



**Special Called Joint Work Session of City Council
& McMinnville Water & Light Commission**

**Wednesday, June 14, 2023
Police Department Training Room
121 SW Adams Street
McMinnville, OR 97128**

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

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/81822238639?pwd=SOhWQzQzeG9VVEFpV05JWU1SeFI0dz09>

Zoom ID: 818 2223 8639

Zoom Password: 001265

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

ID: 818 2223 8639

4:00 PM – SPECIAL CALLED JOINT WORK SESSION MEETING – VIA ZOOM AND SEATING IN THE TRAINING ROOM

1. CALL TO ORDER
 - a. MAYOR DRABKIN CALL COUNCIL TO ORDER
 - b. CHAIR TANKERSLEY CALL THE COMMISSION TO ORDER
2. BDS PLANNING & URBAN DESIGN PRESENTATION AND DIALOGUE WITH COUNCIL & COMMISSION
3. ADJOURNMENT OF JOINT MEETING
 - a. CHAIR TANKERSLEY ADJOURN COMMISSION MEMBERS
 - b. MAYOR DRABKIN ADJOURN COUNCIL MEMBERS

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

Claudia.Cisneros@mcminnvilleoregon.gov.



**McMINNVILLE
CITY COUNCIL -
WATER & LIGHT
COMMISSION**

PARTNERSHIP FRAMEWORK

Joint Session

June 14, 2023



AGENDA

- Welcome & Introductions
- Ground Rules + Expectations
- Process & Intended Outcomes
- Strategic Priorities Review
- Charter Review
- Individual Engagement Takeaways
- Guiding Principles
- Partnership Framework Actions & Activities
- Next Steps



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OPENING REMARKS



Remy Drabkin

Mayor

City of McMinnville

INTRODUCTIONS

Name – Role – Organization/“Day Job”



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Name – Role – Organization/“Day Job”

What does your partner value most about McMinnville?



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GROUND RULES & EXPECTATIONS

- Participate fully
- Avoid interrupting
- Make space for others to speak
- Speak from your own experience instead of generalizing
- Accept hands-on facilitation
- Assume good intentions
- Understand the difference between intent and impact
- Seek consensus and compromise, so the group can progress together

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PROCESS

- 1-on-1 conversations with Councilmembers, Commissioners, & staff
- Commission Meeting
- Council Meeting
- Joint Session
- Follow-up 1-on-1s (optional)
- Partnership framework recommendations

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INTENDED OUTCOME

Joint framework that clarifies roles and responsibilities of the Council, the Commission, and their members, as well as strengthened mutual relationships

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THIS IS NOT ...

- A review of staff performance
- A forum for accusations

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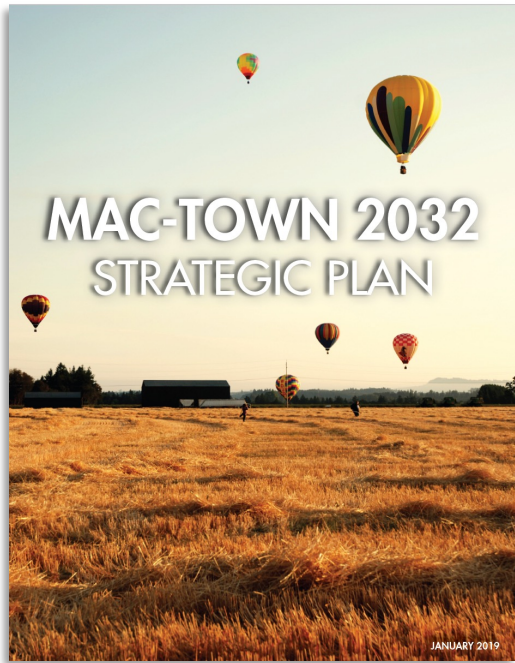


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STRATEGIC PLAN: CITY



Adopted 2019

City Government Capacity:

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

Civic Leadership:

Encourage a variety of leadership development opportunities to foster a culture of civic pride and involvement.

