



City Council Meeting Agenda
Tuesday, March 11, 2025
7:00 p.m. – City Council Regular Meeting

REVISED 03/11/2025

Welcome! The public is strongly encouraged to participate remotely but there is seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself.

The public is strongly encouraged to relay concerns and comments to the Council in one of four ways:

- Attend in person and fill out a public comment card
- Email at any time up to **noon on Monday, March 10th** to CityRecorderTeam@mcminnvilleoregon.gov
- If appearing via telephone or ZOOM, please sign up prior by **noon on Monday, March 10th** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom; **You will need to provide the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.**

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

mcm11.org/live

CITY COUNCIL REGULAR MEETING:

You may join online via Zoom Webinar Meeting:

<https://mcminnvilleoregon.zoom.us/j/83109424357?pwd=FqMHPb3tUWGo0blsbnjNGTUmGCSd9MO.1>

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

Webinar ID: 831 0942 4357

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 City Recorded and then call on anyone who has signed up to provide public comment.

4. PRESENTATION

- a. Visit McMinnville Annual Presentation – CEO & President Dan Gibson
- b. Chemeketa Bond Measure - May 2025 Presentation - President/CEO Jessica Howard

5. PUBLIC HEARING

- a. Public Hearing to consider **Resolution No. 2025-07: A Resolution adopting a supplemental budget for fiscal year 2023-24 and making appropriation transfers.** **(Added on 03.11.2025)**

6. ADVICE/ INFORMATION ITEMS

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

7. CONSENT AGENDA

- a. Consider the request from Human Cellars, LLC for Winery-Non Consumption – Additional Location, OLCC Liquor License located at 1421 NE Alpha Drive.
- b. Consider the Draft Minutes of the February 11, 2025, Joint Work Session of City Council & Planning Commission Meeting & City Council Regular Meeting.
- c. Consider the Draft Minutes of the February 19, 2025, City Council Work Session Meeting.

8. RESOLUTION

- a. Consider **Resolution No. 2025-07**: A Resolution adopting a supplemental budget for fiscal year 2023-24 and making appropriation transfers.
- b. Consider **Resolution No. 2025-08**: A Resolution of the Common Council of the City of McMinnville amending the allocation of American Rescue Plan Act (ARPA) Funds.

9. ADJOURNMENT OF REGULAR MEETING

From: [Jonathan Jacoby](#)
To: [City Recorder Team](#)
Subject: Request to Comment to City Council on 3/11
Date: Sunday, March 9, 2025 12:35:54 PM

This message originated outside of the City of McMinnville.

Hello,

My name is Jonathan Jacoby. I am a resident of McMinnville, residing in the NW area on [REDACTED], and I am reaching out to confirm a time slot to address the city council via Zoom at the next meeting on 3/11.

For context, on Friday, 3/7, an incident occurred resulting in my dog being fatally attacked (unprovoked) in our front yard by a pair of hybrid wolf-dogs who had escaped from their home on NW 9th & Alder. There were actually four loose dogs, two of which killed my dog and our neighbors' cat, and the other two killed another cat several blocks away. This is far from the first time these dogs have been loose in our community.

After filing a police report and connecting with other community members, this incident has raised serious concerns over the city's ability to enforce and the priority given to animal incidents.

This is a serious matter of public safety that needs to be urgently addressed and I hope that I can receive the time to do so via Zoom this Tuesday evening.

If there is anything else I need to know or do in order to confirm this, please reach out as soon as possible.

Thank you,

Jonathan Jacoby
[REDACTED]

From: [Stephanie Baker](#)
To: [City Recorder Team](#)
Subject: Dangerous Dogs
Date: Sunday, March 9, 2025 5:38:58 PM

This message originated outside of the City of McMinnville.

Hello,

I would like to voice my concern for the wolf hybrid dogs that periodically run loose in the Northwest part of town. I'm sure you're aware of their killing of a dog and two cats at three separate residences on Friday night. I reside two blocks from where the dogs live at [REDACTED]. I own a small dog and fear for his safety when we take our daily walk.

I'm unsure of what can be legally done to remedy this dangerous situation, but I wanted my comments on record.

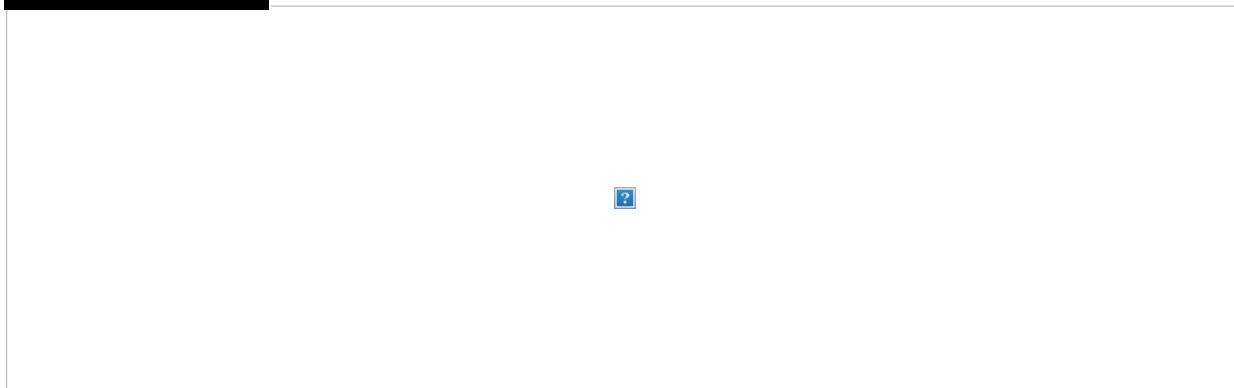
Thank you,

Stephanie Baker

[REDACTED]

McMinnville

[REDACTED]



From: [Forrest Peterson](#)
To: [City Recorder Team](#)
Subject: Hybrid wolf/dogs
Date: Sunday, March 9, 2025 7:43:05 PM

This message originated outside of the City of McMinnville.

Susie and I are sending this to show our disgust for anyone having (pets?) that could cause harm to anyone or any pets to another person.

This is a dangerous situation that could (and will) happen. The possibility of anyone being attacked and killed due to the recklessness of the people who own these animals is absurd. Will we wait for a child walking their pet on a stroll to be attacked and mauled to death because of the owner's lack of responsibility? That is not acceptable!

We urge the council to condemn these actions of the people responsible.

Please! Take action before anyone or any more pets are hurt or killed.

Sincerely,

Forrest and Susie Peterson
McMinnville, Oregon

From: [Casey Mclane](#)
To: [City Recorder Team](#)
Subject: Community Danger!!!
Date: Sunday, March 9, 2025 9:43:56 PM

This message originated outside of the City of McMinnville.

Hello!

My name is Casey Mclane and I'm writing to the City Council to express my concerns about a very serious incident that took place Friday March, 7th at 14th and Elm street. Multiple animals were mauled to death by a pack of hybrid wolves hunting the streets of McMinnville. Unfortunately this isn't the first time this has happened in the community and probably won't be the last. This incident took place directly across the street from two elementary schools, thank goodness it was in the evening and no children were present. I've heard plenty of reasons why there isn't much that can be done with the resources available in Yamhill County. I think we need to work together and come up with solutions on how to resolve this very serious matter. I will be attending the City Council meeting this Tuesday where I hope to discuss this matter more. Thanks so much for your time!! :)

Best,

Casey

From: hgalla27@gmail.com
To: [City Recorder Team](#)
Subject: Wolf Dogs
Date: Sunday, March 9, 2025 9:44:29 PM

This message originated outside of the City of McMinnville.

There are 3-4 wolf dogs living at a house in my neighborhood, who get loose every so often, and have killed at least 4 other animals, that I'm aware of.

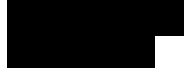
This is a neighborhood full of families with young kids, and is also a major walking-route to the pool/library/park/downtown area. It is also close to two elementary schools- Memorial and McMinnville Adventist Christian School.

The owners have proven time and time again that they are unable to keep their dogs under control.

Something needs to be done to stop these dogs from killing again. They are vicious, wild animals who don't belong in a city.

Thank you,

Heidi DeLeon



From: [marla Canton](#)
To: [City Recorder Team](#)
Subject: Wolf pack dogs on 9th/10th alder in NW McMinnville
Date: Monday, March 10, 2025 8:16:12 AM

This message originated outside of the City of McMinnville.

I am a concerned citizen that does not live in the city I am a county resident

I am VERY CONCERNED about the wolf hybrid pack that is running rampant in NW McMinnville. Something needs to be done before a human (child) gets hurt.

First off I can't believe with the influx of people to this area we don't have appropriate funds for animal control! I have lived here since 1998 and the growth is such that funds should be appropriated, tack 500. On to each house built....come on people....

PLEASE DO SOMETHING ABOUT THESE DOGS RUNNING WILD!

Thank you,

Marla Canton

Concerned citizen tax paying

From: [Catherine Wright](#)
To: [City Recorder Team](#)
Subject: For City Council Meeting 3/11/25
Date: Monday, March 10, 2025 11:12:31 AM

This message originated outside of the City of McMinnville.

Dear Commissioners,

I write to address some long-standing concerns which have been highlighted by the recent rampage of the local pack of wolf hybrids. This concerns me greatly, on many levels. Not only are people's pets at risk, but so, potentially, are their owners who may try to defend them, as well as young children who may appear to be prey. The lack of animal control in Yamhill County is no doubt a significant contributing factor to the current situation.

I live four blocks from where these wolf hybrids reside. Like many others, I walk my dogs in this neighborhood daily. If they were to attack my dogs, my dogs wouldn't stand a chance. I'm now walking my dogs carrying pepper spray. However, if the wolf hybrids get loose again, they could go anywhere. These animals cover a lot of ground very quickly. I fear not just for people's pets, but for small children, too. Even if these wolfdogs have no interest in adults, small, fast moving, shrieking children will appear to be prey. Are you willing to wait for this to happen? If those wolfdogs remain with their owner, they will escape again, I am sure of that.

What happened is not the wolfdogs' fault. I have no doubt many other breeds running as a pack would have done the same. They may not be dangerous when alone and under control, but that is the responsibility of the owner to recognize that and ensure they remain contained and under control. When an owner fails to be responsible, they need to be held accountable. Wolf hybrids do not belong in the city. They really don't belong anywhere, there is no good reason for them to exist, other than to bolster human egos. City and County regulations can help to minimize the impacts of such irresponsible owners. The lack of animal control in this county is appalling and shameful. While I recognize that it is the purview of the County, the City can certainly play a part in supporting the re-establishment of animal control and regulations which would facilitate effective animal control.

I realize that the fate of these wolf hybrids and their owner will rest entirely on existing laws. My purpose in writing this is to ask you to reconsider City ordinances regarding the keeping of certain animals and the breeding of any animals, and to work with Yamhill County to reconstruct a functional, effective animal control.

I have over 30 years of experience with dogs, most of them Alaskan Malamutes or mixes. I compete with my dogs in multiple disciplines, I have judged dog sports, and I am actively involved in breed rescue for Alaskan Malamutes (I volunteer with Washington Alaskan Malamute Adoption League which serves Oregon and Washington). I have lived in Yamhill County for 30 years, practiced law here for 25 years, and I have watched the situation regarding animal control and dog ownership deteriorate consistently over that time. This recent incident was, hopefully, the tipping point at which there will now be some action. Please commit some time to addressing these issues and formulate a plan, in conjunction with Yamhill County, to address the lack of animal control and the lack of enforcement of

regulations, as well as the lack of necessary regulations.

Thank you for your consideration.

Catherine Wright

[REDACTED]

McMinnville, OR 97128

From: [Casi Heath](#)
To: [City Recorder Team](#)
Subject: Wolf Dog mixes NW McMinnville
Date: Monday, March 10, 2025 11:36:46 AM

This message originated outside of the City of McMinnville.

We have been afraid to let our children play outside or walk our dogs after the many attacks that have happened in the NW McMinnville Neighborhood from the Wolf/Dog Mixes that keep getting out of their yard. Nothing has been done to make our neighborhood safe after these attacks have been recorded. The owner Sandra Atwood was supposedly detained - yet the next day she was home. She has received no punishment and her wolf dogs that she breeds in her back yard - were sent back to their home on NW Alder, directly after this most recent attack. It is clear that she is unable to keep them inside safely, as this problem has been going on for years.

The most recent attack this last Friday, was in front of Memorial School - where the Wolf Dogs killed a sweet older pup and 2 cats. There could have been children there - this is too dangerous for our community.
Please do something before another animal or another human gets hurt.

Many of us are afraid to let our children play outside or even go for a walk with our dogs.

Thank you for your time.

From: [Jeff Towery](#)
To: [Claudia Cisneros](#)
Subject: FW: ORS Application to the 03/07/2025 dog incident.
Date: Monday, March 10, 2025 1:57:54 PM
Attachments: [image001.png](#)

Claudia,

Please share this with Council and plan to have it made part of the packet. Thank you.

Jeff

From: Cord Wood <Cord.Wood@mcminnvilleoregon.gov>
Sent: Monday, March 10, 2025 1:43 PM
To: Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>; Scott Fessler <Scott.Fessler@mcminnvilleoregon.gov>
Cc: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>
Subject: Re: ORS Application to the 03/07/2025 dog incident.

