 2022-23 not less than 50% but not to exceed 70% of the Transient Lodging Tax collected by the City in the preceding quarter. This amount is subject to the provisions of Section 3e above and administrative charges by the City. In every fiscal year, the City will, subject to appropriation of the funds in the annual city budget and actual receipt of the required Transient Lodging Tax revenues, pay Contractor the percentage of Transient Lodging Tax revenues approved in the Business Plan.

**6. Administrative Costs:** The Contractor's administrative and management costs, including but not limited to personnel, rent, financial management services, internal budgeting and accounting, purchasing, insurance, maintenance, supervision, legal services, printing, and any other costs will be at the cost and discretion of the Contractor.

**7. Assets:** The Contractor is an independent entity and will be responsible for acquiring and maintaining real and personal property related to the provision of services under this Agreement. The Contractor will own all real and personal property acquired by it. On termination of this Agreement, the Contractor will transfer any unexpended Transient Lodging Tax revenues to the city less any amount previously accrued for approved expenditures, and all intellectual property and all promotional materials associated with the provision of services under this Agreement to the City at no cost.

**8. Risk of Loss Insurance:** The Contractor bears the risk of all loss of all its property (as described in Section 7). The Contractor, at its own expense, will procure and maintain general liability insurance to protect the Contractor from claims that may arise out of or result from the services provided under this Agreement. Prior to funding of this Agreement, the Contractor will provide proof that it has acquired this insurance. The insurance will be in an amount per occurrence at least equal to the City's tort claims liability limits under the Oregon Tort Claims Act with a \$3,000,000 aggregate. The Policy will name the City, its officers, agents, and employees as additional insureds. The Contractor and any of its subcontractors will maintain in full force and effect Worker's Compensation insurance and Employer Liability insurance in compliance with Oregon State Law. The Contractor will be responsible for all deductibles, self-insurance retentions, and self-insurance for the insurance required under this section. The Contractor will notify the City thirty days prior to any material change in the Contractor's insurance, or, if that is not possible, immediately upon the Contractor receiving notice of a change.

**9. Annual Review/Audit:** The financial books of VM will be audited or reviewed annually by an independent certified public accountant. The accountant will make a written report of the review/audit to the Board of Directors which will then submit a copy of the report to the McMinnville City Council. The audit or review will be completed as soon as practical after the close of the fiscal year.

**10. Records and Accounting:** The Contractor will maintain records and accounts that will allow the City to assure that all funds paid for the performance of this Agreement are properly accounted for. Within 72 hours of a written request by the City, the Contractor will make records relating to income and expenditures available for review and audit by the City. The City will have the right during the term of this Agreement, or within 180 days after the expiration or termination of this Agreement, to audit the Contractor's records for a period of three years prior to the audit. The audit may be undertaken by a qualified person or entity selected by the City. The Contractor agrees that it will provide financial records from its accountants to the City every month. These records will include, at minimum, a balance sheet and income and expense reports. The Contractor will maintain these financial records for at least six years after the expiration of this Agreement.

**11. Term:** This Agreement will be in effect July 1, 2020. It will remain in effect for five years unless terminated earlier under provisions of Section 3b (Council fails to approve the Business Plan), Section 12 (default or material breach), or Section 20 (assignment without approval). At the end of the five-year term, the Agreement will automatically renew for two two-year periods unless either party wishes at any time not to extend the Agreement, subject to the following. If a party wishes not to extend the Agreement, or either extension term of the Agreement, that party will notify the other party that the Agreement will terminate at the end of the current Agreement period. Notification will be in writing and will be delivered no later than January 1 of the year in which the notifying party wishes the Agreement to terminate.

**12. Default and Breach:** Either party may terminate this Agreement in the event of a default or material breach by the other party. The notifying party must provide written notice to the other party specifying how the other party is not in compliance with the terms of this Agreement. The non-complying party will have thirty days after receipt of a notice of non-compliance to cure the issue(s). Should the correction(s) not be made during the thirty day period, this Agreement may be terminated, at the discretion of the notifying party, unless the correction(s) can not be made within thirty days. If the non-compliance can not be corrected within thirty days, the non-complying party must, at a minimum, begin corrective action within thirty days and proceed with due diligence until the correction is completed. This Agreement may be terminated, at the discretion of the notifying party, if the non-complying party either fails to begin to take corrective action within thirty days or fails or ceases to use due diligence to continue with the corrective action.

**13. Equal Opportunity:** The Contractor agrees that it will not discriminate against any employee or applicant for employment on the basis of race, age, color, sex, religion, ancestry, national origin, sexual orientation, gender identity, genetic information, or disability and will take any affirmative action necessary to ensure that all employees and applicants are treated equally. The Contractor and its employees will not, in the performance of this Agreement, discriminate against any customer, potential customer, patron, or other person on the bases listed above in this section and will provide services to all persons equally.

**14. Contractor Indemnification:** The Contractor will defend, protect, indemnify, and hold harmless the City, its officers, agents, and employees for and against any and all claims, losses,

damages, injuries, or liability including claims for misapplication of contributions or other funds, state or federal anti-trust violations, personal injury or death, damage to property, liability arising out of the use of materials, concepts, or processes protected by intellectual property rights, and the liens of workmen and material men, regardless how these were caused, if they arose directly or indirectly from the performance of this Agreement by the Contractor, unless caused by the negligence or willful misconduct of the City. The Contractor is not an officer, employee, or agent of the City under ORS 30.285 or 30.287.

**15. Licenses and Taxes:** The Contractor will be responsible for the acquisition and maintenance of all licenses and permits to carry on the Contractor's business.

**16. Independent Contractor:** The Contractor is an independent contractor. The parties intend that an independent contractor relationship will be created by the Agreement. The City is interested only in the results to be achieved. Conduct and control of work will be the responsibility of the Contractor. The Contractor will not be considered an agent or employee of the City for any purposes, and the employees of the Contractor are neither employees of the City nor are they entitled to any of the benefits that the City provides for its employees.

**17. No Third Party Beneficiaries:** The City and the Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or will be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless the third persons are identified by name in this Agreement and expressly described as intended beneficiaries of the terms of this Agreement.

**18. Authority.** As specified in Section 16, the Contractor is an independent contractor in the performance of this Agreement. The Contractor will comply with all laws regarding unemployment insurance, disability insurance, and worker's compensation. The Contractor will have no authorization, express or implied, to bind the City to any agreement, settlement, liability, or understanding, and agrees not to perform any acts as an agent of the City.

**19. Notice:** Any notice or notices provided for in this Agreement or by law which must be given or served on either party will be given or served by personal service, certified mail (return receipt requested, postage prepaid), or by e-mail or facsimile followed by certified mailing of the original, in a pre-addressed, stamped envelope, addressed to:

City of McMinnville  
Jeff Towery, City Manager  
230 NE Second Street  
McMinnville, Oregon 97128

Visit McMinnville  
Jeff Knapp, Executive Director  
328 NE Davis Street, Suite 1  
McMinnville, Oregon 97128

20. **Assignment:** Neither party may assign, subcontract, or otherwise transfer any rights and responsibilities under this Agreement except upon the written consent of the other party. If any assignment is made, both the assigning party and the assignee will be bound by the terms of this Agreement. The City may terminate the Agreement if transferred or assigned without the prior written consent of the City.

21. **Amendments:** This Agreement may be amended only by written agreement signed by both parties.

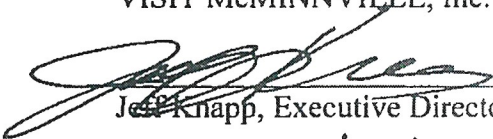
22. **Laws of Oregon:** This Agreement will be governed by the laws of the State of Oregon, both as to the interpretation and performance, and the venue will be Yamhill County. Contractor agrees and covenants to comply will all Oregon laws, rules and regulations relating to or restricting the use of public funds to the extent of their applicability to Contractor.


23. **Waiver:** The City’s failure to enforce a provision of this Agreement will not constitute a continuing waiver, will not constitute a relinquishment of the City’s right to performance in the future, and will not operate as a waiver of the City’s right to enforce any other provision of this Agreement.

24. **Merger:** This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations regarding this Agreement, whether oral or written, that are not specified in this Agreement.

THIS AGREEMENT is entered into by the City of McMinnville and Visit McMinnville effective July 1, 2020.

CITY OF McMINNVILLE  
Jeffrey R. Digitally signed by  
Jeffrey R. Towery  
Date: 2020.07.16  
11:40:06 -0700  
Towery  
Jeff Towery, City Manager

VISIT McMINNVILLE, Inc.  
  
Jeff Knapp, Executive Director  
7/25/20

  
Approved as to Form:

Attest: Claudia Coneros  
City Recorder

## Liquor License Recommendation

---

BUSINESS NAME / INDIVIDUAL: **Too Many Cooks LLC (Gregory McPhee)**  
BUSINESS LOCATION ADDRESS: **1421 NE Alpha DR, McMinnville**  
LIQUOR LICENSE TYPE: **Winery**  
**\*\* New License Application \*\***

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:

**Manufacturing / Production**

---

Tritech Records Management System Check: Yes  No

Criminal Records Check: Yes  No

Recommended Action: Approve  Disapprove

Scott Fessler, Captain

---

Chief of Police / Designee

---

City Manager / Designee



## 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
Full On-Premises, Commercial	Grower Sales Privilege
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): Too Many Cooks LLC

Proposed Trade Name: Ship of Fools

Premises Address: 1421 NE Alpha Drive Unit:

City: McMinnville County: Yamhill Zip: 97128

Application Type:  New License Application  Change of Ownership  Change of Location

License Type: Winery Non Consumption  Additional Location for an Existing License

**Application Contact Information**

Contact Name: Gregory McPhee Phone: [REDACTED]

Mailing Address: [REDACTED]

City: McMinnville State: OR Zip: 97128

Email Address: [REDACTED]

**Business Details**

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption  Outdoor Consumption

Proposing to Allow Minors

**Section 1 continued on next page**



# Local Government Recommendation – Liquor License

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

Legal Entity/Individual Applicant Name(s): Too Many Cooks LLC

Proposed Trade Name: Ship of Fools

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to 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: McMinnville

Optional Date Received Stamp

Date Application Received: 06/03/2026

Received by: Scott Fessler

## Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

## Liquor License Recommendation

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BUSINESS NAME / INDIVIDUAL: **Gonzales Wine Company LLC (Cristina Gonzales)**  
BUSINESS LOCATION ADDRESS: **1421 NE Alpha DR, McMinnville**  
LIQUOR LICENSE TYPE: **Winery**  
**\*\* "Change of Location" application \*\***

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:

**Manufacturing / Production**

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Tritech Records Management System Check: Yes  No

Criminal Records Check: Yes  No

Recommended Action: Approve  Disapprove

Scott Fessler, Captain

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Chief of Police / Designee

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City Manager / Designee



## Local Government Recommendation – Liquor License

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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
Full On-Premises, Commercial	Grower Sales Privilege
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): Cristina Gonzales

Proposed Trade Name: Gonzales Wine Company, LLC

Premises Address: 1421 NE Alpha Dr Unit:

City: McMinnville County: Yamhill Zip: 97128

Application Type:  New License Application  Change of Ownership  Change of Location

License Type: Winery  Additional Location for an Existing License

**Application Contact Information**

Contact Name: Cristina Gonzales Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Portland State: OR Zip: 97219

Email Address: [REDACTED]

**Business Details**

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption  Outdoor Consumption

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): Cristina Gonzales

Proposed Trade Name: Gonzales Wine Company, LLC

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to 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: McMinnville

Optional Date Received Stamp

Date Application Received: 06/01/2026

Received by: Scott Fessler

**Section 3 – Recommendation - To be completed by Local Government:**

- Recommend this license be granted**
- Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Katie Henry, Finance Director  
**WRITTEN BY:** Crystal Wooldridge, Financial Services Administrator–Budget  
**SUBJECT:** Certifying the Provision of Municipal Services

1. Resolution No. 2026–34, A Resolution Certifying Provision of Municipal Services by the City of McMinnville as required by ORS 221.760

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**Report in Brief:** Council will consider a resolution certifying the provision of municipal services as a formal declaration made to the state, which is required to qualify for state shared revenues.

### **Background:**

Oregon Revised Statute (ORS) 221.760(1) designates certain prerequisites for cities in a county of over 100,000 population to receive State shared revenues from cigarette, gas, and liquor taxes. The ORS states that the officer responsible for disbursing such funds to cities shall disburse such funds, in the case of a city located within a county having more than 100,000 inhabitants, only if the officer reasonably is satisfied that the city provides four or more of the following municipal services:

1. Police protection
2. Fire protection
3. Street construction, maintenance and lighting
4. Sanitary sewers
5. Storm sewers
6. Planning, zoning and subdivision control
7. One or more utility services

## **Discussion:**

Local governments must confirm they comply with Oregon’s Municipal Audit Law. A municipality’s standing or a certificate of compliance can be requested through the [Oregon Secretary of State Local Government Certificate of Compliance](#) portal.

The City certifies that it provides the following municipal services as enumerated in ORS 221.760(1):

- 1) Police protection
- 3) Street construction, maintenance, and lighting—McMinnville  
Water and Light provides lighting, otherwise Yes
- 4) Sanitary sewers
- 5) Storm sewers
- 6) Planning, zoning, subdivision control

The attached Resolution certifies that the City meets the prerequisites for receiving cigarette, gas and liquor taxes.

## **Attachments:**

1. Resolution No. 2026-34

## **Fiscal Impact:**

The City anticipates receiving \$435,000 in state shared revenues

## **Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the attached resolution allowing the City to certify the municipal services provided and comply with the requirements to request its share of state shared revenues, a vital source of unrestricted general fund revenues to support public services.

**Alternative 2:** Reject the attached resolution. This action would likely result in forfeiting state shared revenues or approximately \$435,000 in FY 2026-27.

**Alternative 3:** The Council may consider any other alternative not presented by staff.

## **RESOLUTION NO. 2026 – 34**

A Resolution certifying provision of municipal services by the City of McMinnville as required by ORS 221.760.

### **RECITALS:**

**Whereas**, ORS 221.760 provides that a city located within a county that has more than 100,000 inhabitants according to the most recent federal decennial census must provide four or more municipal services in order to qualify to receive revenues from cigarette, gas, and liquor taxes (Shared Revenues). These revenues are provided for in ORS 323.455, 366.785 to 366.820, and 471.805; and

**Whereas**, the services to be considered are:

- 1) Police protection
- 2) Fire protection
- 3) Street construction, maintenance, lighting
- 4) Sanitary sewer
- 5) Storm sewer
- 6) Planning, zoning, subdivision control
- 7) One or more utility services; and

**Whereas**, to assist the state officer responsible for determining the eligibility of the City to receive these revenues in accordance with ORS 221.760, the City may certify its eligibility; and

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

1. The City certifies that it provides the following municipal services as enumerated in ORS 221.760(1):
  - 1) Police protection
  - 2) Street construction, maintenance, and lighting (the City provides street construction and maintenance; the City provides lighting through its independent Water and Light commission)
  - 3) Sanitary sewers
  - 4) Storm sewers
  - 5) Planning, zoning, subdivision control
  
2. This Resolution will take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23<sup>rd</sup> day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23<sup>rd</sup> day of June 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
CITY ATTORNEY

\_\_\_\_\_  
CITY RECORDER

## STAFF REPORT

**DATE:** June 9th, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Cord Wood, Chief of Police, McMinnville Police Department  
**WRITTEN BY:** Scott Fessler, Captain, McMinnville Police Department  
**SUBJECT:** Contract Extension for Kenneling and Redemption Services with Homeward Bound Pets Humane Society

1. Resolution No. 2026-39, A Resolution Authorizing the City Manager to execute a 1-year contract extension with Homeward Bound Pets Humane Society for continued kenneling and redemption services for FY 2026/2027 (July 1<sup>st</sup>, 2026, to June 30<sup>th</sup>, 2027).

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### **Report in Brief:**

The City of McMinnville Police Department is seeking authority to enter into a 1-year contract extension for FY 2026/2027 with Homeward Bound Pets Humane Society for kenneling and redemption services for dogs that are stray, loose, require bite quarantine, or are under criminal investigations. Contracted services for this 1-year extension would not exceed \$43,800.00 for kenneling services and \$7,210.00 for redemption services.

### **Background:**

In October 2017, Yamhill County ceased providing dog/animal control functions to cities within the county, thus transferring all dog related management items to the individual city to handle. Part of the overall management included both kenneling and redemption of dogs to owners. Due to the county ceasing to provide those services, it was up to the McMinnville Police Department to identify a suitable location to kennel dogs that were identified as loose, stray, required bite quarantine, or were under some sort of criminal investigation.

Based on contracted services provided by Homeward Bound Pets Humane Society to the Yamhill County Sheriff's Office, the McMinnville Police Department also negotiated a contract with Homeward Bound Pets Humane Society to provide kenneling services. Since that initial contract there have been additional duties to

the contract, including redemption services provided by Homeward Bound Pets Humane Society.

The McMinnville Police Department has continued to carry annual contracts with Homeward Bound Pets Humane Society since October 2017, and Homeward Bound Pets Humane Society remains the only kenneling service currently within the city limits of McMinnville that provides kenneling and redemption services. They have continued to not require vaccination records for the dogs that are brought into the kennel, and because a majority of the loose or stray dogs that are kenneled don't have vaccination records available, they would be restricted from being kenneled at any of the other kenneling services within the city limits.

In July 2025, the City Council approved Resolution No. 2025-42, declaring Homeward Bound Pets Humane Society as a single-source service provider for kenneling and redemption services within the city limits of McMinnville, as well as approving the FY 2025-2026 service contract with them that expires on June 30<sup>th</sup>, 2026.

As part of Yamhill County's FY 2026/2027 budget process, they approved initial funds to once again begin providing Dog Control services throughout the county, but it will understandably take time for them to implement any actions. This 1-year contract extension with Homeward Bound Pets Humane Society is intended to continue the functioning working relationship the City and Police Department have with them, while Yamhill County works towards fully implementing a county-wide Dog Control program.

### **Fiscal Impact:**

As noted above, total cost for a 1-year contract extension with Homeward Bound Pets Humane Society for FY 2026/2027 would not exceed \$43,800.00 for dog kenneling services and \$7,210.00 for dog redemption services.

### **Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt a resolution approving the City Manager to enter into a 1-year contract extension with Homeward Bound Pets Humane Society for FY 2026/2027 (July 1<sup>st</sup>, 2026, to June 30<sup>th</sup>, 2027) for dog kenneling services not to exceed \$43,800.00 and for dog redemption services not to exceed \$7,210.00.

**Alternative 2:** Direct Staff to research and find another service provider to provide dog kenneling and redemption services for the City. This will most likely cost more for these services than what is currently budgeted in the FY 2026/2027 budget, and the location of a new service provider will most likely be located many miles outside the city limits of McMinnville, if one exists at all that is willing to accept stray, loose, or bite quarantine dogs, and/or dogs involved in criminal investigations, without proof of vaccinations.

**Alternative 3:** Reject the attached resolution. The current contract with Homeward Bound Pets Humane Society will end on June 30<sup>th</sup>, 2026, and future dog kenneling and redemption services will need to be determined.

**Alternative 4:** The Council may consider any other alternative not presented by staff.

## RESOLUTION NO. 2026-39

A Resolution authorizing the City Manager to enter into a 1-year contract extension with Homeward Bound Pets Humane Society for FY 2026/2027 for dog kenneling and redemption services.

### RECITALS:

**WHEREAS**, The McMinnville Police Department contracts with Homeward Bound Pets Humane Society for dog kennel space for loose, stray, and bite quarantine dogs, and for dogs involved in criminal investigations, as well as redemption services for reuniting dogs with their owners; and

**WHEREAS**, in 2025, with Resolution No. 2025-42, the City Council determined and made findings that Homeward Bound Pets Humane Society qualified as a sole-source provider of services necessary to the operation of the McMinnville Police Department; and

**WHEREAS**, the current contract with Homeward Bound Pets Humane Society will expire on June 30<sup>th</sup>, 2026, and the contract authorizes an extension if agreed upon in writing by both the City and the Contractor; and

**WHEREAS**, Homeward Bound Pets Humane Society remains the only kenneling service within the city limits of McMinnville that currently allows for kenneling and redemption services of dogs for city needs.

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

1. That the following findings from Resolution 2025-42 continue to be accurate and are hereby adopted:
  - a. Homeward Bound Pets Humane Society provides needed kenneling and redemption services for dogs under the control of the City of McMinnville within the city limits of McMinnville.
  - b. No other kennel exists within the city limits that fulfills all needs for PD requirements.
  - c. Sufficient kenneling services outside the city limits are too far to accommodate reasonable and efficient transfer.
2. That, based on those findings, it is determined that the services required continue to be available from only one source.
3. That the City Manager is authorized to enter into a 1-year contract extension with Homeward Bound Pets Humane Society for FY

2026/2027 for kenneling services not to exceed \$43,800.00, and for redemption services not to exceed \$7,210.00.

4. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder



## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Geoff Hunsaker, Public Works Director  
**WRITTEN BY:** Dale Marshall, Street Maintenance Supervisor  
**SUBJECT:** Authorization to Purchase New 2025 Schwarze A9 Monsoon Street Sweeper

1. Resolution No. 2026-40, A Resolution Authorizing the City Manager to Enter into a Purchasing Agreement with SWS Equipment for the purchase of a Schwarze A9 Monsoon TE Street Sweeper through a cooperative purchasing agreement.

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### **Report in Brief:**

Staff recommend transitioning street sweeping services from a contracted model to in-house operations and authorizing the purchase of one (1) Schwarze A9 Monsoon TE Street Sweeper from SWS Equipment in an amount not to exceed **\$386,919.83** through a cooperative purchasing agreement.

Staff completed operational and financial analysis which determined that transitioning street sweeping services to in-house operations would be cost neutral while improving operational flexibility, responsiveness, and direct service control.

Staff also conducted a comparative equipment evaluation of three street sweeper models using a weighted scoring matrix based on operational priorities specific to the City of McMinnville. Based on the evaluation results, the Schwarze A9 Monsoon TE received the highest overall score and was determined to provide the best overall operational value and efficiency for the City's service needs.

### **Background:**

The City maintains approximately 215 curb miles of roadway, including residential streets, collectors, and arterials. Street sweeping is an essential maintenance activity that supports roadway preservation, public safety, and

stormwater quality by removing sediment, debris, and pollutants from public streets before they enter the storm drainage system.

The City currently provides street sweeping services through a contracted provider. While this approach has met baseline operational needs, it limits the City's ability to adjust service levels, respond to changing field conditions, and efficiently address seasonal demands.

Seasonal leaf accumulation requires multiple full-system sweeping cycles annually. In addition, debris disposal sites are located approximately 2 to 5 miles one-way from active sweeping areas, making operational efficiency and reduced dump frequency important operational considerations.

Staff conducted an operational and financial analysis comparing continued contracted services with an in-house operating model. The analysis determined that transitioning street sweeping services to in-house operations would be cost neutral while improving operational flexibility, responsiveness, and direct service control.

## **Discussion:**

### **In-House Service Analysis**

Staff evaluated the operational and financial impacts associated with transitioning from contracted street sweeping services to an in-house service model.

The analysis determined that:

- In-house sweeping operations would be cost neutral when compared to the current contracted service model
- The City would gain direct control over scheduling, routing, and service prioritization
- Staff could respond more effectively to storm events, localized debris accumulation, and seasonal leaf conditions
- Operational resources could be deployed more efficiently based on real-time conditions and maintenance priorities

Based on these findings, staff concluded that transitioning to in-house operations would provide improved service delivery without increasing long-term operational costs. See attachment #1 for further information.

### **Equipment Evaluation**

Sourcwell issued a public solicitation for street sweeping equipment which awarded a contract, solicitation Number 062425, between Sourcwell and

Schwarze Industries. The competitive bid process used by Sourcewell meets Oregon Revised Statutes for procurement of goods and services, and members can use this procurement option. The City of McMinnville is registered Sourcewell member #41616.

Using a comparison, matrix street sweepers from three manufacturers were demoed and evaluated and scored by Street Maintenance staff. In addition, references were checked from similar end users relating to reliability, dealer service, ease of operation, and performance related questions.

The Schwarze A9 Monsoon ranked highest in score and received positive responses from end users. The Schwarze A9 Monsoon should be considered the preferred manufacturer at a cost of \$386,919.83.

As required by ORS 279A, a "Notice of Intent" was published in the June 3, 2026, Daily Journal of Commerce and no comments were received.

**Attachments:**

1. Cost Comparison Analysis (Contract vs. In-House)
2. Resolution No. 2026-40

**Fiscal Impact:**

The total purchase cost of the street sweeper is **\$386,919.83**, which is included in the approved Fiscal Year 2027 budget. Budgeted amount for this purchase is \$450,000.

Staff's operational analysis determined that transitioning street sweeping services into in-house operations is projected to be cost neutral when compared to the current contracted service model. Cost considerations included personnel, fuel, equipment operation, maintenance, consumables, and replacement planning.

**Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the attached resolution authorizing the purchase of one (1) Schwarze A9 Monsoon TE in the amount of \$386,919.83 and transition street sweeping services to in-house operations. This alternative provides improved service flexibility, responsiveness, and operational control while maintaining cost neutrality.

**Alternative 2:** Direct staff to continue contracted sweeping services. This would maintain the current service model but limit the City's ability to adjust operations, respond to changing field conditions, and optimize service delivery.

**Alternative 3:** Reject the attached resolution. Street sweeping services would continue under the current contract or require reevaluation, potentially increasing future service costs and operational risks.

**Alternative 4:** The Council may consider any other alternative not presented by staff.

To: Geoff Hunsaker, Public Works Director  
From: Dale Marshall, Street Maintenance Supervisor  
Subject: Recommendation to Transition Residential Street Sweeping to In-House Service

## Recommendation

Staff recommend that the City transition residential street sweeping services from a contracted model to an in-house operation beginning in FY2027. While the first-year costs of in-house sweeping are higher due to equipment acquisition, a five-year cost analysis demonstrates that in-house service becomes increasingly cost-competitive while providing significant operational, service, and emergency-response benefits that are not available under the current contract model.

## Background

The City currently contracts residential street sweeping services under a “not to exceed” contract totaling \$260,000 in FY2026. Services include sweeping all residential streets seven times per year, monthly sweeping of bike lanes and highways, support for the annual leaf pickup program, and debris hauling to Coffin Butte Landfill. The City pays disposal costs directly.

The existing contract began in FY2023 as a three-year agreement with two one-year renewal options and annual CPI adjustments. FY2027 represents the second one-year renewal, with an estimated 3.1% CPI increase bringing the projected cost to \$268,060. After FY2027, the City would be required to issue a new RFP for sweeping services, and staff anticipate that future bids could exceed the assumed annual 3.5% increase used in this analysis.

## Cost Analysis

Returning street sweeping services in-house requires an upfront capital investment, primarily for the purchase of a street sweeper and associated equipment. Estimated one-time costs include a new street sweeper (\$450,000) and a used street sweeper (\$150,000), along with two new 16-foot dump boxes (\$25,000 total). Ongoing annual costs include one Utility Worker II position, maintenance, fuel, a replacement reserve of \$60,000 per year, and disposal costs.

An eight-year comparison of in-house versus contracted sweeping shows the following:

- **Year 1:** In-house costs are higher due to capital purchases (\$846,378.68) compared to contract services (\$268,060).
- **Years 2–8:** In-house annual costs range from approximately \$230,417 to \$296,609, while contract costs rise from \$277,442 to over \$341,047.
- **Total 8-year Cost:** In-house: \$2.68M vs Contract: \$2.42M

- In-house sweeping assumes a 6% annual increase in wages and benefits, a 4% increase in fuel and maintenance costs, and continued funding of the equipment replacement reserve.
- Contract sweeping assumes a conservative 3.5% annual CPI increase, which may understate actual future costs following rebid in FY2028.

Disposal costs at Coffin Butte Landfill are incurred under both models and therefore do not materially affect the comparison. Staff are also exploring negotiations with Recology that could reduce or eliminate disposal costs in the future, further improving the cost position of in-house sweeping.