Community Safety & Resiliency:

Proactively plan for and responsively maintain a safe and resilient community.

Economic Prosperity:

Provide economic opportunity for all residents through sustainable growth across a balanced array of traditional and innovative industry sectors.

Engagement & Inclusion:

Create a culture of acceptance and mutual respect that acknowledges differences and strives for equity.

Growth & Development Character:

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

Housing Opportunities:

Create diverse housing opportunities to support great neighborhoods.

STRATEGIC PLAN: UTILITY

**MCMINNVILLE
WATER AND LIGHT**
2023 - 2028 STRATEGIC PLAN



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Organizational Focus:

MW&L is a stable organization with an active, well-informed, and aligned board and staff.

Stakeholder Relationships:

MW&L is a recognized, trusted community and regional partner that effectively communicates timely and accurate information to its customers.

Resources & Infrastructure:

MW&L has a clear strategy for system maintenance and a proactive plan to grow infrastructure and steward natural resources to meet the needs of the water and electric system.

Emergency Preparedness:

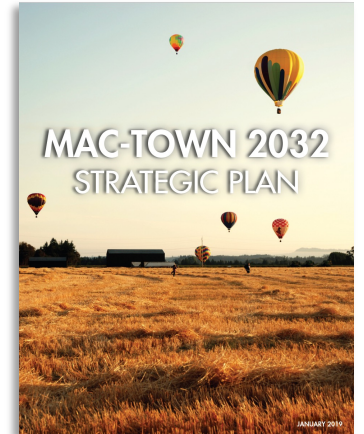
MW&L understands its role and is prepared to respond to emergencies.

Pending June 2023
Approval

STRATEGIC PLAN: ALIGNMENT



- Commitment to **emergency preparedness**
- Focus on **intentional planning** for infrastructure and resources
- Shared desire for **inclusion** within the organization and community, including expanded **economic opportunities** for residents of McMinnville
- Aim to increase the **community profile** of civic bodies and leaders
- Development and fostering of strong **partnerships**
- Increased engagement and relationship with **residents/customers**



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MW&L CHARTER (CHAPTER 10 OF CITY CHARTER)

- **Membership & Qualifications**
 - Appointment, Removal & Qualifications
- **Organization of Commission**
- **Execution of Contracts + Handling of Funds**
- **Role of the Clerk**
- **Quorum**
- **Description of Meetings**
- **Compensation (Staff)**
- **Power of Commission**
 - Condemn, Make Rules, Regulations
- **Warrant Indebtedness**
- **Annual Report of Receipts + Estimates**
- **Custody of Property**
- **Role of City Treasurer**
- **Bond of the General Manager**
- **Fluoridation**
- **Public Hearings**

MW&L CHARTER (CHAPTER 10 OF CITY CHARTER)

- **Commission:**
 - **Mayor** (ex officio)
 - **4 members** appointed by the Mayor for a **4-year term**
- Appointed Commissioners choose a **Chair** each year
- **Mayor presides** over meetings; if Mayor not present, **Council President** will preside, if not present, **the Chair presides**, if not present, **Chair Pro-tem** presides.
- The Mayor, with consent of Council, may **remove any member** for cause
- Water & Light Commission is a **permanent commission** and is a division of the City of McMinnville by Charter

MW&L CHARTER (CHAPTER 10 OF CITY CHARTER)

- **Monthly meetings**; 3 members for **quorum**
- **Mayor** signs contracts, documents and any check over \$5,000
- **Clerk** signs minutes and disburses funds
- Annual **financial reports**
- **City Treasurer** to keep Water funds and Light funds separate from City funds

MW&L CHARTER (CHAPTER 10 OF CITY CHARTER)

Commission have charge of water works and lighting plants of the city

Commission has power to:

- Conduct and manage the business delegated to Commission
- Establish rates
- Provide and shut off water + electric energy
- Make regulations necessary and convenient to conduct business
- Acquire property (including through condemnation)
- Borrow money
- Elect Clerk
- Hire General Manager

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KEY TAKEAWAYS– 1x1s

- Relationship between Council & Commission is limited and strained
- Lack of trust and collaboration
- Understanding of roles and responsibilities is unclear
- Staff work well together (conflict is among Council, Commission, and Executives)
- Lack of familiarity with the Charter
- Need for improved education and mutual understanding of each body
- Shifts in revenue streams require attention
- Mutual commitment to people of McMinnville and desire for cooperation

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YESTERDAY'S DISCUSSION QUESTIONS

- What principles might guide the City-Utility relationship?
- What does each body need from the the other for a successful working relationship?
- What can each body do to support a successful working relationship?

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GUIDING PRINCIPLES – PATH TO AGREEMENT

- Serve the **interest of the residents** of McMinnville
- Be **forward thinking** and operate with mutual respect
- Follow the **Charter**: acknowledge and be accountable to the role and responsibilities of MW&L and the City of McMinnville including financial obligations, barriers, and planning horizons
- Contribute to an environment of **predictability**
- Commit to continued **learning, onboarding and relationship** building among the two organizations.

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FRAMEWORK FOR PARTNERSHIP – PATH TO AGREEMENT

- Clarity of roles and responsibilities
- Commitment to joint **onboarding** and continued **education**
- Regular **meetings between executives**
- Regular **updates** to each body
- Regular **meetings** between organizations

FRAMEWORK FOR PARTNERSHIP – ROLES AND RESPONSIBILITIES

| City of McMinnville | MW&L Commission |
|---|---|
| Recruitment, Appointment and Removal of Commissioners | Conduct and manage the business delegated to Commission |
| Presides over MW&L meetings | Establish rates |
| Signs contracts and documents | Provide and shut off water + electric energy |
| Keep Water funds separate from Light Funds and separate from the City Funds | Make regulations necessary and convenient to conduct business |
| Administer the Clerk's Oath of Office | Acquire property (including through condemnation) |
| | Borrow money |
| | Elect Clerk and Hire GM |



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FRAMEWORK FOR PARTNERSHIP – ONBOARDING AND EDUCATION

| | |
|------------------|--|
| Current | By organization and as needed. Educational materials are provided as requested – sporadic. |
| Proposed | <ul style="list-style-type: none">• Joint onboarding packet.• Regularly scheduled tours and joint events• Shared materials |
| Frequency | At election/appointment of councilor and commissioner. Tours offered annually. |

FRAMEWORK FOR PARTNERSHIP – EXECUTIVES

| | |
|------------------|--|
| Current | Monthly meetings between GM and City Manager |
| Proposed | Continued and incorporate officially into ongoing expectations |
| Frequency | Monthly |

FRAMEWORK FOR PARTNERSHIP – QUARTERLY UPDATES

| | |
|------------------|---|
| Current | General Manager gives update to Mayor when requested and Mayor reports out to Council. City Manager does not go to Commission meetings |
| Proposed | General Manager and City Manager present to Council and Commission to update bodies on upcoming work |
| Frequency | Quarterly |



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FRAMEWORK FOR PARTNERSHIP – JOINT MEETING

| | |
|------------------|--|
| Current | No formal interaction between Council and Commission |
| Proposed | Council and Commission meet to gain mutual understanding of: Programs + Operations Financials + Challenges Legal obligations + challenges Planning + planning horizons Emergency Preparedness |
| Frequency | Twice a year |

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NEXT STEPS



Remy Drabkin

Mayor

City of McMinnville

NEXT MEETING

- 1-on-1 conversations with Councilmembers, Commissioners, and staff
- Commission Meeting
- Council Meeting
- Joint Session
- Follow-up 1-on-1s (optional)
- Partnership framework recommendations – **August 1st**
- Implementation of framework and first joint meeting – **September**