Friday night/Saturday morning the owner of the dogs in question was charged with violations of municipal code. I have had conversations with the City Prosecutor and City Attorney this morning, and we are reviewing any other remedies available to resolve this issue. That work is going on as I write this response. Looking at the code, we are looking to clarify if the insurance portion of the code applies to this event as the ordinance speaks to insurance for "personal injuries" and coverage to pay out for injuries to "any person." This portion of the code doesn't look like there has been an update since 1988, which may need to happen. Please know that this issue is not being taken lightly, and a coordinated effort on behalf of multiple City Departments is in process.

From: Daniel Tucholsky <Daniel.Tucholsky@mcminnvilleoregon.gov>
Sent: Monday, March 10, 2025 1:17 PM
To: Cord Wood <Cord.Wood@mcminnvilleoregon.gov>; Scott Fessler <Scott.Fessler@mcminnvilleoregon.gov>
Cc: Mayor Kim Morris <Kim.Morris@mcminnvilleoregon.gov>
Subject: ORS Application to the 03/07/2025 dog incident.

Greetings Chief Wood, Captain Fessler, and Mayor Morris by C.C.,

Today I write this email with my City Councilor hat on, and this is about the Friday night dog incident you're all too familiar with at this point.

There is a very large group of people stating they are going to show up at the City Council meeting tomorrow night and they are going to be seeking answers and actions. These dangerous dogs moved through town very quickly and had a very long range; I personally live 1.1 miles away from their home as the crow flies and even I have them on my ring cameras in my driveway at 8:30 Friday evening.

Obviously people are scared, people are upset, and people are fed-up and want these animals put down. Those are emotional reactions so instead I've been seeking answers via ORS or MMC where we could actually take action.

These are my questions:

- How does this ORS apply? https://oregon.public.law/statutes/ors_609.095
- It seems section 6,C of [ORS 609.035](#) applies in this case making these potentially dangerous dogs and because these dogs killed multiple animals they are according to section 1,B of [ORS 609.098](#) dangerous dogs and the owner is now maintaining dangerous dogs and should, according to section 3,A of [ORS 609.990](#), be charged with a class A misdemeanor for each escaped animal she still maintains on her property
- McMinnville Municipal Code [6.04.020](#) section L,2 by definition makes these "Vicious Dogs".
- According to McMinnville Municipal Code [6.04.035](#) this person is now within 30 days required to have a \$50,000 insurance policy per animal, \$200,000 in this case for these animals.
- Were these animals licensed by Yamhill County?

Using the above ORS(s) it seems reasonable this person could be charged with four misdemeanor counts of maintaining a dangerous animal and if the animals are not removed the MMC for insurance should apply.

I know these are challenging questions, and I hate sending you more work, but I fully expect these are the questions our constituents will be presenting tomorrow evening and I would ask we have answers before 7:00pm tomorrow evening.

Thank you both.

Dan



Dan Tucholsky

City Councilor | [Ward 2](#)

971-517-0242 (Cell)

<https://www.mcminnvilleoregon.gov/meetings>

From: [Jeff T](#)
To: [City Recorder Team](#)
Cc: [Darcy Reynolds](#)
Subject: Hoping you can still get this email request for the meeting 3/11/25. Thought the cut off was noon the date of the meeting...
Date: Monday, March 10, 2025 6:16:59 PM

This message originated outside of the City of McMinnville.

I am Jeff Tucker and live at [REDACTED] I live right next door to Sandra Attwood, who has 5-6 wolves and is trying to breed them. They are usually chained up on 9-foot chains, aren't walked, and you can smell the urine and odors when the winds are in the right direction. Several other neighbors and I have called in and recorded the noise and fears we have of the wolves. In December of 2023, two of her wolves dug under my fence and attacked my dog. Luckily, I was home with one of my contractor workers, and we were able to get them off my dog. He had a broken shoulder and puncture wounds near his lung. I was able to nurse him back to health, though he had continued breathing problems, and I had to put him down on 9/30/23. A police report was filed on the date of the attack. She had issues with her prior dog who jumped through a window back before she got the wolves.

During the last 3+ years we have been working with Code Enforcement on noise (10 mins in an hour), and Darcy with Code enforcement can offer a summary of complaints and citations. Sandra claims nobody has put things on record, but Code enforcement and the non-emergency phone log should make it evident that there is an issue. The wolves have also got out several times over the last year, including most recently, Friday night 3/7, where it killed a dog and a few cats. This was right near Memorial Elementary. Many families are worried about their small children as well as being sick of the howling and noise.

I have also written the Sherrif, Mayor, and Police Chief about the wolves, and tried pushing for the Yamhill County Supervisors to bring back animal control. With over 100,000 residents in the County, and probably that many animals, we shouldn't be relying on our police officers, who have on dog catching pole, and have to run any catch to Newberg's holding area, is a waste of resources. Then look at the licensing fee tax revenue that could be raised. Overall, many people are frustrated and concerned with this matter, and it isn't a "Us vs. Sandra", it is the fact her wolves shouldn't be in a backyard the size of a house. I am hopeful that the wolves can find a property where they can run and howl in the middle of nowhere.

I am also open to speak.

Jeff Tucker
[REDACTED]

From: [Willard Dodds](#)
To: [City Recorder Team](#)
Subject: Dog Packs
Date: Tuesday, March 11, 2025 12:09:44 PM

This message originated outside of the City of McMinnville.

I have heard that packs of dogs have killed other dogs and cats. Please enact an ordinance that dogs and other animals that pose a threat to public safety will be captured and contained by the city, or put down.

Don't risk the safety of residents to protect dangerous animals. If there is a doubt, the ordinance should contain (at owners expense) or put down the dangerous animals.

The ordinance should also make it clear that the owners of the dangerous animals should be responsible for all costs associated with responding to calls from victims, capturing the animals and putting them down.

Thank You,

Willard Dodds



McMinnville

Sent from my iPhone

From: [Jeff Tucker](#)
To: [Claudia Cisneros](#)
Subject: Fwd: Not sure if you got this one.
Date: Tuesday, March 11, 2025 2:49:25 PM
Attachments: [We sent you safe versions of your files.msg](#)
[Police Report 12152022.pdf](#)
[Statement .pdf](#)

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

This message originated outside of the City of McMinnville.

Told Darcy how amazing you were with after hour communication! Not sure if you can submit this or print it out for tonight. It was the event on December '23 where my dog was attacked. Here is the statement the worker gave as well.



----- Forwarded message -----

From: Darcy Reynolds <Darcy.Reynolds@mcminnvilleoregon.gov>
Date: Tue, Mar 11, 2025 at 2:30 PM

Subject: RE: Not sure if you got this one.
To: Jeff Tucker [REDACTED] >

Here's the police report

From: Jeff Tucker [REDACTED] >
Sent: Monday, March 10, 2025 7:42 PM
To: Darcy Reynolds <Darcy.Reynolds@mcminnvilleoregon.gov>
Subject: Not sure if you got this one.

This message originated outside of the City of McMinnville.

December 15th 2022 started off like any normal day, working for my employer RHS. We were painting the interior of the home throughout the whole day. My Boss Merrick, left the home to pick up more supplies that were needed to finish the Job, and left me with the homeowner to finish painting. Then around 1:00-1:15 Pm me and the homeowner began to hear whimpering and screeching sounds. After about 30 seconds Jeff (the homeowner) proceeded to walk out the front doors to see what the commotion was. I continue to paint the walls at this time. Then I see Jeff through one of the side windows walking around the side of the house headed towards the backyard. Then through the next window I see the terror on his face and him to begin yelling. At this point I stop what I'm doing and run out the front doors and around the side of the house to the backyard, following the same path he took. As I get to the back left side of the house I see two massive wolf-dogs. These dogs were very wolf-like and seemed as if they were wild animals. Standing on all fours they seemed to be about the height of my waist (I'm 6ft). I witnessed these two dogs one black, one brownish, attacking very aggressively Manny (the homeowners dog). These dogs were the neighbor directly left of Jeff's home. They were playing with Manny like a ragdoll throwing him around and what it seemed like tearing him to shreds. Jeff is still yelling and screaming at these dogs and picks up a wooden plank and begins to hit one of the dogs to get it to release manny from its mouth. The dog does release manny and the other one begins to charge manny, trying to attack him as well, but the homeowner gets manny and is trying to get him away from the wolf-dogs. At this point I am screaming and yelling and in the middle of the chaos. I see the two dogs begin to look, and position themselves as if they were going to attack Jeff. I grab the wooden plank that Jeff was using, off of the ground and get in the middle of the dogs and Jeff and manny. I start smacking the wood on the ground screaming and yelling to try to get the dogs to leave. At this point they start growling and lowering their bodies, looking as if they were going to attack me. One of them gets scarily close to me and I hit it on the head with the wooden plank to get it to back away. Then they both start walking very slowly and corner towards the fence. During this time I feel as if my life is in serious danger, thinking of all the ways I can protect myself if attacked. Then I see a slight gap between the deck, and the fence and I start backing up through this gap. At this point I am scared for my life thinking these wolf-dogs are going to brutally attack me. I get to the end of the fence and deck as they are still walking towards me growling. I am still hitting the plank on the ground yelling at the top of my lungs as if my life depended on it. The homeowner is still on the deck with manny and tells me to hop over the end of the deck to get away from these dogs. I get on the deck and then they circle back around onto the top of the deck. We frantically go into the home through the sliding glass door. This door was at the time off its tracks(something me and merrick were going to fix at the end of the day) As Manny, Jeff, and I ge into the home, Jeff tries shutting the door as best as he can and the dogs are still on the deck looking like they are about to charge inside the home. As we are in the home I look at Jeff and his hands are covered In blood, and Manny is dripping blood through the house, barely able to walk hobbling through the home. Jeff Begins to shut the front door in case they came around to try to get into the house. . Manny was whimpering as Jeff took him into the car, seeming like he was in the most pain of his

life. Overall these two dogs were the most aggressive dogs I've ever seen. They very much resemble wolves, and acted on the behalf of wild animals. During this experience I was scared for my life and truly thought I was going to be very injured from these dogs. These dogs were very pressitant on killing something that day, and it was truefully horrifying and traumatic experience for me. I do believe if I didn't have that wood plank, and gotten out of reach from them when I did, this would be a very different story and I would have been severely injured or dead.

Sincerely,
Parker Thompson

McMinnville Police Department

INCIDENT REPORT COVER SHEET

FILE COPY

- Followup
- Supplemental

COURTS:

- District Attorney
DDA: _____
 - Entire Case File
 - Follow-up/Supplemental only
- Municipal Court
- City Prosecutor
- _____

LAW ENFORCEMENT AGENCIES:

- McMinnville Police Department
Officer: _____
 - Detectives
 - Info Only
 - For Possible Assignment
- SRO _____
- Parking Enforcement
- Property/Evidence
- Yamhill County Sheriff's Office
Deputy: _____
- Carlton Police Department
Officer: _____
- Newberg/Dundee Police Department
Officer: _____
- Yamhill Police Department
Officer: _____
- Oregon State Police
Trooper: _____
- Federal Bureau of Investigation
- Oregon Department of Justice
- _____

OTHER AGENCIES:

- Yamhill County Community Corrections
PO: _____
- Yamhill County Juvenile Department
PO: _____
- DHS - Child Welfare Program
Case Worker: _____
- Mental Health
- Senior Services
- Department of Motor Vehicles
- Crime Victims Advocate
Office
- Juliette's House
- Parks Department
- Code Enforcement

CASE NUMBER:
22004672

ATTACHED / COMPLETED FORMS:

- Evidence Receipt
- LEDS Entry/Clearance
- Warrant Affidavit
- Citations
- _____

PHOTOS

- Uploaded to RMS
- Submitted to Evidence
- Attached to original case file (graffiti & crash photos w/no suspect info)

CONNECTING CASE NUMBERS:

Submitting Officer: C. Harrison 66592

BW 20343
BK
49270

McMinnville Police Department

Case Report

121 SW Adams St. McMinnville, OR 97128

1/7/2023 2:11:38 PM

Case Number: 22004672

Description: ANIMAL NUISANCE

Report Date/Time: 12/15/2022 2:16:00 PM

Related Cases:

Occurred Date/Time: Beg DT: 12/15/2022 14:16

End DT: 12/15/2022 15:03

Location: [REDACTED], MCMINNVILLE 97128

Grid: 21

Case Status: Administratively Closed

Case Disposition: Exceptional Clearance

Offenses:

M6.04.150 M6.04.150 DOG VIOLATION

Initial Reporting Officer: HARRISON, CALEB

Officer ID: 61592

Investigative Officer:

Officer ID:

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McMinnville Police Department

Case Report

121 SW Adams St. McMinnville, OR 97128

1/7/2023 2:11:38 PM

Case Number: 22004672

Description: ANIMAL NUISANCE

OTHERS INVOLVED

Involvement Type: SUSPECT

Name: ATWOOD, SANDRA MARIE

AKA: FRIEDRICH

DOB: [REDACTED]

Age: [REDACTED]

Race: [REDACTED]

Sex: [REDACTED]

Ethnicity: [REDACTED]

Height: [REDACTED]

Weight: [REDACTED]