### **Operational and Service Benefits**

In addition to long-term cost stability, transitioning to in-house sweeping provides several operational advantages:

- **Improved emergency response:** City crews can respond immediately to storm events, debris, and hazards without incurring additional contract costs or delays.
- **Enhanced storm preparedness and recovery:** In-house staff can conduct pre- and post-storm sweeping as conditions warrant.
- **Network-wide condition awareness:** City staff sweeping streets multiple times per year gain firsthand visibility into potholes, drainage issues, low-hanging branches, and sight-distance concerns. These issues are not consistently identified or reported under the current contract model.
- **Operational flexibility:** Scheduling, routing, and prioritization can be adjusted to meet City needs without contract limitations.

### **Conclusion**

While contracting street sweeping services offers lower short-term costs, in-house sweeping provides greater control, operational flexibility, and long-term financial stability. Over a five-year period, in-house sweeping becomes increasingly competitive and positions the City to better manage infrastructure conditions, respond to emergencies, and control service levels as contract costs continue to rise.

For these reasons, staff recommend transitioning residential street sweeping services to an in-house operation beginning in FY2027 and initiating the necessary equipment procurement and staffing actions to support this transition. The increase in one-time costs will be offset by reducing pavement maintenance by approximately \$400,000 in FY 2027.

## RESOLUTION NO. 2026-40

A Resolution authorizing the City Manager to enter into a Purchasing Agreement with SWS Equipment in the amount of \$386,919.82 for the purchase of a Schwarze A9 Monsoon TE street sweeper through a cooperative purchasing agreement

### RECITALS:

**WHEREAS**, the City of McMinnville Street Maintenance Department has evaluated the provision of street sweeping services, including both contracted services and in-house operations; and

**WHEREAS**, the Department conducted an eight-year lifecycle cost analysis comparing contracted sweeping services to in-house service delivery, including equipment, staffing, maintenance, and operational costs, and determined that in-house street sweeping is projected to provide cost savings and improved service levels; and

**WHEREAS**, Sourcewell issued a competitive public solicitation for street sweeping equipment, resulting in Contract No. 062425 awarded to Schwarze Industries; and

**WHEREAS**, the procurement process utilized by Sourcewell satisfies the requirements of Oregon Revised Statutes for cooperative purchasing of goods and services, and the City of McMinnville is an approved Sourcewell member (Member No. 41616); and

**WHEREAS**, Street Maintenance staff and the Public Works Mechanic evaluated multiple street sweeper manufacturers through demonstrations and a comparison matrix, including consideration of reliability, dealer support, ease of operation, maintenance, and performance; and

**WHEREAS**, based on this evaluation and reference checks with similar public agencies, the Schwarze A9 Monsoon street sweeper was determined to be the highest-ranked and best-value option; and

**WHEREAS**, on June 3, 2026, a Notice of Intent to Award was issued to SWS Equipment and posted in the Daily Journal of Commerce, and no protests were received by the deadline of June 10, 2026; and

**WHEREAS**, funding for this purchase is included in the approved FY 2026-2027 Street Maintenance Fund (Fund 20).

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

1. That entry into a purchasing agreement with SWS Equipment in the amount of \$386,919.82 for the purchase of one Schwarze A9 Monsoon street sweeper through the Sourcewell cooperative purchasing program is hereby approved.
2. The City Manager is hereby authorized and directed to execute the purchasing agreement and any related documents necessary to complete this purchase.
3. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June 2026

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder



## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Geoff Hunsaker, Public Works Director  
**WRITTEN BY:** Dale Marshall, Street Maintenance Supervisor  
**SUBJECT:** Authorization to Purchase Used 2019 Schwarze A7 Tornado Street Sweeper

1. Resolution No. 2026-41, A Resolution Authorizing the City Manager to execute a Purchase Agreement with SWS Equipment for the purchase of a used 2019 Schwarze A7 Tornado Street Sweeper through a cooperative purchasing agreement

---

### **Report in Brief:**

Staff recommend approval of the purchase of a used 2019 Schwarze A7 Tornado from SWS Equipment in the amount of **\$133,920.19** to serve as a back-up sweeper for the City's street sweeping operations. The purchase is within the approved budget of \$150,000 and supports operational reliability and continuity of service.

### **Background:**

The City is currently in the process of purchasing a new street sweeper to support street maintenance and stormwater management operations. During evaluation of the City's sweeping program, staff identified the need for a secondary or back-up sweeper to maintain service levels during equipment maintenance, breakdowns, repairs, or peak operational demands.

Staff evaluated available used equipment options and identified a used 2019 Schwarze A7 Tornado that closely matches the specifications, operating systems, and maintenance requirements of the new sweeper being acquired.

### **Discussion:**

The proposed purchase provides several operational and financial advantages to the City. By selecting a sweeper with similar systems and components to the new primary sweeper, the City will benefit from:

- Consistency in operator training and equipment familiarity;
- Shared maintenance practices and replacement parts inventory;
- Reduced downtime associated with training or specialized repairs;
- Improved operational flexibility during maintenance or repairs to the primary sweeper; and
- Increased reliability in maintaining scheduled sweeping routes and stormwater compliance efforts.

The used sweeper was offered by SWS Equipment at a purchase price of \$133,920.19. Staff determined the equipment to be appropriately priced and operationally compatible with the City's needs.

The purchase will be completed through the cooperative purchasing program administered by Sourcewell. Use of the cooperative purchasing contract satisfies public procurement requirements and allows the City to leverage competitively solicited pricing and purchasing efficiencies available through the cooperative agreement. Staff reviewed the cooperative purchasing documentation and determined the procurement method to be in the best interest of the City.

**Attachments:**

1. Resolution No. 2026-41

**Fiscal Impact:**

The purchase price of the used 2019 Schwarze A7 Tornado is **\$133,920.19**.

The FY 2026-27 adopted budget includes \$150,000 for acquisition of a back-up street sweeper. The proposed purchase is within budget and approximately \$16,079.81 below the budgeted amount.

**Alternatives:**

**Alternative 1 [Staff Recommendation]:** Approve the attached resolution authorizing the City Manager to execute a purchase agreement with SWS Equipment for the purchase of the used 2019 Schwarze A7 Tornado. This action will provide the City with a compatible back-up sweeper and improve operational reliability.

**Alternative 2:** Direct staff to continue evaluating other used sweeper options. This may delay acquisition and could result in loss of availability of the identified equipment.

**Alternative 3:** Reject the proposed purchase. The City would continue operating with a single sweeper and may experience increased operational disruptions during maintenance or equipment downtime.

**Alternative 4:** The Council may consider any other alternative not presented by staff.

## RESOLUTION NO. 2026-41

A Resolution authorizing the City Manager to execute a Purchase Agreement with SWS Equipment for the purchase of a used 2019 Schwarze A7 Tornado Street Sweeper through a cooperative purchasing agreement.

### RECITALS:

**WHEREAS**, the City provides street sweeping services to support roadway maintenance, stormwater management, and public safety operations; and

**WHEREAS**, the City is in the process of acquiring a new street sweeper for ongoing operational needs; and

**WHEREAS**, staff identified the need for a secondary or back-up sweeper to maintain continuity of operations during equipment maintenance, repairs, or unexpected downtime; and

**WHEREAS**, staff evaluated available equipment options and identified a used 2019 Schwarze A7 Tornado as operationally compatible with the new sweeper being acquired; and

**WHEREAS**, use of compatible equipment will improve operational efficiency through shared operator training, maintenance procedures, and parts inventory; and

**WHEREAS**, SWS Equipment has offered the used 2019 Schwarze A7 Tornado for purchase in the amount of \$133,920.19; and

**WHEREAS**, Sourcewell issued a competitive public solicitation for street sweeping equipment, resulting in Contract No. 062425 awarded to Schwarze Industries; and

**WHEREAS**, the procurement process utilized by Sourcewell satisfies the requirements of Oregon Revised Statutes for cooperative purchasing of goods and services, and the City of McMinnville is an approved Sourcewell member (Member No. 41616); and

**WHEREAS**, on June 3, 2026, a Notice of Intent to Award was issued to SWS Equipment and posted in the Daily Journal of Commerce, and no protests were received by the deadline of June 10, 2026; and

**WHEREAS**, funding for this purchase is included in the approved FY 2026-2027 Street Maintenance Fund (Fund 20).

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

1. The City Council authorizes the City Manager to execute all necessary agreements and documents with SWS Equipment for the purchase of a used 2019 Schwarze A7 Tornado in the amount of \$133,920.19 through the Sourcewell cooperative purchasing program.
2. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
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, February 10, 2026 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Sal Peralta, Council President	Jessica Payne
	Zack Geary	
	Chris Chenoweth	
	Scott Cunningham	
	Dan Tucholsky	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Chief of Police Cord Wood, Public Works Director Geoff Hunsaker, Library Director / Parks & Recreation Director Jenny Berg, Human Resources Director Vicki Hedges, Community Development Director Heather Richards, Finance Director Katie Henry, Information Technology Director, Communications & Engagement Manager Noelle Amaya (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 6:01 p.m. and welcomed all in attendance.

2. PARKS AND RECREATION SYSTEM DEVELOPMENT CHARGE (SDC) METHODOLOGY

Public Works Director Geoff Hunsaker presented a proposed update to the Parks and Recreation System Development Charge (SDC) methodology. The existing methodology dates to 1998, has surpassed its growth horizon, does not charge commercial or industrial development, and has operated at only 50% cost recovery — leaving the park system chronically underfunded. The new methodology is tied directly to the capital improvement program (CIP) within the Parks, Recreation, and Open Space (PROS) Plan adopted in 2024, and introduces equivalent population modeling that accounts for both residential growth (~12,800 new residents) and employment growth (~6,500 new jobs, calculated at one-third of a full-time resident's park impact) over a 20-year horizon. The methodology maintains the current service level standard of 8.5 acres of park per 1,000 equivalent population, yielding a net cost of approximately \$4,937 per equivalent person. For residential development, this produces a tiered fee structure averaging approximately \$12,500 per unit — compared to the current flat rate of \$3,200. The methodology also introduces new SDC charges for commercial and industrial development, calculated based on employment type and square footage. The

SDC-eligible capital program totals approximately \$93 million, driven primarily by new neighborhood parks, a new community park in southwest McMinnville, and greenway development. Costs related to renovation, maintenance, operations, and major bond projects such as the recreation and aquatic centers are excluded from the SDC calculation.

Council discussion raised several themes. Some members expressed concern about the economic impact on housing affordability, noting that the proposed residential SDC would place McMinnville in the top tier among comparable Oregon communities, and that the cumulative cost of development — including land, construction, and all SDCs is already high relative to local median incomes. Other members argued that the proposed rates reflect the actual cost of maintaining quality of life in a growing city, that comparable communities such as Sherwood and Tualatin have not seen development slow despite higher fees, and that continuing to delay the update results in meaningful lost revenue — estimated at approximately \$2 million in missed residential SDCs and \$700,000 in missed nonresidential SDCs from only the five largest commercial and industrial projects in the preceding 18 months.

A brief discussion arose regarding whether parks SDCs should be waived for affordable housing, consistent with existing waivers for transportation and wastewater SDCs. Views were mixed: some members favored consistency in policy and expressed support for a waiver; others wanted to understand how the resulting funding gap would be backfilled before committing; and one member opposed a waiver entirely. No formal decision was made on this question, though several members noted it should be addressed soon given pending affordable housing projects under negotiation.

A majority of the Council expressed readiness to move forward and directed staff to prepare a resolution and ordinance to adopt the updated methodology. A minority requested additional time and information before committing to a decision. Staff was asked to collect any outstanding questions via email to inform the next step.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 6:56 p.m.

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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, February 10, 2026, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Sal Peralta, Council President	Jessica Payne
	Zack Geary	
	Chris Chenoweth	
	Scott Cunningham	
	Dan Tucholsky	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Chief of Police Cord Wood, Public Works Director Geoff Hunsaker, Library Director / Parks & Recreation Director Jenny Berg, Human Resources Director Vicki Hedges, Community Development Director Heather Richards, Finance Director Katie Henry, Information Technology Director, Communications & Engagement Manager Noelle Amaya (*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 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE: Mayor Morris led the Pledge of Allegiance.  
Mayor Morris announced Councilor Payne had resigned from her position on Council.
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT: Mayor Morris invited the public to comment.

City Recorder Cisneros said email comments had been received from Dan Gibson, Richard Martinez, Lauren Randolph, and Jenny Dike which would be added to the amended packet tomorrow.

Caleb Polivka, a Dayton community member who worked in McMinnville, spoke about the importance of safety. Due process rights and freedom from illegal search and seizure were foundational liberties that afforded them safety. Another foundational principle was the role state, county, and municipal governments played in checking government overreach. Oregon's federal district court issued a ruling last week confirming a pattern of civil

rights violations at the hands of federal immigration agents. He asked that the Council's position on the role of municipal government in addressing public safety concerns would change. He did not think there should be any lingering questions about the extent that the City could leverage its power to address the crisis. Even declaring an emergency would be a positive step forward.

Todd Godfrey, McMinnville community member, had been a labor leader for many years and spoke in favor of the resolution authorizing the Human Resources Director and City Attorney to enter into contract negotiations with Interim City Manager Garvin. Having Mr. Garvin as the Interim City Manager had been very beneficial, especially in rebuilding relationships in the community.

Ames Bierly, McMinnville community member, spoke about the Native Americans who were part of McMinnville's history as well as Chinese immigrants, just two examples of the cultures that made McMinnville special. The DEI Committee strove to bring together people from many backgrounds and should be allowed to continue that work.

Martha Villalobos, McMinnville community member, spoke about her family's experience and the constant fears they had to deal with every day. ICE activity had traumatized her neighborhood. She asked the Council to declare a state of emergency and to show courage and compassion.

Sidonie Winfield, McMinnville community member, was confused about the Council's assessment of the Boards/Committees. She recommended in the future to ask the Boards/Committees to self-assess every two years and report back to Council. It seemed like the focus of the assessment was on the DEI Committee, and that some Councilors thought the City would not receive federal grants because of the DEI Committee. She did not think that was the case. Getting rid of the DEI Committee sent a message that a large portion of the citizens did not matter. The Committee helped impact decisions and getting rid of them would cost them more in the long run than the small budget cost of keeping it.

Caitlin Nemeth, McMinnville community member, served on the DEI Committee. This was not just a role but deeply personal and a crucial civic responsibility. It was not about division, but ensuring all members of the community had a seat at the table and were heard. She thought their presence and resources should be a given and a reflection of their shared values. Just because other cities had dismantled their DEI efforts did not mean they should follow suit. She asked that the Council not silence their voice or send the message that inclusion was optional or disposable. This was necessary work.

- 4.
- 4.a.

PRESENTATION  
FISCAL YEAR 2024-25 ANNUAL COMPREHENSIVE FINANCIAL  
REPORT

Finance Director Henry introduced Tonya Moffitt, auditor from Merina+Co., who would be presenting the audit.

Ms. Moffitt reported on the June 30, 2025 Annual Comprehensive Financial Report. Both the City and Urban Renewal received an unmodified, or clean, opinion. The state legislature required them to look at certain things for compliance and they found only one item that was not in compliance. That was the General Fund exceeded appropriations in Non-Departmental for \$17,000. No restrictions were placed on them and there were no significant difficulties during the course of the audit. There was no disagreement with management. There was one new accounting pronouncement that was implemented this year for compensated absences. They were now required to include sick pay in the financial statements as a liability. This was their last year of doing the audit for the City and she appreciated working with everyone.

5.  
5.a.

#### ADVISE/INFORMATION ITEMS

##### Reports from Councilors on Committee & Board Assignments

Councilor Cunningham reported on the Affordable Housing Committee where new members were sworn in and a Chair and Vice Chair were selected. They also discussed the Work Plan for the year. He attended the land use training with the Planning Commission. He met with the State Representative, Mayor, and Unidos as well.

*Councilor Cunningham MOVED to create a subcommittee of the City Attorney, the Mayor, and two Councilors to draft a statement regarding federal immigration activity and solidarity with the community; SECONDED by Councilor Geary.*

*Councilor Peralta MOVED to AMEND the motion that the City Attorney would review the statement but not be on the subcommittee; SECONDED by Councilor Cunningham. Amendment **PASSED** 3-2 by the following vote:*

*AYE: Councilors Geary, Peralta, and Cunningham*

*NAY: Councilors Tucholsky and Chenoweth*

*Councilor Geary MOVED to AMEND the motion to establish the subcommittee to be Councilors Cunningham and Peralta and Mayor Morris; SECONDED by Councilor Cunningham. Amendment **PASSED** 3-2 by the following vote:*

*AYE: Councilors Geary, Peralta, and Cunningham*

*NAY: Councilors Tucholsky and Chenoweth*

*The original motion as amended **PASSED** 3-2 by the following vote:*

*AYE: Councilors Geary, Peralta, and Cunningham*

*NAY: Councilors Tucholsky and Chenoweth*

Councilor Chenoweth reported on the MEVLC who had been working on short and long term goals. There would be a business forum on February 12. He attended a Mid-Willamette Area Commission on Transportation meeting where they were putting together capital improvement requests. He also met with Unidos and planned to continue discussions.

Council President Peralta reported on the Planning Commission meeting. He had testified on Senate Bill 1594 which would create models and standards related to federal immigration standards to governing bodies. He expressed appreciation for Councilor Payne's work on Council.

Mayor Morris attended the monthly Mayors meeting, retirement luncheon for Tom Tankersley from the Water & Light Commission, Chamber of Commerce Greeters meeting, spoke at the Soroptimist Club meeting and Rotary meeting, met with the Mayor of Dundee, did a site visit of NW 25<sup>th</sup> Street to look at the air easement issue, attended the legislative committee meeting to discuss federal requirements, attended the Audit Committee meeting, met with Commissioner Johnston, met with the School Superintendent, and attended the interviews for the DEI Committee.

Councilor Geary said the Short Film Festival would be on February 26. He reported on the MURAC meeting where they discussed legislative funding of Alpine Avenue, altering the Façade Beautification Grants, and upcoming budget and priorities. He continued to engage with citizens on ICE concerns, City Manager job search, and traffic safety. He was organizing the Oregon Battle of the Books Tournament. He also thanked Councilor Payne for her service.

Commissioner Tucholsky attended the Airport Commission interviews. He had talked to citizens who were asking for signage acknowledging the Chinese laborers who helped create the brick wall in City Park that was being rebuilt.

5.b. Department Head Reports

Police Chief Cord Wood reported on his first YCOM Executive Board meeting where they discussed performance measures and 190 user agreement. A new officer had started work at the Police Department and there were officers currently at academy training.

Library Director and Parks and Recreation Director Jenny Berg reported on the CPR class at the Senior Center, noted the elevator inspection for the Community Center would be this Friday, discussed changes to the Aquatic Center lessons, explained the Aquatic Center would be closed to host district meetings on February 13 and 14, and how the Library offered financial programs for kids.

Human Resources Director Vicki Hedges said they had rolled out annual employee trainings. They had reduced the required trainings for temporary employees.

Public Works Director Geoff Hunsaker said they held a utility relocation preconstruction meeting with ODOT for the ADA ramps on 99W. Operations staff had installed flashers on pedestrian signs and did continental striping at the Cypress and Old Sheridan intersection.

City Recorder Claudia Cisneros said City offices would be closed on President's Day. Next Wednesday there would be a joint Work Session with McMinnville Water & Light.

Interim City Manager Adam Garvin said the If I Were Mayor contest started last week. The City was hosting the Chamber of Commerce's Greeter event on February 20. The City/County Dinner would be on April 1. He would be changing the agenda sequence so City business would be done first before Council/staff reports. He had been holding budget meetings with department staff for their round 1 budget proposals. He attended the Mid-Willamette Valley Council of Governments Regional City Manager Luncheon, Yamhill County City Managers Coffee, and swearing in of the new police officer.

Community Development Director Heather Richards said the flyers went out for the ADA survey and there had already been some response. Several housing bills had come through the legislature and the code would need to be updated to be compliant. They received a grant to help with this work and to train staff on the changes.

Finance Director Katie Henry had been working on the budget with City departments. They were also implementing new software.

5.c.

#### DEI Advisory Committee Discussion

Interim City Manager Garvin reviewed the goals and objectives for the DEI Committee, makeup of the Committee, meetings held, and comments, ideas, and ability to optimize, DEI Committee input, current roles and areas needing clarity, and Committee identified adjustments. If the Committee remained, they should continue as an advisory body, emphasize public engagement and access improvements, and focus on relationship-based community connections. Council considerations included desired role of the Committee, alignment with Council priorities, and whether code language would benefit from clarification.

Councilor Cunningham said the Committee could bring back recommendations for translating the City's documents into Spanish. He also thought they should work on helping Council build relationships with community partner organizations, like Unidos.

Councilor Tucholsky recommended the Committee continue to be advisory. The Committee currently had a budget, where most other committees did not.

Interim City Manager Garvin said some money had been spent on mailers and recruitment for DEI members. There was also money set aside for signage.

Council President Peralta thought there was money for events as well.

Communications & Engagement Manager Amaya said the funds allocated to the Committee were part of the ARPA funds for DEI implementation. The costs for other committees came out of other line items not specifically allocated. There was an additional amount of funds they had been using for translation and a good majority of the City's pertinent documents had been done. Signage was part of the DEI's Work Plan, but with the budget issues last year they had paused the project.

Councilor Chenoweth thought the Council wanted that project done. He asked about recruitment for the DEI Committee and how it was different from other committees.

Communications & Engagement Manager Amaya said this year they had better coordination with other departments to do one recruitment instead of several different posts.

Mayor Morris would like to see how much was left of the ARPA funds to do the sign project and paying some of the NeoGov costs of HR.

Finance Director Henry said there was an upcoming Work Session to discuss all ARPA funding.

Council President Peralta thought the DEI Committee should continue as an advisory body. He volunteered to serve as Council liaison to the group and thought they should improve communication between the Committee and Council. He didn't think they should change the meeting frequency.

Councilor Geary thought they should keep the Committee as it was and continue their meeting frequency. He suggested the Committee give an annual report to the Council as many other committees did. The Committee could also be the public engagement piece on some projects, such as the ADA Plan and other planning efforts.

Councilor Tucholsky was concerned about losing federal funding if they had a DEI Committee. They could change the name, but it did not change the purpose.

Council President Peralta said the City Attorney had stated that there was nothing the DEI Committee did that was out of line with the federal government requirements.

Councilor Chenoweth said his focus was the 2027 Build Grant and he recommended internalizing the DEI. He thought the Committee should be asking themselves if they were effectively fulfilling their intended purpose

and if the meeting frequency was appropriate. He thought the role of the liaison was to report on what the committees were doing, but he was fine if the Committee gave an annual report to the Council.

Interim City Manager Garvin reiterated the Council wanted to maintain the Committee and the meeting frequency should remain monthly. The Council would go through the ARPA funding in March.

There was discussion regarding the Committee's January agenda and that some of the items were not advisory to the Council, but actions on behalf of the City. The Committee was supposed to be an advisory committee.

There was consensus that the name of the committee would not be changed at this time.

6. CONSENT AGENDA

Staff requested the consent agenda items be pulled and brought back in the future.

- a. Consider the Draft Minutes of the November 12, 2025 Special Called City Council Work Session and Special Called City Council Meeting
- b. Consider the Draft Minutes of the November 19, 2025 Regular City Council Work Session Meeting.

7. RESOLUTIONS

- 7.a. Consider **Resolution No. 2026-06**: A Resolution adopting a policy for media attendance at executive sessions

City Attorney Ligtenberg said the City had never adopted a policy regarding how media was understood or how that representation came to Executive Sessions. He drafted a policy based off the League of Oregon Cities model. It provided a definition of what news media meant in this context, Council would determine if they met the criteria, and there would be allowance for exceptions. He explained there would be a form to fill out to confirm credentials, and the Council would have to review the application prior to someone being allowed in Executive Session.

Councilor Chenoweth was concerned that they would be creating politicization of the media process as opposed to clear and objective standards and leaving it to a staff member to determine.

City Attorney Ligtenberg said the applications would come to Council with a staff recommendation. The policy could be changed, however.

Council President Peralta said it would also take longer to approve if it had to come to Council. He thought it would be better handled by staff.

There was consensus for staff to change the resolution that made the process a staff review and approval.

7.b.

Consider **Resolution No. 2026-07**: A Resolution Authorizing the Human Resources Director and City Attorney to Enter into Contract Negotiations with Interim City Manager, Adam Garvin.

Human Resources Director Hedges said the resolution would allow staff to enter into negotiations with Interim City Manager Garvin for an ongoing contract.

The Council had received emails for and against this action and discussed whether they supported this direction.

Councilor Geary thought they should go out for an open, broad search and would be voting no.

*Councilor Chenoweth MOVED to adopt Resolution No. 2026-07, authorizing the Human Resources Director and City Attorney to Enter into Contract Negotiations with Interim City Manager, Adam Garvin; SECONDED by Councilor Cunningham.*

*AYE: Councilors Tucholsky, Peralta, Cunningham, and Chenoweth  
NAY: Councilor Geary*

*Resolution No. 2025-07 PASSED by a vote of 4-1.*

7.c.

Consider **Resolution No. 2026-09**: A Resolution authorizing the City of McMinnville to participate as a co-sponsor in a county-wide business survey.

Interim City Manager Garvin said Question 10 of the survey had been added by the Mayor. There were additional co-signers since the staff report which included the Chamber of Commerce, MDA, and Sedcor.

Mayor Morris thought if the City was going to sign on to a survey, they needed to ask more questions about issues businesses were affected by other than immigration.

Commissioner Tucholsky pointed out a typo. He asked why other cities had not signed on as co-sponsors.

John Olson, Executive Director of the Chamber of Commerce, said the survey was intended to be County wide. The City had been included because they wanted the City in the conversation and having the City endorsement would encourage some businesses to participate. The survey was meant to be information gathering. There was no cost to the City and staff time would only be used to review the results and share the survey on social media.

*Council President Peralta MOVED to adopt Resolution No. 2026-09, authorizing the City of McMinnville to participate as a co-sponsor in a county-wide business survey; SECONDED by Councilor Geary.*

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

*Resolution No. 2025-09 PASSED unanimously by a vote of 5-0.*

8. ORDINANCES

- 8.a. Consider the second reading of **Ordinance No. 5170**: An Ordinance adopting amendments to the November 2023 Housing Needs Analysis, the September 2024 Economic Opportunities Analysis, and the December 2025 Framework Plan and declaring an emergency.

Community Development Director Richards said this ordinance would be making Comprehensive Plan amendments for the sequential UGB work and creating land use efficiency measures.

Mayor Morris said this was the second reading of the ordinance.

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

City Attorney Ligtenberg read by title only Ordinance No. 5170. He also read the changes to the terms as originally filed related to the emergency clause. The ordinance would go into effect immediately after approval. It was being declared an emergency because there was a deadline to DLCDC by March 1.

*Councilor Cunningham MOVED to approve Ordinance No. 5170, adopting amendments to the November 2023 Housing Needs Analysis, the September 2024 Economic Opportunities Analysis, and the December 2025 Framework Plan and declaring an emergency; SECONDED by Council President Peralta. Motion PASSED 4-1 by the following vote:*

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

9. ADJOURNMENT OF REGULAR MEETING: Mayor Morris adjourned the meeting at 9:17 p.m.

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Claudia Cisneros, City Recorder

CITY OF McMinnville  
MINUTES OF JOINT CITY COUNCIL &  
MCMINNVILLE WATER & LIGHT COMMISSION  
WORK SESSION MEETING

Held via Zoom Video Conference and at the Police Department Training Room  
McMinnville, Oregon

Wednesday, February 18, 2026 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  
Scott Cunningham  
Dan Tucholsky  
VACANT (Ward 3 position)

MW&L Present Absent  
Commissioners: Denny Elmer  
Lisa Macy-Baker  
Jon Johnson

Also present were City Recorder Claudia Cisneros, Interim City Manager Adam Garvin, City Attorney David Ligtenberg, Public Works Director Geoff Hunsaker, Human Resources Director Vicki Hedges, Finance Director Katie Henry, Community Development Director Heather Richards (via Zoom), MW&L General Manager John Dietz, MW&L Commission Clerk Trena McManus, MW&L General Counsel Samuel Justice, MW&L Engineering & Operations Director James Burke, and *members of the News Media –Scott Unger, News-Register (via zoom).*

1. CALL TO ORDER: Mayor Morris called the meeting to order at 6:01 p.m.

2. MW&L STRATEGIC PLAN & FACILITY UPDATE

General Manager John Dietz presented McMinnville Water & Light's strategic plan update and facility project status. The utility is entering its fourth year of implementing the strategic plan adopted in 2023, which is built around five core values: community resiliency, people, fiscal responsibility, safety, and environmental stewardship.

