



Police Department Training Room  
121 SW Adams Street  
McMinnville, OR 97128

**Special Called Joint Work Session of City Council  
& McMinnville Water & Light Commission  
Tuesday, August 1, 2023  
4:00 PM**

*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/84792527613?pwd=TDF4Nlg3SkZSNkdkMyblFMbHRQUT09>

Zoom ID: 847 9252 7613

Zoom Password: 272400

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

ID: 847 9252 7613

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

1. MAYOR DRABKIN CALL MEETING TO ORDER
2. CITY OF MCMINNVILLE AND MCMINNVILLE WATER & LIGHT COMMISSION PARTNERSHIP FRAMEWORK RECOMMENDATIONS BY BDS PLANNING & URBAN DESIGN
3. MAYOR DRABKIN ADJOURNMENT OF JOINT MEETING

**JOINT WORK SESSION CANCELED ON 07/27/2023. WILL BE RESCHEDULED FOR A FUTURE DATE.**

**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](mailto:Claudia.Cisneros@mcminnvilleoregon.gov).

# BDS

## PLANNING & URBAN DESIGN

July 10, 2023

To: Mayor Remy Drabkin, City of McMinnville,

cc: Jeff Towery, City of McMinnville; John Dietz, McMinnville Water & Light

From: Andrés Mantilla & Brian Douglas Scott, BDS Planning

Re: City of McMinnville and McMinnville Water & Light Partnership Framework

The City of McMinnville and McMinnville Water & Light (MW&L) asked BDS Planning to help the two entities develop a partnership framework that will support stronger engagement and enhanced communication between the City Council and MW&L Commission. To do this, the consulting team met with all Councilors and Commissioners individually and then facilitated three meetings: MW&L Commission only, City Council only, and a joint session of the Commission and Council.

As a product of those meetings, this memo outlines the draft Partnership Framework, including:

- Guiding principles for collaboration between the Council and Commission
- Specific activities to strengthen the relationship between the two bodies.

BDS Planning will facilitate another joint session in August 2023 to affirm this Framework and initiate Partnership Framework activities.

### *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

### *Partnership Framework Activities (further detailed on the following pages):*

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

### *Next Steps:*

- Joint review and adoption of framework (proposed: August 1, 2023)
- First "Joint Meeting" – September 2023

*Partnership Framework Activities*

1. Clarity of roles and responsibilities – as articulated in the City Charter

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

2. Joint onboarding and 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.)

3. Regular meetings between executives

Activities

- Continue regular meetings
- Include this expectation in job descriptions

Frequency

- Monthly

4. Regular executive updates to each body from the other executive

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

## 5. 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