Address: [REDACTED] MCMINNVILLE, OR 97128

Phone: [REDACTED]

Work Phone:

Cell Phone: [REDACTED]

Employer: [REDACTED]

Employer Phone:

Employer Address: [REDACTED] MCMINNVILLE, OR 97128-

Involvement Type: OTHER

Name: TUCKER, JEFF

DOB: [REDACTED]

Age: [REDACTED]

Race: [REDACTED]

Sex: [REDACTED]

Ethnicity: [REDACTED]

Address: [REDACTED] MCMINNVILLE, OR 97128

Work Phone:

Cell Phone: [REDACTED]

Involvement Type: OTHER

Name: BLUM, OFFICER TAYLOR

AKA:

Age:

Race: [REDACTED]

Sex: [REDACTED]

Ethnicity: [REDACTED]

Height:

Address: 121 SW ADAMS ST MCMINNVILLE, OR 97128

Phone:

Work Phone: 503-434-7307

Cell Phone:

Employer: MCMINNVILLE POLICE DEPARTMENT

Employer Phone: 503-434-7307

Employer Address: 121 SW ADAMS ST MCMINNVILLE, OR 97128-

Involvement Type: OTHER

Name: MILES, NICHOLAS SCOTT

AKA:

DOB: [REDACTED]

Age: [REDACTED]

Race: [REDACTED]

Sex: [REDACTED]

Ethnicity: [REDACTED]

Height:

Initial Reporting Officer: HARRISON, CALEB

Officer ID: 61592

Investigative Officer:

Officer ID:

Page 3

McMinnville Police Department

Case Report

121 SW Adams St. McMinnville, OR 97128

1/7/2023 2:11:38 PM

Case Number: 22004672

Description: ANIMAL NUISANCE

Address: [REDACTED] AMITY, OR 97101-

Phone: [REDACTED] Work Phone: [REDACTED] Cell Phone: [REDACTED]

Employer: CITY OF MCMINNVILLE

Employer Phone: 503-474-4152

Employer Address: 231 NE 5TH ST MCMINNVILLE , OR 97128-

Initial Reporting Officer: HARRISON, CALEB

Officer ID: 61592

Investigative Officer:

Officer ID:

Page 4

McMinnville Police Department

Case Report

121 SW Adams St. McMinnville, OR 97128

1/7/2023 2:11:38 PM

Case Number: 22004672

Description: ANIMAL NUISANCE

NARRATIVE

Initial Report by : CALEB HARRISON

OFFICERS INVOLVED:

Officer Harrison: Primary, Video #323358, 323359, 323871

Officer Blum: Cover

ACTION TAKEN:

On 12/15/2022, at approximately 1416 hours, I took a report of an animal nuisance that occurred at [REDACTED] Alder Street located in McMinnville, Yamhill County, Oregon. Merrick Worrell, who was a contractor at the above address, reported the neighbor's dogs from [REDACTED] Alder Street had gotten into the back yard and attacked the homeowners dog.

When I spoke to Merrick I learned the following: The homeowner of [REDACTED] Alder Street was Jeff Tucker, and he had to take his dog to an emergency pet center in Salem due to injuries sustained from the neighbor's dog. The neighbor had three dogs that looked to be wolves and had made claims that they were pure bred wolves. The dogs had gotten into the back yard of Jeff's residence by either jumping the fence or digging underneath it, and they began chasing Jeff's dog. One of the wolf dogs grabbed ahold of Jeff's dog and began dragging it around the outside of the house. It took the wolf dog getting hit with a stick to get it to let go of Jeff's dog.

At around 1510 hours I went and spoke with the homeowner at [REDACTED] Alder Street, Sandra Atwood. Sandra told me the dogs dug a hole into Jeff's backyard and the dogs were a Huskey Malamute mix. She heard her neighbors yelling outside and saw her dogs were out so she helped get them back to her yard. Sandra allowed me to go and see the dogs in her backyard. I noticed a multicolored dog had blood on its fur near its mouth. When I asked Sandra about it, she said it must have been when her dog attacked her neighbor's. Sandra also pointed out a hole in the backyard where her dogs have gotten out in the past. She also had a black dog and a white dog, which appeared similar to wolves, in a cage in the yard. Sandra showed me the genetic makeup of the dogs via an app called My Embark, and said the dogs had Greywolf in them. The multicolored dog was about 32 percent grey wolf, the white dog was about 63 percent Greywolf, and the black dog was about 53 percent Greywolf. Sandra also made admissions that the multicolored dog attacked the neighbor's dog, and she knew it was her responsibility to contain the dogs.

At around 1542 hours I spoke to Jeff Tucker who was at an animal clinic in Salem. Jeff said that he went outside because he heard some yelping and saw the multicolored dog had his dog by the front of the neck and the black dog had it by the leg. Jeff started hitting the multicolored dog with a stick and it let go, then he hit the black dog to get it off. The multicolored dog bit Jeff's dog again and pulled it along the fence line of the property. Jeff was able to get the two dogs away and pick up his dog. He also stated her dogs had gotten into his backyard about two days prior to this incident. Jeff told me his dog had a pneumothorax and a broken clavicle.

On 12/21/2022 at approximately 1150 hours I conducted follow up at [REDACTED] Alder Street with Nick Miles who works for McMinnville Code Enforcement. Sandra was cited for Dog Running at Large 1st Occurrence. Nick also warned Sandra that if he received more reports of the dogs getting out, she would be cited again, and he provided her with a written notice. I also followed up with Jeff at [REDACTED] Alder Street. I was able to photograph Jeff's dog and uploaded the photographs to evidence. Nick advised to report to him if the dogs got out again.

Initial Reporting Officer: HARRISON, CALEB

Officer ID: 61592

Investigative Officer:

Officer ID:

Page 5

McMinnville Police Department

Case Report

121 SW Adams St. McMinnville, OR 97128

1/7/2023 2:11:38 PM

Case Number: 22004672

Description: ANIMAL NUISANCE

Action Recommended: Sandra was issued a citation. Continue to report dogs running at large to code enforcement.

Initial Reporting Officer: HARRISON, CALEB

Officer ID: 61592

Investigative Officer:

Officer ID:

Page 6

OREGON UNIFORM CITATION AND COMPLAINT

Use for All Violations or Crimes Where Separate Complaint Will Not be Filed/ORS 153.045 or 133.069

CRIME(S) OR VIOLATION(S) Type: OTHER

STATE OF OREGON
CITY/OTHER PUBLIC BODY: MCMINNVILLE POLICE DEPT
COUNTY OF: YAMHILL
Case No.: 22004672
Court: MCMINNVILLE MUNICIPAL COURT

61592C3503 COMPLAINT/SUMMONS

DMV Use Only

61592C3503

RECORD AND: CIRCUIT COURT REGISTER JUSTICE COURT DOCKET
HANDLED BY: VIOLATIONS BUREAU COURT
BASED ON: WRITTEN SUBMISSION APPEARANCE

DEFENDANT The undersigned certifies and says that the following person:

ID Type: ODL ID No: 6901240 State: OR Ph.: 503-883-1308
Name: Last: ATWOOD First: SANDRA MI: MARIE
Address: ALDER ST
City: MCMINNVILLE State: OR Zip: 97128
Sex: Race: DOB: Hgt: Wgt: Hair:
Eyes: Lic. Exp.: 2026 Juv.: Lic. Class: c Emp. to Drive:

TIME/PLACE At the following time and place in the above-mentioned state and county:

On or About Date/Time: 12/15/2022 04:11 PM
At or Near City: ALDER ST MCMINNVILLE
NB: SB: EB: WB:
Highway: Premise Open to Public: Other:

VEHICLE Involving the following:

Year: Make: Model:
Color: Type:
Regis/Vin/ID#: State: OR
Accident: Prop. Damage: Injury: Endanger Other:
Com'l Veh: Haz Mat: Driver Not Reg. Owner:
Other: Com'l Pass:

OFFENSE(S) Did then and there commit the following offense(s):

HWY Work Zone: School Zone: VBR: Safety Corridor:
Radar: Pace: Laser: Other:
Alleged Speed: Designated Speed: Posted Limit:
Offense #: 6.04.150A

DOG RUNNING AT LARGE-1ST OCCURRENCE

Warning:
Presumptive Fine1: \$250.00
Intentional: Knowing: Reckless:
Criminal Negligence: No Culpable Mental State:

Offense #:

Warning:
Presumptive Fine2:
Intentional: Knowing: Reckless:
Criminal Negligence: No Culpable Mental State:

Offense #:

Warning:
Presumptive Fine3:
Intentional: Knowing: Reckless:
Criminal Negligence: No Culpable Mental State:

OTHER

Expl.:

SIGNATURE

I certify under ORS 153.045 and 153.990 and under other applicable law and under penalties for false swearing, do swear/affirm that I have sufficient grounds to and do believe that the above-mentioned defendant/person committed the above offense(s) and I have served the defendant/person with this complaint.

Signature of Officer: [Signature]

Officer name1: HARRISON, CALEB. Officer ID: 61592
Officer name2: Officer ID:
Agency Name: MCMINNVILLE POLICE DEPARTMENT
Issue Date: 12/21/2022

YOUR COURT APPEARANCE DATE, TIME AND LOCATION ARE

02/01/2023 01:30 PM
Location: MCMINNVILLE MUNICIPAL COURT
230 NE SECOND STREET
MCMINNVILLE OR 97128
503-434-7402

Reserved for D.A. Use

Reserved for Court Use

Table with columns: DATE, EVENT/NOTES, INITIAL. Rows include: COMPLAINT FILED, WRITTEN RESPONSE RECEIVED, ARRAIGNED, SECURITY RELEASE AT: \$, COURT/JURY TRIAL, CRIMINAL RIGHTS GIVEN, ATTORNEY: OSB#: WARRANT ORDERED ISSUED, DIVERSION AGREEMENT, CONTINUED TO REASON: ORS 135.355 CONDITIONAL PLEA

THE ATTACHED ADDITIONS TO THIS RECORD/REGISTER ARE INCORPORATED BY REFERENCE, SEE PAGE(S): 1 (BY); 2 (BY);

JUDGMENT OF THE COURT (SUBMIT ABSTRACT COPY UNDER ORS 153.11)

OFF RESPONSE/ CHANGE FINDING DETERMINATION OFFENSE TYPE CLASS

Table with columns: # PLEA PLEA FINDING DETERMINATION OFFENSE SITE TYPE CLASS. Rows 1-3 showing G NG NC FTA, G NG, C A DISM, V M A B C D OTH

DISPOSITION: 137.533 DEFERRED SENTENCE SENT IMP. SUS.

DR. PRIV. SUSP. (TIME) CONV. SPD.

JAIL:

PROBATION/OTHER:

THE ATTACHED ADDITIONS TO THIS JUDGMENT ARE INCORPORATED BY REFERENCE, SEE PAGE(S): 1 (BY); 2 (BY); 3 (BY);

MONEY JUDGMENT OFFENSE 1 OFFENSE 2 OFFENSE 3
MONEY OBLIGATION IMPOSE SUSPEND IMPOSE SUSPEND IMPOSE SUSPEND

Table with columns: FINE, COSTS, RESTITUTION, TOTAL. Rows for each category.

TOTAL AMOUNT TO PAY THAT IS NOT SUSPENDED (FROM OFFENSES 1,2 AND 3) \$

TERMS OF PAYMENT:

ALL MONEYS, INCLUDING SUSPENDED MONEYS, BECOME DUE IMMEDIATELY UNDER ORS 153.090(4) IF NONSUSPENDED MONEYS NOT PAID IN ACCORDANCE WITH TERMS OF PAYMENT.

THE ATTACHED ADDITIONS TO THIS MONEY JUDGMENT ARE INCORPORATED BY REFERENCE, SEE PAGE(S): 1 (BY); 2 (BY);

JUDGMENT CREDITOR: STATE OF OREGON OTHER





JUDGMENT DEBTOR: DEFENDANT OTHER

DATE: SIGNATURE OF: JUDGE (VIOLATIONS CLERK, WHERE ALLOWED)

McMinnville Police Department
Property Report

Case Number: 22004672

Case Officer: HARRISON, CALEB

BarCode	Item #	Item Type	Description
 183116	1	VIDEO	HARRISON'S PATROL VIDEO #323358
SUSPECT: ATWOOD, SANDRA			
 183117	2	VIDEO	HARRISON'S PATROL VIDEO #323359
SUSPECT: ATWOOD, SANDRA			
 183118	3	VIDEO	HARRISON'S PATROL VIDEO #323871
SUSPECT: ATWOOD, SANDRA			
 183119	4	PHOTO	PHOTOGRAPHS OF SANDRA'S AND JEFF'S DOGS.
SUSPECT: ATWOOD, SANDRA			

√

From: [Chris Chenoweth](#)
To: [Claudia Cisneros](#)
Subject: Fw: Wolf dogs #1
Date: Tuesday, March 11, 2025 4:39:24 PM
Attachments: [Outlook-qq3lmebz.png](#)

#1 Will you please forward this to all members of the Council and add to the packet?