Key accomplishments include completing an integrated resource plan for electrical resources through 2044, securing a contract with BPA, and finishing a facility master plan. The utility has grown significantly since its current facility was built in 1988, expanding from 60 to 67 employees and from 5,000 water customers and 8,000 electric customers to over 12,000 water customers and 18,000 electric customers.

The proposed facility expansion includes approximately 12,000-13,000 square feet of additional office space and 20,000 square feet of warehouse space at an estimated cost of \$30 million. The facility will be upgraded to a category 4 seismic rating. Construction is scheduled to begin in June 2026, with staff relocating to swing space by the end of April.

Mr. Dietz also outlined MW&L's property holdings in the area, including the main 18-acre facility, the Miller property to the east, a 5-acre parcel south of the Miller property, and a 61-acre parcel with a 22-acre lease to the city established in 2002. Plans include future substations to serve the southwest area and McMinnville Landing development, with the southwest substation estimated at \$10-12 million.

3.

### CITY COUNCIL GOAL UPDATES & CPR BOND UPDATE

Interim City Manager Adam Garvin provided updates on the five council goals established in August 2025. Progress includes implementing a realistic work plan for long-range planning with the Transportation System Plan RFP launched and a downtown master plan as the next major project. The city implemented consistent customer service hours (Monday-Thursday, 7:30 AM to 5:30 PM) across all departments effective January 1, 2026. Staff completed a review of committee recruitment strategies and guidelines, realigning the DEI committee's vision and conducting a work session on park and recreation SDCs for nonresidential uses.

Regarding the community pool and recreation center bond, Mr. Garvin outlined the path forward after the November 2025 bond measure failed by 13 votes. The original proposal was \$98.5 million for a 55,000 square foot facility. Council expressed appetite for a project under \$80 million, with potential ballot timing of November 2026 or May 2027.

The current Aquatic Center, built in the mid-1950s and renovated in 1986, has over \$2 million in deferred maintenance. Replacement costs are estimated at \$30-33 million versus renovation at \$25-27 million. The Community Center, originally built in 1923 and renovated in 1980, has over \$3.5 million in deferred maintenance, with replacement estimated at \$40-50 million versus renovation at \$35-45 million.

The city has a purchase agreement for the Miller Street property at \$3.8 million, with a December 2026 deadline. Council expressed unified support for proceeding with the property purchase regardless of bond outcome.

Mr. Garvin presented a collaborative proposal where MW&L would sell portions of its property to the city, including the 5-acre parcel and approximately 12 acres along the river from the 61-acre parcel, while the city would gain full ownership of the current 22-acre lease area. This would provide the city with continuous property ownership on one side of Marsh Lane for future development while allowing MW&L to retain property for utility expansion needs.

Both the Water & Light Commission and City Council expressed support for exploring this property arrangement, with next steps including obtaining appraisals and structuring a mutually beneficial financial arrangement for the transaction.

4. ADJOURNMENT: Mayor Morris adjourned the Work Session at 6:49 p.m.

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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, February 24, 2026 at 6:00 p.m.

Presiding: Sal Peralta, Council President

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Chris Chenoweth	Kim Morris, Mayor
	Dan Tucholsky	Zack Geary
	Scott Cunningham	
	VACANT (Ward 3 position)	

Also present were Interim City Manager Adam Garvin, City Attorney David Ligtenberg, Community Development Director Heather Richards, Finance Director Katie Henry, Information Technology Director Scott Burke, Public Works Director Geoff Hunsaker, Human Resources Director Vicki Hedges, Chief of Police Cord Wood, City Engineer James Lofton, and *members of the News Media – Phil Guzzo McMinnville Community Media*.

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

2. WASTEWATER MASTER PLAN

Public Works Director Geoff Hunsaker presented a comprehensive overview of the wastewater master plan update, emphasizing that this would be the first of multiple meetings over the next year to establish policy decisions around the wastewater system and its growth. He explained that master plan updates are critical for regulatory compliance, particularly for maintaining the city's National Pollutant Discharge Elimination System (NPDES) permit required to discharge treated wastewater into the South Yamhill River. The current permit, last updated in 2009, is being renewed this calendar year after administrative extensions. He noted that while the last update was adopted in 2008, best practice calls for updates every 5-10 years rather than the 18-year gap that occurred.

The scope of work includes hydraulic modeling and analysis of the conveyance system, treatment plant capacity and regulatory review, and a newly added Supervisory Control and Data Acquisition (SCADA) system assessment. The project will culminate in a 20-year Capital Improvement Plan (CIP) that will guide rate structures, System Development Charge (SDC) structures, and daily operations. Director Hunsaker outlined the regulatory requirements, explaining that the Department of Environmental

Quality (DEQ) mandates the system operate during a 5-year design storm without overflowing into the river. During such storms, flow through the system quadruples from normal dry weather conditions. The planning assumes pump station firm capacity (operating with the largest pump out of service) and a minimum 3-foot freeboard in manholes.

The conveyance system shows significant aging infrastructure with substantial inflow and infiltration issues, structural deficiencies in select areas, and multiple pump stations nearing 30 years old. Director Hunsaker presented a map identifying several areas currently at capacity during design storms, including the 3 Mile Lane area where the pump station's third pump activated multiple times during December's 5-year storm event. The treatment plant, now 30 years old, continues performing well but faces equipment reaching the end of its useful life. The main bottleneck is the raw sewage pump station, which experienced an overflow of approximately 600,000 gallons during December's storm. He noted this was not uncommon during that event, with many communities experiencing DEQ violations.

Council President Peralta asked about the per- and polyfluoroalkyl substances (PFAS) regulatory anticipation example. Director Hunsaker clarified that this represents potential future regulations around "forever chemicals" that could require switching from liquid biosolids applied to farmland to dewatered cake biosolids transported to landfills. He emphasized this is anticipatory planning rather than current regulatory requirement, noting the Environmental Protection Agency (EPA) is studying the implications of biosolids on farmland use.

The consultant's preliminary recommendations total over \$300 million, though Director Hunsaker emphasized this represents a comprehensive wish list rather than final recommendations. The largest single project involves offline storage to address raw sewage pump station overflow issues. Other major categories include treatment plant equipment upgrades, extensive conveyance system rehabilitation and upsizing, pump station improvements, SCADA modernization, and inflow/infiltration reduction programs. A potential fourth treatment train expansion remains uncertain, sitting "on the ragged edge" of necessity depending on actual growth rates over the 20-year horizon.

Director Hunsaker detailed the current financial position, noting approximately \$33 million in unappropriated ending fund balance from the pay-as-you-go model adopted when the treatment plant was built in the 1990s. Additionally, \$5 million in interfund loans will be repaid by fiscal year 2029. Annual sewer fee revenue totals about \$11 million, with \$6 million allocated to capital projects and \$5 million for operations. SDCs contribute approximately \$700,000 annually, creating total spending power of about \$70 million over five years. Future funding options include continuing the pay-as-you-go model with likely rate increases, SDC increases for growth-related projects, and potential accelerated programs using revenue bonds, grants, or government loans such as EPA Water Infrastructure Finance and Innovation Act (WIFIA) programs. He noted his previous

experience with a \$170 million WIFIA program, highlighting benefits like better interest rates and deferred payment schedules. The financial consultant is currently developing rate and SDC models for presentation next quarter. Key policy decisions will include risk tolerance levels, prioritization of housing and employment center goals, pace of project delivery, debt versus pay-as-you-go philosophy, and rate stabilization strategies. He acknowledged that the preliminary plan is more aggressive than current staffing could accommodate, requiring decisions about staff expansion or consultant partnerships. He recommended adopting policies for more frequent plan updates, suggesting 5-year intervals rather than 20-year gaps.

Councilor Chenoweth requested clear delineation in future presentations of SDC-eligible projects and previously collected SDC funds applicable to recommended improvements. He confirmed this analysis is required for proper SDC methodology and constitutional compliance.

Director Hunsaker concluded with an AI-generated haiku: "Aging pipes below, storms rise, permits tighten fast, we plan 20 years."

3. ADJOURNMENT: Council President Peralta adjourned the meeting at 6:47 p.m.

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Claudia Cisneros, City Recorder

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

Tuesday, February 24, 2026, at 7:00 p.m.

Presiding: Sal Peralta, Council President

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Chris Chenoweth	Kim Morris, Mayor
	Dan Tucholsky	Zack Geary
	Scott Cunningham	
	VACANT (Ward 3 position)	

Also present were Interim City Manager Adam Garvin, City Attorney David Ligtenberg, Community Development Director Heather Richards, Finance Director Katie Henry, Information Technology Director Scott Burke, Public Works Director Geoff Hunsaker, Human Resources Director Vicki Hedges, Chief of Police Cord Wood, City Engineer James Lofton, and *members of the News Media – Phil Guzzo McMinnville Community Media*.

1. CALL TO ORDER: Council President Peralta called the meeting to order at 7:00 p.m. and welcomed all in attendance.

Council President Peralta announced that the executive session planned for after the council meeting would not take place and would be taken off the agenda.

2. PLEDGE OF ALLEGIANCE

Council President Peralta led the Pledge of Allegiance.

3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT:  
Council President Peralta invited the public to comment.

City Recorder Claudia Cisneros noted for the record had received an email from Aaron O'Neil and it would be part of the amended packet posted tomorrow.

Jonathan Polivka, McMinnville Community Member, addressed ongoing concerns about ICE activities and federal law enforcement in McMinnville. He referenced his brother's previous request to the mayor for affirmation that public safety remains a priority, noting no public response had been received. He expressed concerns about civil rights violations including illegal search

and seizure, and asked council members to publicly state their stance on these issues. When Council President Peralta declined to allow responses during the comment period, Jonathan shared quotes from Supreme Court Justice Robert Jackson and Thomas Jefferson regarding uncontrolled search and seizure and local government authority

Karen Staben, McMinnville Community Member, spoke about city decisions regarding diversity, equity, and inclusion (DEI) initiatives and immigration-related policies. As a special education teacher and George Fox employee, she distinguished between decisions made for "optics" versus those grounded in "integrity." She argued that supporting DEI demonstrates the city's commitment to diversity, equity, and inclusion regardless of federal funding concerns. She advocated for a statement of support for the community during current tensions, emphasizing that such symbolic actions have meaningful consequences. She also requested that the city hold ICE and Border Patrol to the same standards as local police officers, including requiring identification, prohibiting masks, intervening in illegal activities, and providing information about arrests to families

Ames Bierly, McMinnville Community Member, thanked the council for convening a committee to explore an emergency statement regarding ICE activity. He shared examples from other Oregon cities, noting that Woodburn requires local police presence during ICE activities with body cameras for accountability, and Hillsboro has created comprehensive website resources and partnerships with local organizations like UNIDOS. He expressed anticipation for updates on the subcommittee's progress.

4.

#### CONSENT AGENDA

- a. Consider **Resolution No. 2026-08**: A Resolution appointing volunteers to the City's Landscape Review Committee and Historic Landmarks Committee.
- b. Consider **Resolution No. 2026-10**: A Resolution appointing a volunteer to the Airport Commission.
- c. Consider **Resolution No. 2026-11**: A Resolution authorizing the City Manager to execute a contract, in a form acceptable to the City Attorney, with Talbot, Korvola & Warwick, LLP for \$292,100 for audit services.

*Councilor Cunningham MOVED to adopt the consent agenda as presented; SECONDED by Councilor Chenoweth*

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

*The consent agenda has PASSED unanimously by a vote of 4-0.*

5. WARD 3 VACANCY ANNOUNCEMENT/DISCUSSION

- 5.a. Consider **Resolution No. 2026-12**: A resolution declaring a vacancy on the City Council and announcing the advertisement for qualified persons for appointment to fill the Ward 3 vacancy.

Council President Peralta called on City Attorney David Ligtenberg to introduce the topic. Before beginning the discussion, Council President Peralta read letters from Mayor Morris and Councilor Geary providing their input on the vacancy process.

Mayor Morris recommended posting the position as soon as possible with approximately a three-week posting period, allowing chosen applicants to run in November elections. She suggested avoiding interviews during spring break week and keeping applicant names confidential until interviews.

Councilor Geary advocated for moving quickly to fill the position without limiting applicants based on whether they intend to run in November. He proposed interviewing candidates at a work session prior to the March 10th meeting, with deliberation and decision that evening or at a March 24th follow-up if needed. He opposed any prescreening beyond verifying eligibility requirements.

City Attorney Ligtenberg outlined the vacancy process parameters. He explained that the charter provides for both appointed and elected replacements, but given the timing of this particular seat, there would be no elected replacement following the appointment. The appointed replacement would serve until a duly elected successor takes office.

Ligtenberg presented several process questions for council consideration:

- **Question 1: Recruitment Method:** The council unanimously agreed to advertise the position publicly (option A from the staff report).
- **Question 2: Recruitment Timeline:** After discussion about timing and spring break considerations, the council reached consensus on a three-week recruitment period beginning March 9th and ending March 27th.
- **Question 3: Interview Scheduling:** Councilor Tucholsky suggested interviews during the week of April 6th at a special meeting. Councilor Chenoweth agreed, emphasizing the importance of dedicating a special session exclusively to this decision rather than combining it with other business. The council agreed to have City Recorder Cisneros poll members to determine the specific date that week, with Tucholsky suggesting Wednesday, April 8th, as a preference.
- **Question 4: Appointment Timing:** Following Councilor Chenoweth's preference to handle the appointment the same way as the previous council vacancy, the council agreed to conduct interviews and make the appointment at the same special meeting.

After finalizing the process details, the council considered Resolution 2026-12, which would declare the vacancy and authorize the city recorder to begin accepting applications.

*Councilor Tucholsky MOVED to approve Resolution No. 2026-12; declaring a vacancy on the City Council and announcing the advertisement for qualified persons for appointment to fill the Ward 3 vacancy; SECONDED by Councilor Cunningham.*

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

*Resolution No. 2026-12 PASSED unanimously by a vote of 4-0.*

6. ADVISE/ INFORMATION ITEMS

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

Councilor Tucholsky reported nothing new from the Airport Commission.

Councilor Cunningham reported attending the Economic Vitality Leadership Council (EVLC) business forum at Evergreen with fellow councilors and the mayor. The event featured strong attendance from local business owners and managers in what was primarily a listening session addressing business needs. She also participated in the Chamber of Commerce greeters event hosted by the city on Friday, which filled the council chambers, and attended the McMinnville Downtown Association's annual dinner that evening along with Councilor Tucholsky and the mayor.

Councilor Chenoweth thanked Councilor Cunningham for highlighting the EVLC business forum, describing it as an opportunity for businesses to express areas where the city performs well and areas needing improvement. He noted hearing feedback in both categories and mentioned that EVLC is still compiling their priority list to present to council comprehensively at a future meeting. Regarding the Mid-Willamette Area Commission on Transportation (MWAC) meeting, explaining their work on the State Investment Package (SIP) process for identifying 5-10 year transportation projects for the Oregon Department of Transportation (ODOT) consideration. The commission is finalizing a list of four priority projects and ten total projects for submission to the Oregon Transportation Commission. He noted opportunities remain for additional input on potential projects within the 4-10 year horizon.

Council President Peralta attended the chamber greeters event, noting approximately 100 attendees, and missed the planning commission meeting due to scheduling conflicts. He met with Senate Majority Leader Kayse Jama's chief of staff to discuss a potential advisory work group on local government immigration policies following the current legislative session. He reminded council that the Council of Governments annual meeting is

scheduled for March 4th, which he'll attend with Interim City Manager Garvin.

6.b. Department Head Reports

Finance Director Katie Henry reported focusing entirely on budget preparation activities.

Community Development Director Heather Richards extended invitations for a March 3rd tour of Stratus Village at 1:00 PM, encouraging council participation to learn about the intentional design decisions. She provided updates on recent permit activity, including the 96-unit Valley Vista housing project on Stratus Avenue issued yesterday, the new U-Haul facility on Highway 99, and upcoming permits for three buildings in the six-acre west side development near Baker Creek and Hill Road. She noted the mayor's legislative work on funding requests and reported that staff has begun developing scope of work for design processes, including surveys to prepare for construction document development if state funding is secured.

City Attorney David Ligtenberg had nothing to report.

Interim City Manager Adam Garvin confirmed attendance at next week's Council of Governments dinner with Council President Peralta and Councilor Cunningham. He reported ongoing work with Communications Manager Noelle Amaya on ICE policy considerations items 2 and 3, specifically building postings and website information about detention witnessing and reporting hazardous vehicles. These updates are targeted for completion before the next council meeting in March. He noted his monthly meeting with John Dietz and an upcoming meeting with the County's Ken Huffer regarding collaboration opportunities. He reported completing the economic development strategic plan review with HR Director Hedges and the EVLC through multiple meetings, with an addendum being prepared for council consideration.

Chief of Police Cord Wood announced near-completion of hiring for a front office vacancy, with a candidate successfully completing background checks and expected to start within two weeks. He reported attending a Yamhill Communications (YCOM) executive board meeting to discuss revisions to the membership agreement, with additional work requested from the user group subcommittee before a March 10th work session. He also attended the quarterly business leader forum with other city staff.

Public Works Director Geoff Hunsaker provided updates on airport fixed-base operator (FBO) proposal evaluations. Three proposals were received and are being reviewed for presentation to the airport commission and subsequently to council for contract approval before the current FBO contract expires at the end of June.

Human Resources Director Vicki Hedges reported working on the EVLC addendum and annual training launch, with 8% of staff already completing

training and another 24% having started. Staff have until June to complete the required training.

Information Technology Director Scott Burke provided updates on the police Records Management System (RMS) project, including integration work with YCOM and Yamhill County, custom report writing, and training preparation for the anticipated May launch. He also reported technology refreshes at the aquatic center to address equipment corrosion issues.

City Recorder Claudia Cisneros requested responses regarding upcoming event attendance for quorum notification purposes and mentioned forthcoming communication about the April special meeting scheduling.

Additionally, Interim City Manager Garvin provided supplemental reports on several ongoing initiatives. He highlighted the Yamhill County business survey, developed in partnership with the city, UNIDOS, and the chamber, available in English and Spanish through March 12th as part of the January ICE policy considerations. He reported on the Americans with Disabilities Act (ADA) transition plan project management team's engagement work, including a survey launched earlier in the month with 85 responses and a goal exceeding 100. The team is hosting an event on Thursday from 3-7 PM at the Bayou in partnership with Essential Services to gather input from their client base. He described the Yamhill County equity work group, organized by Yamhill County Public Health, which meets monthly to address various topics including transportation, emergency preparedness, housing, and mental health. The group, chaired by DEIAC chair Caitlin in her professional capacity, welcomes additional participants who can contribute value to discussions. Finally, he reported that city staff met last week for initial public engagement conversations regarding the Transportation System Plan (TSP) currently in development.

Councilor Chenoweth added information from a recent email regarding an upcoming ODOT project. He informed council that in early summer 2027, the entire stretch of Oregon 18 from South McMinnville interchange to East McMinnville interchange will undergo resurfacing. The project is fully funded and in final design phases, requiring alternate route planning during construction.

6.c. January 2026 Cash and Investment Report (in packet)

Council President Peralta noted the January 2026 cash reports were included in the packet. No council members raised questions about the cash reports.

7. ADJOURNMENT: Council President adjourned the meeting at 7:36 p.m.

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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, March 10, 2026, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Scott Cunningham	
	Dan Tucholsky	
	VACANT (Ward 3 position)	

Also present were Interim City Manager Adam Garvin, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Human Resources Director Vicki Hedges, Information Technology Director Scott Burke, Chief of Police Cord Wood, Public Works Director Geoff Hunsaker, Finance Director Kaite Henry, City Engineer James Lofton, Project Manager Jeff Gooden, Special Projects Manager Jody Christensen (*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 7:00 p.m. and welcomed all in attendance.
2. PLEDGE OF ALLEGIANCE  
Mayor Morris led the Pledge of Allegiance.
3. INVITATION TO COMMUNITY MEMBERS FOR PUBLIC COMMENT:  
Mayor Morris invited the public to comment.

City Recorder Claudia Cisneros noted for the record had received emails from Rachael Cantrell Weaver and Adam Stone, and would be part of the amended packet posted tomorrow.

Amanda Pewonka, McMinnville Community Member, addressed the council regarding the Epstein files and accountability for powerful individuals. She emphasized that these files represent a failure of power and accountability. She discussed how the lack of accountability at high levels creates a culture of silence and abuse that trickles down to communities. She called for believing victims and building systems where survivors are heard the first time they speak.

4.

#### CONSENT AGENDA

- a. Consider **Resolution No. 2026-05**: A Resolution authorizing the Interim City Manager to execute an extension to the Yamhill County Health and Human Services behavioral health services contract for Community Outreach Services and training.
- b. Consider **Resolution No. 2026-06**: A Resolution adopting a policy for media attendance at executive sessions.
- c. Consider **Resolution No. 2026-13**: A Resolution authorizing the City Manager to execute a purchase order with HD Fowler in the amount \$109,798.28, to supply replacement check valves at the Raw Sewage Pump Station, Project 2026-5.
- d. Consider **Resolution No. 2026-14**: A Resolution Appointing Members to the Diversity, Equity, and Inclusion Advisory Committee.
- e. Consider **Resolution No. 2026-15**: A Resolution authorizing the City Manager to execute an Intergovernmental Agreement between the City and the Oregon Department of Transportation for the Third Street Improvement Project.
- f. Consider **Resolution No. 2026-17**: A Resolution authorizing the City Manager to enter into a Professional Services Contract for the NE Gateway Sanitary and Storm Sewer Replacement, Project 2025-12, with AKS Engineering & Forestry, LLC.
- g. Consider the request from Vitamin Cottage Natural Food Markets, Inc. dba Natural Grocers for Off-Premises Sales, OLCC Liquor License located at 448 NE Hwy 99W.

Councilor Chenoweth requested additional information about Resolution 2026-15, so item a was also removed from the consent agenda.

*Councilor Cunningham MOVED to adopt the consent agenda with item 5.e. removed; SECONDED by Councilor Tucholsky*

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

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

4.

#### ITEMS REMOVED FROM THE CONSENT AGENDA

4.e.

Consider **Resolution No. 2026-15**: A Resolution authorizing the City Manager to execute an Intergovernmental Agreement between the City and the Oregon Department of Transportation for the Third Street Improvement Project.

Councilor Chenoweth requested this item be removed from the consent agenda as has concerns about accepting federal funds, asking about the difficulty of switching to state and local funds later if circumstances change. Public Works Director Geoff Hunsaker explained that once federal dollars are spent, the

entire project becomes federalized with additional requirements including Buy American provisions. To defederalize, the city would need to pay back any federal funds already spent. He indicated the spend-down timeline extends to September 2032, with design work beginning September 2026 and funds obligated by September 2027. Councilor Chenoweth noted this long timeline reduces the immediate financial risk and expressed interest in exploring whether city match funds could be drawn down before federal funds.

Mayor Morris sought clarification on project phasing options. Director Hunsaker confirmed the project could be shortened or phased if needed to maintain affordability, and that the Oregon Department of Transportation (ODOT) would develop internal cost estimates once the Intergovernmental Agreement (IGA) is signed.

Councilor Cunningham inquired about build grant opportunities, learning that the maximum available is \$25 million with annual application cycles. The current project size positions McMinnville well for such grants. Council President Peralta acknowledged the significant funding partnership, recognizing Representative Elmer, Senator Starr, Congresswoman Salinas, the mayor, and staff for securing these funds.

Discussion revealed cost estimates of \$28-31 million for the project, with federalization potentially increasing costs by 15-25 percent based on industry experience. Staff committed to providing regular updates and exploring options to spend city funds before federal funds.

*Councilor Geary MOVED to approve Resolution No. 2026-15; authorizing the City Manager to execute an Intergovernmental Agreement between the City and the Oregon Department of Transportation for the Third Street Improvement Project; SECONDED by Councilor Cunningham.*

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

*Resolution No. 2026-15 **PASSED** unanimously by a vote of 5-0.*

5. ORDINANCES

- 5.a. Consider the first reading with a possible second reading of **Ordinance No. 5173**: An Ordinance approving a comprehensive plan map amendment (Docket CPA 1-25) and zone map amendment (Docket ZC 2-25) for approximately 26.07 acres, located at 2325 NE Three Mile Lane, 160 NE Atlantic Street, 2305, 2245, 2225, 2215, and 2205 NE Cumulus Avenue, and tax lot R4422CC 01102.

Mayor Morris asked if any Councilor needed to declare any actual or potential conflicts of interest or recuse themselves regarding this ordinance. There was none.

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

City Attorney Ligtenberg read by title only Ordinance No. 5173.

Community Development Director Heather Richards presented the first reading of Ordinance No. 5173, which approves comprehensive plan and zone map amendments for approximately 26.07 acres in the Three Mile Lane area. The proposal changes industrial zoning to residential and commercial designations, consistent with the adopted Three Mile Lane Area Plan. She explained the three-part test for map amendments: consistency with comprehensive plan goals, orderly timing considering surrounding development, and adequate utility/service provision. The proposal meets these criteria with five conditions of approval addressing sanitary sewer capacity analysis, storm drainage compliance, traffic improvements, and adherence to Three Mile Lane area plan policies. The traffic impact analysis identified the need for a westbound right turn lane at the Cumulus/Three Mile Lane/Nehemiah intersection. However, broader intersection improvements needed are not triggered by this specific project since existing conditions already show failure.

Councilor Cunningham questioned the traffic analysis, noting table discrepancies regarding required mitigation measures. Richards clarified that only the Cumulus Avenue improvement is directly attributable to this project, while broader Three Mile Lane intersection issues are systemic problems requiring separate solutions.

Councilor Peralta confirmed this involves the former Baker Rock facility currently leased by Cal Portland, noting the industrial use isn't immediately ceasing. Richards explained the property owner is laying groundwork for future development without imminent timeline pressures.

Councilor Tucholsky questioned why R5 (high-density residential) zoning wasn't selected instead of R4. Richards noted R4 provides more flexibility with mixed-use options, and that R5's higher density assumptions could trigger additional transportation improvements the applicant might not afford.

Councilor Tucholsky expressed broader concerns about cumulative traffic impacts from various developments never triggering system improvements. Richards distinguished between individual project impacts requiring mitigation versus overall system congestion addressed through master planning processes.

Councilor Chenoweth referenced neighborhood opposition to high-density residential during the process. Director Richards confirmed three residents testified at Planning Commission with concerns about housing density and transportation impacts, particularly regarding Northeast Atlantic Street capacity and parking issues in the adjacent Habitat for Humanity development.

The Planning Commission unanimously recommended approval with conditions. Director Richards outlined council options: adopt as recommended,

adopt with amendments requiring new findings, deny with findings, or call for public hearing.

Councilor Chenoweth advocated for a public hearing, stating his general support for public hearings when major neighborhood changes occur. Councilor Tucholsky supported this approach.

Councilor Cunningham noted the comprehensive packet information, particularly the extensive transportation analysis, and expressed willingness to consider a public hearing.

Councilor Geary questioned the cost and value of a public hearing, estimating 30 staff hours plus notification costs. Director Richards explained public hearings are most valuable when additional information is needed, cautioning against creating expectations of different findings when hosting hearings for general input.

Councilor Peralta noted this only approves the property owner's right to residential development without immediate plans, and that actual development would return to Planning Commission. He questioned whether a public hearing would provide additional decision-making information beyond what's already available.

*Council President Peralta MOVED to **pass** Ordinance No. 5173 to a second reading; SECONDED by Councilor Tuchosky. Motion **PASSED** 5-1 by the following vote:*

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

The ordinance would be brought back for second reading at the March 24, 2026, meeting.

6. ADVICE/ INFORMATION ITEMS

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

Councilor Cunningham reported that February affordable housing and historic landmark committee meetings were canceled, though historic landmarks will meet Thursday. He attended ICE verifier training by UNIDOS, emphasizing their focus on safety for all parties. He also toured Stratus Village, praising the quality of common spaces and apartments, noting 170 units with 40% occupied and 895 families on the waiting list. He attended the Willamette Valley Council of Governments annual meeting in Monmouth and U' wellness fair at Chemeketa, highlighting Virginia Garcia's mobile medical services.

Councilor Chenoweth indicated his committees met but withheld details pending completion of priority analysis for both the SIP at MWAC and MEVLC.

