



McMINNVILLE CITY COUNCIL + WATER & LIGHT COMMISSION



BDS



PARTNERSHIP FRAMEWORK APPROVAL

Joint Session | August 29, 2023

AGENDA

- Welcome & Opening Remarks
- Process Review & Intended Outcomes
- Guiding Principles
- Partnership Framework Activities
 - Roles and Responsibilities
 - Onboarding & Education
 - Meetings Between Executives
 - Updates
 - Meetings
- Next Steps



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OPENING REMARKS



Remy Drabkin

Mayor

City of McMinnville

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PROCESS

- 1-on-1 conversations with Councilmembers, Commissioners, & staff
- Commission Meeting
- Council Meeting
- Joint Session
- Partnership framework recommendations memo
- Joint adoption of recommendations

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- **Joint adoption of recommendations**

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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GUIDING PRINCIPLES

- Serve in the interest of the residents of McMinnville
- Operate with mutual respect and understanding
- Contribute to an environment of predictability
- Understand and follow the intent of the Charter
- Sustain mutual learning, onboarding, and relationship-building between the two bodies

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PARTNERSHIP FRAMEWORK ACTIVITIES

- Clarity of **roles** and **responsibilities**
- Joint **onboarding** and continued **education** between parties
- Regular **executive meetings** (City Manager + MW&L General Manager)
- Regular **executive updates** to each body from the other executive
- Regular **meetings** between the Council and Commission

CLARITY OF ROLES AND RESPONSIBILITIES

City of McMinnville

- Recruit, appoint, and remove MW&L Commissioners
- Preside over MW&L Commission meetings
- Sign contracts and documents
- Maintain water funds separate from light funds, and separate from City funds
- Administer the MW&L Clerk's oath of office

MW&L Commission

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

JOINT ONBOARDING & CONTINUED EDUCATION

Activities

- Joint onboarding packet
- Shared materials
- Regularly scheduled tours and joint events

Frequency

- At election/appointment of councilor and commissioner
- Tours offered annually (MW&L facility tour, watershed tour, etc.)



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REGULAR MEETINGS BETWEEN EXECUTIVES

Activities

- Continue regular meetings
- Include this expectation in job descriptions

Frequency

- Monthly

REGULAR EXECUTIVE UPDATES

Activities

- General Manager presents to Council and
- City Manager presents to Commission with updates on upcoming issues and activities and to field questions.

Frequency

- Quarterly

REGULAR MEETINGS BETWEEN COUNCIL & COMMISSION

Activities

- Council and Commission meet to gain mutual understanding of:
 - Programs and operations
 - Finances and challenges
 - Legal obligations and challenges
 - Planning and planning horizons
 - Emergency preparedness
- Mayor, City Manager, and General Manager responsible for preparing meeting agenda and activities

Frequency

- Twice a Year

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NEXT STEPS



Remy Drabkin

Mayor

City of McMinnville

PROCESS

- 1-on-1 conversations with Councilmembers, Commissioners, & staff
- Commission Meeting
- Council Meeting
- Joint Session
- Partnership framework recommendations memo
- Joint adoption of recommendations
- Implementation of framework and first joint meeting – September