Chris Chenoweth

McMinnville City Councilor, Ward 1

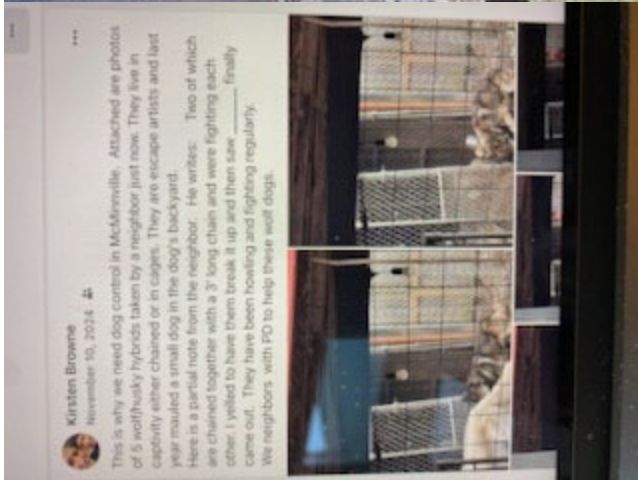


From: Kirsten Browne [REDACTED] >
Sent: Tuesday, March 11, 2025 9:21 AM
To: Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>
Subject: Wolf dogs #1

This message originated outside of the City of McMinnville.

Photos of the 2 wolf dogs taken after they were returned to Sandra-on a 3ft stake my Plus a November post. Sanda sent me ranting DMs until 9:30 pm. I have her responses but didn't engage.





Phit

From: [Chris Chenoweth](#)
To: [Claudia Cisneros](#)
Subject: Fw: Wolfdogs #2 Evidence of breeding and a recent response from the owner
Date: Tuesday, March 11, 2025 4:39:07 PM
Attachments: [Outlook-salgrxhl.png](#)

#2 Will you please forward this to all members of the Council and add to the packet?

Chris Chenoweth

McMinnville City Councilor, Ward 1



From: Kirsten Browne [REDACTED]
Sent: Tuesday, March 11, 2025 9:31 AM
To: Chris Chenoweth <Chris.Chenoweth@mcminnvilleoregon.gov>
Subject: Wolfdogs #2 Evidence of breeding and a recent response from the owner

This message originated outside of the City of McMinnville.

Hi Chris, In Sandra's dms to me she stated that she is NOT a breeder and then added she had an accidental litter last January. Based on a Facebook photo I think she may have another litter right now but cannot see from my vantage point.



From: [William Sykes](#)
To: [City Recorder Team](#)
Subject: Sykes Comments Tonight 3/11/25
Date: Tuesday, March 11, 2025 4:29:45 PM
Attachments: [We sent you safe versions of your files.msg](#)
[Audio Camera Deployment Proof of Concept - McMinnville.pdf](#)
[8.10.260.pdf](#)
[Proposal Stop the Noise - McMinnville.pdf](#)

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

This message originated outside of the City of McMinnville.

Hi Claudia! Hope you are well. I will bring the printed version but thought you would have a jump start printing :)

Thanks

-Will Sykes

Proof of Concept for Audio Camera Deployment

Audio Camera Vendor: Not-A-Loud-LLC

September 10, 2024

1. Objective:

- Evaluate the effectiveness of audio cameras in enhancing public safety and environmental monitoring within a defined area of McMinnville.

2. Device Description:

- The audio camera integrates:
 - High-quality video recording capabilities.
 - Multiple microphones for capturing audio from various directions.
 - Advanced audio processing algorithms for noise reduction and sound classification.
 - Secure data storage and transmission protocols.
 - *Integration capabilities with existing surveillance systems (if applicable).*

3. Test Location:

- A carefully selected public area (TBD) known for experiencing noise complaints, vandalism, or other safety concerns.
 - Test locations in McMinnville TBD.

4. Duration:

- The Proof of Concept will run for a period of 2-6 months to capture a variety of events and scenarios, including different times of day and days of the week.

5. Evaluation Metrics:

- Effectiveness of audio data in supporting law enforcement investigations (if applicable).
- Accuracy of audio classification algorithms in identifying specific sounds (e.g., gunshots, breaking glass, shouting).
- Operational and maintenance costs associated with the audio camera system.
- Ease of use.
- (Future) Reduction in reported noise complaints or incidents of vandalism/crime in the test area.
- (Future) Public perception of safety and privacy in the test area.

6. Data Collection and Analysis:

- Audio and video data will be collected and stored in compliance with privacy regulations.
- Access to the data will be restricted to authorized personnel.
- The City of McMinnville, in partnership with law enforcement and/or [Not-A-Loud LLC](#), will analyze the data to assess the impact of the audio cameras on public safety and other metrics.

7. Success Criteria:

- Effectiveness of audio data in supporting law enforcement investigations.
- Security of data.
- Ease of Use.
- Positive feedback from law enforcement and/or the public regarding the audio camera's contribution to noise enforcement..
- *(Future) Demonstration of the audio camera's potential to improve situational awareness and response times.*
- *(Future) Measurable reduction in noise complaints or incidents in the test area.*
- *(Future) Acceptable level of public acceptance and minimal privacy concerns.*

8. Next Steps:

- If successful, the City of McMinnville will consider expanding the deployment of audio cameras to other areas based on need and budget.
- The Proof of Concept results will inform the development of policies and procedures for the use of audio cameras, including data retention and access protocols.

Important Considerations:

- Data privacy and security measures must be robust and strictly enforced.
- Collaboration with law enforcement and legal counsel is crucial to ensure compliance with all applicable laws and regulations.

William Sykes

From

<https://mcminnville.municipal.codes/MMC/8.10.260>

Section D

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;

Proposal: Stop the Noise - McMinnville

Date: March 11, 2025

(Originally proposed on June 14, 2024, and again on September 10, 2024)

Introduction

- **Problem Statement:**
 - Loud cars and motorcycles are racing around town at all hours, using modified and illegal exhaust. These vehicles may be in violation of multiple laws and or ordinances.
- **Goal:**
 - Identify the laws/ordinances being broken and enforce them. If no laws apply, then work towards writing laws / ordinances.

City Leadership & Collaboration

- **City Council Champion:** Identify a specific council member to lead the effort.
- **Committee Formation:** If necessary, establish a dedicated committee with stakeholders.
- **Law Enforcement Liaison:** Establish a point of contact within law enforcement to address:
 - **Legal Assessment:** Identification of relevant laws and ordinances.
 - **Enforcement Gaps:** Reasons for lack of enforcement (resource limitations, technology, etc.).
 - **Enforcement Solutions:** Potential strategies (increased patrols, technology upgrades, etc.).
 - **Reporting Mechanism:** Establish the best way for citizens to report noise violations.

Action Plan

- **Plan Development:**
 - If applicable, Create a committee
 - Create a plan with committee
 - Follow up with the people of McMinnville
 - What specific laws, if any, are being broken?
 - If laws are being broken, then why are they not enforced?
 - If being broken, then what will it take to enforce the laws?
 - More Technology
 - More Police Officers
 - What is the best way to inform Law Enforcement when violations are occurring?

- Build a plan with all parties including the public where the goals are measurable and achievable in a timely manner.
- **Plan Publication:** Make the plan accessible to the public (website, community meetings).

Community Engagement

- **Public Communication:** Keep residents informed of progress and solicit their feedback.

Measurable Outcomes

- **Define Success:** Establish specific, quantifiable metrics to evaluate the plan's effectiveness (e.g., reduction in noise complaints, decibel level measurements).

Next Steps & Timeline

- **Immediate Actions:** Outline the first concrete steps to be taken.
- **Timeline:** Provide a realistic timeline for key milestones in the action plan.

Contact Information

- **City Council Champion (Name & Contact):**
- **Law Enforcement Liaison (Name & Contact):**

Additional Notes:

- **Call to Action:** Please help make McMinnville quiet again.

William Sykes

Visit McMinnville

To the Mayor, City Council and City Manager:

2024 was a year of significant change for Visit McMinnville, following the departure of our founding CEO and a subsequent national search that resulted in my hiring in October. The interim period was overseen by the board and interim CEO, Courtney Cunningham. However, ambitious budgeting and programming had created a significant deficit.

To address this, we made difficult cuts, including ceasing our print magazine, pausing our PR contract, and eliminating a staff position. We also made easier changes like eliminating duplicated services and extraneous subscriptions. We freed up resources to attract visitors through targeted digital marketing, primarily in the Portland area, and aim to resolve the outstanding debt by the end of March.

The April 2024 business plan focused on development, which we are still pursuing, but with challenges. We have limited control over some projects, like restoring river access and developing bike trails. While Visit McMinnville has been forward-thinking in participating in development, we are able to have more measurable success by renewing our focus on marketing for the remainder of this fiscal year and as we develop our budget for the next fiscal year. Lisa Macy-Baker will continue to work on development projects to improve McMinnville for both visitors and residents.

We're advertising primarily in Portland, but also in San Francisco and Seattle. The recent announcement of two McMinnville chefs as James Beard semifinalists has provided an opportunity to promote our restaurants. We're working with Travel Oregon to bring journalists to McMinnville and have reached over 10,000 potential visitors with e-newsletters and over 50,000 with search engine ads. We're also working on a group sales initiative to bring more events and weddings, along with the room nights that come with them, to McMinnville.

Going into the 2025/2026 fiscal year, our biggest task will be the revamping of our current website, focusing on conversions - when someone sees our advertising or is searching for information and ends up in our digital world, we should be able to measure their response to the information we provide - whether that's requesting more information or, ideally, booking a stay. We will also continue to refine our brand and messaging, making sure the right potential visitor is hearing our message at the right time.

Our engagement with the larger McMinnville community is also a current focus and will continue to be part of our mission going forward. We were proud to play a significant role in the Merry McMinnville campaign and are proactively engaging with the McMinnville Downtown Association, the Greater McMinnville Chamber of Commerce and other community leaders on how we can make our city better. I thoroughly believe that a great place to live is a

great place to visit, and vice versa. Our efforts to draw visitors can not be at the expense of our citizens, but rather mutually beneficial.

I believe that our primary responsibility as an organization is one of transparency, ensuring that stakeholders in our mission, whether the city council, our board or the community, are aware of what we're doing and the resources we're using to do it. We are actively working on making our work more data-driven and results oriented and you will see that approach reflected in future reports. Our mission is to turn our budget into larger multipliers for the McMinnville economy, but that also requires more than just allegorical success.

I am thankful for the meetings I have already had with council members and look forward to more to come. The opportunity to represent this community in this role is humbling and one I'm incredibly thankful for. I can say, with certainty, from my own experience that the only obstacle in falling for McMinnville is actually being here to have the opportunity. We will continue to tell the inspiring stories of the people and places that make this city so special.

Please let me know if you have any questions or concerns as we continue to work together for a better, more prosperous McMinnville.

A handwritten signature in black ink, appearing to read 'Dan Gibson', with a stylized flourish at the end.

Dan Gibson
CEO, Visit McMinnville
dan@visitmcminnville.com
(503) 583-1570

Visit McMinnville July 24 - Jan 25 P & L

Jul '24 - Jan 25

Ordinary Income/Expense

Income

City Funding

City Funding \$820,172.97

Total City Funding \$820,172.97

Total Income \$820,172.97

Expense

Destination Development Expense

Crush \$31,213.61

Special Projects \$28,260.96

Research \$13,850.00

Destination Development Expense - Other \$1,149.57

Total Destination Development Expense \$74,474.14

Overhead Expenses

Non-Capital IT \$2,696.53

Network & Telco \$4,179.59

Interest Expense \$5,809.10

Professional Fees \$83,943.80

Education & Training \$1,027.53

Insurance \$1,901.00

Office Supplies \$1,835.69

Building Lease \$36,028.35

Utilities \$2,281.15

Equip Lease & Maint \$1,226.03

Bank Fees \$3,163.43

Dues and Subscriptions \$8,215.48

Total Overhead Expenses \$152,307.68

Marketing Expenses

Advertising

Outdoor \$16,420.00

Print \$11,524.75

Digital \$17,982.85

Advertising - Other \$239.41

Total Advertising \$46,167.01

Travel & Meals

Travel \$4,545.53

Meals & Entertainment \$66.00

Travel & Meals - Other \$2,996.08

Total Travel & Meals \$7,607.61

Trade Shows \$193.92

Production \$7,173.92

Online Marketing \$14,085.99

Event Marketing \$1,847.38

Special Projects \$3,527.24

Collateral \$8,888.02

Postage \$23.80

Media Relations \$47,442.71

Research \$137.92

Website Development & Maint \$5,501.85

Total Marketing Expenses \$142,597.37

Personnel Expenses

Retirement Contribut.-Employer \$5,118.12

Personnel Expenses - Other \$22.50

Employee Benefits \$16,111.78

Payroll Taxes \$18,174.10

Base Wages \$209,483.10

Worker Comp Premium \$265.01

Personnel Expenses - Other \$1,469.00

Total Personnel Expenses \$250,643.61

Total Expense \$620,022.80

Net Ordinary Income \$200,150.17

Net Income \$200,150.17

Visit McMinnville Profit & Loss	<u>45658</u>
Ordinary Income/Expense	
Expense	
Destination Development Expense	
Crush	-\$2,800.00
Research	<u>\$3,300.00</u>
Total Destination Development Expense	\$500.00
Overhead Expenses	
Non-Capital IT	\$638.53
Network & Telco	\$561.99
Interest Expense	\$818.89
Professional Fees	\$1,222.59
Office Supplies	\$248.51
Building Lease	\$5,256.25
Utilities	\$399.82
Equip Lease & Maint	\$110.36
Bank Fees	\$214.47
Dues and Subscriptions	<u>\$3,835.58</u>
Total Overhead Expenses	\$13,306.99
Marketing Expenses	
Advertising	
Print	\$35.00
Digital	\$7,347.03
Advertising - Other	<u>\$161.90</u>
Total Advertising	\$7,543.93
Travel & Meals	
Travel	\$74.47
Travel & Meals - Other	<u>\$655.50</u>
Total Travel & Meals	\$729.97
Trade Shows	\$11.00
Production	\$381.02
Event Marketing	\$29.95
Special Projects	\$250.00
Collateral	\$3,961.15
Postage	\$23.80
Media Relations	\$9,875.76
Website Development & Maint	<u>-\$1,410.61</u>
Total Marketing Expenses	\$21,395.97
Personnel Expenses	
Retirement Contribut.-Employer	\$731.16
Personnel Expenses - Other	\$22.50
Employee Benefits	\$2,484.69
Payroll Taxes	\$3,480.52
Base Wages	\$35,821.47
Personnel Expenses - Other	<u>\$224.00</u>
Total Personnel Expenses	<u>\$42,764.34</u>
Total Expense	<u>\$77,967.30</u>
Net Ordinary Income	-\$77,967.30
Net Income	<u><u>-\$77,967.30</u></u>