Council President Peralta thanked Councilor Cunningham and Interim City Manager Garvin for attending the Mid-Willamette Valley Council of Governments meeting, noting Betsy Earl's new role as board chair and valuable networking opportunities with local officials and funding partners.

Mayor Morris reported attending the American Public Power Association convention in Washington DC with McMinnville Water and Light staff, advocating for ratepayers on BPA administrator selection, residential exchange program protection, and Columbia River Treaty preservation. Announced a new "We Care About Kids" community campaign with Superintendent Kourtney Ferrua, attending the Grizzly Diamond Dinner and Western Welding Academy's blue collar tour. She promoted the "If I Were Mayor" essay contest for students with March 20th deadline.

Mayor Morris requested council consideration to rescind the February immigration statement subcommittee motion, explaining that formal committee requirements would create inefficient serial meeting obligations preventing collaborative drafting.

*Council President Peralta MOVED to rescind the February 10th motion creating an immigration statement subcommittee; SECONDED by Councilor Cunningham.*

Councilor Cunningham acknowledged learning about the complexity of formal committee processes and appreciated guidance toward a better approach.

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

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

Councilor Geary provided Visit McMinnville updates showing January 2026 room demand increased 15.9% with 46.8% occupancy, though average daily rates declined 13.1% to \$124, resulting in flat revenue. Short-term rental bookings rose 5.5% year-over-year. He reported on the new "Kickback Mac" advertising campaign and noted upcoming events including the McMinnville Wine and Food Classic and Sasquatch Duro bicycle race. He reported MURAC awarded Hof's Homestead a \$50,000 forgivable loan for interior buildout, with forgiveness contingent on achieving occupancy within six months and operating for two years.

Councilor Tucholsky reported visiting Stratus Village and upcoming airport commission meeting on March 31st.

6.b.

## Department Head Reports

Public Works Director Geoff Hunsaker reported receiving Transportation System Plan proposals with staff review underway for potential contractor selection or interviews. He provided Discovery Meadows Park fountain updates, noting 90% plans are under park maintenance review for equipment procurement and construction timelines, with intention to maintain fountain operation this summer even if requiring temporary single-pass operation.

Chief of Police Cord Wood reported attending the statewide tow board meeting, two officer candidates in background process with one awaiting final medical evaluation, accepted management support specialist offer starting next month, sergeant assessment center scheduled for five candidates, RMS project training planned for late April, and upcoming officer candidate interviews.

Human Resources Director Vicki Hedges attended the CIS conference with concerning insurance rate projections for 2027. She reported 13% training completion, 30% in progress, and 56% not yet started.

Information Technology Director Scott Burke provided RMS project updates, noting complexity of integrating three agencies and upcoming vendor conference for technical resolution.

City Recorder Claudia Cisneros announced Ward 3 vacancy applications accepted through March 27th with April 8th interviews, reminded officials about statement of economic interest deadlines (March 15-April 15), and requested councilors forward applications without opening them.

Community Development Director Heather Richards reported operating without code compliance officer since early February, with director covering weekend duties. The position posting was prepared with temporary assistance managing 53 open cases, prioritizing public safety issues first while requesting community patience.

Finance Director Katie Henry reported half the team attending Oregon Government Finance Officers Association training in Redmond, with budget process entering second-round department meetings for financial projection refinement.

City Attorney David Ligtenberg had nothing to report.

Interim City Manager Adam Garvin reported ICE information posted on city website, business survey open until March 12th, ADA survey completion with over 150 responses for April work session presentation, upcoming county city manager meeting, and final design progress on restricted access building postings.

Mayor Morris announced the council would enter executive session pursuant to ORS 192.660(2)(e) for real property transaction deliberations. Mayor Morris recused herself due to property ownership near the RB Rubber site.

7.

ADJOURNMENT: Mayor Morris adjourned the meeting at 8:29 p.m.

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Claudia Cisneros, City Recorder

DRAFT

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, March 18, 2026 at 6:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u>	<u>Absent</u>
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth	
	Scott Cunningham	
	Dan Tucholsky	
	VACANT (Ward 3 position)	

Also present were City Recorder Claudia Cisneros, Interim City Manager Adam Garvin, City Attorney David Ligtenberg, Human Resources Director Vicki Hedges, Public Works Director Geoff Hunsaker, City Engineer James Lofton, Public Works Superintendent David Renshaw, Community Development Director Heather Richards, Chief of Police Cord Wood, Finance Director Katie Henry, 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. ARPA PROJECTS – BUDGETS AND STATUS:

Finance Director Katie Henry presented a comprehensive update on the status of the City's American Rescue Plan Act (ARPA) funds, noting that all federal reporting requirements have been met and the remaining funds are now unrestricted. The City began with \$7,700,000 in ARPA funds, with \$361,653 currently showing as unallocated on paper.

Director Henry reviewed several completed projects requiring budget adjustments, including the elimination of the ARPA grant manager position (\$32,774 returned), a minor clerical correction on the Third Street project (\$7 returned), cancellation of unused financial forecasting software, stormwater capacity project savings (\$141,000 returned), and a small Innovation Center underage (\$4,000 returned). The mobile recreation station, a park and recreation transit van used for summer programming, came in slightly over budget due to a vehicle wrap, and Council unanimously agreed to use ARPA savings to cover the overage and make the General Fund whole. These adjustments brought the available ARPA balance to approximately \$556,000.

Director Henry reported on projects still underway, including the system-wide park irrigation project (expected to be completed by summer), community center elevator repairs (functionally complete, paperwork pending), the Discovery Meadow splash pad (at 90% design review, expected to go out to bid in mid-April, likely ready late summer), the emergency manager position (expiring end of fiscal year, with completed continuity of operations and emergency operations plans), the Americans with Disabilities Act (ADA) transition plan (continuing through approximately December), conference room technology upgrades (targeted for completion this summer), municipal court software implementation (implementation manager expected to be assigned in April–May), and culturally competent communications and translations (wrapping up with \$7,900 remaining).

Council requested a future work session to review the deliverables completed by the Emergency Manager, including the continuity of operations plan and the emergency operations plan.

Director Henry recommended discontinuing four projects and returning their remaining balances to the ARPA pool: neighborhood park renovations for James Addition and Kingwood parks (\$249,000), the HR/DEI implementation line item (retaining \$25,000 for city entry signage and returning approximately \$38,700, while transitioning the recurring NeoGov software cost to ongoing General Fund revenues), the parks and open space master plan update (reimbursing \$15,000 to the General Fund for Praxis invoices paid, returning approximately \$55,000 to the ARPA pool), and the budget software implementation (returning remaining funds and shifting ongoing licensing costs to the operating budget). Council expressed consensus on all four discontinuations. Combined with prior adjustments, the total available ARPA balance was identified as approximately \$948,751.

Councilor Cunningham advocated strongly to retain Kingwood Park as a funded priority, noting it is the only park in that neighborhood, requires a bridge crossing to reach any other park, and has been underserved for years. Councilor Geary agreed and suggested rolling the \$249,000 into the larger remainder for targeted parks investment, with Kingwood as a priority.

Director Henry presented three staff-recommended projects for the remaining balance: (1) a storm drain line replacement in West Linear Park between Cypress and Filbert Streets at a cost of \$350,000 — a failing 45-year-old 24-inch CMP pipe that cannot be funded through street funds as it lies outside the right-of-way, creating recurring sinkholes and safety hazards; (2) a holding reserve of \$249,000 for ADA transition plan projects in parks, pending the completion of the transition plan report expected in fall 2026; and (3) community security barricades for downtown events, with 16 units quoted at approximately \$231,000 or 8 units at \$115,000.

Chief of Police Cord Wood presented the case for the vehicle-rated security barricades, noting that events like Alien Days draw over 25,000 people adjacent to major roadways. The barriers are hand-deployable by one person, interlock with cables, are designed to disable a striking vehicle, come with

trailers, and can be deployed citywide and shared with neighboring agencies for mutual aid. Council discussed the difference between these and heavier concrete barriers, cost recovery options, and setup staffing implications. Councilor Cunningham expressed strong support for at least 8 units, citing the "not if, but when" nature of the risk. Councilor Geary initially suggested the purchase could be structured as a departmental investment with event-based cost recovery, but acknowledged that passing costs onto event organizers could be cost-prohibitive and that the public safety subsidy was a worthwhile investment. Councilor Tucholsky requested further exploration of alternative solutions before full commitment.

Councilor Geary also proposed a broad list of parks-related investments drawn from the PROS Plan, including restroom facilities at West Hills, Star Mill, or Airport Park, wayfinding improvements, Tice Park maintenance access, an amphitheater in City Park (\$325,000), Joe Dancer lighting, and a downtown public restroom. He also raised pedestrian safety projects from the Highway 99 Active Transportation System Plan and a sidewalk repair fund for blighted neighborhoods.

Absent Councilor Chenoweth's written statement proposed allocating up to \$1,000,000 of the remaining ARPA funds to complete the Third Street renovation design, asserting the remaining design work should cost less than \$1,000,000. Staff and several Councilors noted that this estimate did not align with prior analysis, which projected \$3–4,000,000 remaining to reach 100% design from Adams Street to Johnson Street. Public Works Director acknowledged the estimate was extrapolated but noted the Council could explore this further once ODOT provides an updated cost estimate. Staff cautioned against rescoping the project in this forum given the years of community engagement invested in the current scope.

Council reached consensus on the following allocation framework for the \$948,751 in available ARPA funds: (1) fund the West Linear Park storm line replacement at \$350,000 for the upcoming fiscal year; (2) fund 8 community security barricades at approximately \$115,000 for the upcoming fiscal year; and (3) defer the remaining approximately \$483,000 to a future work session to be held during the next fiscal year, at which point staff will present updated information on the ADA transition plan (paired with the PROS Plan), an ODOT cost estimate for Third Street design, and a focused parks investment discussion including Kingwood Park. Director Henry confirmed this framework provides sufficient direction to prepare the ARPA budget amendment resolution to be brought forward in April.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 7:30 p.m.

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Claudia Cisneros, City Recorder



## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Claudia Cisneros, City Recorder  
**SUBJECT:** Request to Permit a Waiver of the Noise Ordinance from KC  
Marold for DJ music for Dose Sparkling Wine Celebration on July 25,  
2026.

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### **Report in Brief:**

This action is the consideration of a request to permit a waiver of the Noise Ordinance.

### **Background:**

KC Marold from Catapult Consulting Co. would like to have a DJ on Saturday, July 25, 2026, from 7:00pm to 11:00pm for an event called Dose Sparkling Wine Celebration, a party celebrating Oregon sparkling wine, at the location of the Art Alley: between Davis and Evans (NE 3<sup>rd</sup> and NE 4<sup>th</sup>), McMinnville. The event will have DJ music and is anticipated to have roughly 150 people in attendance. If approved by the Council, the city will be requesting them to notify all residents/businesses within a block radius at a minimum. They are working with Visit McMinnville to use their warehouse space and help with communications.

The McMinnville Municipal Code, Section 8.10.260, specifies that:

A. A person in charge of a premises must not permit, allow or cause to exist any loud, disturbing or unnecessary noise that is injurious or detrimental to the health, safety or peace of other persons or property.

E. The prohibition described in this section do not apply to:

1. Activities occurring within the scope of any permit issued by the city under the provisions of the McMinnville Municipal Code.

In granting previous waivers, the City has requested that the applicant provide notice in advance to affected neighbors.

**Attachments:**

1. McMinnville Municipal Code (MMC) section 8.10.260 Noises.

**Alternatives:**

**Alternative 1:** Approve both noise waivers, allowing the City Manager to write a letter to KC Marold, letting her know that she has the Council's approval.

**Alternative 2:** Reject one or both noise waivers, denying KC Marold's request.

**Alternative 3:** The Council may consider any other alternative not presented by staff.



**8.10.260 Noise.**

- A. A person in charge of a premises must not permit, allow or cause to exist any loud, disturbing or unnecessary noise that is injurious or detrimental to the health, safety or peace of other persons or property.
- B. It is prohibited for any person on a public way to cause to exist any loud, disturbing or unnecessary noise that either annoys, disturbs, injures or endangers the comfort, repose, health, safety or peace of other persons or property.
- C. For the purposes of this section, noise exceeding the following thresholds when measured 25 feet from the source if in the right-of-way or 25 feet from the property line if the source is on private property, is presumed to be a nuisance in violation of subsection [A](#) of this section:

<b>ZONE</b>	<b>7:00 a.m. to 8:00 p.m.</b>	<b>8:00 p.m. to 7:00 a.m.</b>
Residential	55 dBA	50 dBA
Commercial	60 dBA	55 dBA
Light Industrial	70 dBA	65 dBA
Industrial	80 dBA	75 dBA

- D. For the purposes of this section, “loud, disturbing or unnecessary noise” includes but is not limited to the following substances, conditions or acts:
  1. *Animals and Birds.* The keeping of any bird or animal that disturbs the comfort and repose of any person in the vicinity by causing frequent or long continued noise;
  2. *Dog Barking.* The keeping of a dog that barks for more than 10 minutes during any one-hour period when such barking is audible off the premises of the dog’s owner or keeper;
  3. *Animal Bells.* The attaching of a bell to any animal or allowing a bell to remain on any animal that is disturbing to any person in the immediate vicinity;
  4. *Vehicle Noises.* The use of any vehicle or engine, either stationary or moving, in a manner that causes or creates any loud or unnecessary grating, grinding, rattling or other noise, including the discharge in the open air of the exhaust of any steam engine, internal combustion engine, motor boat or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises and the emission of annoying smoke;
  5. *Horns and Signaling Devices.* The sounding of any horn or signaling device on any vehicle on any street, public or private place, except as a necessary warning of danger;
  6. *Nonemergency Signaling Devices.* The sounding of any amplified signal from any bell, chime, siren,

whistle or similar device, intended primarily for nonemergency purposes, from any place for more than 10 consecutive seconds in any hourly period, except that the reasonable sounding of such devices by houses of religious worship, ice cream trucks, seasonal contribution solicitors or by the city for traffic control purposes are exempt;

7. *Construction Noise.* The erection, including excavation, demolition, alteration or repair, of any building in residential districts, other than between the hours of 7:00 a.m. and 8:00 p.m., except upon special permit granted by the city manager or designee;

8. *Noise Sensitive Areas: Adjacency to Schools, Churches and Hospitals.* The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court of justice while the same are in use, or adjacent to any hospital or institution for the care of the sick or infirm which unreasonably interferes with the operation of such institution, or which disturbs or unduly annoys patients;

9. *Loudspeakers, Amplifiers, Public Address Systems and Similar Devices.* The use or operation of any automatic or electric piano, phonograph, radio, television, loudspeaker or any instrument for sound producing or any sound-amplifying device so loudly as to disturb persons in the vicinity thereof or in such a manner as renders the use thereof a nuisance; provided, however, that upon application to the city manager, permits may be granted to responsible persons or organizations to broadcast programs of music, news, speeches or general entertainment;

10. *Blowers and Similar Devices.* The operation of any noise-creating blower, power fan, power tools, or any internal combustion engine in a manner the operation of which causes noise due to the explosion of operating gases or fluids:

- a. In a residential district or noise sensitive areas between the hours of 8:00 p.m. and 7:00 a.m.; and
- b. In a manner that can be heard by persons on nearby residential property.

11. *Commercial Establishments Adjacent to Residential Property.* Unreasonably loud and raucous noise from the premises of any commercial establishment, including any outdoor area which is part of or under the control of the establishment, between the hours of 10:00 p.m. and 7:00 a.m., that is plainly audible to persons on any nearby residential property.

E. The prohibition described in this section do not apply to:

1. Activities occurring within the scope of any permit issued by the city under the provisions of the McMinnville Municipal Code;
2. Emergency response activities;
3. Vehicles performing repairs or upgrades in the right-of-way, including but not limited to street sweeping, sewer cleaning, construction and maintenance activities occurring between the hours of 7:00 a.m. and 8:00 p.m.



**City of  
McMinnville**

**City of McMinnville**

**Administration**

230 NE Second Street

McMinnville, OR 97128

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F. In addition to any corrective action ordered by the city, a person found to have violated the provisions of this section may be assessed a civil penalty. The amount of the civil penalty assessed for each day of continuing violation will not exceed the amount established for a Class 5 code violation. (Ord. 5079 §1 (Exh. 1 (part)), 2019).

# STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Geoff Hunsaker, Public Works Director  
**SUBJECT:** Contract Award for Transportation System Plan Update

1. **Resolution No. 2026-42:** A Resolution Authorizing the City Manager to enter into a Professional Services Contract for the Transportation System Plan Update with Kittelson & Associates, Inc.

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## **Report in Brief:**

The City solicited proposals from qualified transportation planning consultants to complete a comprehensive update to the McMinnville Transportation System Plan (TSP). The update is necessary to align the City's transportation network with the acknowledged Urban Growth Boundary (UGB), incorporate recently adopted plans, comply with current Oregon Transportation Planning Rule requirements, and establish a multimodal transportation framework to support future growth, housing, employment, and economic development.

Following a competitive Qualifications-Based Selection (QBS) process, staff recommends awarding the contract to Kittelson & Associates, Inc., whose proposal and interview demonstrated exceptional technical expertise, a strong understanding of McMinnville's transportation challenges and opportunities, and a collaborative approach that aligns with the City's goals for community engagement and long-range planning.

## **Background:**

The City's current Transportation System Plan was adopted in 2010 and was based upon a previous Urban Growth Boundary that was subsequently remanded by the Oregon Court of Appeals. Since that time, the City has completed a revised UGB process that was formally acknowledged in April 2021. The updated TSP will provide the transportation planning framework necessary to support approximately 662 gross buildable acres of housing and employment lands within the acknowledged UGB.

The TSP update will integrate transportation elements from several recently adopted and ongoing planning efforts, including:

- McMinnville Transit Plan
- Oregon 99W Active Transportation Plan
- Three Mile Lane Area Plan
- Fox Ridge Road Area Plan
- McMinnville Landing
- Southwest Area Plan
- Third Street Improvement Project
- Great Neighborhood Principles

The project will establish a forward-looking multimodal transportation system that improves mobility, safety, connectivity, economic vitality, freight movement, environmental stewardship, and equitable access throughout the community.

### **Discussion:**

#### **Consultant Selection Process**

On March 5, 2026, the City received proposals from three qualified transportation planning firms in response to the Transportation System Plan Update Request for Proposals. The solicitation utilized a Qualifications-Based Selection (QBS) process consistent with Oregon public contracting requirements for professional services.

Proposals were evaluated by a multidisciplinary review panel using criteria established in the RFP, including:

- Project Understanding (5 points)
- Project Approach (35 points)
- Community Engagement Approach (20 points)
- Project Team and Experience (40 points)

Following the written proposal review, the highest-ranked firms were invited to participate in interviews with the evaluation panel.

#### **Evaluation Results**

Kittelson & Associates consistently scored as the highest-ranked firm after the proposal and interview phases. During interviews, Kittelson achieved the highest overall average score of the interviewed firms, demonstrating exceptional understanding of McMinnville's transportation planning objectives, a strong technical approach, and an experienced project team. The firm's interview highlighted:

- Extensive experience leading Oregon Transportation System Plans;
- Strong familiarity with Transportation Planning Rule requirements;

- A thoughtful and inclusive community engagement strategy;
- A multimodal planning approach tailored to McMinnville's growth areas and transportation challenges;
- A demonstrated ability to translate technical findings into practical policy recommendations and implementation strategies.

Staff determined that Kittelson & Associates represents the most qualified firm to successfully deliver the Transportation System Plan Update.

**Scope of Services**

The proposed scope of work includes:

- Project Management and Coordination;
- Community Engagement and Public Involvement;
- Policy, Planning, and Financial Framework Development;
- Goals, Objectives, Performance Standards, and Prioritization Criteria;
- Existing Conditions and Needs Analysis;
- Future Conditions Analysis;
- Transportation Solutions Development;
- Project Prioritization;
- Active Transportation and Safety Analysis;
- Draft and Final Transportation System Plan Preparation;
- Adoption Support and Implementing Ordinances.

The proposed work is anticipated to occur over approximately twenty-four months.

**Contract Amount**

Staff successfully negotiated a detailed scope and fee proposal with Kittelson & Associates. The negotiated budget includes:

<b>Description</b>	<b>Amount</b>
Base Scope of Services	\$761,723.97
Contingency Services	\$84,824.60
Total Authorized Contract Amount	\$846,548.57

The contingency portion consists of optional services that may be authorized by the City if additional Council work sessions, public outreach events, project development analyses, active transportation evaluations, or other unforeseen needs arise during the planning process.

The contingency is not automatically authorized for expenditure and would only be utilized at the direction of the City after review by the City Manager.

**Attachments:**

1. Resolution No. 2026-42;
2. Scope of Work;
3. Project Budget

**Fiscal Impact:**

Funding for the Transportation System Plan Update is included within the Street and Transportation Fund budgets and will be financed through gas tax and transportation system development charge revenue.

The base contract amount is \$761,723.97. The recommended contingency authority of \$84,824.60 provides flexibility to address additional analysis, public involvement, Council direction, or regulatory requirements that may arise during the planning process without delaying project delivery.

**Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the resolution authorizing the City Manager to execute a Professional Services Agreement with Kittelson & Associates, Inc. in the amount of \$761,723.97 for the Transportation System Plan Update and authorize the City Manager to approve and execute contingency work, as needed, up to a total contract amount not to exceed \$846,548.57.

**Alternative 2:** Revise the resolution authorizing the City Manager to execute the Professional Services Agreement with Kittelson & Associates, Inc. for the base contract amount of \$761,723.97 only. Any additional work beyond the negotiated scope would require a contract change order.

**Alternative 3:** Reject the attached resolution, delaying work on the Transportation System Plan Update.

**Alternative 4:** The Council may consider any other alternative not presented by staff.

## RESOLUTION NO. 2026-42

A Resolution authorizing the City Manager to enter into a Professional Services Contract for the Transportation System Plan Update with Kittelson & Associates, Inc.

### RECITALS:

**WHEREAS**, the City of McMinnville issued a Request for Proposals for professional services to prepare an update to the City's Transportation System Plan (TSP) in accordance with the City's adopted transportation planning objectives; and

**WHEREAS**, proposals were received and evaluated through a Qualifications-Based Selection (QBS) process consistent with Oregon public contracting requirements; and

**WHEREAS**, Kittelson & Associates, Inc. met all proposal requirements and was determined to be the most qualified consultant following proposal evaluation and consultant interviews; and

**WHEREAS**, the City has negotiated the scope of services, project team, fee, schedule, and contract terms with Kittelson & Associates, Inc. for completion of the Transportation System Plan Update; and

**WHEREAS**, the Transportation System Plan Update will provide a comprehensive, multimodal transportation framework to support future growth, housing, employment, economic development, and transportation system investments within the City of McMinnville; and

**WHEREAS**, the negotiated fee for the base scope of services is \$761,723.97; and

**WHEREAS**, a contingency authorization of \$84,824.60 is included to address additional public involvement activities, Council work sessions, technical analyses, regulatory requirements, or other unforeseen project needs that may arise during completion of the Transportation System Plan Update; and

**WHEREAS**, funding for the Transportation System Plan Update is included within the adopted Street and Transportation Fund budgets.

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

1. That the City Manager is authorized to enter into a Professional Services Contract with Kittelson & Associates, Inc. in the amount of \$761,723.97 for preparation of the City of McMinnville Transportation System Plan Update.
2. That the City Manager is authorized to approve and execute additional contingency services, as necessary, up to \$84,824.60, for a total authorized contract amount not to exceed \$846,548.57.
3. That contingency funds may be utilized to address additional public outreach, Council and Planning Commission work sessions, technical analyses, regulatory requirements, project refinements, or other services determined necessary by the City Manager to successfully complete the Transportation System Plan Update.
4. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

## TASK 1: PROJECT MANAGEMENT

The project will be managed by a Project Management Team (PMT), consisting of project managers from both the consultant team and the City, who will be responsible for project oversight and implementation. Consultant shall provide ongoing Project management services and City coordination activities necessary to implement the agreed Project scope, manage delivery of products in a timely and effective manner, and enable effective coordination and collaboration. Consultant shall develop a Project Management Work Plan, which outlines a schedule, how decisions will be made, and escalation/resolution plans when differences arise.

Consultant shall manage the Project in a manner that explicitly integrates transportation planning with McMinnville's adopted land use framework, recent Urban Growth Boundary (UGB) amendment, and concurrent planning and capital initiatives. Consultant shall coordinate regularly with City staff regarding in-process planning efforts and capital projects, including but not limited to the Third Street Improvement Project, McMinnville Landing (Innovation Campus), the Three Mile Lane Area Plan, the Southwest Area Plan, the Fox Ridge Road Area Plan, and the upcoming Downtown Master Plan Update, and shall document key decisions, tradeoffs, and escalation paths related to connectivity, mobility, safety, freight movement, and multimodal investments.

- 1.1 Project Management & Coordination** – Consult shall provide coordination and communication services with the PMT and additional agency personnel including City, State and County staff. Consultant shall provide overall guidance for Project and manage the day-to-day tasks related to keeping Project on scope, schedule, and budget. Project Management and Coordination throughout duration of Project (up to 24 months) - No tangible deliverables.
- 1.2 PMT Conference Call Meetings** – Consultant shall arrange and conduct up to 24 PMT Conference Call Meetings via Zoom, at least once a month throughout the duration of the Project. All PMT Conference Call Meetings are assumed to be 1 hour in duration. These PMT Conference Call Meetings are in addition to the PMT Kickoff Meeting. Consultant shall provide email-based summary meeting notes with decisions and action items within two days after each PMT Conference Call Meeting.
- 1.3 PMT Kickoff Meeting** – Consultant shall arrange and conduct a two-hour PMT Kickoff Meeting to be held virtually within two weeks of the Notice to Proceed. Consultant shall lead the discussion regarding the Project scope, Project schedule, and upcoming Task 1 deliverables. Consultant shall provide an agenda and the materials to be discussed at the PMT Kickoff Meeting at least one week prior to the meeting. Consultant shall provide a meeting summary to the PMT no later than one week following PMT Kickoff Meeting.
- 1.4 Draft Project Management Work Plan** – Consultant shall develop a Project Management Work Plan, which outlines a schedule, how decisions will be made, and escalation/resolution plans when differences arise. Consultant shall prepare a draft Project Management Work Plan that establishes communication procedures, identifies potential Project risks and outlines a recommended strategy for addressing these risks.

The draft Project Management Work Plan will also identify other procedures or operations unique for the project. At a minimum, the Project Management Work Plan must include the expectations/key success factors, project risks & management, team roles & responsibilities, PMT and TAC/PAC rosters, and communication protocols. Consultant shall submit the draft Project Management Work Plan to PMT for review and comment.

**1.5 Invoicing & Monthly Progress Reports** – Consultant shall prepare and deliver up to 24 monthly progress reports throughout the duration of the Project. Consultant shall include monthly progress report with Consultant’s monthly invoice.

**1.6 Final Project Management Work Plan** – Consultant shall prepare a final Project Management Work Plan based on PMT feedback.

**C1.7 PMT Conference Call Meetings (Up to 5) [CONTINGENCY]**– Consultant shall arrange and conduct up to 5 additional PMT Conference Call Meetings via Zoom at the request of PMT and on an as needed basis. All PMT Conference Call Meetings are assumed to be 1 hour in duration. Consultant shall provide email-based summary meeting notes with decisions and action items within two days after each PMT Conference Call Meeting.

### **City Deliverables**

1a PMT Conference Call Meetings (Up to 24)

1b PMT Kickoff Meeting

1c Review of Task 1 Consultant deliverables

### **Consultant Deliverables**

1A Project Management and Coordination (Up to 24 months)

1B PMT Conference Call Meetings (Up to 24)

1C PMT Kickoff Meeting

1D Draft Project Management Work Plan

1E Invoicing & Monthly Progress Reports (Up to 24)

1F Final Project Management Work Plan

### **Contingency Deliverables**

C1A PMT Conference Call Meetings (Up to 5)

## **TASK 2: COMMUNITY ENGAGEMENT**

This plan will emphasize public involvement and engagement both in terms of sharing information and gathering input. The City will identify a Project Advisory Committee (PAC) comprised of a Citizen Advisory Committee with representative community stakeholders and a Technical Advisory Committee (TAC) comprised of industry experts and stakeholders. The PAC will serve in an advisory role to City staff and the consultant team.