ASSETS**Current Assets****Checking/Savings**

Key Bank \$282,894.04

First Federal - Checking \$105,044.25

Total Checking/Savings \$387,938.29

Other Current Assets

Tenant Improvements \$36,589.34

Accrued Revenue \$412,230.58

Marketing Materials \$2,992.38

Prepaid Expenses -\$3,429.50Total Other Current Assets \$448,382.80

Total Current Assets \$836,321.09

Fixed Assets

Fixed Assets \$28,345.26

Accumulated Depreciation -\$17,118.90

Total Fixed Assets \$11,226.36

Other Assets

Right of use operating lease \$251,045.12

Refundable Deposits \$300.00Total Other Assets \$251,345.12**TOTAL ASSETS** \$1,098,892.57**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**Accounts Payable \$17,858.61

Total Accounts Payable \$17,858.61

Credit CardsCredit Card - First Federal \$5,504.60

Total Credit Cards \$5,504.60

Other Current Liabilities

Key Bank Line of Credit \$110,000.00

Accrued Payroll -\$3,641.28Total Other Current Liabilities \$106,358.72

Total Current Liabilities \$129,721.93

Long Term LiabilitiesOperating Lease Liability \$251,045.12Total Long Term Liabilities \$251,045.12

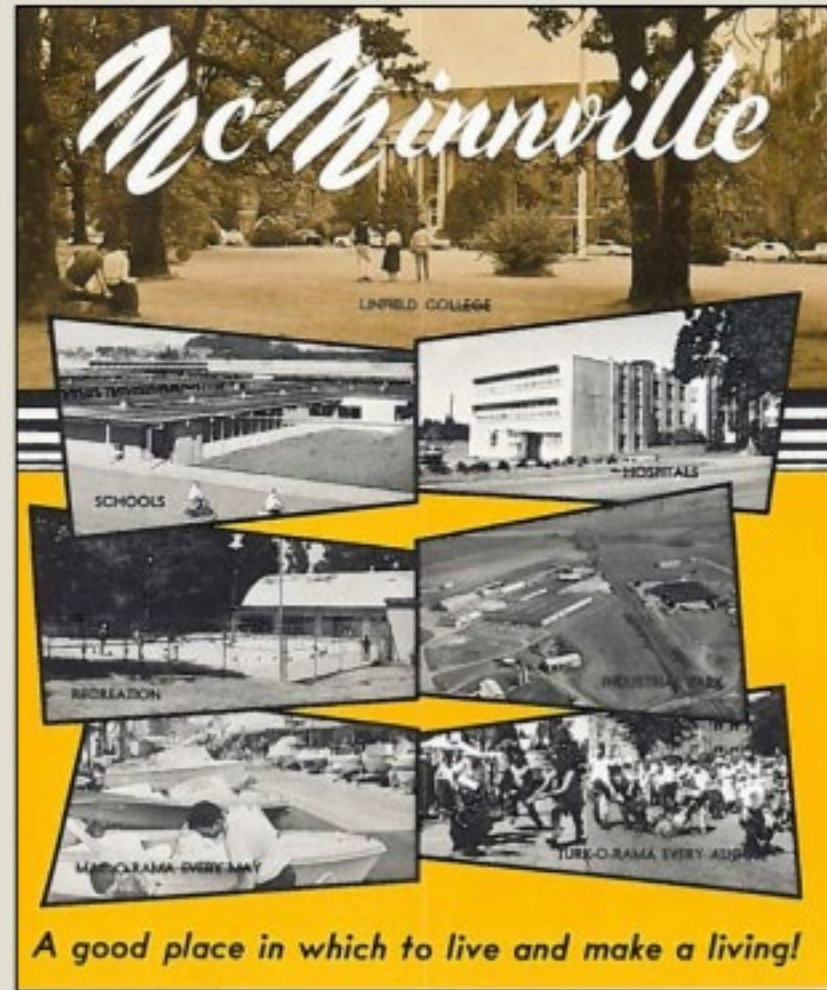
Total Liabilities \$380,767.05

Equity

Retained Earnings \$517,975.35

Net Income \$200,150.17Total Equity \$718,125.52**TOTAL LIABILITIES & EQUITY** \$1,098,892.57

Visit McMinnville



MONTHLY RESEARCH REPORT

TRAVEL OREGON MONTHLY LODGING STATISTICS

CALENDAR YEAR 2024 (JANUARY – DECEMBER)

UNITED STATES

- Occ: 63.0% (+0.0% YOY)
- ADR: \$159 (+1.7% YOY)

OREGON STATEWIDE

- Occ: 60.7% (+1.6% YOY)
- ADR: \$141 (+0.3% YOY)



Source: STR & Travel Oregon

MCMINNVILLE HOTEL REVENUE PER AVAILABLE ROOM BY MONTH

Revenue Per Available Room (\$)



2022 RevPAR = \$98.00 2023 RevPAR = \$97.36 2024 RevPAR = \$94.07

Source: STR



MCMINNVILLE AIRDNA SHORT TERM RENTAL DATA – REVENUE PER AVAILABLE ROOM (\$)



Source: AirDNA



SO FAR:

- Feature interview in News Register
- Appointed to MURAC (and was added to many economic development committees)
- Regular meetings with Chamber, MEDC, MDA
- Met with representatives of Willamette Valley Visitors Association, Travel Oregon, Oregon Restaurant and Lodging Association, Oregon Destination Association, other Yamhill County tourism interests, several local politicians.
- Attended numerous local events, now own a Linfield beanie
- 2 for 4 winning trivia at Mac Market

FUN WITH BUDGETS

We have spent a significant amount of time working on managing the budget, eliminating existing debt:

Cuts made, a partial list:

Ended outdoor advertising contract (\$4000/month)

Ceased publication of CRUSH (\$7000/month)

Closed Survey Monkey, Grammarly, ChatGPT, Amazon Prime accounts

A bunch of other monthly subscriptions getting charged to credit cards

Established new credit card policies

ORG CHART

Our staff going into the new fiscal year:

- Dan Gibson, CEO
 - Lee McCollins, Director, Marketing and Communications
 - James Howe, Content Coordinator and Community Liaison
 - Ashley Solis, Social Media Coordinator
- Lisa Macy-Baker, Destination Development Manager

WHAT WE'RE DOING THE REST OF THE FISCAL YEAR

PR EFFORTS: As well as sending out press releases for McMinnville events, we're currently working with Travel Oregon to leverage our local James Beard Award semifinalists.

LIMITED PRINT ADVERTISING: We purchased a full page print ad in the Travel Portland Visitor Guide for 2025/2026 and negotiated an additional "free" ad in the travel issue of Seattle Met.

TARGETED DIGITAL ADVERTISING: Focused social media and Google advertising to Portland, Seattle and Bay Area markets focused on building our newsletter and Instagram audiences.

GROUP SALES INITIATIVES: We are working on a marketing strategy to lure events to McMinnville that make sense for our market/assets, as well as working to increase the number of "destination" weddings coming to McMinnville.

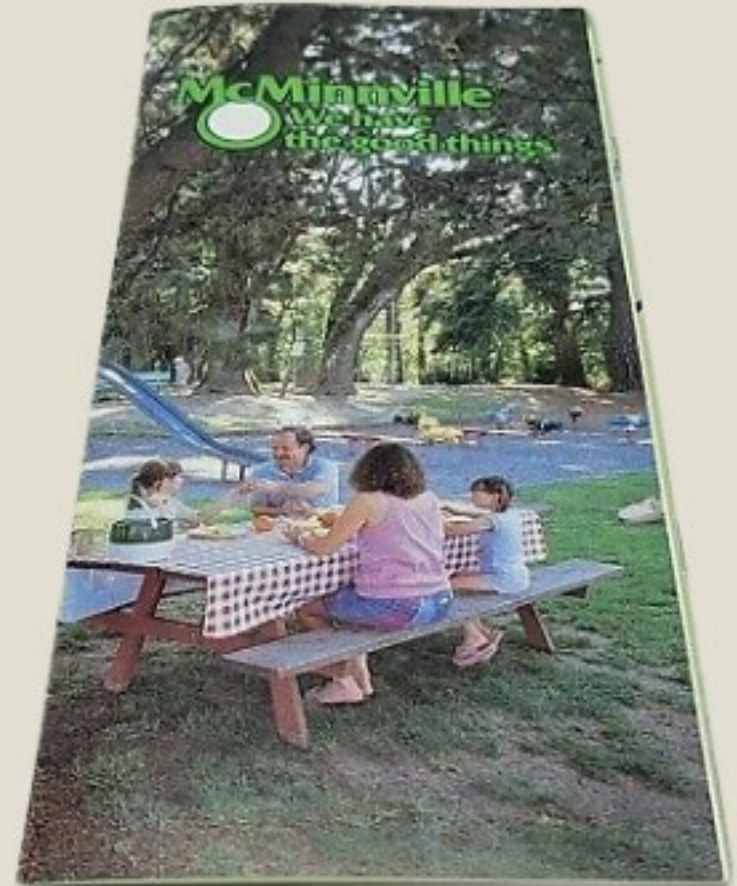


2025/2026 VISION: TRANSFORMING OUR DIGITAL PRESENCE

FULL WEBSITE REVAMP: A user-friendly, visually appealing redesign that is also optimized for conversions, making it easy for visitors to find information, book accommodations, and plan their trips, while also ensuring that we can track who is coming to our website and provide them the information they need.

DATA-DRIVEN APPROACH TO MEASURING EFFECTIVENESS: Tracking website traffic, user behavior, and conversion rates allowing us to measure the effectiveness of our marketing campaigns and make data-driven decisions.

REFINED BRAND AND MESSAGING: Targeting the right audience at the right time.



2025/2026 VISION: STRENGTHENING COMMUNITY PARTNERSHIPS

MARKETING ASSISTANCE/DIRECTION FOR LOCAL CAMPAIGNS - VM as a resource hub for local businesses and organizations seeking to enhance their marketing efforts. We will offer workshops and training sessions on digital marketing best practices, social media strategies, and content creation.

A GREAT PLACE TO LIVE IS A GREAT PLACE TO VISIT (and the reverse) -supporting initiatives that improve public spaces, enhance recreational opportunities, and promote cultural events.

CONTINUED BRAINSTORMING AND COLLABORATION WITH OUR ECONOMIC DEVELOPMENT COLLEAGUES - jointly identify and pursue opportunities for economic growth, such as attracting new businesses and industries that complement our tourism offerings.

WORK WITH LOCAL EDUCATION PARTNERS IN WORKFORCE DEVELOPMENT -partner with local schools, colleges, and vocational training programs to develop workforce development initiatives that support the tourism and hospitality industry.



M C M I N N V I L L E

Art Alley

Thank you.

Dan Gibson

CEO

Visit McMinnville

dan@visitmcminnville.com

(503) 583-1570

Visit McMinnville



We are Proud to be YOUR Community College

\$8.50 Return
(Oregon average is \$5.20)

**Largest Hispanic-Serving
Institution**

**Nationally Recognized Leader
in Education**

Chemeketa Scholars program

**Only CC in the nation that publishes
low-cost textbooks written by faculty,
saving students over \$6M to date.**

**Bachelor's Degrees:
Leadership and Management, BSN**





2008 Bond Levy - \$92M

- Brooks Center (2011)
- Salem Campus, Bldg. 8 (2011)
- Salem Campus, Bldg. 20 (2015)
- Salem Campus, Bldg. 21 (2015)
- Yamhill Valley Campus (2011)

Drivers and Prep for 2025 Bond Measure

- 17 external community conversations
- Comprehensive facilities study
- Internal Chemeketa conversations



- Mid-Valley employer workforce study
- Community polling
- Lessons learned from 2024 effort

Updated on 03.12.2025

2025 General Obligation Bond Measure



2008 Bonds

- Amount: \$92 million
- Ends 2026
- **Average Tax Rate: \$0.27 per \$1,000**

2025 Bonds

- Amount: \$140 million
- Term: 15-20 years
- **Projected Tax Rate: \$0.27 per \$1,000**

Cutting Edge

Career and Technical Training

Increase capacity in career and technical education (CTE), specifically in healthcare, the trades, and emergency services programming.

- New Trades Center on Salem Campus
- Double capacity for paramedic programming



Improved Teaching & Learning Spaces

Renovate educational spaces across the College District for both CTE and Lower Division Transfer Programs.

- Modernize Technology
- Meet ADA and other compliance standards



Updated on 03.12.2025



Amended 03.12.2025
.62 of 96

Health and Disaster Preparedness

Renovate Building 7 on the Salem Campus to support health and physical education programming, and to function as a community disaster resource site.



Leverage an \$8M State grant (Article XI-G Bond)

Updated on 03.12.2025

Safety & Security on Campus

Enhance district-wide safety and security to:

- Parking lots, lighting
- Security cameras
- Elevators
- HVAC systems



Updated on 03.12.2025

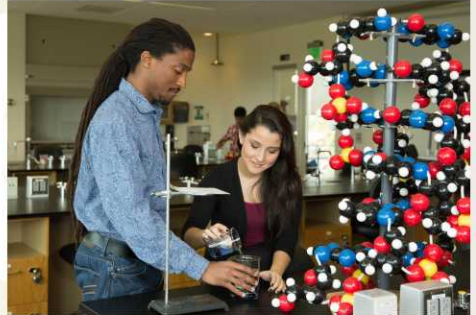


Updated on 03.12.2025
64 of 96



Improved Science Opportunities

Create a Science lab at the Woodburn Center to facilitate the completion of the Associate of Arts Oregon Transfer (AAOT) program by local students.



Updated on 03.12.2025



Renovate, improve,
and extend useful
life of student
learning and support
spaces across the
college district.

Supportive Environments for



Updated on 03.12.2025



Amended 03.12.2025



Updated on 03.12.2025

- **Renewal bond**
- **Building our future workforce**

Thank you!

jessica.howard@chemeketa.edu



STAFF REPORT

DATE: February 27, 2025
TO: Mayor and City Councilors
FROM: Katie Henry, Finance Director
SUBJECT: FY2024-25 Budget Amendment Resolution

Report in Brief: In preparing for the FY2025-26 budget, staff has 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 attached report for consideration to be adopted into the City's budget for FY2024-25.

Discussion of Budget Amendment

- 1) Addition of 2 FTEs (Full time equivalents) in Engineering and associated funding
 - a. Utilities Program Manager. This new position will ensure Engineering is staffed appropriately to help bring from below base level to a base level of service. Currently Engineering does not have enough staff to keep up with the project management needs for Wastewater projects. Adding a Utilities Program Manager will increase Engineering staff capacity to provide better level of service with regards to reducing the backlog of capital projects. Duties of this position will include contributing to the active management of the City's wastewater and stormwater systems by providing project management which is a high priority core service for Engineering. This position is fully funded by the Wastewater fund.
 - b. Development Program Manager. This new position will ensure Engineering is staffed appropriately to help bring from below base level to a base level of service. Currently development review is taking up about 50% of the City Engineer's time and about another 1.5FTE of other Engineering staff for reviews and permitting. Adding a Development Program Manager will alleviate some of that workload and in-turn free up other Engineering staff to provide better level of service with regards to reducing the backlog of capital projects. Duties of this position will include contributing to the active management of the City's transportation, wastewater, and stormwater systems by providing review services for private development which is a high priority core service for Engineering. This position is funded by the new engineering fees established via resolution 2024-39.

- 2) Unanticipated grant revenues and associated expenditures
 - a. Receipt and expenditure of a Cybersecurity grant for \$77,036 from Oregon Department of Emergency Management in the Information Services Fund.
 - b. An additional \$100,000 is to be received from Business Oregon for the Innovation Campus project. This impacts the general fund budget in the Economic Development department.

- 3) Adjustments between original and revised projections for projects to be covered with ARPA funds
 - a. Beginning designated fund balance related to ARPA funds is higher than was originally budgeted due to certain projects being rolled over from FY24 to FY25. \$480,149 is proposed to be appropriated for expenditure in FY25 in the general fund.
 - b. Appropriations also include transfers of ARPA funding to other funds for continuing projects including Special Assessments, Affordable Housing, Wastewater, and Information Systems. The impact to the Affordable Housing fund exceeds 10% of fund appropriations and requires a budget hearing.

The table below summarizes the FY25 changes to ARPA projects. A separate resolution is being presented with adjustments to project budgets as a whole.

ARPA rollover funds	\$ 480,149
DEI	46,106
Crisis Outreach Services	15,000
Mobile Rec Station	28,033
Tech projects funding repurposed	(55,000)
Recreation Center planning	20,000
Navigation Center	325,754
Stormwater Capacity Projects	(135,000)
Third St. Improvements	<u>235,256</u>
New expenses	\$ 480,149

- 4) Police department savings and purchases
 - a. The police department had over \$265,000 in vacancy and other savings
 - b. One vehicle was damaged beyond repair and had to be replaced. There were funds received from the insurance, but the deductible remained to be covered by the City (a difference of about \$48,500)
 - c. Due to aging of the fleet, there were 3 other vehicles that needed replacement that were not in the original budget, adding up to about \$168,000.
 - d. To remain in compliance with Criminal Justice Information Services (CJIS), there is a need for additional Tough Books and software for officers. We are asking for \$77,000 additional funds to meet these requirements.

The table below summarizes the Police portion of the requested amendment:

Beginning Fund Balance	\$ 26,825
Insurance reimbursement	14,000
Vacancy savings	231,468
Services savings	<u>35,000</u>
Source of funding	\$ 307,293
Vehicle replacements	\$ 230,293
Tough Books	<u>77,000</u>
New expenses	\$ 307,293

- 5) Unanticipated purchase of property
 - a. The \$10,000 payment on the Miller property was not included in the original budget for FY25. This amendment includes the use of beginning fund balance to increase appropriations for that expenditure.

- 6) Only the amounts of beginning fund balance that are being appropriated to use in FY25 have been included in the proposed budget amendment. Actual Beginning Fund balance amounts are provided here for your information:

	Fund	FY25 Budget	Actual	Actual - Budget
01	General Fund	4,583,570	5,579,761	996,191
	General Fund Grants	109,540	191,541	82,001
	General Fund Committed	4,159,008	4,653,705	494,697
05	Special Assessment	152,934	150,926	(2,008)
07	Transient Lodging Tax	-	-	-
08	Affordable Housing	764,051	908,561	144,510
10	Telecommunications	2,105	2,123	18
15	Emergency communications	145,633	170,007	24,374
20	Street	2,253,798	2,413,870	160,072
25	Airport Maintenance	915,142	1,098,360	183,218
45	Transportation	430,318	456,683	26,365
50	Park Development	2,613,409	2,964,511	351,102
58	Urban Renewal	-	-	-
59	Urban Renewal Debt Service	1,258,026	1,321,726	63,700
60	Debt Service	304,575	301,476	(3,099)
70	Building	2,033,846	2,286,605	252,759
75	Wastewater Services	2,570,771	3,114,543	543,772
77	Wastewater Capital	38,437,228	37,099,426	(1,337,802)
80	Information Systems and Services	192,789	200,245	7,456
85	Insurance Services	467,698	548,125	80,427

The proposed budget adjustment by account is found in Appendix A. The proposed adjustment at the appropriation level is in Exhibit A to the Resolution.

Fiscal Impact:

This action increases appropriations in the General Fund by \$717,464, in the Grants and Special Assessments Fund by 15,000, in the Affordable Housing Fund by \$325,754, and in the Information Systems Fund by 99,036. It reduces the appropriations in the Wastewater Services Fund by \$114,255. It does not impact budgeted ending fund balance in any of these funds.

Council Options:

1. Adopt the FY2024-25 budget amendment as presented. This is staff's recommendation.
2. Do not adopt the proposed FY2024-25 budget amendment. This would require immediate action to halt operations on several projects already in motion as the majority of the adjustments are related to carryover projects and emergency purchases.

Documents:

1. Appendix A
2. Resolution 2025-07 FY2024-25 Budget Amendment 1
 - a. Exhibit A -Additional appropriations for fiscal year 2024-25

NOTICE OF SUPPLEMENTAL BUDGET HEARING

• Use for supplemental budget proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for the City of McMinnville for the current fiscal year will be held at the Kent L Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Oregon. The hearing will take place on Tuesday, March 11, 2025 at 7:00pm. The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after Wednesday, March 5, 2025 online at mcminnvilleoregon.gov/finance.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: Affordable Housing Fund _____

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 Transfers In	\$ 325,754	1 Affordable Housing Program	\$ 2,100,741
2 All other unchanged	\$ 1,799,973	2 All other unchanged	\$ 24,986
3		3	
Revised Total Fund Resources	\$ 2,125,727	Revised Total Fund Requirements	\$ 2,125,727

Explanation of change(s):

The Navigation Center has taken longer to complete than originally estimated. This supplemental budget is to create budget authority in the current fiscal year to complete the work originally budgeted in fiscal year 2024.

FUND: _____

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1		1	
2		2	
3		3	
Revised Total Fund Resources		Revised Total Fund Requirements	

Explanation of change(s):

Appendix A

	Account Description	DR	CR
1) Engineering Program managers			
01-05.5320	Engineering Fees		45,000
01-99.6900-75	Transfers In Wastewater Services		20,745
01-99.6900-77	Transfers In Wastewater Capital		20,745
01-05.7000-05	Salaries & Wages Regular Full Time	58,703	
01-05.7300-05	Fringe Benefits FICA - Social Security	3,627	
01-05.7300-15	Fringe Benefits PERS - OPSRP - IAP	15,338	
01-05.7300-20	Fringe Benefits Medical Insurance	3,802	
01-05.7300-22	Fringe Benefits VEBA Plan	5,020	
	Total General Fund	86,490	86,490
75-99.9700-01	Transfers Out General Fund	20,745	
75.4090	Beginning Fund Balance		20,745
	Total Wastewater Operations	20,745	20,745
77.9700-01	Transfers Out General Fund	20,745	
77.9800	Contingencies		20,745
	Total Wastewater Capital	20,745	20,745
2) New grant funding			
80.4594-05	OR Dept of Emer Mgmt-Cybersecurity Grant		77,036
80.8730-25	Equipment - Computers Grants	77,036	
	Total Information Systems	77,036	77,036
01-07-035.4771	Business Oregon (State)		100,000
01-07-035.7750-04	Professional Services Grants	100,000	
	Total General Fund	100,000	100,000

3) ARPA projects

01.4001-90	Designated Begin FB-General Fd Committed		480,149
01-01-011.7750-04	Professional Services Grants	46,106	
01-05.8930-80	Urban Renewal Projects 3rd Street Improv	235,256	
01-17-001.7750-04	Professional Services Grants	20,000	
01-17-001.8850-15	Vehicles Grants	28,033	
01-99.9700-08	Transfers Out Affordable Housing	325,754	
01-99.9700-05	Transfers Out Special Assessments	15,000	
01-99.9700-75	Transfers Out Wastewater Services		135,000
01-99.9700-80	Transfers Out Information Systems		55,000
	Total General Fund	670,149	670,149
05.6900-01	Transfers In General Fund		15,000
05.7750	Professional Services	15,000	
	Total Special Assessment	15,000	15,000
08-26.8800	Building Improvements	325,754	
08-26.6900-01	Transfers In General Fund		325,754
	Total Affordable Housing*	325,754	325,754
75-99.6900-01	Transfers In General Fund	135,000	
75-78-325.7750-43	Professional Services Stormwater		135,000
	Total Wastewater Operations	135,000	135,000
80.6900-01	Transfers In General Fund	55,000	
80.7794-97	Software Maintenance & Rental Contracts ARPA		55,000
	Total Information Systems	55,000	55,000

**The amendment for Affordable Housing is the only one that requires a budget hearing.*

4) Police

01.4090	Beginning Fund Balance		26,825
01-11-040-501.7000	Salaries & Wages	16,800	-
01-11-040-501.7300	Fringe Benefits	9,600	-
01-11-040-501.7750	Professional Services	10,000	
01-11-040-589.7840-20	M & S Computer Charges Police	77,000	-
01-11-046-568.8850	Vehicles	84,000	-
01-11-040-501.7000-05	Salaries & Wages Regular Full Time	56,804	-
01-11-040-501.7000-10	Salaries & Wages Regular Part Time		29,468
01-11-040-501.7300-20	Fringe Benefits Medical Insurance	43,670	-
01-11-040-501.7750-04	Professional Services Grants		25,000
01-11-043-553.7000-05	Salaries & Wages Regular Full Time	-	44,696
01-11-043-553.7300-20	Fringe Benefits Medical Insurance	66,945	-
01-11-043-553.8850	Vehicles	146,293	
01-11-046-501.7000-20	Salaries & Wages Overtime	20,000	-
01-11-046-501.7300-15	Fringe Benefits PERS - OPSRP - IAP	5,000	-
01-11-046-550.7000-10	Salaries & Wages Regular Part Time	-	48,225
01-11-046-550.7300-15	Fringe Benefits PERS - OPSRP - IAP	-	10,693
01-11-046-568.7000-05	Salaries & Wages Regular Full Time	-	100,000
01-11-046-568.7000-05	Salaries & Wages Regular Full Time	-	65,000
01-11-046-568.7000-20	Salaries & Wages Overtime	50,000	-
01-11-046-568.7000-15	Salaries & Wages Temporary	17,295	
01-11-046-568.7300-15	Fringe Benefits PERS - OPSRP - IAP	-	22,000
01-11-046-568.7300-20	Fringe Benefits Medical Insurance	-	40,000
01-11-046-559.7750	Professional Services		20,000
01-11-046-574.7000-05	Salaries & Wages Regular Full Time	-	84,000
01-11-046-574.7300-15	Fringe Benefits PERS - OPSRP - IAP	-	33,000
01-11-046-583.7000-10	Salaries & Wages Regular Part Time		20,500
01-11-046-574.7300-20	Fringe Benefits Medical Insurance	-	20,000
01-99.6600	Other Income		14,000
	Total General Fund	603,407	603,407
80.6000-01	Charges for Equipment & Services General Fund		77,000
80.7840-20	M & S Computer Charges Police	77,000	
	Total Information Systems	77,000	77,000

5) Miller Property

01.4090	Beginning Fund Balance		10,000
01-17-001.8900	Land Acquisition	10,000	
	Total General Fund	10,000	10,000

RESOLUTION NO. 2025 - 07

A Resolution adopting a supplemental budget for fiscal year 2023-24 and making appropriation transfers.