Public engagement will occur throughout the project (up to 24 months) per the approved Public Involvement Plan identified in Section 2.2 of this SOW.

The City's work and decision-making will be informed by broader community outreach at key decision-making points, to include, but not limited to, community forums, workshops, surveys, and stakeholder engagement.

Community engagement activities shall be structured to meaningfully inform the project management team and decision makers on transportation solutions that support the City's Great Neighborhood Principles, livability, active connectivity, housing supply, job creation, economic development, safety, and accessibility. Engagement shall specifically address multi-modal transportation needs and barriers affecting underrepresented populations, access to goods and services, schools, employment areas, downtown and neighborhood safety concerns, active transportation connectivity, and anticipated growth within the expanded UGB.

- 2.1 Draft Community Profile**– Consultant shall Prepare a Community Profile Memorandum, which must meet the requirements for a Title VI Report. This memorandum must assess and summarize:
  - Current population locations and characteristics;
  - Growth and other changes projected into the future.
  
- 2.2 Draft Public Involvement Plan** – Consultant shall develop a TSP specific Draft Public Involvement Plan which should include community engagement sequencing, detailing key points of community engagement throughout the planning process. Within two weeks of PMT Kickoff Meeting a PI focused kickoff meeting will be held to align the team on the content needed for the Public Involvement Plan. The Plan should incorporate many difference communication mediums to ensure as much reach into the community as possible. The Plan shall also include the support the Consultant will provide for City-led community engagement meeting and activities at each engagement milestone. Public involvement will be city-led, consultant-supported. The Public Involvement Plan must identify compliance with the TPR requirements throughout the remaining Project deliverables.
  
- 2.3 Project Webpage and Content** – City shall develop and maintain a Project webpage that is used for Project outreach, engagement, and the Project public record of plan development. Consultant shall provide Project materials for the Project webpage, which the City shall use to update the City project page. Within four weeks of PMT Kickoff Meeting, the Consultant shall develop initial content for the Project webpage, including, but not limited to, a summary of the Project purpose, Project objectives, a Refined Project Schedule, graphic, and a list of Project deliverables. Consultant shall provide monthly updates for the Project webpage to the City throughout the duration of the Project.
  
- 2.4 Project Advisory Committee Roster** - The City will identify a Project Advisory Committee (PAC) comprised community members and stakeholders. City shall prepare the PAC roster with Consultant support.

- 2.5 Technical Advisory Committee Roster** – The City shall recruit a Technical Advisory Committee (“TAC”) with representatives from agencies such as ODOT, Yamhill County, Yamhill County Transit, City technical staff, and any other appropriate agency representation identified. The City shall prepare the TAC roster with Consultant support.
- 2.6 Planning Commission/City Council Work Session #1** – City shall arrange and consultant shall conduct a joint Planning Commission/City Council Work Session #1. The purpose of this Planning Commission/City Council Work Session #1 is to allow City and Consultant team to jointly present a “TSP 101” briefing and answer questions.
- 2.7 Final Community Profile** –Consultant shall prepare a final Community Profile & Majority Equity Analysis Memorandum based on PMT feedback and distribute it within three weeks of City Council Work Session #1.
- 2.8 Final Public Involvement Plan** – Consultant shall prepare a final Public Involvement Plan based on PMT feedback and distribute it within two weeks of City Council Work Session #1.
- 2.9 Public Outreach Backup (Up to 1) [CONTINGENCY]**  
City will arrange and Consultant shall lead up to 1 additional Public Outreach Meeting at the request of PMT and on an as needed basis. Public Outreach Meeting will be held in-person with hybrid options for virtual attendance provided by City. City will lead meeting notifications, advertisements, and social media promotion.
- 2.10 Planning Commission/City Council Work Sessions (Up to 1) [CONTINGENCY]**  
City shall arrange and consultant shall conduct up to 1 additional joint Planning Commission/City Council Work Sessions or independent Planning Commission and City Council work sessions at the request of PMT and on an as needed basis.

**City Deliverables**

- 2a PAC Roster
  - 2b TAC Roster
  - 2c Planning Commission/City Council Work Session #1
- Review of Task 2 Consultant deliverables

**Consultant Deliverables**

- 2A Draft Community Profile
- 2B Draft Public Involvement Plan and kickoff meeting agenda
- 2C Initial Project Webpage content and monthly updates
- 2D Planning Commission/City Council Work Session #1
- 2E Final Community Profile
- 2F Final Public Involvement Plan

**Contingency Tasks**

- C2A Public Outreach Backup
- C2B Planning Commission/City Council Work Sessions (up to 1)

### **TASK 3: POLICY, PLANNING, AND FINANCIAL FRAMEWORKS**

This task shall establish the policy foundation, decision-making framework, and performance-based structure that guides all subsequent analysis, project development, prioritization, and implementation within the Transportation System Plan. The Planning and Policy Framework shall ensure that the Updated TSP is legally compliant, internally consistent, and aligned with McMinnville’s adopted land use plans, community values, and long-term growth objectives.

**3.1 Draft TM#1 Planning and Policy Framework Memorandum** – Consultant shall prepare a draft Planning and Policy Framework Memorandum that provides an overview of the major legal, regulatory, and policy requirements for the Updated TSP. This memorandum will review relevant City, County, Regional, and State plans, policies, standards, rules, regulations, and other relevant documents, and identify conflicts, changed conditions and data gaps, revisions to the City’s Comprehensive Plan, and implementation regulations. Consultant must review and summarize numerous plans and documents that should influence the Updated TSP, including, but not limited to:

#### **Yamhill County’s**

- Yamhill County Transportation System Plan,
- Yamhill County Transit Development Plan (or other relevant transit planning docs),
- Yamhill County Coordinated Transit Plan,

#### **The City of McMinnville’s:**

- McMinnville Transportation System Plan (2010), Appendices and Supplemental Documents
- City Comprehensive Plan, Volume I (Database), Volume II (Goals, Policies, and Proposals), and supplemental documents
- 2020 UGB Amendments,
- Hwy 18 Corridor Refinement Plan,
- McMinnville Residential Land Needs Analysis,
- McMinnville Economic Opportunities Analysis (2013),
- Northeast Gateway Plan,
- Public Facility Plan,
- McMinnville Downtown Master Plan, (2000),
- Urban Renewal Plan/Report,
- Fox Ridge Road Area Plan, Ordinance No. 5412 (2024)
- Three Mile Lane Area Plan (2022)
- OR 99W Active Trans Plan, Ordinance No.5107 (2022)
- City DEI Public Facility Plan (2023)
- Innovation Campus Project (in process)
- Highway 18/99W South Interchange Area Management Plan (IAMP) (2002)
- McMinnville Great Neighborhood Principles, Ordinance No. 5066
- McMinnville Parks, Recreation, and Open Space Plan (adopted by Resolution) (2024)

- McMinnville Parks, Recreation, and Open Space Plan Comprehensive Plan Update, Ordinance No. 5157 (2025)
- McMinnville Growth Management and Urbanization Plan and Appendices (2020, Ordinance No. 5098)
- McMinnville Transit Plan, Ordinance No 5108 (2021)
- McMinnville Westside Bicycle and Pedestrian Plan (1995)
- McMinnville Zoning Ordinance
- Southwest Area Plan (in process)
- Third Street Improvement Project (in process)
- Yamhill County Transit Plan (2018)

Consultant shall distribute the Planning and Policy Framework Memorandum to the TAC and PAC at least one week prior to TAC Meeting #1 and PAC Meeting #1.

**3.2 Final TM#1 Planning and Policy Framework Memorandum** – Consultant shall prepare a final Planning and Policy Framework Memorandum based on PMT, TAC, and PAC feedback and distribute it within three weeks of TAC #1 and PAC #1.

**3.3 Draft Financial Forecast and Cost Estimating Process** – This task will set the foundation for compliance with TPR Section 660-012-004 (Transportation Financing Program). The draft TM#2 Financial Forecast for the TSP Update will be based on a long-range forecast of revenues and expenses that will be developed by the City and provided to the Consultant team. The forecast will include all local, regional and state revenue sources and a detailed analysis of expenses including maintenance and operations expenses. This will be a draft financial plan for the expenditure on City facilities.

The draft financial plan will include current and historical (most recent 5-10 year period) revenue sources that have funded the maintenance and improvement of the transportation system and historical expenditures that have supported the transportation system. Consultant will prepare a draft process for estimating the cost of road improvement projects. This process will be reviewed by City staff before it is used during project prioritization.

The cost estimating process will be used to develop updated estimates for the remaining 2010 McMinnville TSP projects and other projects identified through the City staff audit of projects. These estimates will allow the PMT and City Council to understand the current funding gaps between previously identified needs and forecasted funding availability over the next 20 years. The draft financial plan will also document alternative funding sources for consideration by the City at the local, regional, state, and federal level.

**3.4 Final Financial Forecast and Cost Estimating Process** – Consultant shall prepare a final TM#2 Financial Forecast and Cost Estimating Process based on PMT feedback and distribute it within three weeks of TAC #1 and PAC #1.

## **City Deliverables**

3a Financial Forecast  
Review of Task 3 Consultant deliverables

## **Consultant Deliverables**

3A Draft TM#1 Planning and Policy Framework Memorandum  
3B Final TM#1 Planning and Policy Framework Memorandum  
3C Draft TM#2 Financial Forecast and Cost Estimating Process  
3D Final TM#2 Financial Forecast and Cost Estimating Process

## **TASK 4: GOALS, OBJECTIVES, PRIORITIZATION CRITERIA, PERFORMANCE STANDARDS AND TARGETS**

Goals, objectives, prioritization criteria, performance standards, and targets shall explicitly advance McMinnville’s community goals related to housing supply, employment access, economic vitality, freight mobility, user safety, equity, environmental stewardship, connectivity, and implementation of the City’s Great Neighborhood Principles (Ordinance No. 5066).

**4.1 Draft TM#3 Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum** – Consultant shall prepare a draft Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum that includes Goals and Objectives that reflect past local planning, community engagement, and the Community Profile developed in Task 2, A Project Prioritization Framework that reflects the City’s TSP goals and objectives and is consistent with OARs 660-012-017. This framework must address the “shall” methods from the TSP Guidelines and support prioritization of projects by mode. The memorandum will include Performance Standards used to evaluate transportation investments included in later tasks in this Project and in the years following adoption of the Updated TSP. At least 1 performance standard must be adopted that supports increasing transportation options and avoiding principal reliance on the automobile. Performance standards for ODOT owned and managed facilities are established in the Oregon Transportation Plan and Oregon Highway Plan.

Finally, the memorandum will include Reporting Requirements for performance measures and targets, including a timeline for key reporting dates.

Consultant shall distribute the Draft Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum to TAC at least two weeks prior to TAC Meeting #1 and to PAC at least two weeks prior to PAC Meeting #1. TM#3 will be finalized two weeks after the TAC and PAC meetings.

**4.2 TAC Meeting #1** – City shall arrange, and Consultant shall conduct, virtual TAC Meeting #1 to kick-off the Project. TAC Meeting #1 shall be held in-person. Consultant shall introduce the Project, review meeting protocols, and outline the Project’s next steps.

Consultant shall review Tasks 2, 3 and 4 deliverables with the TAC and answer questions on all materials presented.

Consultant shall prepare the TAC Meeting #1 agenda and send it to the PMT for review at least one week prior to distribution to the TAC. Consultant shall distribute the agenda and other Tasks 2, 3 and 4 deliverables to PMT and the TAC at least one week prior to TAC Meeting #1.

- 4.3 PAC Meeting #1** – City shall arrange, and Consultant shall conduct, PAC Meeting #1 to kick-off the Project. PAC Meeting #1 shall be held in-person. Consultant shall introduce the Project, review meeting protocols, and outline the Project’s primary milestones. Consultant shall review Tasks 2, 3 and 4 deliverables with the PAC and answer questions on all materials presented.

Consultant shall prepare the PAC Meeting #1 agenda and send it to the PMT for review at least one week prior to distribution to the PAC. Consultant shall distribute the agenda and other Tasks 2, 3 and 4 deliverables to PMT and the PAC at least two weeks prior to PAC Kickoff Meeting. City shall prepare and distribute a meeting summary no later than one week following PAC Kickoff Meeting.

- 4.4 Public Outreach Touchpoint #1** – City will arrange and Consultant shall lead Public Outreach Touchpoint #1. Outreach will be conducted in-person using easily accessible and highly approachable language and tools to reach those who may not always participate in government processes. The first round of outreach will include up to 4 tabling events with flyer distribution in highly populated locations such as farmers market, Linfield school events, or similar (rather than a more formal open house style event). A simple comment form may be created to gather public input on transportation goals and priorities. Email addresses will be collected to follow up with participants in subsequent rounds of outreach. City and Consultant will work together to identify ideal locations for tabling. City will lead meeting notifications, advertisements, and social media promotion. Consultant shall provide a summary of outreach activity conducted and feedback received. Consultant will be responsible for creating meeting materials/displays including anticipated discussion methods or topics, limited to two display boards and one comment tool. Materials will be provided to the PMT for review at least two weeks prior to the event. An engagement summary will be provided to the PMT within one week.

- 4.5 Virtual Outreach Tool #1** – Consultant shall develop a Virtual survey tool providing the opportunity for the public to visit, learn and provide feedback on the TSP Update. The Virtual Outreach Tool will be developed in a highly accessible and mobile friendly platform and will remain accessible for up to 3 weeks. The timing of Virtual Outreach #1 is anticipated to overlap with Public Outreach Touchpoint #1 and share similar information and context. Consultant shall provide a summary of feedback received.

- 4.6 Planning Commission/City Council Work Session #2** – City shall arrange and conduct a joint Planning Commission/City Council Work Session #2. The purpose of this Work Session #2 is to allow City staff to discuss TSP goals, objectives, and vision and answer

questions. In addition, TM#3 Financial Forecast and Cost Estimating Process will be reviewed to provide an understanding of future funding and current gaps with previously planned projects.

- 4.8 Final TM#2 Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum** – Consultant shall prepare a final Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum based on PMT, TAC, and PAC feedback and distribute it within three weeks of TAC #1 and PAC #1.

#### **City Deliverables**

- 4a TAC Meeting #1
  - 4b PAC Meeting #1 scheduling and meeting summary
  - 4c Public Outreach Touchpoint#1
  - 4d Planning Commission/City Council Work Session #2
- Review of Task 4 Consultant deliverables

#### **Consultant Deliverables**

- 4A Draft TM#3 Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum
- 4B TAC Meeting #1
- 4C PAC Meeting #1 agenda and meeting materials
- 4D Public Outreach Touchpoint #1 - event plan, feedback collection tool, and feedback summary
- 4E Virtual Outreach Tool #1 – content, platform and summary
- 4F Final TM#3 Goals and Objectives, Prioritization Criteria, Performance Standards, and Targets Memorandum

### **TASK 5: ANALYTICAL METHODS**

This task shall establish a clear, transparent, and defensible analytical foundation for evaluating existing and future transportation system performance and for informing investment and policy decisions within the Updated Transportation System Plan. The analytical methods developed under this task shall ensure that technical analysis supports, rather than drives, policy outcomes and reflects McMinnville’s multimodal, safety, equity, and growth objectives.

- 5.1 Draft TM#4 Analysis Methodology and Assumptions Memorandum** – Consultant shall develop a Draft TM#4 Analysis Methodology and Assumptions Memorandum which will describe the analytical procedures used to evaluate existing conditions, future conditions, multimodal analysis including Level of Traffic Stress (“LTS”), safety analysis, project prioritization and evaluation. Analytical methods shall be designed to evaluate multimodal system performance in key growth areas, employment centers, downtown, and along Highway 18 / Three Mile Lane, including safety for all users and freight mobility serving the east-side industrial area.

Consultant shall distribute the Draft Analysis Methodology and Performance Measures Memorandum to TAC at least one week prior to TAC Meeting #2.

- 5.4 Final TM#4 Analysis Methodology and Assumptions Memorandum** – Consultant shall prepare a Final TM#4 Analysis Methodology and Assumptions Memorandum, incorporating all comments received from the PMT and TAC.

### **City Deliverables**

Review of Task 5 Consultant deliverables

### **Consultant Deliverables**

- 5A Draft TM#4 Analysis Methodology and Assumptions Memorandum
- 5B Final TM#4 Analysis Methodology and Assumptions Memorandum

## **TASK 6: EXISTING CONDITIONS AND NEEDS ANALYSIS**

This task shall establish a comprehensive, multimodal understanding of McMinnville’s existing transportation system and clearly define the transportation needs that must be addressed to support current conditions and planned growth. The Existing Conditions Inventory and Needs Analysis shall provide the factual baseline and problem statement that informs all subsequent future conditions analysis, solution development, and project prioritization within the Updated Transportation System Plan.

- 6.1 Draft TM#5 Existing Conditions Inventory and Analysis Memorandum** – Consultant shall develop a Draft TM#5 Existing Conditions Inventory and Analysis Memorandum which will be consistent with the Analysis Methodology and Assumptions Memorandum and contain relevant “shall” requirements from the TSP Guidelines. System inventories must be used to establish a baseline for comparison with future needs.

The Existing Conditions Inventory will describe the pedestrian, bicycle, public transportation, and roadway systems (including freight and traffic counts) as well as transportation options programs, development patterns and natural constraints.

The Existing Conditions Inventory shall document multimodal connectivity, safety conditions, and system gaps within the downtown core, east-side industrial park, Three Mile Lane corridor, and areas within the expanded UGB such as the Southwest Area. The inventory shall identify barriers affecting pedestrian, bicycle, transit, and mobility device users, freight movement constraints, and opportunities to improve connectivity between neighborhoods, employment areas, parks, schools, and activity centers. Additional field work is not anticipated for this task. Data missing from current GIS data sets will be provided by the ADA Transition Plan that is to conclude Fall of 2026.

The Existing Conditions Analysis will evaluate intersection operations, safety, intermodal connections, access management and deficiencies in the pedestrian, bicycle, and public transportation systems. To the greatest extent possible, Consultant shall take a holistic look at safety throughout the development of the TSP and apply a range of methods to

analyze safety concerns. As applicable, Consultant shall assess bridge conditions, highway capacity, and performance of rail, and truck freight transportation systems.

The Needs Analysis shall directly inform transportation solutions that support planned housing and employment growth, improve system resilience, and enhance neighborhood livability. Draft Existing Conditions Inventory and Analysis Memorandum must include the following data and analysis:

### ***Land Uses and Population***

Consultant shall:

- Summarize current population locations and characteristics
- Summarize number and locations of underserved and transportation-disadvantaged populations identified in Task 2.
- Summarize existing land uses including total land area by Comprehensive Plan Designation and Zoning and include the locations and amounts of buildable lands by Comprehensive Plan Designation and Zoning.
- Confirm identified activity centers and key destinations as identified and provided by City staff.
- Generally characterize the type of trips and seasonal variations in trips generated by activity centers.

### ***Inventory***

- Consultant shall update the latest documented TSP inventory of the existing transportation system. Inventory must contain both the Shall and Should identifications from the 2020 TSP Guidelines Existing Conditions Inventory.
- Inventory work will be contained to Arterial and Collector roadways and based on existing datasets made available by City. Local street datasets will be reviewed and analyzed based on existing City provided GIS data.
- The City shall provide inventory work for ADA compliant curb ramps and sidewalk conditions. The City shall conduct and provide inventories for other unavailable data sets.
- Wherever possible, the Consultant shall utilize information contained within the City GIS, or other publicly available databases and imagery.
- Consultant shall provide inventory as layers in City's GIS and as maps for the Updated TSP.

### ***Needs***

- Consultant shall conduct an existing transportation system conditions analysis to determine existing conditions and deficiencies for all modes of travel. Analysis must contain both the Shall and Should assessments from the 2020 TSP Guidelines Existing Needs Determination.
- For study intersections, City will provide intersection turning movement counts, including heavy vehicle percentages and pedestrian and bicycle counts. Weekday p.m. peak hour intersection counts will be provided by the City at up to 72

intersections and weekday a.m. peak hour counts at up to 22 intersections as agreed to by PMT. These counts will be obtained while local schools are in session.

***Study Intersections***

<b>ID</b>	<b>Intersection</b>	<b>PM</b>	<b>AM</b>
1	Highway 99 & Lafayette Ave	X	
2	Highway 99 & McDaniel Ln	X	X
3	Highway 99 & McDonald Ln	X	X
4	Highway 99 & NE Evans St / Baker Creek Rd	X	
5	19th St & Highway 99	X	X
6	12th St & Adams (Hwy 99)	X	
7	12th St & Baker (Hwy 99)	X	
8	8th St & Adams (Hwy 99)	X	
9	8th St & Baker (Hwy 99)	X	
10	3rd St & Baker (Hwy 99)	X	
11	2nd St & Adams (Hwy 99)	X	X
12	2nd St & Baker (Hwy 99)	X	X
13	SW Fellows St & Baker	X	
14	W Linfield Ave & Baker (Hwy 99)	X	
15	Keck / Albertson's / GAJ & Baker (Hwy 99)	X	
16	Old Sheridan Rd & Baker (Hwy 99)	X	X
17	WB Ramp & Hwy 99	X	
18	EB Ramp & Hwy 99	X	
19	Burnett Rd & Baker St	X	
20	27th St & Baker St	X	
21	NW Baker Creek Rd & Baker St	X	
22	19th St & Baker St	X	
23	27th St & McDonald Ln	X	
24	19th St & McDonald Ln	X	X
25	NW Baker Creek Rd & Michelbook Ln	X	
26	12th St & Michelbook Ln	X	
27	NW Wallace Rd & Michelbook Ln	X	X
28	2nd St & Michelbrook Ln	X	X
29	NW Baker Creek Rd & Hill Rd	X	

30	NW Wallace Rd & Hill Ave	X	
31	2nd St & Hill Ave	X	X
32	2nd St & NW Cypress St	X	
33	SW Fellows St & NW Cypress St	X	X
34	Cypress St & SW Old Sheridan Rd	X	X
35	W Linfield Ave & SE Davis St	X	
36	8th St & Davis St	X	
37	14th St & NE Evans St	X	X
38	12th St & NE Evans St	X	
39	8th St & NE Evans St	X	
40	3rd St & NE Evans St	X	
41	14th St & McDonald Ln	X	X
42	19th St & Lafayette Ave	X	X
43	13th St & Johnson Ave	X	
44	8th St & Lafayette Ave	X	
45	3rd St & Lafayette Ave	X	
46	1st St & NE Three Mile Ln	X	
47	OR 18 & Norton Ln	X	
48	NE McDaniel Ln & Lafayette Ave	X	
49	5 <sup>th</sup> Street & Adams (Hwy 99)	X	
50	5 <sup>th</sup> Street & Baker (Hwy 99)	X	
52	5 <sup>th</sup> Street & Lafayette/Johnson	X	
53	Hwy 99 and NE Baker St/NE 17 <sup>th</sup> St	X	X
54	Baker St and Booth Bend Rd	X	
55	Booth Bend Rd and Hwy 99	X	
56	19 <sup>th</sup> St and Michelbook Ln	X	
57	Hill Rd and Fellows St	X	X
58	Booth Bend Rd and Davis St	X	X
59	1 <sup>st</sup> St and Davis St	X	
60	3 <sup>rd</sup> St and Davis St	X	
61	5 <sup>th</sup> St and Evans St	X	
62	Galloway St and 12 <sup>th</sup> St	X	X
63	19 <sup>th</sup> St and McDaniel Ln	X	X
64	Lafayette Ave and Orchard Ave	X	X
65	19 <sup>th</sup> St and Elm St	X	

66	McDonald Ln and Grandhaven St	X	
67	Hwy 18 and Cumulus Ave	X	
68	Baker Creek Rd and Meadows Dr	X	
69	Cypress Ln and Alexandria St	X	X
70	Norton Ln and Cumulus Ave	X	
71	Norton Ln and Stratus Ave	X	
72	Three Mile Lane and Nehemiah Ln	X	

Consultant shall distribute the Draft TM#5 - Existing Conditions Inventory and Analysis Memorandum to TAC at least two weeks prior to TAC Meeting #2 and to PAC at least two weeks prior to PAC Meeting #2.

- 6.2 TAC Meeting #2** – City shall arrange, and Consultant shall conduct, a virtual TAC Meeting #2. Consultant shall review draft TM#5 - Existing Conditions Inventory and Analysis Memorandum and the Draft Analysis Methodology and Assumptions Memorandum as needed. with the TAC and answer questions on all materials presented.

Consultant shall prepare the TAC Meeting #2 agenda and send it to the PMT for review at least one week prior to distribution to the TAC. Consultant shall distribute the meeting agenda to PMT and the TAC at least two weeks prior to TAC Meeting #2. City shall prepare and distribute a meeting summary no later than one week following TAC Meeting #2.

- 6.3 PAC Meeting #2** – City shall arrange, and Consultant shall conduct, a virtual PAC Meeting #2. Consultant shall review draft TM#5 - Existing Conditions Inventory and Analysis Memorandum with the PAC and answer questions on all materials presented.

Consultant shall prepare the PAC Meeting #2 agenda and send it to the PMT for review at least one week prior to distribution to the PAC. Consultant shall distribute the meeting agenda to PMT and the PAC at least two weeks prior to PAC Meeting #2. City shall prepare and distribute a meeting summary no later than one week following PAC Meeting #2.

- 6.6 Final TM#5 Existing Conditions Inventory and Analysis Memorandum** – Consultant shall prepare a Final Existing Conditions Inventory and Analysis Memorandum, incorporating all comments received from the virtual outreach forum and work sessions and distribute it to PMT, PAC, and TAC.

**City Deliverables**

- 6a TAC Meeting #2
  - 6b PAC Meeting #2 summary
- Review of Task 6 Consultant deliverables

**Consultant Deliverables**

- 6A Draft TM#5 Existing Conditions Inventory and Analysis Memorandum
- 6B TAC Meeting #2
- 6C PAC Meeting #2 agenda and meeting materials
- 6D Final TM#5 Existing Conditions Inventory and Analysis Memorandum

## **TASK 7: FUTURE CONDITIONS AND SOLUTIONS**

This task shall define how McMinnville’s transportation system must evolve to support planned growth, land use changes, and community priorities over the planning horizon, and identify transportation solutions that respond directly to documented needs in a fiscally responsible and multimodal manner. The Future Conditions and Solutions Development task shall bridge existing conditions and long-range implementation by translating growth forecasts and system deficiencies into actionable, policy-aligned transportation investments.

**7.1 Draft TM#6 Travel Demand Model Refinements Memorandum** – Consultant shall review existing and future (year 2050) travel demand models and prepare a draft memorandum that identifies potential refinements to be prepared by ODOT’s Transportation Planning Analysis Unit.

**7.2 Draft TM#7 Future Conditions Analysis Memorandum** – Consultant shall prepare a Draft Future Conditions Analysis Memorandum to present an assessment of land use and transportation future conditions in the Project Area under a “No-Build” scenario, that must incorporate planned transportation improvements with an identified and committed funding source. The memorandum must include:

- Population and employment forecasts,
- Future weekday p.m. peak hour (up to 72 intersections) transportation volumes,
- Future deficiencies and needs, and

Future conditions analysis shall account for planned annexation and development within the southwest and east portions of the UGB and evaluate transportation needs associated with housing growth, employment lands, and mixed-use development. Analysis shall support refinement of transportation improvements along Highway 18 consistent with adopted mobility standards while improving local connectivity and safety.

Consultant shall distribute the Draft Future Conditions Analysis Memorandum to the TAC at least one week prior to TAC Meeting #3 and to the PAC at least one week prior to PAC Meeting #3.

**7.3 Draft TM#8 Solutions Analysis and Funding Program Memorandum** - Consultant shall prepare a Draft Solutions Analysis and Funding Program Memorandum, identifying up to 60 transportation solutions that address deficiencies and needs as identified in the Future Conditions Analysis Memorandum. The memorandum must include:

- Solutions for pedestrian, bicycle (including identification of key bicycle routes), transit, and automobile modes, including new or revised typical street cross sections to support all land uses and safety of all modes,
- Solutions addressing safety, multimodal connections, street layout and connectivity, parking management, freight movement, and transportation options.

- A conceptual list of amendments to the City’s Municipal Code needed to align with the TPR and reflecting the priorities identified in the final Goals, Objectives, Prioritization Criteria, and Performance Standards Memorandum; and
- An evaluation matrix of alternative solutions using prioritization criteria developed in Task 4.

Transportation solutions shall expand multimodal options, improve safety, reduce vehicle dependency, and support environmental stewardship by encouraging non-vehicular travel. Solutions shall integrate applicable elements of Plan and Policy review identified in Task 3.1.

Consultant shall distribute the Draft Solutions Analysis and Funding Program Memorandum to the TAC at least two weeks prior to TAC Meeting #3 and to the PAC at least two weeks prior to PAC Meeting #3.

- 7.4 TAC Meeting #3** – City shall arrange, and Consultant shall conduct, a virtual TAC Meeting #3. Consultant shall review the Draft Future Conditions Analysis Memorandum and Draft Solutions Analysis and Funding Program Memorandum with the TAC, answer questions, and receive feedback on both.

Consultant shall prepare the TAC Meeting #3 agenda and send it to the PMT for review at least one week prior to distribution to the TAC. Consultant shall distribute the agenda to PMT and the TAC at least two weeks prior to TAC Meeting #3. City shall prepare and distribute a meeting summary no later than one week following TAC Meeting #3.

- 7.5 PAC Meeting #3** – City shall arrange, and Consultant shall conduct, a virtual PAC Meeting #3. Consultant shall review the Draft Future Conditions Analysis Memorandum and Solutions Analysis and Funding Program Memorandum with the PAC, answer questions, and receive feedback on both.

Consultant shall prepare the PAC Meeting #3 agenda and send it to the PMT for review at least one week prior to distribution to the PAC. Consultant shall distribute the agenda to PMT and the PAC at least two weeks prior to PAC Meeting #3. City shall prepare and distribute a meeting summary no later than one week following PAC Meeting #3.

- 7.6 Focused Engagement** – City will arrange and Consultant shall lead Focused Engagement. Public Outreach in this phase will be tailored to specific groups, held in-person, or virtually depending on group needs. These will include up to 6 meetings, formatted as focus groups or presentations, depending on the group. City will lead meeting notifications, and invitations. Consultant shall lead and attend up to 2 meetings in-person, and 2 meetings virtually. City shall lead and host 2 additional meetings. At least 3 of these meetings will intentionally engage priority populations in McMinnville. These priority groups may include but are not limited to: Spanish speakers (Unidos Bridging Communities partnership), students (Linfield College), low-income residents, or others as identified in the Public Involvement Kickoff Meeting.

Consultant will provide a brief summary of meetings held, participants, and discussion themes.

- 7.7 **Planning Commission/City Council Work Session #3** – City shall arrange and conduct a joint Planning Commission/City Council Work Session #3. Consultant shall attend in person to present the Draft Future Conditions and Analysis Memorandum and Draft Solutions Analysis and Funding Program Memorandum and to answer questions.
- 7.8 **Final TM#6 Travel Demand Model Refinements Memorandum** –Based on comments from the PMT, Consultant shall update and finalize TM#6 and submit it to TPAU.
- 7.9 **Final TM#7 Future Conditions Analysis Memorandum** – Consultant shall prepare a Final Future Conditions Analysis Memorandum, incorporating all comments received and distribute to PMT, PAC, and TAC.
- 7.10 **Final TM#8 Solutions Analysis and Funding Program Memorandum** – Consultant shall prepare a Final Solutions Analysis and Funding Program Memorandum, incorporating all comments received and distribute to PMT, PAC, and TAC.

#### **City Deliverables**

- 7a TAC Meeting #3
  - 7b PAC Meeting #3 logistics and meeting summary
  - 7c Public Outreach Meeting #2
  - 7d Planning Commission/City Council Work Session #3
- Review of Task 7 Consultant deliverables

#### **Consultant Deliverables**

- 7A Draft TM#6 Travel Demand Model Refinements Memorandum
- 7B Draft TM#7 Future Conditions Analysis Memorandum
- 7C Draft TM#8 Solutions Analysis and Funding Program Memorandum
- 7D TAC Meeting #3
- 7E PAC Meeting #3 agenda and meeting materials
- 7F Focused Engagement
- 7G Planning Commission/City Council Work Session #3
- 7H Final TM#6 Travel Demand Model Refinements Memorandum
- 7I Final TM#7 Future Conditions Analysis Memorandum
- 7J Final TM#8 Solutions Analysis and Funding Program Memorandum

### **TASK 8: PROJECT PRIORITIZATION AND IDENTIFICATION OF PREFERRED AND COST-CONSTRAINED SOLUTIONS**

This task shall translate identified transportation needs and evaluated solutions into a clear, prioritized, and financially feasible set of transportation investments that can be implemented over the planning horizon. The Identification of Preferred and Cost-Constrained Solutions shall provide decision-makers and the public with a transparent understanding of investment choices,

tradeoffs, and expected outcomes, consistent with regulatory requirements and community priorities.

- 8.1 Draft TM#9 Project Cost Estimates Memorandum** – City shall prepare conceptual level cost estimates for up to 60 projects. Estimates will be prepared based on the process identified in Task 3: Policy Planning, and Financial Framework.

City shall share Draft TM#9 – Project Cost Estimates with consultant for distribution with Draft TM#10 Project Prioritization Memorandum to the TAC at least one week prior to TAC Meeting #4 and to the PAC at least one week prior to PAC Meeting #4.

- 8.2 Draft TM#10 Project Prioritization Memorandum**– Consultant shall evaluate projects against the evaluation criteria established in Task 4: Goals, Objectives, Prioritization Criteria, Performance Standards and Targets and prioritize projects based on available 20-year funding. The prioritization process will identify initial recommended:
- Tier 1 (fiscally constrained based on forecasted funding),
  - Tier 2 (second priority projects),
  - Tier 3 (vision projects), and
  - Tier 4 (projects funded by others) project lists.

The memorandum must contain narrative, tables, and maps describing the initially recommended project prioritization tiers, including descriptions, project types, and preliminary cost estimates.

Consultant shall distribute the Draft TM#9 – Project Cost Estimates Memorandum and Draft TM#10 Project Prioritization Memorandum to the TAC at least two weeks prior to TAC Meeting #4 and to the PAC at least two weeks prior to PAC Meeting #4.

- 8.3 TAC Meeting #4** – City shall arrange, and Consultant shall conduct, a virtual TAC Meeting #4. Consultant shall review Draft TM#9 – Project Cost Estimates Memorandum and Draft TM#10 Project Prioritization Memorandum with the TAC, answer questions, and receive feedback.

Consultant shall prepare the TAC Meeting #4 agenda and send it to the PMT for review at least one week prior to distribution to the TAC. Consultant shall distribute the agenda to PMT and the TAC at least two weeks prior to TAC Meeting #4. City shall prepare and distribute a meeting summary no later than one week following TAC Meeting #4.

- 8.4 PAC Meeting #4** – City shall arrange, and Consultant shall conduct, a virtual PAC Meeting 4. Consultant shall review Draft TM#9 – Project Cost Estimates Memorandum and Draft TM#10 Project Prioritization Memorandum with the PAC, answer questions, and receive feedback.

Consultant shall prepare the PAC Meeting #4 agenda and send it to the PMT for review at least one week prior to distribution to the PAC. Consultant shall distribute the agenda

to PMT and the PAC at least two weeks prior to PAC Meeting #4. City shall prepare and distribute a meeting summary no later than one week following PAC Meeting #4.

- 8.5 Final TM#9 – Project Cost Estimates Memorandum** – City shall prepare a Final TM#9 – Project Cost Estimates Memorandum, incorporating all comments received and distribute to PMT, PAC, and TAC
- 8.6 Final TM#10 Project Prioritization Memorandum** – Consultant shall prepare a Final TM#10 Project Prioritization Memorandum, incorporating all comments received and distribute to PMT, PAC, and TAC
- 8.7 Public Outreach Touchpoint #2** – City will arrange and Consultant shall lead Public Outreach Touchpoint #2. Public Outreach Touchpoint #2 will be held in-person as an open house style, drop-in event. Bilingual materials and interpretation services will be provided in Spanish. Stations with display boards will be set-up to share information and get feedback on the priority project lists. City and Consultant staff will be available to answer questions and help guide visitors through the information. City will lead meeting notifications, advertisements, and social media promotion. Consultant will be responsible for creating meeting materials/displays including anticipated discussion methods or topics. Materials will be provided to the PMT for review at least two weeks prior to the event. An engagement summary will be provided to the PMT within one week.
- 8.8 Virtual Outreach Tool #2** – Consultant shall develop Virtual Outreach Tool #2 providing the opportunity for the public to visit, learn and provide feedback on the initial recommended project priorities. The Virtual Outreach Tool will be developed in ERSI software and will remain accessible for up to 3 weeks. The timing of Virtual Outreach Tool #2 is anticipated to overlap with Public Outreach Touchpoint #2 and share similar information and context. A virtual meeting will be held to answer questions and help troubleshoot technical accessibility issues. City will also be available to assist participants with alternative means of engaging in the virtual outreach #2 site. City will lead meeting notifications and invitations.
- 8.9 Draft TM#11 Preferred Multimodal Transportation Solutions Memorandum**– Consultant shall prepare a Draft Preferred Multimodal Transportation Solutions Memorandum based on TM#10 Project Prioritization Memorandum identifying preferred and cost-constrained projects and input received from the PMT, PAC and the public. The memorandum must contain:
- Narrative, tables, and maps describing preferred solutions and suitable for eventual inclusion in the Updated TSP and its appendices;
  - An unconstrained project prioritized list prioritized;
  - A future transportation funding plan consistent with ODOT Transportation System Plan Guidelines and ODOT Directive PB-03 Financial Feasibility in System Planning;
  - A financially constrained project list and based on planning-level cost estimates NTE 125% of projected funding; and

- A description of how the constrained project list would make progress to adopted targets and meet standards at the end of the planning horizon.

Preferred and cost-constrained solutions shall clearly demonstrate how the Updated TSP supports housing, jobs, economic vitality, freight efficiency, equity, safety, and environmental goals. The constrained project list shall articulate key tradeoffs, identify anticipated performance improvements, and demonstrate progress toward adopted performance targets and Great Neighborhood Principles.

- 8.10 Final TM#11 Preferred Multimodal Transportation Solutions Memorandum –** Consultant shall prepare a Final Future Conditions Analysis Memorandum, incorporating all comments received and distribute to PMT.
- 8.11 Draft Special Area Planning Memorandum --** Consultant per the direction of City Staff, the PAC and the larger community will refine transportation improvements and costs analysis of the Three Mile Lane Area Plan and City Center Area for incorporation in the Transportation System Plan. This task will include draft text in the form of a memorandum for incorporation into Draft Transportation System Plan.
- 8.12 Final Special Area Planning Memorandum --** Consultant share prepare a final Special Area Planning report, incorporating all comments received and distribute to PMT. This task will include final text for incorporation into Draft Transportation System Plan.
- C8.13 Additional Project Development and Cost Estimates (Up to 25) [CONTINGENCY]–** Consultant shall identify and prepare conceptual level cost estimates for up to 25 additional projects. Estimates will be prepared based on the process identified in Task 3: Policy Planning, and Financial Framework.
- C8.14 Project Cost Estimates [CONTINGENCY]–** Consultant shall prepare conceptual-level cost estimates for up to 60 projects, if needed to support City-led Task 8.1 and 8.5 in the event City staff are unable to complete that task. Cost estimates will be developed using the methodology established under Task 3: Policy Planning and Financial Framework.

#### **City Deliverables**

- 8a Draft TM#9 Project Cost Estimates Memorandum
  - 8b TAC Meeting #4
  - 8c PAC Meeting #4
  - 8d Public Outreach Touchpoint #2
  - 8e Virtual Outreach Tool #2
  - 8f Final TM#9 Project Cost Estimates Memorandum
- Review of Task 8 Consultant deliverables

#### **Consultant Deliverables**

- 8A Draft TM#10 Project Prioritization Memorandum

- 8B TAC Meeting #4
- 8C PAC Meeting #4
- 8D Public Outreach Touchpoint #2 - event plan, meeting displays, comment form
- 8E Virtual Outreach Tool #2 – content development
- 8F Final TM#10 Project Prioritization Memorandum
- 8G Draft TM#11 Preferred Multimodal Transportation Solutions Memorandum
- 8H Final TM#11 Preferred Multimodal Transportation Solutions Memorandum
- 8I Draft Special Area Planning Report
- 8J Final Special Area Planning Report
- C8K Additional Project Development and Cost Estimates (Up to 25)
- C8L Project Cost Estimates

**TASK 9: DRAFT TRANSPORTATION SYSTEM PLAN, IMPLEMENTING AMENDMENTS, AND FINDINGS**

This task shall translate the technical analysis, policy framework, and preferred investments developed in prior tasks into a clear, comprehensive, and adoption-ready Transportation System Plan and associated Implementing Amendments. The Draft TSP and Implementing Amendments shall provide the City, reviewing bodies, and the public with a transparent, legally compliant, and actionable framework for guiding transportation investment and development decisions over the planning horizon.

Consultant shall prepare a draft, revised draft, and adoption draft Transportation System Plan and draft, revised draft, and adoption draft Implementing Amendments Memorandum for review and comment by PMT, PAC, Planning Commission, and City Council

**9.1 Draft Updated TSP**– Consultant shall prepare a Draft Updated TSP incorporating memoranda completed in the Project, consistent with the requirements of the Oregon Transportation Plan, OAR 660-012-0100 and must include the ‘shalls’ shown in the TSP Guidelines. The Updated TSP must include:

- A stand-alone executive summary presenting the most important aspects of the TSP;
- Maps and plan elements describing the future multimodal transportation network and related transportation options;
- Transportation system goals, policies and performance standards;
- A prioritized, unconstrained project list;
- Funding projections and a financially constrained project list;
- Street standards and access spacing standards, including typical street cross sections;
- Project prospectus sheets (up to 15) (including eligible funding shares (SDCs, gas tax, etc.);
- Recommended Municipal Code amendments
- A record of public involvement and equity analysis
- Appendices which include additional material developed for Project, such as background information used to analyze existing and future conditions and meeting summaries.

The Updated TSP shall clearly communicate how transportation investments support McMinnville’s land use vision, housing and employment needs, Great Neighborhood Principles, and environmental stewardship goals, and shall present a multimodal transportation network that is complete, connected, and cohesive.

Consultant shall distribute the Draft Updated TSP to the TAC at least one week prior to TAC Meeting #5 and to the PAC at least one week prior to PAC Meeting #5.

**9.2 Draft Implementing Amendments Memorandum** – Consultant shall prepare a Draft Implementing Amendments Memorandum identifying amendments to City’s Municipal Code necessary for implementing the draft TSP and its policies and recommendations. These must address, as applicable, performance standards consistent, street standards, traffic impact analysis requirements, parking standards and findings for the TPR, and other applicable local and state criteria, to support adoption of TSP by City.

Consultant shall distribute the Draft Implementing Amendments Memorandum to the TAC at least two weeks prior to TAC Meeting #5 and to the PAC at least two weeks prior to PAC Meeting #5.

- 9.3 TAC Meeting #5** – City shall arrange, and Consultant shall conduct, a virtual TAC Meeting #5. Consultant shall review the Draft Updated TSP and Draft Implementing Amendments Memorandum with the TAC, answer questions, and receive feedback.

Consultant shall prepare the TAC Meeting #5 agenda and send it to the PMT for review at least one week prior to distribution to the TAC. Consultant shall distribute the agenda to PMT and the TAC at least two weeks prior to TAC Meeting #5. City shall prepare and distribute a meeting summary no later than one week following TAC Meeting #5.

- 9.4 PAC Meeting #5** – City shall arrange, and Consultant shall conduct, a virtual PAC Meeting #5. Consultant shall review the Draft Updated TSP and Draft Implementing Amendments Memorandum with the PAC, answer questions, and receive feedback.

Consultant shall prepare the PAC Meeting #5 agenda and send it to the PMT for review at least one week prior to distribution to the PAC. Consultant shall distribute the agenda to PMT and the PAC at least two weeks prior to PAC Meeting #5. City shall prepare and distribute a meeting summary no later than one week following PAC Meeting #5.

- 9.5 Public Outreach Touchpoint #3** – City will arrange and Consultant shall lead Public Outreach Touchpoint #3. Public Outreach Touchpoint #3 will be held in-person with hybrid options for virtual attendance provided by City. These will be formatted as “office hours” style meetings, so the public can participate as is convenient to them and ask questions of the project team. City will lead meeting notifications, advertisements, and social media promotion. The timing of Public Outreach Touchpoint #3 is provided to overlap with Virtual Open House #3 and support access to that tool. Consultant will be responsible for creating meeting materials/displays including anticipated discussion methods or topics. Materials will be provided to the PMT for review at least two weeks prior to the event. An engagement summary will be provided to the PMT within one week.

- 9.6 Virtual Outreach Tool #3** – Consultant shall develop Virtual Outreach Tool #3 providing the opportunity for the public to visit, interact and provide feedback on the draft TSP Update. The Virtual Outreach Tool will be developed in ERSI software and will remain accessible for up to 3 weeks.

- 9.7 Draft Online TSP Wireframe** – Consultant shall develop a wireframe that outlines the structure, organization, and user flow of the online TSP. The wireframe will translate the TSP document into a digital format, identifying key sections, navigation hierarchy, and content groupings. Consultant shall produce a two-page spread using Adobe InDesign to illustrate the proposed visual design, branding, and user interface of the final online TSP.

The wireframe will be used to confirm overall format, usability, and presentation approach prior to platform development.

- 9.8 Draft Online TSP Platform** – Consultant shall develop a draft online version of the TSP using Esri ArcGIS. The draft platform will translate the content and wireframe into an interactive, web-based format that integrates text, maps, graphics, and supporting materials. The Consultant shall configure site structure, navigation, and page templates consistent with the approved wireframe, and incorporate GIS-based mapping where appropriate to support plan content. The draft platform will be designed for usability across devices and will allow for review and feedback by the project team prior to finalization.
- 9.9 Findings** – Consultant shall prepare draft findings in compliance with the TPR, Oregon Highway Plan, and Regional Transportation Functional Plan.
- 9.10 Planning Commission/City Council Work Session #4** – City shall arrange and conduct a Joint Planning Commission Work Session #4. Consultant shall attend in person to present the Draft Updated TSP and Draft Implementing Amendments Memorandum and to answer questions.
- 9.11 Revised Adoption Draft Updated TSP** – Consultant shall prepare a Revised Draft and Adoption Draft Updated TSP, incorporating all comments received and distribute to PMT, PAC, and TAC within three weeks of City Council Work Session #3.
- 9.12 Revised Adoption Draft Implementing Amendments Memorandum** – Consultant shall prepare a Revised Draft and Adoption Draft Implementing Amendments Memorandum, incorporating all comments received and distribute to PMT, PAC, and TAC.
- 9.13 Project Information Sheet** – Consultant shall prepare and submit to PMT a two-page Project Information Sheet used to summarize the Project analysis, activities, and policy decisions. The Project Information Sheet will be developed for the general public, Planning Commission, and City Council.

The Project Information Sheet will present the TSP process and outcomes in clear, concise language supported by intuitive graphics, maps, and key data points. Content shall include a high-level overview of existing conditions, key needs and issues, recommended improvements, implementation priorities, and next steps.

- 9.14 Draft Street Standards and Access Spacing Standards** – Consultant shall prepare updated Street Standards and Access Spacing Standards for inclusion in the TSP and implementing code language. This task shall include a review of existing City standards, applicable state requirements, and best practices, including guidance from Oregon Department of Transportation (ODOT) and the American Association of State Highway and Transportation Officials (AASHTO).

Consultant shall develop recommended cross-sections, design criteria, and right-of-way standards for applicable street classifications, incorporating considerations for all modes, including pedestrian, bicycle, transit, freight, and vehicular travel. Access spacing standards shall define appropriate spacing, sight distance considerations, and access management strategies consistent with roadway function and classification. The Consultant shall prepare draft standard figures, tables, and supporting narrative suitable for adoption into City code and TSP documentation.

- 9.15 Draft Project Prospectus Sheets** – Consultant shall prepare Project Prospectus Sheets for up to 15 high-priority projects identified in the TSP to support implementation and funding efforts. For each project, the Consultant shall develop a concise, standardized cut sheet that includes a description of existing conditions, identified deficiencies, and the proposed improvement.

Each prospectus sheet shall include a conceptual design or schematic-level layout, supporting maps and graphics, planning-level cost estimates, and identification of potential funding sources and implementation strategies. Where applicable, the Consultant shall identify phasing opportunities, key constraints, and coordination needs. The prospectus sheets shall be designed for use by City staff, decision-makers, and external partners to communicate project scope and support grant applications.

- 9.16 Final Street Standards and Access Spacing Standards** – Consultant shall prepare a Final Street Standards and Access Spacing Standards incorporating all comments received and distribute to PMT within three weeks following the joint Planning Commission/City Council Work Session #3.

- 9.17 Final Project Prospectus Sheets** – Consultant shall prepare a Final Project Prospectus Sheets for up to 15 high-priority projects incorporating all comments received and distribute to PMT within three weeks following the joint Planning Commission/City Council Work Session #3.

### **City Deliverables**

- 9a TAC Meeting #5
  - 9b PAC Meeting #5
  - 9c Public Outreach Touchpoint #3
  - 9d Planning Commission/City Council Work Session #4
- Review of Task 9 Consultant deliverables

### **Consultant Deliverables**

- 9A Draft Updated TSP
- 9B Draft Implementing Amendments Memorandum
- 9C TAC Meeting #5
- 9D PAC Meeting #5
- 9E Public Outreach Touchpoint #3
- 9F Virtual Outreach Tool #3
- 9G Draft Online TSP Wireframe

- 9H Draft Online TSP Platform
- 9I Findings for inclusion in the City’s Staff Report
- 9J Planning Commission/City Council Work Session #4
- 9K Revised Adoption Draft Updated TSP
- 9L Revised Adoption Draft Implementing Amendments Memorandum
- 9M Project Information Sheet
- 9N Draft Street Standards and Access Spacing Standards
- 9O Draft Project Prospectus Sheets
- 9P Final Street Standards and Access Spacing Standards
- 9Q Final Project Prospectus Sheets

**TASK 10: FINAL TSP AND ADOPTION PROCESS**

This task shall finalize and position the Transportation System Plan and implementing ordinances for formal adoption and long-term use by the City. The Final TSP and Implementing Amendments shall reflect the final draft developed by the PMT and consultant team with the aid of the PAC and public engagement. Documents shall be provided in a form that the City can amend as necessary per direction received during the public hearing process. All final draft comments shall provide a clear, stable, and adaptable framework for implementation, monitoring, and future updates.

Consultant shall prepare a Final Draft TSP and set of Final Draft Implementing Amendments in response to direction provided by the PMT and informed by the PAC and public engagement. All documents shall be provided in a form that the City can amend as necessary during the Planning Commission public hearing and City Council deliberations.

**10.1 Draft Title VI and Equitable Outcome Report** – Consultant shall provide a summary of engagement activities, engagement of underserved populations, and analysis of feedback received and its relationship to equitable outcomes that occurred during the Project.

The Title VI and Equitable Outcomes Report shall include:

- Summary of how members of underserved populations were engaged and responded to as part of the Project in the development of community outcomes or performance measures
- Analysis of qualitative and quantitative information connected as part of the Project, including how the proposed change benefits or burdens underserved populations

- Summary of key transportation improvements need to achieve an equitable transportation system, and summary of unresolved issues
- Summary of how preferred transportation solutions identified as part of the Project work toward key community outcomes.
- Summary of strategies implemented over the course of the Project and identified solutions achieve equitable outcomes or minimize negative consequences.
- Summary of how the Project considered current and historic transportation investments within the planning area that have impacted historically underserved populations.

**10.2 Final Title VI and Equitable Outcome Report** – Consultant shall prepare a final Title VI and Equitable Outcome Report based on PMT feedback and distribute it within three weeks of Planning Commission Hearing #1.

**10.3 Final Online TSP Platform (ESRI-Based)** – Consultant shall develop the Final Online TSP Platform using Esri ArcGIS, building upon the approved wireframe and draft platform. The Consultant shall translate the adopted TSP content into an interactive, web-based format that integrates text, maps, figures, and supporting materials.

The Consultant shall configure site structure, navigation, and page templates consistent with the approved framework, ensuring usability across devices and alignment with the overall document design. GIS-based mapping and data visualization shall be incorporated where appropriate to support plan content and improve user accessibility. Consultant shall deliver the final online platform in a format ready for public access and ongoing City maintenance, including all associated data, map services, and configuration files necessary for long-term use and updates.

### **City Deliverables**

Review of Task 10 Consultant deliverables

### **Consultant Deliverables**

- 10A Draft Title VI and Equitable Outcome Report
- 10B Final Title VI and Equitable Outcome Report
- 10C Final Online TSP Platform (ESRI-Based)

## **TASK 11: ADOPTION PROCESS [CONTINGENCY – (TIME & MATERIALS)]**

**C11.1 Planning Commission Hearing**– City shall arrange and conduct the Planning Commission Hearing to consider adoption of the Draft Updated TSP and Draft Implementing Ordinances. Consultant shall attend the hearing and present the materials to be considered for adoption at the Planning Commission Hearing as needed at the request of the City.

**C11.2 City Council Hearing** – City shall arrange and conduct the adoption of the Draft Updated TSP and Draft Implementing Ordinances with the City Council. Consultant shall attend the meeting and present the materials to be considered for adoption at the City Council meeting as needed at the request of the City.

**C11.3 Draft Adoption Ordinance** – The consultant shall provide the adoption Ordinance for the TSP and Municipal Code Amendments based on an example or template provided by the City.