RECITALS:

Whereas, this resolution proposes a supplemental budget for the General Fund, Affordable Housing Fund, Grants and Special Assessments Fund, Wastewater Services Fund, Wastewater Capital Fund, and Information Systems and 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 of the budget was adopted comes from unused balances in the prior fiscal year (\$516,974), grants from Business Oregon (\$100,000), Engineering Fees (\$45,000), Insurance recoveries (\$14,000), and Transfers in (\$41,490); and

Whereas, the Affordable Housing Fund was the recipient via transfer of unused fund balances in the General Fund in order to complete a project that was previously anticipated to be completed by the end of fiscal year 24 (\$325,754); and

Whereas, the Grants and Special Assessments Fund added appropriation for Community Assessments (\$15,000) is funded by transfer in beginning fund balance from the General Fund; and

Whereas, the Wastewater Services Fund has additional beginning fund balance beyond what was originally budgeted and will use that to fund additional Transfers Out to the General Fund for Engineering (\$20,745); and

Whereas, the contingency transfer of \$20,745 in the Wastewater Capital Fund allows for the additional Transfers Out to the General Fund for Engineering; and

Whereas, the Information Services Fund's added appropriation for technology investments (\$99,036) is funded by a new cybersecurity grant (\$77,036) and increased Charges for Services from Police for Tough Books (\$77,000) along with decreased transfer in revenue from the General Fund for projects completed under budget (-\$55,000); 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, Grants and Special Assessments Fund, Wastewater Services Fund, Wastewater Capital Fund, and Information Systems and Services Fund are not changed by more than 10%, and therefore a public hearing is not required for this reason; and

Whereas, any proposed adjustment that will change any fund's expenditures by more than 10% requires public hearings prior to adoption of the Council resolution; and

Whereas, the Affordable Housing Fund increase in appropriations does exceed this statutory limit (ORS 294.473); and

Whereas, the public notice was published on March 5, 2025, and the public budget hearing took place prior to the consideration of this resolution on March 11, 2025; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON 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 2024-2025 in the General Fund, Affordable Housing Fund, Grants and Special Assessments Fund, Wastewater Services Fund, Wastewater Capital Fund, and Information Systems and Services Fund
2. **Make Supplemental Appropriations:** The additional appropriations for fiscal year 2024-25 are hereby appropriated as detailed in Exhibit A.

Adopted by the Common Council of the City of McMinnville at a regular meeting held the 11th day of March 2025 by the following votes:

Ayes: Cunningham, Tucholsky, Chenoweth, Payne, Geary, Peralta

Nayes: _____

Approved this 11th day of March 2025.



MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

EXHIBITS:

- A. Additional appropriations for fiscal year 2024-25.

Exhibit A

	Adopted Budget	Budget Adjustment	Amended Budget
General Fund:			
Resources:			
Beginning Fund Balance	4,583,570	36,825	4,620,395
Designated Beginning Fund Balance-Committed	4,159,008	480,149	4,639,157
Intergovernmental	2,014,159	100,000	2,114,159
Engineering Fees	55,000	45,000	100,000
Transfers In	3,817,869	41,490	3,859,359
All other Resources	23,637,059	14,000	23,651,059
Total Resources	\$ 38,266,665	\$ 717,464	\$ 38,984,129
Requirements:			
Administration	2,672,914	46,106	2,719,020
Engineering	1,623,431	321,746	1,945,177
Community Development	2,731,053	100,000	2,831,053
Police	11,500,790	40,825	11,541,615
Parks & Recreation	4,093,950	58,033	4,151,983
Transfers Out	2,000,170	150,754	2,150,924
All other requirements unchanged	13,644,357	-	13,644,357
Total Requirements	\$ 38,266,665	\$ 717,464	\$ 38,984,129
Affordable Housing Fund:			
Resources:			
Transfers In	-	325,754	325,754
All other resources unchanged	1,799,973	-	1,799,973
Total Resources	\$ 1,799,973	\$ 325,754	\$ 2,125,727
Requirements			
Affordable Housing Programming	1,774,987	325,754	2,100,741
All other requirements unchanged	24,986	-	24,986
Total Requirements	\$ 1,799,973	\$ 325,754	\$ 2,125,727
Grants and Special Assessments Fund:			
Resources:			
Transfers In	-	15,000	15,000
All other resources unchanged	500,234	-	500,234
Total Resources	\$ 500,234	\$ 15,000	\$ 515,234
Requirements			
Community Assessments	314,000	15,000	329,000
All other requirements unchanged	186,234	-	186,234
Total Requirements	\$ 500,234	\$ 15,000	\$ 515,234

Wastewater Services Fund:**Resources:**

Beginning Fund Balance	2,570,771	20,745	2,591,516
Transfers In	263,525	(135,000)	128,525
All other resources unchanged	11,828,607	-	11,828,607
Total Resources	\$ 14,662,903	\$ (114,255)	\$ 14,548,648

Requirements

Wastewater Services Program	6,632,406	(135,000)	6,497,406
Transfers Out	6,791,098	20,745	6,811,843
All other requirements unchanged	1,239,399	-	1,239,399
Total Requirements	\$ 14,662,903	\$ (114,255)	\$ 14,548,648

Wastewater Capital Fund:**Resources:**

All resources unchanged	11,828,607	-	11,828,607
Total Resources	\$ 11,828,607	\$ -	\$ 11,828,607

Requirements

Contingencies	2,500,000	(20,745)	2,479,255
Transfers Out	1,297,746	20,745	1,318,491
All other requirements unchanged	44,505,659	-	44,505,659
Total Requirements	\$ 48,303,405	\$ -	\$ 48,303,405

Information Systems & Services Fund**Resources:**

Intergovernmental	-	77,036	77,036
Charges for Services	1,128,452	77,000	1,205,452
Transfers In	795,725	(55,000)	740,725
All other requirements unchanged	216,864	-	216,864
Total Resources	\$ 2,141,041	\$ 99,036	\$ 2,240,077

Requirements

Information Technology Services	1,925,065	99,036	2,024,101
All other requirements unchanged	215,976	-	215,976
Total Requirements	\$ 2,141,041	\$ 99,036	\$ 2,240,077

Liquor License Recommendation

BUSINESS NAME / INDIVIDUAL: Human Cellars, LLC
BUSINESS LOCATION ADDRESS: 1421 NE Alpha Drive
LIQUOR LICENSE TYPE: Winery – Non Consumption – additional location

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

Tim Symons

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): Human Cellars LLC

Proposed Trade Name: Human Cellars

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: Bryan Berenguer Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Dundee State: OR Zip: 97115

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): Human Cellars LLC

Proposed Trade Name: Human Cellars

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: Febraury 19, 2025

Received by: Tim Symons

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.

CITY OF McMinnville
 MINUTES OF JOINT CITY COUNCIL &
 PLANNING COMMISSION WORK SESSION
 Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
 McMinnville, Oregon

Tuesday, February 11, 2025 at 5:30 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

Councilors:	Present	Absent
	Sal Peralta, Council President	
	Zack Geary	
	Chris Chenoweth (arrived at 5:38 pm)	
	Jessica Payne	
	Scott Cunningham	
	Dan Tucholsky	

Planning Commissioners:	Present	Absent
	Sidonie Winfield, Chair	Rachel Flores
	Brian Everest	Matthew Jones
	Elena Mudrak	
	Brian Randall	
	Beth Rankin	
	Meg Murray (via Zoom)	
	Sylla McClellan	

Also present were City Manager Jeff Towery, City Recorder Claudia Cisneros, City Attorney David Ligtenberg, Community Development Director Heather Richards, Associate Housing Planner Evan Hietpas, Finance Director Katie Henry, Planning Manager David Berniker, Senior Planner Tom Schauer (via Zoom), and *members of the News Media – Phil Guzzo McMinnville Community Media and Scott Unger News-Register (via Zoom).*

1. CALL TO ORDER: Mayor Morris called the meeting to order at 5:30 p.m. and welcomed all in attendance.

2. SEQUENTIAL URBAN GROWTH BOUNDARIES (UGB) WORK PLAN:
 LAND-USE EFFICIENCIES:

Community Development Director Heather Richards introduced Elizabeth Decker from Jet Consulting, Beth Goodman from ECONw, and David Berniker, the new Planning Manager, and shared a PowerPoint presentation introducing the next step in McMinnville's growth planning process, focusing on land use efficiencies as required by state law. She outlined the city's land needs for residential, industrial, and commercial areas and explained the sequential UGB work plan agreed upon with the state. The timeline for

completing various tasks is discussed, including the housing production strategy and land use efficiencies work. Despite delays due to appeals, they are proceeding with the land use efficiencies work to meet state-mandated deadlines, with a target to complete this phase by September 2025.

Elizabeth Decker and Beth Goodman went through PowerPoint discussing on the upcoming code analysis for McMinnville's zoning code, focusing on efficiency measures and potential housing production strategies. They emphasized the analysis would be tailored to McMinnville's community goals, with a particular focus on residential, commercial, and industrial zoning. The discussion also touched on regulatory compliance, clear and objective language, and the implementation of community priorities.

There was discussion on the challenges of achieving community goals in McMinnville, particularly in relation to housing types and densities. Acknowledging the current zoning system, which allows for smaller lots and higher density housing, has not been well-received by the community. Ms. Richards also noted that the community's housing needs analysis, which identifies the need for more affordable housing, does not necessarily translate into affordable housing being built. It was suggested that the city could work with developers to incentivize the construction of more affordable housing. The conversation also touched on the need to protect green spaces and the potential for the current zoning of the innovation campus to limit its future development.

The final discussion was on the zoning specifics of McMinnville, highlighting the predominance of residential zones and the potential for mixed-use zoning. It was noted that the city complies with state requirements for middle housing and the unique R-5 zone, which focuses on apartments. The discussion touched on the potential for smaller lots in plan developments and the possibility of adding density bonuses. Ms. Decker mentioned the need for more clarity in design standards and the potential for adjusting setbacks. Next steps include scheduling future meetings to discuss deal breakers and potential solutions from other cities in Oregon.

3. ADJOURNMENT: Mayor Morris adjourned the meeting at 6:52 p.m.

Claudia Cisneros, City Recorder

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

Tuesday, February 11, 2025, at 7:00 p.m.

Presiding: Kim Morris, Mayor

Recording Secretary: Claudia Cisneros

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

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

1. CALL TO ORDER: Mayor Morris called the meeting to order at 7:02 p.m. and welcomed all in attendance.

2. PLEDGE OF ALLEGIANCE

Councilor Tucholsky led the pledge of allegiance.

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

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

Stacey Mayhew, McMinnville community member gave some background of Quarry Park and the interest Visit McMinnville has to make it into a BMX Park. Provided some amenities this park provides.

Barbara Boyer, Rural McMinnville community member and representing the chair of the Yamhill Soil & Water Conservation District stated her disappointed in the approval of amendments to the West Hills subdivision

which will remove approximately 50 acres of mixed woodland. Discussed the removal of Oregon White Oak and the protection of it in the City of McMinnville.

Valerie Anton, McMinnville community member provided comment on the proposed Hillside subdivision. She stated her opposition to the expanded subdivision.

Roshana Shockley, McMinnville community member stated she wanted Quarry Park not to be made into a BMX park and developed as a walking park or a nature park.

Emily Kerrigan, McMinnville community member agrees with Ms. Boyer and Ms. Shockley regarding preserving the area of West Hills.

4. PRESENTATION

4.a. Air Show Presentation

Bill Braack, President of the Oregon International Air Show presented awards to the Mayor and Police Chief.