**City Deliverables**

C11a Planning Commission Hearing

C11b City Council Adoption (Hearing Optional)

**Consultant Deliverables**

C11A Planning Commission Hearing

C11B City Council Adoption (Hearing Optional)

C11C Draft Adoption Ordinance



**LABOR ESTIMATE - McMinnville TSP**

Task	Notes	Staff	Kittelson										3J Consultants			JLA					TOTAL WORK TASK/ TASK HOURS	TOTAL WORK TASK/ TASK COST		
			Wright, Susan	Butorac, Marc	Gross, Nick	Griffiths, Amy	Semensky, Sophia	Heller, Max	Taylor, Katie	Montoya, Mikayla	Sommerville, Jon	Germundson, Eric	Cobb, Elliot	Principal Planner (Steve Faust)	Planning Manager II (Heather Austin)	Planner II (Journie Gering)	SA1-Statelist (Kristen Kibler)	PI 4-Program Manager (Stacy Zurcher)	PI2-Project Coordinator (Individual )	PI4-Graphic design (McKendrick)			Administration 4 (Yan)	PI4-Web design (Pratt)
	0B Draft Implementing Amendments Memorandum			2	4		2					1	28	36								73	\$14,255.16	
	9C TAC Meeting #5 - Virtual			4	6		8															20	\$4,410.32	
	9D PAC Meeting #5 - Virtual			4	6		8															20	\$4,410.32	
	9E Virtual Outreach Tool #3			4	8		24			12	24				6	18	16	6		2	120	\$23,043.78		
	9F Draft Online TSP Wireframe			4	8		16		8	8	8										64	\$12,480.08		
	9G Draft Online TSP Platform			8	8		8		40	16	16										128	\$25,633.12		
	9H Findings			1	4		12					8									25	\$5,067.80		
	9I Planning Commission/City Council Work Session #4 - In Person			8	16		16														40	\$9,347.04		
	9J Revised Adoption Draft Updated TSP			4	8		16	16	12	4	20										80	\$15,139.36		
	9K Revised Adoption Draft Implementing Amendments Memorandum			2	2		2						4	8							18	\$3,675.74		
	9L Project Information Sheet			1	2		8														13	\$2,409.40		
	9M Draft Street Standards and Access Spacing Standards			1	2		16	32													55	\$8,575.70		
	9N Draft Project Prospectus Sheets (up to 15 projects)			1	4		7.5	15			15										57.5	\$10,423.70		
	9O Final Street Standards and Access Spacing Standards			1	2		4	8			4										19	\$3,130.34		
	9P Final Project Prospectus Sheets (up to 15 projects)			1	2		4	5			5										22	\$4,113.48		
	Reimbursable Expense																						\$72.50	
	Task #09 - Subtotal		4	54	122	0	191.5	124	84	50	120	0	68	1	40	44	6	18	16	6	0	2	950.5	\$184,453.04
<b>010</b>	<b>FINAL TSP AND ADOPTION PROCESS</b>																							
	10A Draft Title VI and Equitable Outcome Report			1	2		2										6	10	6			27	\$5,605.84	
	10B Final Title VI and Equitable Outcome Report			1	1		1										2	2				7	\$1,700.89	
	10C Final Online TSP Platform (ESRI-Based)			6	8		8		16		12		8									58	\$12,575.76	
	Reimbursable Expense																						\$0.00	
	Task #010 - Subtotal		0	8	11	0	11	0	16	0	12	0	8	0	0	0	8	12	6	0	0	0	92	\$19,882.49
<b>C1</b>	<b>PMT CONFERENCE CALL MEETINGS</b>																							
	C1A PMT Conference Call Meetings (Up to 5)			7.5	10																	17.5	\$5,002.30	
	Reimbursable Expense																						\$0.00	
	Task #C1 - Subtotal		0	7.5	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.5	\$5,002.30	
<b>C2</b>	<b>ADDITIONAL MEETINGS</b>																							
	C2A Public Outreach Meeting			8	12		16			8	12					12	24	18	16		12	138	\$27,386.80	
	C2B Planning Commission/City Council Work Session (Up to 1)			8	12		4			4			0.5	5								33.5	\$8,049.04	
	Reimbursable Expense																						\$267.50	
	Task #C2 - Subtotal		0	16	24	0	20	0	0	12	12	0	0.5	5	0	12	24	18	16	0	12	171.5	\$35,703.34	
<b>C8</b>	<b>ADDITIONAL PROJECT DEVELOPMENT AND COST ESTIMATES</b>																							
	C8K Additional Project Development and Cost Estimates (Up to 25)			1	4		25			4	8											42	\$7,651.60	
	C8L Project Cost Estimates (up to 60 projects)			4	10		60			4	28											106	\$20,423.46	
	Reimbursable Expense																						\$0.00	
	Task #C8 - Subtotal		0	5	14	0	85	0	0	4	4	36	0	0	0	0	0	0	0	0	0	148	\$28,075.06	
<b>C11</b>	<b>ADOPTION PROCESS</b>																							
	C11A Planning Commission Hearing			8	10		8															26	\$6,502.38	
	C11B City Council Adoption (Hearing Optional)			8	10		8															26	\$6,502.38	
	C11C Draft Adoption Ordinance			2	2								8									12	\$2,894.14	
	Reimbursable Expense																						\$145.00	
	Task #C11 - Subtotal		0	18	22	0	16	0	0	0	0	0	8	0	0	0	0	0	0	0	0	64	\$16,043.90	
	TOTAL HOURS		4	343.5	596	0	815.5	834	100	96	377	56	136	2.5	73	74	135	293	210	70	20	40		
	LABOR RATE		\$331.36	\$331.36	\$251.71	\$207.87	\$166.80	\$143.49	\$216.03	\$120.11	\$188.14	\$207.87	\$190.67	\$300.00	\$216.00	\$164.00	\$283.77	\$191.74	\$136.24	\$191.74	\$155.55	\$191.74		
	LABOR COST		\$1,325	\$113,822	\$150,019	\$0	\$136,025	\$119,671	\$21,603	\$11,531	\$70,929	\$11,641	\$25,931	\$750	\$15,768	\$12,136	\$38,309	\$56,180	\$28,610	\$13,422	\$3,111	\$7,670		
	TOTAL HOURS																						4,276	
	TOTAL LABOR																						\$846,548.57	

Rates shown above are for budgeting purposes only. Additional staff may be billed at the time services are performed.

**TOTAL PROJECT BUDGET - NON CONTINGENCY**  
\$761,723.97

**TOTAL PROJECT BUDGET - CONTINGENCY**  
\$84,824.60

## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Geoff Hunsaker, Public Works Director  
**WRITTEN BY:** David Renshaw, PW Operations Supt.  
**SUBJECT:** Contract Extension for Janitorial Services

1. Resolution No. 2026-43, A Resolution authorizing the City Manager to extend a Goods and Service Contract with Garten Services, Inc. for janitorial services.

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### **Report in Brief:**

Staff seeks authorization by the Council to extend the City's current contract with Garten Services, Inc. ("Garten") to provide janitorial services within City facilities through June 30, 2027. The current contract expires June 30, 2026, and any extension will require Council approval.

### **Background:**

The Oregon public contracting statutes require government entities to procure certain products and services from qualified nonprofit agencies for individuals with disabilities pursuant to ORS 279.835 *et seq.* Janitorial services are included in the state's list of services. The City currently contracts with Garten to provide janitorial services within City facilities. Garten is a qualified nonprofit agency for individuals with disabilities.

### **Discussion:**

The current contract allows for two (2) additional one (1)-year extensions. Staff seeks approval from the Council to amend the contract with Garten and extend the contract for an additional year as allowed with the current contract. This is the first of the two extensions allowed.

Staff requests approval for the contract extension due to the uncertainty of the scope of janitorial services needed long term. This contract does include provisions regarding termination should the City proceed with bringing janitorial

services in-house. The cost of the contract extension (\$233,352.00) exceeds administrative authority without Council approval.

The proposed amendment also reduces the scope of work at the Senior Center and eliminates the Aquatic Center from the contract. Senior Center staff have indicated a preference for a different approach to carpet cleaning, that will allow for quicker response time. Aquatic Center staff have opted to absorb janitorial related cleaning and disinfecting tasks into their staff's workload as a cost savings measure. As such, the overall cost of the contract has been reduced from \$274,973 to \$233,352.

**Attachments:**

1. Resolution No. 2026-43
  - a. Amendment #2

**Fiscal Impact:**

Funding for this contract is available in the approved FY 26-27 budget.

**Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the resolution extending the contract for janitorial services with Garten Services, Inc. with a not to exceed amount of \$233,352.00 for an additional one-year term ending June 30, 2027. Janitorial services will continue to be provided with a scope of work that has proven adequate.

**Alternative 2:** Reject the attached resolution. The current contract with Garten Services, Inc. will expire on June 30, 2026. Janitorial needs will still need to be addressed to protect the City's building assets and to provide for building users/visitor's comfort and safety.

**Alternative 3:** The Council may consider any other alternative not presented by staff.

**RESOLUTION NO. 2026-43**

A Resolution authorizing the City Manager to extend a Goods and Services Contract with Garten Services, Inc. for janitorial services.

**RECITALS:**

**WHEREAS**, on October 25, 2023, the City of McMinnville (City) and Garten Services, Inc., entered into a goods and services contract for City facility janitorial services through and including June 30, 2026 (Original Term); and

**WHEREAS**, on January 19, 2024, the First Amendment to the Contract was executed increasing the scope of services to the Senior Center and to the Public Safety Building; and

**WHEREAS**, the Contract allows for two (2) one (1)-year contract extensions; and

**WHEREAS**, both parties wish to renew the contract for an additional one (1) year term: and

**WHEREAS**, the City wishes to amend the scope of work by eliminating janitorial services at the Aquatic Center and reducing janitorial services at the Senior Center: and

**WHEREAS**, the funds for this project are available in the City’s approved fiscal year 2026-27 budget.

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

1. That the Goods and Services Contract with Garten Services, Inc. be extended for one (1) one-year term ending June 30, 2027, for a not to exceed amount of \$233,352.00.
2. That the City Manager is hereby authorized and directed to extend the Goods and Services contract with Garten Services, Inc.
3. This resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Council of the City of McMinnville at a regular meeting held the 23rd day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23<sup>rd</sup> day of June, 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Amendment #2 with Contractor’s pricing for FY 206-27 and reduced scope of work

**CITY OF McMinnville**  
**SECOND AMENDMENT TO GOODS AND SERVICES CONTRACT**

**City Facility Janitorial Services**  
**Project 2023-12**

This Second Amendment to Goods and Services Contract (“Second Amendment”) is effective the 1st day of July 2026 (“Effective Date”), by and between the **City of McMinnville**, a municipal corporation of the State of Oregon (“City”), and **Garten Services, Inc.**, an Oregon non-profit corporation (“Contractor”), upon the terms and conditions set forth below.

**RECITALS**

WHEREAS, the City entered into a Goods and Services Contract (“Contract”) with Contractor on October 25, 2023 relating to the City Facility Janitorial Services Project (“Project”); and

WHEREAS, the First Amendment to the Contract was executed on January 19, 2024 increasing scope of services to the Senior Center and Public Safety Building; and

WHEREAS, the Contract can be extended for a period of up to two (2) years in one (1) year increments;

WHEREAS, Contractor represents that Contractor is qualified to perform the Services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Contractor is prepared to provide such Services as the City does hereinafter require;

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

**AGREEMENT**

The Contract is amended as follows:

**Section 1. Scope of work**

The scope of work for the Senior Center and the Aquatic Center is hereby amended in accordance with Exhibit A attached hereto.

**Section 2 Term**

The term of the Contract is hereby extended to July 1, 2026 – June 30, 2027.

**Section 3 Compensation**

The City agrees to pay Contractor on a time and materials basis, guaranteed not to exceed **Two Hundred Thirty Three Thousand Three Hundred Fifty-two Dollars and No Cents. (\$233,352.00)** for the performance of the Services and Additional Services (“Contract Sum”) in equal monthly installments in accordance with **Exhibit B** attached hereto.

**Se) for1. All Other Terms**

All of the other terms and conditions of the Contract shall remain in full force and effect, as therein written. Unless otherwise defined herein, the defined terms of the Contract shall apply to this First Amendment.

The Contractor and the City hereby agree to all provisions of this Second Amendment.

**CONTRACTOR:**

Garten Services, Inc.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

Employer I.D. No. \_\_\_\_\_

**CITY:**

CITY OF McMINNVILLE

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

As Its: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney  
City of McMinnville, Oregon

CITY OF McMinnville, OREGON  
**CITY FACILITY JANITORIAL SERVICES**  
Project 2023-12

**LOCATION:** **SENIOR CENTER**  
2250 NE McDaniel Street

**DESIGNATED CONTACT:** **Erin Guinn, Senior Center Manager**  
(503) 474-4965 [Erin.Guinn@mcminnvilleoregon.gov](mailto:Erin.Guinn@mcminnvilleoregon.gov)

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times so as to neither inconvenience the employees nor interfere with the events of the building.
2. The Contractor shall secure the building upon completion of the required work.
3. Consumables: When the contractor supplies consumables, a packing slip is required to be left in the communications book when stock is replenished. The contractor maintains stock levels to avoid shortages.

**REQUIRED TASKS:**

**Note:** Use of a brush roll, bagless Hepa filter vacuum is required in all carpeted areas

➤ **FOUR TIMES PER WEEK (MONDAY – THURSDAY)**

GENERAL DUTIES:

**Note:** Special attention given to restroom facilities cleaning and sanitation

- Clean and sanitize all restroom facilities (toilets, urinals, wash basins, and counter tops).
- Wipe down and sanitize restroom walls, toilet partitions, and doors.
- Wet mop and disinfect restroom floors and cove base.
- Clean and refill all restroom dispensers (check for proper operation).
- Clean restroom mirrors.
- Polish all chrome and stainless steel fixtures and trim.
- Clean and vacuum all carpeted areas (including rooms)
- Dust mop all hard floor areas. Spot mop any spills.
- Gather waste paper from all rooms (including kitchen) and dispose, reline containers.
- Clean up outside doorway areas and remove cigarette filters from cans.
- Empty exterior waste cans.
- Clean entry areas and entrance mats.
- Wet mop kitchen hallway/ back entry area.
- Clean, sanitize, and polish drinking fountains.

➤ **WEEKLY (THURSDAYS)**

CITY FACILITY JANITORIAL SERVICES  
FACILITY REQUIREMENTS

- Wet mop and buff Craft Room floor.
- Wet mop and buff dining area. Clean up spill and stains. **The dining area will be cleared on Thursday.**
- Remove fingerprints, smudges, dust, scuff marks, etc. from walls, woodwork, doors, and lightswitches.

➤ **QUARTERLY (Coordinate with Senior Center management one week Notice required)**

- Clean all windows inside and out. (**NOTE: Care must be taken in handling drapes and blinds so as to not water-spot them. Any water on ledges must be wiped up immediately.**) Remove all cobwebs and wash exterior sills when doing windows.
- Strip, seal, and wax all tile and linoleum floors as needed (may require more than quarterly in some areas).
- Clean and wax dining room wood floor

<b>END THIS FACILITY</b>
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***REVISED WITH AMMENDMENT #2:***

- 1. ELIMINATE ANNUAL CARPET CLEANING***
- 2. ELIMINATE GENERAL DUTIES: SPOT CARPTE CLEANING***

CITY OF McMinnville, Oregon  
**CITY FACILITY JANITORIAL SERVICES**  
Project 2023-12

**LOCATION:** **AQUATIC CENTER**  
138 NW Park Drive

**DESIGNATED CONTACT:** **Josh Reusser**  
(503) 434-7309

**GENERAL CONDITIONS:**

1. The required work shall be performed at such times so as to neither inconvenience the employees nor interfere with the events of the building. Generally, work may not be initiated until 30 minutes after closing and must be completed no later than 30 minutes prior to opening. Open and close times vary from day to day and season to season.
2. The Contractor shall secure the building upon completion of the required work. The Aquatic Center places great emphasis on the safety of its patrons, staff and contractors who work at the facility. It must be understood that unsupervised use of the swimming pools is dangerous and may lead to death. Therefore, entry into the swimming pools and/or use of weight room equipment will be considered trespassing and violators will be prosecuted.

**REQUIRED TASKS:**

➤ **DAILY- MONDAY THROUGH SATURDAY**

**WALKWAY & ENTRY:**

- Scrub and wash walkway area within 15 feet of front entry doors.
- Pick-up all garbage on walkway within 15 feet of front entry doors.
- Remove any gum on the ground within 15 feet of front entry doors.

**VESTIBULE:**

- Clean and wash entry mats.
- Sweep up debris.
- Dry mop the vestibule. Do not hose vestibule or get the landing mat wet.

**LOCKER ROOMS, PUBLIC RESTROOMS AND LOBBY:**

- To prevent the buildup of mold, mildew, scum, minerals, etc., thoroughly scrub/clean and disinfect shower area including walls, floor tiles and shower posts. Keep shower floors and walls clean and bright with no sign of build up as mentioned above.
- Clean drain traps.
- To prevent the buildup of mold, mildew, scum, minerals, etc., thoroughly scrub/clean and disinfect all locker room, public restroom and lobby floors (including baseboards).

- Clean and sanitize all toilets, urinals, bench tops, counter tops and wash basins.
- Clean and polish all chrome and stainless steel surfaces.
- Spot wash restrooms walls, partitions, cabinets and doors. Remove all graffiti.
- Wipe down/clean locker room and public restroom mirrors.
- Thoroughly clean vending area (benches and window sills) in main lobby.
- Clean, sanitize and polish the drinking fountain in the lobby.
- Remove gum from all floor areas.

**WEIGHT ROOM:**

- Vacuum floor thoroughly including between and behind equipment.
- Wipe down, scrub and disinfect all vinyl and mat surfaces.
- Disinfect and clean all workout machines.
- Clean mirrors and windows facing pool.
- Clean, sanitize and polish drinking fountain.

**END THIS FACILITY**

**DELETED AMMENDMENT #2**

Exhibit B

**Updated Janitorial Payment Schedule**

6/15/2026

Contract to be extended to 6/30/2026

<b>City Facility</b>	<b>Current Contract Cost per Year</b>	<b>FY 26-27 Cost</b>
<b>CITY HALL</b> 230 NE Second Street	\$ 13,073.04	\$ 13,727.04
<b>CDC</b> 231 NE Fifth Street	\$ 10,458.72	\$ 10,980.96
<b>LIBRARY</b> 225 NW Adams Street	\$ 43,626.36	\$ 45,807.96
<b>COMMUNITY CENTER</b> 600 NE Evans Street	\$ 64,160.04	\$ 67,368.84
<b>SENIOR CENTER</b> 2250 NE McDaniel Lane	\$ 21,237.84	\$ 16,993.20
<b>PUBLIC WORKS</b> 1900 NE Riverside Drive	\$ 5,076.72	\$ 5,330.64
<b>WRF</b> 3500 NE Clearwater Drive	\$ 14,377.68	\$ 15,088.20
<b>AQUATIC CENTER</b> 138 NW Park Drive	\$ 47,772.36	\$ -
<b>PUBLIC SAFETY BUILDING</b> 121 SW Second Street	\$ 40,509.84	\$ 42,650.28
<b>CIVIC HALL</b> 200 NE Second Street	\$ 13,196.88	\$ 13,856.88
<b>PARKING GARAGE</b> NE 5 <sup>th</sup> and Evans	\$ 1,484.28	\$ 1,548.00
<b>EXCEPTIONAL SERVICES</b> per hour	\$ 40.94	\$ 49.06

**Total Annual Costs** \$ 274,973.76 \$ 233,352.00



## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Katie Henry, Finance Director  
**WRITTEN BY:** Crystal Wooldridge, Financial Services Administrator–Budget  
**SUBJECT:** City’s election to receive certain State Shared Revenues

1. Resolution No. 2026–33, A Resolution Declaring the City’s Election to Receive Certain State Shared Revenues

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**Report in Brief:** Council will consider a resolution electing to receive its share of certain state shared revenues.

### **Background:**

Oregon Revised Statute (ORS) 221.770(1) designates that a share of certain revenues of the state of Oregon shall be apportioned among and distributed to the cities of the state for general purposes as provided for in the ORS. The City shall not be included in apportionments or receive distributions of state shared revenues unless the city:

- Elects to receive distributions for the fiscal year by enactment of a resolution expressing that election and filing a copy of the resolution with the Oregon Department of Administrative Services not later than July 31 of the fiscal year
- Holds at least one public hearing, after adequate public notice, at which citizens have the opportunity to provide comment to the authority responsible for approving the proposed budget for the fiscal year on the possible uses of the State distributions and certifies its compliance as required by ORS 221.770(1)(b)
- Holds at least one public hearing, after adequate public notice, at which citizens have the opportunity to provide comment to, and ask questions of, the authority responsible for adopting the city budget on the proposed use of distributions in relation to the entire budget of the city for the fiscal year and certifies its compliance as required by ORS 221.770(1)(c)

- Levied a property tax for the year preceding the year in which revenue sharing is due under ORS 471.810 (Distribution of available moneys in Oregon Liquor Control Commission Account)

### **Discussion:**

The City of McMinnville has complied with the requirements to hold public hearings, after adequate public notice, and has levied a property tax for the year preceding the year in which revenue sharing is due.

The attached Resolution satisfies the requirement of 221.770(1)(a) which requires the City to elect to receive distribution of State shared funds by adopting such resolution. Upon Council adoption, City staff will file the Resolution with the Department of Administrative Services no later than July 31, 2026.

### **Attachments:**

1. Resolution No. 2026-33

### **Fiscal Impact:**

The City anticipates receiving \$435,000 in state shared revenues

### **Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the attached resolution authorizing the city's election of receiving certain state shared revenues, a vital source of unrestricted general fund revenues to support public services.

**Alternative 2:** Reject the attached resolution. This action would likely result in forfeiting state shared revenues or approximately \$435,000 in FY 2026-27.

**Alternative 3:** The Council may consider any other alternative not presented by staff.

**RESOLUTION NO. 2026 - 33**

A Resolution Declaring the City’s Election to Receive Certain State Shared Revenues.

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

1. Pursuant to ORS 221.770, the City hereby elects to receive state shared revenues for fiscal year 2026 – 2027.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23<sup>rd</sup> day of June, 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23<sup>rd</sup> day of June, 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY

I certify that a public hearing before the Budget Committee was held on May 12, 2026, and a public hearing before the City Council was held on June 09, 2026, giving citizens an opportunity to comment on use of State Revenue Sharing.

\_\_\_\_\_  
CITY RECORDER



# STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Katie Henry, Finance Director  
**SUBJECT:** Adopting a supplemental budget for FY2025-26

1. Resolution 2026-36: Adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers

## **Report in Brief:**

In preparing for the FY2026-27 budget, staff have completed a thorough review of all financial activities year to date, revised expectations for the remainder of the year, and proposed related budget transfers and amendments. These are presented in the discussion below for consideration to amend the City’s budget for FY2025-26.

## **Discussion:**

### 1) Transfers of appropriations and new revenues

Several departments have remaining appropriations and will be using these to complete projects within their respective departments. Technically, these do not result in any change at the appropriation level and no supplemental budget is needed. We include them here to increase transparency into operations and share some of the year-end decisions that are being made by staff. Some also have new revenues from sources that were unknown as of the time the FY 2025-26 budget was created.

**Community Development:** There is a need for additional private office space for a Planning Manager. The department has saved as much as possible from various budget lines to pull together \$18,000 of existing appropriation to transfer to Building Improvements in order to make this possible without touching fund balance.

01-07-001-000 - General, Community Development, Administration	7750 - Professional Services	(5,000)
	7660 - Materials & Supplies	(2,000)
	7790-20 - Maintenance & Rental Contracts - CDD	(4,000)
	7720-10 - Repairs & Maintenance - Building Maintenance	(3,000)

	8800 - Building Improvements	18,000
01-07-025-000 - General, Community Development, Current Planning	7550 - Travel & Education	(1,000)
01-07-028-000 - General, Community Development, Long Range Planning	7550 - Travel & Education	(2,000)
	7660 - Materials & Supplies	(1,000)

**Police:** At the direction of the City Manager, the Police department has transferred some personnel vacancy savings to capital outlay and equipment to purchase a couple of vehicles and computers, thereby smoothing out the fleet purchases and alleviating some of the capital need for the FY2026-27 budget

01-11-043-553 - General, Police, Field Operations, Patrol	7000-05 - Salaries & Wages - Regular Full Time	(270,180)
	7840-20 - M & S Computer Charges - Police	26,480
	8850 - Vehicles	243,700

**Information Services:** The Police department's budget amendment also triggered an increase in both revenues and expenses in Information Services for six additional computer purchases. This department also had a small grant for Cyber security that is included below.

		Revenues	Expenses
80-00-000-000 - Information Systems & Services	4594-05 - OR Dept of Emergency Mgmt (Federal) - State/Local Cybersecurity Grant	7,500	
	6000-01 - Charges for Equipment & Services - General Fund	26,480	
	7794-96 - Software Maintenance & Rental Contracts - Grants		7,500
	7840-20 - M & S Computer Charges - Police		26,480

**General Fund – Administration:** Additional donations were received beyond what was projected and an associated expense appropriation is requested for the public art budget.

		Revenues	Expenses
01-01-011-000 - General, Administration, Community Services	6490 - Donations - Public Art	5,500	
	8012-05 - M&S Downtown Public Art Program - Donations - Public Art		5,500

**Wastewater Services:** An equipment item was budgeted as capital but came in at \$9,000, which is below the capitalization threshold. This transfer is simply to account for it in the correct line.

75-74-000-000 - Wastewater Services, Environmental Services	7800 - M & S Equipment	9,000	
	8710 - Equipment	(9,000)	

2) ARPA funding

**Police:** At the January 31<sup>st</sup> work session, Council approved the purchase of safety barricades using former ARPA funds. These were initially going to be purchased in FY2026-27 but we were able to get them in time for Alien Days and believed it would be beneficial to our community to have them sooner than later. (There are two lines simply because some of the parts are non-capitalizable while the main barricades are capitalized)

**Accounting correction:** At the beginning of FY2025-26, a Stormwater fund was created and projects that were previously accounted for in the Wastewater fund were moved over to Stormwater. During that process, we discovered that the Wastewater fund had not received a transfer of ARPA funds to make it whole for the FY25 project. We have included that here to true up the books.

01-11-040-501 - General, Police, Chief's Office, Administration	7820 - M & S Equipment - Grants	8,146	
	8720 - Equipment - Grants		106,854
01-99-000-000 - General, Non- Departmental	9700-75 - Transfers Out - Wastewater Services		58,025
	9901-90 - Designated End FB - General Fd - Committed		(115,000)
75-99-000-000 - Wastewater Services, Non-Departmental	6900-01 - Transfers In - General Fund	58,025	

3) Use of contingency:

**Legal:** There were legal issues that arose throughout the year that could not be anticipated. It is for items such as these that a contingency is created. This year, there were increased costs for a contract prosecutor as well as settlement costs. We are requesting to transfer contingency to the appropriation for the Legal Department to cover these unanticipated costs.

01-01-008-000 - General, Administration, Legal	7750-18 - Professional Services - Contract Prosecutor	50,000
	8008 - Settlement	108,000
01-99-000-000 - General, Non-Departmental	9800 - Contingencies	(158,000)

**Wastewater Services:** An increase in electrical demand associated with the new solids handling project resulted in utility costs exceeding the FY 2025-26 adopted budget.

75-72-000-000 - Wastewater Services, Plant	7600 - Utilities	75,000
	9800 - Contingencies	(75,000)

**Attachments:**

1. Resolution 2026-36
  - a. Exhibit A: Budget Amendment Summary

**Fiscal Impact:**

This action increases appropriations in the General Fund by \$63,525 and in the Information Systems & Services Fund by \$33,980. It also increases revenues and fund balance in the Wastewater Services fund by \$58,025.

**Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the FY2025-26 budget amendment as presented.

**Alternative 2:** Remove or amend certain line items or projects within the amendment and approve as amended

**Alternative 3:** Reject the attached resolution

**Alternative 4:** The Council may consider any other alternative not presented by staff.

## RESOLUTION NO. 2026 - 36

A Resolution adopting a supplemental budget for fiscal year 2025-26 and making appropriation transfers

### RECITALS:

**Whereas**, this resolution proposes a supplemental budget for the General Fund, Wastewater Services Fund, and Information Systems & Services Fund; and

**Whereas**, this supplemental budget is to accommodate unknown circumstances at the time the budget was adopted based on a Year-End Review of the City's budget status; and

**Whereas**, Oregon Local Budget Law allows a local government to prepare a supplemental budget when circumstances were unknown at the time the budget was prepared thus requiring a change in financial planning (ORS 294.471); and

**Whereas**, the General Fund's new revenue that was not known at the time the budget was adopted comes from donations for public art of \$5,500; and

**Whereas**, the General Fund added appropriation for Administration for the Downtown Public Art Program (\$5,500) is funded in part by the donations above; and

**Whereas**, the General Fund added appropriation for Administration for legal settlements (\$108,000) and for increased prosecutor services (\$50,000) are funded by transfer of contingency; and

**Whereas**, the General Fund added appropriation for Police for the purchase of security barricades (\$115,000) and to transfer out to Wastewater for balancing related to Stormwater projects (\$58,025) are funded using former ARPA funds; and

**Whereas**, the General Fund wishes to transfer appropriations between line items without impacting the total appropriation by department for Police and Community Development; and

**Whereas**, the Wastewater Services fund added appropriation for Wastewater program for utilities (\$75,000) funded from contingency and wishes to transfer appropriations between accounts without impacting total appropriation for the purchase of equipment; and

**Whereas**, the Information Systems & Services (ISS) fund received a Cybersecurity grant of \$7,500 that was not known at the time of budget adoption; and

**Whereas**, the transfers made by Police above include payments to the ISS fund for purchase of computer equipment and an associated appropriation is needed in the ISS for such a purchase (\$26,480); and

**Whereas**, the governing body must adopt a resolution to adopt the supplemental budget and make any necessary appropriations; and

**Whereas**, the supplemental budget for expenditures in the General Fund, Wastewater Services Fund, and Information Systems & Services Fund are not changed by more than 10%, and therefore a public hearing is not required for this reason;

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

1. **Adopt the following Budget Amendment:** The Common Council of the City of McMinnville adopts the following Budget Amendment for 2025-2026 in the General Fund, Wastewater Services Fund, and Information Systems & Services Fund
  
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2025-26 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23rd day of June 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June 2026.

\_\_\_\_\_  
MAYOR

Approved as to form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
City Recorder

**EXHIBITS:**

- A. Budget Amendment Summary

**Exhibit A**  
**Budget Amendment Summary**

	FY 2025-26 Amended Budget	6/23/26 Budget Adjustment	FY 2025-26 Amended Budget
<b>General Fund</b>			
<b>Resources</b>			
Beginning Fund Balance	5,047,946		5,047,946
Designated Beginning Fund Balance	3,236,920		3,236,920
Miscellaneous	1,148,006	5,500	1,153,506
Transfers In	3,242,831		3,242,831
All Other Resources	26,593,014		26,593,014
<b>Total Resources</b>	<b>39,268,717</b>	<b>5,500</b>	<b>39,274,217</b>
<b>Requirements</b>			
Administration	2,476,772	163,500	2,640,272
Finance	959,101		959,101
Engineering	1,821,287		1,821,287
Community Development	2,615,378	-	2,615,378
Police	11,861,956	115,000	11,976,956
Municipal Court	811,361		811,361
Parks & Recreation	3,898,845		3,898,845
Park Maintenance	3,259,626		3,259,626
Library	2,665,477		2,665,477
Transfers Out	2,611,200	58,025	2,669,225
Contingencies	1,500,000	(273,000)	1,227,000
All Other Requirements	798,082		798,082
<b>Subtotal appropriation</b>	<b>35,279,085</b>	<b>63,525</b>	<b>35,342,610</b>
Ending Fund Balance	3,989,632		3,989,632
<b>Total Requirements</b>	<b>39,268,717</b>	<b>63,525</b>	<b>39,332,242</b>
<b>Wastewater Services Fund</b>			
<b>Resources</b>			
Beginning Fund Balance	2,261,711		2,261,711
Transfers In	-	58,025	58,025
All Other Resources	12,178,617		12,178,617
<b>Total Resources</b>	<b>14,440,328</b>	<b>58,025</b>	<b>14,498,353</b>
<b>Requirements</b>			
Wastewater Services Program	6,474,122	75,000	6,549,122
Transfers Out to Other Funds	6,281,234		6,281,234
Operating Contingencies	900,000	(75,000)	825,000
<b>Subtotal appropriation</b>	<b>13,655,356</b>	<b>-</b>	<b>13,655,356</b>
Ending Fund Balance	784,972	58,025	842,997
<b>Total Requirements</b>	<b>14,440,328</b>	<b>58,025</b>	<b>14,498,353</b>

	FY 2025-26 Amended Budget	6/23/26 Budget Adjustment	FY 2025-26 Amended Budget
<b>Information Systems &amp; Services Fund</b>			
<b>Resources</b>			
Charges for Services	1,030,017	26,480	1,056,497
Intergovernmental	-	7,500	7,500
All Other Resources	1,291,341		1,291,341
<b>Total Resources</b>	<b>2,321,358</b>	<b>33,980</b>	<b>2,355,338</b>
<b>Requirements</b>			
Information Technology Services	2,055,945	33,980	2,089,925
Contingencies	75,000	-	75,000
<b>Subtotal appropriation</b>	<b>2,130,945</b>	<b>33,980</b>	<b>2,164,925</b>
Ending Fund Balance	190,413		190,413
<b>Total Requirements</b>	<b>2,321,358</b>	<b>33,980</b>	<b>2,355,338</b>



## STAFF REPORT

**DATE:** June 23, 2026  
**TO:** Adam Garvin, City Manager  
**SUBMITTED BY:** Katie Henry, Finance Director

**SUBJECT:** Budget Adoption

1. Resolution No. 2026-37, A Resolution adopting the budget for fiscal year beginning July 1, 2026; making the appropriations; imposing the property taxes; and categorizing the property taxes

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### **Report in Brief:**

This Resolution adopts the FY2026-27 budget for the City of McMinnville fiscal year beginning July 1, 2026. It makes appropriations, imposes property taxes, and categorizes the property taxes, as required by the Oregon Revised Statutes (ORS).

### **Background:**

Oregon Revised Statute (ORS) 294.456 requires the City to enact a resolution to adopt the City's budget for the upcoming fiscal year prior to the end of the year that is closing. The City of McMinnville will typically schedule this resolution for the last Council meeting of the fiscal year.

ORS 294.456 also allows the City Council to make changes to the budget that was approved by the Budget Committee. If a change increases expenditure by more than 10 percent, the City must publish a revised financial summary and hold a second budget hearing before the adjusted budget can be adopted. For the FY2026-27 budget some changes have been made since the budget was approved by the Budget Committee on May 18, 2026, and no fund has an expenditure increase of over 10%.

### **Discussion:**

The attached schedule shows the difference for each fund between the approved and appropriation budget by appropriation category. The notated reasons for the changes are as follows:

1. The addition of opening the Library on Sundays impacts both personnel and professional services due to the need for increased security. At the approved budget level, the full additional amount approved of \$78,000 was put into personnel. The change to the adopted budget involves moving \$10,000 of this

to professional services (this is a line-item change only and has no impact on appropriations).

2. The exact amount of the transfer from general fund to emergency communications fund was not set until June 9<sup>th</sup>. Now having the finalized annual amount of \$786,193 the associated appropriation needs to be adjusted by \$301.
3. A donation from Visit McMinnville for the city's birthday celebration has been pledged. The associated revenue and expense appropriation need to be added to the adopted budget in the amount of \$10,000.
4. The revenue for workers' compensation in the insurance services fund needs to be matched up to the associated expenses across the city. This does not impact appropriations but rather revenue and ending fund balance, decreasing both by \$5,182.

The City of McMinnville budget for FY2026-27 includes a levy of the full permanent rate of \$5.02 per \$1,000 of all taxable value of property within the city for general city services.

The resolution includes the following elements:

1. adopting the budget for the fiscal year beginning July 1, 2026, in the amount of \$137,484,517
2. making appropriations in the amount of \$80,860,774
- 3a. imposing the property taxes at the City of McMinnville's permanent property tax rate of \$5.0200 per \$1,000 assessed value for general operations
- 3b. imposing property tax in the amount of \$2,990,528 for general obligation bond debt service

### **Attachments:**

1. Resolution 2026-37
2. FY2026-27 Schedule of Appropriations
3. FY2026-27 Schedule of Revenue & Appropriation Changes - line-item detail

### **Fiscal Impact:**

Enacting the annual budget allows the city to impose property taxes, the largest source of unrestricted general fund revenues to support public services, estimated at \$18.54 million<sup>1</sup> in FY2026-27. Passing this resolution is also a requirement to be able to draw down the resources to pay for voter-approved bond measures.

### **Alternatives:**

**Alternative 1 [Staff Recommendation]:** Adopt the attached resolution approving the budget and property taxes. This will allow the City to draw property tax for the General Fund and voter approved bond measures.

**Alternative 2:** Approve the resolution with amendments. The Council could opt to make changes within statutory limits to the budget approved by the Budget

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<sup>1</sup> Estimates of current year tax include a reduction factor to account for delinquent tax payments

Committee. Reductions in the budget or tax levy are permitted; increases must be within 10% of a fund's appropriation total.

**Alternative 3:** Reject the resolution. This action would result in forfeiting property tax revenue for the City in the FY2026-27 year.

**Alternative 4:** The Council may consider any other alternative not presented by staff.

## RESOLUTION NO. 2026 - 37

A Resolution adopting the budget for the fiscal year beginning July 1, 2026; making the appropriations; imposing the property taxes; and categorizing the property taxes.

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

**1. Adopting the Budget:** The City Council for the City of McMinnville hereby adopts the budget for 2026 - 2027, now on file at City Hall, 230 NE Second Street, McMinnville, Oregon, as approved by the Budget Committee and amended by the City Council, in the sum of **137,484,517**

**2. Making Appropriations:** The amounts for the fiscal year beginning July 1, 2025 are for the purposes shown below and are hereby appropriated as follows:

### General Fund

Administration	3,289,507
Finance	980,041
Engineering	1,896,931
Community Development	2,243,772
Police	12,693,530
Municipal Court	855,695
Parks & Recreation	3,545,317
Park Maintenance	2,934,429
Library	2,726,461
Not Allocated to Organizational Unit or Program:	
Unemployment	20,000
Billing Services	166,500
Debt Service	642,007
Transfers Out To Other Funds	1,366,958
Operating Contingencies	1,500,000

**Total General Fund Appropriation      \$      34,861,148**

### Grant and Special Assessment Fund

Community Assessments	100,000
Transfers Out To Other Funds	12,820
Operating Contingencies	30,000

**Total Grant and Special Assessment Fund Appropriation      \$      142,820**

### Transient Lodging Tax Fund

Tourism Promotion and Programs	1,286,822
Transfers out to Other Funds	587,778

<b>Total Transient Lodging Tax Fund Appropriation</b>	<b>\$</b>	<b><u>1,874,600</u></b>
<b>Affordable Housing Fund</b>		
Affordable Housing Programming		2,430,022
Transfers Out To Other Funds		14,652
<b>Total Affordable Housing Fund Appropriation</b>	<b>\$</b>	<b><u>2,444,674</u></b>
<b>Telecommunications Fund</b>		
Public Education Access		173,575
Operating Contingencies		1,500
<b>Total Telecommunications Fund Appropriation</b>	<b>\$</b>	<b><u>175,075</u></b>
<b>Emergency Communications Fund</b>		
911 Emergency Communications		825,453
Transfers out to Other Funds		2,344
Operating Contingencies		50,000
<b>Total Emergency Communications Fund Appropriation</b>	<b>\$</b>	<b><u>877,797</u></b>
<b>Street Fund</b>		
Street Maintenance and Improvements		3,686,195
Transfers Out To Other Funds		364,056
Operating Contingencies		500,000
<b>Total Street Fund Appropriation</b>	<b>\$</b>	<b><u>4,550,251</u></b>
<b>Airport Maintenance Fund</b>		
Airport Maintenance and Operations		2,312,798
Transfers Out To Other Funds		73,640
Operating Contingencies		300,000
<b>Total Airport Maintenance Fund Appropriation</b>	<b>\$</b>	<b><u>2,686,438</u></b>

<b>Transportation Fund</b>	
Street Capital Improvements	542,960
Debt Service	201,248
Transfers Out To Other Funds	593,523
<b>Total Transportation Fund Appropriation</b>	<b>\$ <u>1,337,731</u></b>
<b>Park Development Fund</b>	
Park Acquisition and Improvements	610
Transfers Out To Other Funds	63,684
<b>Total Park Development Fund Appropriation</b>	<b>\$ <u>64,294</u></b>
<b>Debt Service Fund</b>	
General Obligation Bond Debt Service	<u>2,998,900</u>
<b>Total Debt Service Fund Appropriation</b>	<b>\$ <u>2,998,900</u></b>
<b>Building Fund</b>	
Building Plan Review and Inspection	1,023,705
Transfers Out To Other Funds	96,720
Operating Contingencies	200,000
<b>Total Building Fund Appropriation</b>	<b>\$ <u>1,320,425</u></b>
<b>Stormwater Capital Fund</b>	
Stormwater Capital Improvements	350,000
<b>Total Stormwater Capital Fund Appropriation</b>	<b>\$ <u>350,000</u></b>
<b>Wastewater Services Fund</b>	
Wastewater Services Program	6,866,069
Transfers Out To Other Funds	6,893,131
Operating Contingencies	900,000
<b>Total Wastewater Services Fund Appropriation</b>	<b>\$ <u>14,659,200</u></b>
<b>Wastewater Capital Fund</b>	
Sewer Capital Improvements	5,748,890
Transfers Out To Other Funds	426,095
Project Contingencies	2,500,000
<b>Total Wastewater Capital Fund Appropriation</b>	<b>\$ <u>8,674,985</u></b>

**Information Systems & Services Fund**

Information Technology Services	1,915,221
Operating Contingencies	75,000

**Total Information Systems & Services Fund Appropriation**     \$ 1,990,221

**Insurance Services Fund**

Property, Liability and Workers Compensation Insurance	1,501,773
Transfers Out To Other Funds	100,443
Operating Contingencies	250,000

**Total Insurance Services Fund Appropriation**     \$ 1,852,216

Total Appropriations, All Funds     \$ 80,860,774

Total Unappropriated and Reserved Amounts, All Funds     56,623,742

*Total Adopted Budget*     137,484,517

**3. Imposing & Categorizing Property Taxes:** The City Council for the City of McMinnville hereby imposes the property taxes for the tax year 2026-27 upon the assessed value of all taxable property within the city at the rate of \$5.02 per \$1,000 of assessed value for permanent rate tax and in the amount of \$2,990,528 for general obligation bond debt service; and that these taxes are hereby categorized for purposes of Article XI section 11b as shown below.

	<b>Subject to General Government Limitation</b>	<b>Excluded from General Government Limitation</b>
<b>Permanent Tax Rate</b>	\$5.0200 / \$1,000	
<b>General Obligation Bond Debt Service Fund</b>		2,990,528
<b>Category Totals</b>	<b>\$5.0200 / \$1,000</b>	<b>2,990,528</b>

This resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 23rd day of June 2026 by the following votes:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved this 23rd day of June 2026.

\_\_\_\_\_

MAYOR

Approved as to form

Attest

\_\_\_\_\_

CITY ATTORNEY

\_\_\_\_\_

CITY RECORDER

# FY2026-27 Proposed Budget to Adopted Budget

## City of McMinnville Schedule of Appropriations

Fund, Dept and Budget Category	Proposed	Budget Committee Changes	Approved	City Council Changes	Adopted
<b>General Fund</b>	<b>34,642,847</b>	<b>208,000</b>	<b>34,850,847</b>	<b>10,301</b>	<b>34,861,148</b>
Administration	3,279,507		3,279,507	10,000 <sup>9</sup>	3,289,507
Finance	980,041		980,041		980,041
Engineering	1,896,931		1,896,931		1,896,931
Community Development	2,243,772		2,243,772		2,243,772
Police	12,711,229	(18,000) <sup>1, 2, 5</sup>	12,693,229	301 <sup>6</sup>	12,693,530
Muni Court	855,695		855,695		855,695
Parks & Recreation	3,397,317	148,000 <sup>3</sup>	3,545,317		3,545,317
Park Maint	2,934,429		2,934,429		2,934,429
Library	2,648,461	78,000 <sup>4</sup>	2,726,461	0 <sup>8</sup>	2,726,461
Non-dept Expense	186,500		186,500		186,500
Debt	642,007		642,007		642,007
Transfers	1,366,958		1,366,958		1,366,958
Contingency	1,500,000		1,500,000		1,500,000
Donations (Revenue)	0		0	(10,000) <sup>9</sup>	(10,000)
<b>Grant and Special Assessment Fund</b>	<b>142,820</b>	<b>0</b>	<b>142,820</b>	<b>0</b>	<b>142,820</b>
Program	100,000		100,000		100,000
Transfers	12,820		12,820		12,820
Contingency	30,000		30,000		30,000
<b>Transient Lodging Fund</b>	<b>1,874,600</b>	<b>0</b>	<b>1,874,600</b>	<b>0</b>	<b>1,874,600</b>
Program	1,286,822		1,286,822		1,286,822
Transfers	587,778		587,778		587,778
<b>Affordable Housing Fund</b>	<b>2,444,674</b>	<b>0</b>	<b>2,444,674</b>	<b>0</b>	<b>2,444,674</b>
Program	2,430,022		2,430,022		2,430,022
Transfers	14,652		14,652		14,652
<b>Telecommunications Fund</b>	<b>175,075</b>	<b>0</b>	<b>175,075</b>	<b>0</b>	<b>175,075</b>
Program	173,575		173,575		173,575
Contingency	1,500		1,500		1,500
<b>Emergency Communications Fund</b>	<b>824,496</b>	<b>53,000</b>	<b>877,496</b>	<b>301</b>	<b>877,797</b>
Program	772,152	53,000 <sup>5</sup>	825,152	301 <sup>6</sup>	825,453
Transfers	2,344		2,344		2,344
Contingency	50,000		50,000		50,000
Transfer In (Revenue)	(732,892)	(53,000) <sup>5</sup>	(785,892)	301 <sup>6</sup>	(785,591)
<b>Street Fund</b>	<b>4,550,251</b>	<b>0</b>	<b>4,550,251</b>	<b>0</b>	<b>4,550,251</b>
Program	3,686,195		3,686,195		3,686,195
Transfers	364,056		364,056		364,056
Contingency	500,000		500,000		500,000
<b>Airport Maintenance Fund</b>	<b>2,686,438</b>	<b>0</b>	<b>2,686,438</b>	<b>0</b>	<b>2,686,438</b>
Program	2,312,798		2,312,798		2,312,798
Transfers	73,640		73,640		73,640
Contingency	300,000		300,000		300,000
<b>Transportation Fund</b>	<b>1,337,731</b>	<b>0</b>	<b>1,337,731</b>	<b>0</b>	<b>1,337,731</b>
Program	542,960		542,960		542,960
Debt	201,248		201,248		201,248
Transfers	593,523		593,523		593,523
<b>Park Development Fund</b>	<b>64,294</b>	<b>0</b>	<b>64,294</b>	<b>0</b>	<b>64,294</b>
Program	610		610		610
Transfers	63,684		63,684		63,684
<b>Debt Service Fund</b>	<b>2,998,900</b>	<b>0</b>	<b>2,998,900</b>	<b>0</b>	<b>2,998,900</b>
Debt	2,998,900		2,998,900		2,998,900
<b>Building Fund</b>	<b>1,320,425</b>	<b>0</b>	<b>1,320,425</b>	<b>0</b>	<b>1,320,425</b>
Program	1,023,705		1,023,705		1,023,705
Transfers	96,720		96,720		96,720
Contingency	200,000		200,000		200,000
<b>Stormwater Operations Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Program	0		0		0
<b>Stormwater Capital Fund</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>	<b>0</b>	<b>350,000</b>
Program	350,000		350,000		350,000
<b>Wastewater Services Fund</b>	<b>14,659,200</b>	<b>0</b>	<b>14,659,200</b>	<b>0</b>	<b>14,659,200</b>
Program	6,866,069		6,866,069		6,866,069
Transfers	6,893,131		6,893,131		6,893,131
Contingency	900,000		900,000		900,000

# FY2026-27 Proposed Budget to Adopted Budget

## City of McMinnville Schedule of Appropriations

Fund, Dept and Budget Category	Proposed	Budget Committee Changes	Approved	City Council Changes	Adopted
<b>Wastewater Capital Fund</b>	<b>8,674,985</b>	<b>0</b>	<b>8,674,985</b>	<b>0</b>	<b>8,674,985</b>
Program	5,748,890		5,748,890		5,748,890
Transfers	426,095		426,095		426,095
Contingency	2,500,000		2,500,000		2,500,000
<b>Information Services Fund</b>	<b>1,990,221</b>	<b>0</b>	<b>1,990,221</b>	<b>0</b>	<b>1,990,221</b>
Program	1,915,221		1,915,221		1,915,221
Contingency	75,000		75,000		75,000
<b>Insurance Services Fund</b>	<b>1,852,216</b>	<b>0</b>	<b>1,852,216</b>	<b>0</b>	<b>1,852,216</b>
Program	1,501,773		1,501,773		1,501,773
Transfers	100,443		100,443		100,443
Contingency	250,000		250,000		250,000
Charges for Service (Revenue)	(1,570,395)		(1,570,395)	5,182 <sup>7</sup>	(1,565,213)
<b>Total City of McMinnville Appropriation</b>	<b>80,589,172</b>	<b>261,000</b>	<b>80,850,172</b>	<b>10,602</b>	<b>80,860,774</b>
Program	59,111,781	208,000	59,319,781	10,602	59,330,383
Debt	3,842,155	0	3,842,155	0	3,842,155
Transfers	11,328,736	53,000	11,381,736	0	11,381,736
Contingency	6,306,500	0	6,306,500	0	6,306,500
Revenue - Donations/Chgs for Svc/Transfer in		(53,000)		(4,517)	
<b>City of McMinnville</b>	<b>80,589,172</b>	<b>208,000</b>	<b>80,850,172</b>	<b>6,085</b>	<b>80,860,774</b>
<b>Unappropriated and Designated Ending Fund Balances</b>	<b>56,837,225</b>	<b>(208,000)</b>	<b>56,629,225</b>	<b>(5,483)</b>	<b>56,623,742</b>
General Fund	7,437,918	(208,000) <sup>a, b</sup>	7,229,918	(301) <sup>6</sup>	7,229,617
Grant and Assessment Fund	322,936		322,936		322,936
Affordable Housing Fund	40,163		40,163		40,163
TLT, Telcom, Emerg Comm Funds	113,209		113,209		113,209
Street Fund	508,820		508,820		508,820
Airport Maintenance Fund	371,820		371,820		371,820
Transportation Fund	7,130,938		7,130,938		7,130,938
Park Development Fund	4,521,521		4,521,521		4,521,521
Debt Service Fund	157,001		157,001		157,001
Building Fund	1,824,666		1,824,666		1,824,666
Stormwater Ops Fund	0		0		0
Stormwater Capital Fund	12,405		12,405		12,405
Wastewater Services & Capital	33,683,302		33,683,302		33,683,302
Internal Service Funds	712,525		712,525	(5,182) <sup>7</sup>	707,343
<b>Total City of McMinnville Budget</b>	<b>137,426,398</b>	<b>53,000</b>	<b>137,479,398</b>	<b>5,119</b>	<b>137,484,517</b>

- <sup>1</sup> Reduction to Police Reserve expenses - \$15,000
- <sup>2</sup> Police Department vacancy savings - \$56,000
- <sup>3</sup> Continue to have the Aquatic Center be in line with the Model Aquatic Health Code (MAHC)'s updated requirements and to maintain current program hours \$148,000
- <sup>4</sup> To increase Library operational hours and be open on Sundays \$78,000
- <sup>5</sup> YCOM annual dues anticipated increase (higher than original anticipated increase) \$53,000
- <sup>6</sup> Adjustment to YCOM annual dues from final YCOM Board actions \$301
- <sup>7</sup> True-up of Insurance Services Fund Workers' Comp revenue to be collected from operating department payroll - \$5,182
- <sup>8</sup> Adjustment to Library increase of operational hours for security services (net change in Library program costs are net zero)
- <sup>9</sup> Visit McMinnville donation towards City's birthday celebration \$10,000
- <sup>a</sup> Reduction of \$100,000 from DEFB - Facility Improvements
- <sup>b</sup> Reduction of \$108,000 from Unappropriated Ending Fund Balance

# FY2026-27 Proposed Budget to Adopted Budget

## City of McMinnville Schedule of Revenue & Appropriation Changes

Line Item Detail	Proposed	Budget Committee Changes	Approved	City Council Changes	Adopted	Notes
<b>Fund 01-General Fund</b>		<b>208,000</b>		<b>301</b>		
Revenue						
<u>01-01-005 Administration, Mayor &amp; City Council</u>						
6405 Donation (Revenue)	-	-	-	(10,000) <sup>9</sup>	(10,000)	Visit McMinnville donation towards City's birthday celebration
Expenses						
<u>01-01-005 Administration, Mayor &amp; City Council</u>						
7680 Materials & Supplies - Donations	-	-	-	10,000 <sup>9</sup>	10,000	Visit McMinnville donation towards City's birthday celebration
<u>Police:</u>						
<u>01-11-040-501 Chief's Office, Admin</u>						
7000 Salaries & Wages	-	(56,000) <sup>2</sup>	(56,000)	-	(56,000)	Police Department vacancy savings - \$56,000
9700-15 Transfers Out - Emerg Comm.	732,892	53,000 <sup>5</sup>	785,892	301 <sup>6</sup>	786,193	YCOM annual dues anticipated increase (higher than original anticipated increase) \$53,000; Additional \$301 needed to match amount adopted by the Eboard.
<u>01-11-043-562 Field Operations, Reserves</u>						
7000-15 Salaries & Wages - Temporary	15,624	(11,806) <sup>1</sup>	3,818	-	3,818	
7300-05 Fringe Benefits - FICA-SS	969	(732) <sup>1</sup>	237	-	237	
7300-06 Fringe Benefits - FICA-Medicare	227	(171) <sup>1</sup>	55	-	55	
7300-15 Fringe Benefits - PERS-OSPRP-IAP	2,500	(1,888) <sup>1</sup>	611	-	611	Reduction to Police Reserve expenses - \$15,000
7300-35 Fringe Benefits - Workers' Comp	467	(353) <sup>1</sup>	114	-	114	
7300-37 Fringe Benefits - Workers' Benefit Fr	4	(3) <sup>1</sup>	1	-	1	
7300-45 Fringe Benefits - Paid Family Leave (	63	(47) <sup>1</sup>	15	-	15	
<u>Parks &amp; Recreation - Aquatic Center</u>						
7000 Salaries & Wages	-	4,283 <sup>3</sup>	4,283	-	4,283	
7000-10 Salaries & Wages - Reg Part Time	232,035	112,072 <sup>3</sup>	344,107	-	344,107	
7300-05 Fringe Benefits - FICA - Social Secur	28,458	6,948 <sup>3</sup>	35,406	-	35,406	Continue to have the Aquatic Center be in line with the Model Aquatic Health Code (MAHC)'s updated requirements and to maintain current program hours \$148,000
7300-06 Fringe Benefits - FICA - Medicare	6,655	1,625 <sup>3</sup>	8,281	-	8,281	
7300-15 Fringe Benefits - PERS-OPSRP-IAP	123,237	19,594 <sup>3</sup>	142,831	-	142,831	
7300-35 Fringe Benefits - Workers' Comp Ins	10,679	2,970 <sup>3</sup>	13,649	-	13,649	
7300-37 Fringe Benefits - Workers' Benefit Fu	173	60 <sup>3</sup>	233	-	233	
7300-45 Fringe Benefits - Paid Family Leave (	1,836	448 <sup>3</sup>	2,284	-	2,284	

# FY2026-27 Proposed Budget to Adopted Budget

## City of McMinnville Schedule of Revenue & Appropriation Changes

Line Item Detail	Proposed	Budget Committee Changes	Approved	City Council Changes	Adopted	Notes
<b>01-21 Library</b>						
7000 Salaries & Wages	-	8,038	8,038	(10,000) <sup>8</sup>	(1,962)	
7000-10 Salaries & Wages - Reg Part Time	534,888	49,751 <sup>4</sup>	584,638	-	584,638	
7300-05 Fringe Benefits - FICA - Social Secur	77,164	3,085 <sup>4</sup>	80,249	-	80,249	
7300-06 Fringe Benefits - FICA - Medicare	18,047	721 <sup>4</sup>	18,768	-	18,768	To increase Library operational hours and be open on Sundays \$78,000
7300-15 Fringe Benefits - PERS-OPSRP-IAP	418,588	16,149 <sup>4</sup>	434,737	-	434,737	----- Adjustment
7300-30 Fringe Benefits - Long Term Disabilit	2,735	3 <sup>4</sup>	2,738	-	2,738	to Library increase of operational hours
7300-35 Fringe Benefits - Workers' Comp Ins	1,184	40 <sup>4</sup>	1,223	-	1,223	for security services (net change in
7300-37 Fringe Benefits - Workers' Benefit Fl	268	15 <sup>4</sup>	282	-	282	Library program costs are net zero)
7300-45 Fringe Benefits - Paid Family Leave (	4,978	199 <sup>4</sup>	5,177	-	5,177	
7750 Professional Services	81,120	-	81,120	10,000 <sup>8</sup>	91,120	
<b>Fund 15-Emergency Communications Fund</b>		<b>0</b>		<b>602</b>		
<b>Revenue</b>						
6900-01 Transfer In (Revenue)	(732,892)	(53,000) <sup>5</sup>	(785,892)	301 <sup>6</sup>	(785,591)	YCOM annual dues anticipated increase (higher than original anticipated increase) \$53,000; ----- Additional \$301 needed to match amount adopted by the Eboard.
<b>Expenses</b>						
8180-05 YCOM - Other Governmental Svcs	732,892	53,000 <sup>5</sup>	785,892	301 <sup>6</sup>	786,193	YCOM annual dues anticipated increase (higher than original anticipated increase) \$53,000 Additional \$301 needed to match amount adopted by the Eboard.
<b>Fund 85-Insurance Services Fund</b>		<b>-</b>		<b>5,182</b>		
<b>Revenue</b>						
6070 Workers' Comp Insur (Revenue)	(343,262)	-	(343,262)	5,182 <sup>7</sup>	(338,080)	True-up of Insurance Services Fund Workers' Comp revenue to be collected from operating department payroll - \$5,182
<b>City of McMinnville</b>		<b>208,000</b>		<b>6,085</b>		
<b>Unappropriated and Designated Ending Fund Balances</b>		<b>(208,000)</b>		<b>(301)</b>		
General Fund	7,437,918	(208,000) <sup>a, b</sup>	7,229,918	(301)	7,229,617	
Insurance Services Fund	513,110	-	513,110	(5,182)	507,928	

## FY2026-27 Proposed Budget to Adopted Budget

### City of McMinnville Schedule of Revenue & Appropriation Changes

Line Item Detail	Proposed	Budget Committee Changes	Approved	City Council Changes	Adopted	Notes
1						
2						
3						
4						
5						
6						
7						
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9						
a						
b						