5. ADVICE/ INFORMATION ITEMS

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

Councilor Tucholsky stated had a YCOM meeting and referenced incidents reports from 2024 vs. 2023. The dispatcher quality assurance program industry standard score is 85%, YCOM has achieved 98.4% so they are 13.4% above the standard. February is heart month and provided what their challenges are.

Councilor Payne reported that none of her committees have met. DEIAC will meet this Thursday.

Councilor Geary said MURAC met last week and talked about budgets and the forecast for fiscal year 25/26 and what projects are on the way. Visit McMinnville hasn't met and the Stormwater Wastewater Committee will meet Tuesday the 18th.

Council President Peralta mentioned the Planning Commission met but was asked not to participate as the topic may come before the Council.

Councilor Chenoweth stated the Innovation PAC met and talked about the master planning process for the airport. Homework was to come up with name ideas for the innovation campus.

Councilor Cunningham mentioned that HLC met to discuss the best use of a Certified Local Government (CLG) Program grant, heard many great ideas and chose to review the inventory of historic properties.

- a. Motion to approve BDS Planning & Urban Design Consulting recommendation as amended by Mayor Morris (memo in packet).

*Council President Peralta MOVED to **accept** the amended BDS Planning & Urban Design Consulting recommendation by Mayor Morris as amended to state meet with the General Manager of MW&L and the City Manager twice a year and present twice a year and to meet with a joint Council and Commission meeting annually months to be determined as amended; SECONDED by Councilor Chenoweth.*

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

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

*Councilor Cunningham MOVED to **approve** the amended BDS Planning & Urban Design Consulting recommendation by Mayor Morris as amended; SECONDED by Councilor Geary.*

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

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

5.b. Department Head Reports

City Manager Jeff Towery mentioned the coin given by Bill and Eric during the earlier presentation the front of the coin has the jet team and the back of the coin are the other aircraft who performed with a year at the bottom right hand corner there's a police badge that represents Matt Scales badge number on it. Will be in Round 1 budget meetings with Departments and new Finance Director Katie Henry.

City Recorder Claudia Cisneros stated City Offices will be closed on Monday, February 17th in honor of President's Day and Council should have received a calendar invite for the Joint McMinnville School District Board and City Council Work Session for Monday, March 31st.

Public Works Director Geoff Hunsaker mentioned public works is preparing for potential road work with the winter mix coming.

Finance Director Katie Henry thanked the Finance Team for how well things have kept moving in the absence of a Finance Director.

6. CONSENT AGENDA

- a. Consider the Draft Minutes of the January 22, 2025, City Council Work Session Meeting.
- b. Consider the Draft Minutes of the January 28, 2025, City Council Regular Meeting.

Councilor Geary MOVED to adopt the consent agenda as amended (removing item c.) and with the correction of Worman Park on Page 13 of the January 28th minutes; SECONDED by Councilor Chenoweth.

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

Motion PASSED unanimously by a vote of 6-0.

6. ITEMS REMOVED FROM THE CONSENT AGENDA

- 6.c. Consider **Resolution No. 2025-06**: A Resolution authorizing the City Manager to enter into an agreement with Turf Star Western Equipment for the purchase of a 2025 Toro Groundsmaster 4000-D 11' rotary mower.

Councilor Cunningham MOVED to approve Resolution No. 2025-06; SECONDED by Councilor Geary.

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

Motion PASSED by a vote of 5 - 1.

7. RESOLUTION

- 7.a. Consider **Resolution No. 2025-05**: A Resolution appointing four members to the Affordable Housing Committee and McMinnville Economic Vitality Leadership Council.

Councilor Payne MOVED to approve Resolution No. 2025-05 with the correction of an error in the Resolution, appointing four members to the Affordable Housing Committee and McMinnville Economic Vitality Leadership Council; SECONDED by Councilor Tucholsky.

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

Motion PASSED unanimously by a vote of 6-0.

Mayor Morris stated the City Council will be going into the conference room for closed-to-the-public two executive sessions the first pursuant to: ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations. and the SECOND pursuant to ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

Councilor Tucholsky stated had an actual conflict of interest and recused himself from the executive session ORS 192.660 (2)(d).

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

Claudia Cisneros, City Recorder

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

Tuesday, February 19, 2025, at 6:00 p.m.

Presiding: Sal Peralta, Council President

Recording Secretary: Daniel Ruiz

Councilors:	<u>Present</u>	<u>Absent</u>
	Kim Morris, Mayor (via zoom)	Jessica Payne
	Zack Geary	
	Chris Chenoweth	
	Scott Cunningham	
	Dan Tucholsky	

Also present were City Manager Jeff Towery, Deputy City Recorder/Exec. Asst. Daniel Ruiz, City Attorney David Ligtenberg, Public Works Director Geoff Hunsaker, Parks and Recreation Director Susan Muir, Finance Director Katie Henry, City Engineer James Lofton, and *members of the News Media – Phil Guzzo McMinnville Community Media, and Scott Unger News-Register (via Zoom).*

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

2. YAMHILL RIVERS ACCESS PROJECT

Parks and Recreation Director Susan Muir presented the topic and introduced Augusta Stockman, Destination Development Coordinator with Willamette Valley Visitors Association and Olivia Rovang Destination Development Coordinator with Visit McMinnville who provided a project overview and presented a PowerPoint. The project aims to provide clean and safe access to the Yamhill Rivers for residents and visitors, fostering collaboration across jurisdictions, and supporting local economies. The project aligns with McMinnville’s Parks and Rec Open Space Plan, and the initial community engagement session was held in McMinnville, Sheridan, and Dayton. The next steps include a non-binding collaborative agreement, further technical assistance, planning, and community engagement, concluding with a final deliverable concept plan by 2025.

3. STORMWATER UTILITY UPDATE

Public Works Director Geoff Hunsaker and City Engineer James Lofton introduced the topic. The discussion mainly revolved around the Stormwater system, regulatory requirements, current funding, and the Stormwater Enterprise Fund creation. The council was reminded that the Stormwater system is a shared public asset, and the new regulatory requirements,

including Mercury TMDL, need to be addressed. The aim is to create a Stormwater Enterprise Fund through user charges based on the general public's impact to the system. Next steps and analysis are to be discussed in the coming months.

The city's stormwater system consists of 114 miles of pipelines, 45 miles of open channel ditches, 3,600 catch basins, and 17 detention basins. The system has not been updated since 2009. Current maintenance efforts include street sweeping, culvert and catch basin cleaning, and proactive pipe replacement. A conveyance crew dedicates 15% of its time to stormwater maintenance.

Funding sources were reviewed, including the street fund, general fund, and potential use of ARPA funds for a stormwater project at 13th and Galway. The challenges of securing grant funding for infrastructure repairs were discussed, as most grants support larger capital projects or regional initiatives.

Next steps for the stormwater utility project include City Council providing direction after receiving the final Public Advisory Committee (PAC) recommendations and report. Staff will prepare and present the PAC's final recommendations, including tiered rate options, while the Finance Director will establish a separate stormwater fund for budgeting in the next fiscal year.

4. ADJOURNMENT: Council President Peralta adjourned the meeting at 7:43 p.m.

Daniel Ruiz, Deputy City Recorder

STAFF REPORT

DATE: March 3, 2025
TO: Mayor and City Councilors
FROM: Katie Henry, Finance Director
SUBJECT: 2025 Resolution Amending the Allocation of ARPA funds

Report in Brief: In preparing for the FY2025-26 budget, staff has completed a thorough review of projects funded with American Rescue Plan Act (ARPA) funds since funds were received and projects were approved. Changes to project budgets have taken several different forms as estimates have changed over the years. This resolution is to document in one place the various adjustments that have been made and to provide both Council and Staff a clear overall status of the funds and all projects to make fully informed decisions moving forward.

Discussion of Amendment

- 1) Funds originally assigned to Finance to use for a Grant Manager for the ARPA funds have been reallocated to pay for the new transparency and budget software (\$201,496)
- 2) The 30% Design of Third Street Improvements projects is approaching completion. The overall project will require significantly more funding than originally anticipated and is requiring some legislative work. The project also now includes Stormwater and Wastewater utilities which have expanded the scope (\$125,182).
- 3) The Navigation Center project has seen cost overruns due to legal action. \$135,000 for settlement costs and anticipated legal fees are being requested for the project budget.
- 4) Stormwater work at 13th and Galloway is coming in higher than originally estimated (\$79,166).
- 5) Staff time was not included in the original estimate for the ADA Transition Plan project and has been added (\$50,000).
- 6) Funds for Broadband Access and Datacenter Move have been repurposed for other projects (-\$305,000).
- 7) Final cost estimates for the Discovery Meadows Splash Pad Renovation exceed the original projections (\$96,384).
- 8) Other projects were completed very close to the estimated amounts with the Park Maintenance Fleet and Equipment Upgrades coming in with a savings of -\$2,845 and the Firewall/VPN system coming in just slightly over projections by \$754.

Fiscal Impact:

This action increases total ARPA funds allocated to projects by \$178,641. This leaves a total of \$512,653 in unallocated funds from the total \$7,204,286 received.

Council Options:

1. Adopt the 2025 ARPA project amendment as presented. This is staff's recommendation.
2. Propose changes to the amendment prior to adoption.
3. Do not adopt the proposed 2025 ARPA project amendment. This would require clear direction to staff as to next steps for the use of ARPA funding as the original estimates are outdated and project scopes inevitably change over time.

Documents:

1. Resolution 2025-08 ARPA Amendment of Allocation of ARPA Funds
 - a. Exhibit A - Amendment to the Allocation of ARPA

RESOLUTION NO. 2025 - 08

A Resolution of the Common Council of the City of McMinnville amending the allocation of American Rescue Plan Act (ARPA) Funds.

RECITALS:

Whereas, on November 9, 2021, Council approved Resolution 2021-54 approving the allocation of ARPA funds; and

Whereas, at the time of adoption the exact amount of funds to be received was not yet known but now is; and

Whereas, the proposed projects had yet to be designed and undertaken and costs were therefore estimated; and

Whereas, over three years of significant economic changes with unanticipated price fluctuations have passed since that time; and

Whereas, on April 25, 2023, Council approved Resolution 2023-19 amending nearly all the individual project budgets; and

Whereas, on August 8, 2023, Council approved Resolution 2023-50 allocating additional ARPA funds to the Third Street Improvement Project; and

Whereas, several projects have been completed; and

Whereas, revised estimates are now available for other projects that will require additional funding; and

Whereas, a clear amendment to the amounts approved by project is necessary for staff to prepare upcoming budget proposals; and

Whereas, staff have prepared a thorough list of all projects with associated project budgets, which list is attached hereto as Exhibit A.

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

1. **Approve the amendment to the allocation of ARPA funds:** The Common Council of the City of McMinnville adopts the following amendment to the Allocation of ARPA based on the list that is provided in Exhibit A attached hereto and incorporated by reference herein.
2. **Effective date:** 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 11th day of March 2025 by the following votes:

Ayes:_____

Nayes:_____

Approved this 11th day of March 2025.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER

EXHIBITS:

- A. Amendment to the Allocation of ARPA.

Exhibit A

	Current Project Budget	Change	Proposed Project Budget	Reason for project budget adjustment
ARPA Grant Manager	394,000	-201,496	192,504	Reallocation
Budget Software	0	201,496	201,496	Reallocation
Third Street Improvement Project 30% Design	733,109	125,182	858,291	To complete project
Navigation Center - Operating Funds	500,000	135,000	635,000	Contractor settlement
Financial Forecasting Software	43,854	0	43,854	
Stratus Village - Affordable Housing Project	300,000	0	300,000	
Park Maintenance Fleet and Equipment Upgrades	400,000	-2,845	397,155	Project complete
Ambulance Replacement	285,000	0	285,000	
Innovation Center - Public Infrastructure Feasibility Analysis	293,464	0	293,464	Add'l staff time
First Responders for Mental Health Crises	25,000	0	25,000	
Library HVAC Replacement	150,000		150,000	
IS - Replace Firewall / VPN system	130,000	754	130,754	Small project overage
Storm Water Capacity Projects	553,750	79,166	632,916	To complete project
Update to Parks and Open Space Master Plan	200,000		200,000	
Emergency Manager	242,000	0	242,000	
Park Maintenance: System Wide Irrigation Renovations	263,000		263,000	
ADA Transition Plan	300,000	50,000	350,000	Add'l staff time
Backlog in court cases	67,100	0	67,100	
Mobile Rec Station	82,000	0	82,000	
IS - Technology in Conference Rooms	148,895	0	148,895	
Culturally competent communication and translations	100,000	0	100,000	
Broadband access and technology training	200,000	-200,000	0	Repurpose
Park Maintenance: Neighborhood Park Renovations	262,600		262,600	
Electric vehicle for Library home delivery	53,196	0	53,196	
HR - DEI Implementation	225,000		225,000	
Park Maintenance: Discovery Meadows Splash Pad Renovation	574,900	96,384	671,284	To complete project
IS - Datacenter Move (CC to WWS)	105,000	-105,000	0	Repurpose
Remodel: Muni Court more accessible	29,605	0	29,605	
General Covid costs	364,172	0	364,172	
Net Change		\$ 178,641		

Current project budget 7,025,645
 New project budget 7,204,286

Total ARPA allocation \$ 7,716,939

Unallocated Amt 512,653