



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

## **PARTNERSHIP FRAMEWORK**

*Joint Session*

June 14, 2023



**City of  
McMinnville**

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

## THIS IS NOT ...

- A review of staff performance
- A forum for accusations



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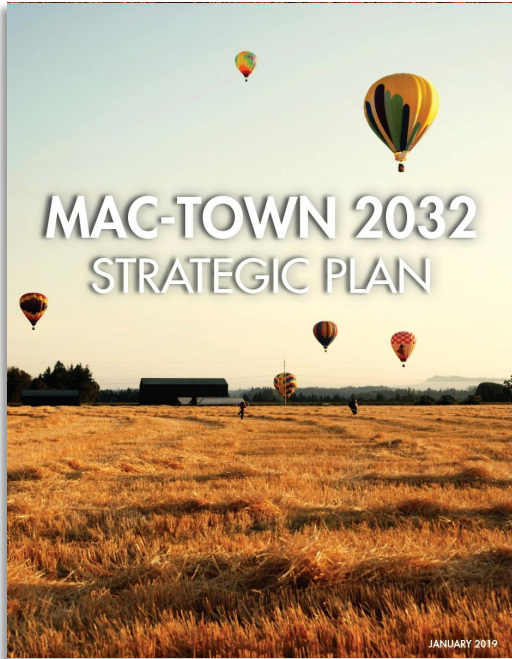


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# STRATEGIC PLAN: CITY



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:**

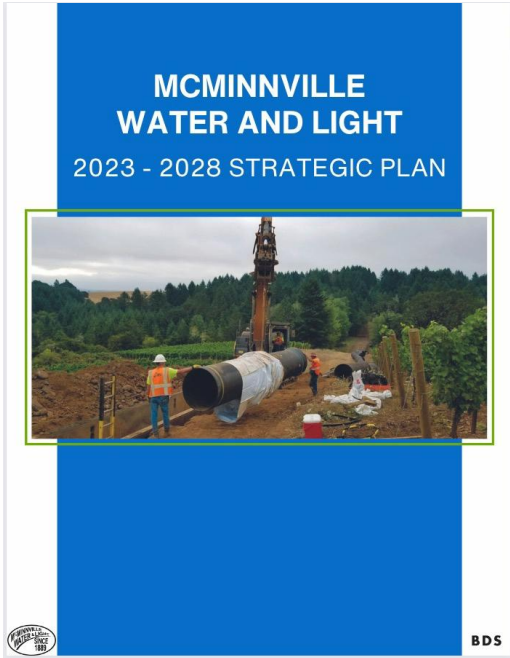
Guide growth and development strategically, responsively, and responsibly to enhance our unique character.

## **Housing Opportunities:**

Create diverse housing opportunities to support great neighborhoods.



# STRATEGIC PLAN: UTILITY



Pending June 2023  
Approval

## **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.

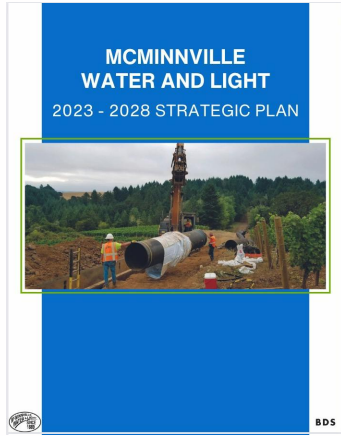
## **Resources & Infrastructure:**

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.

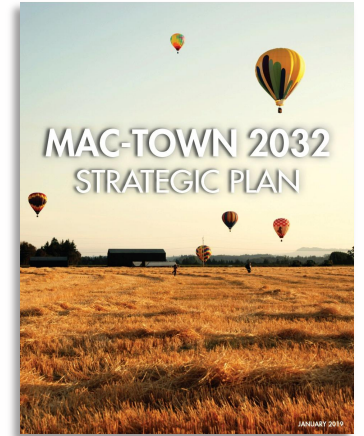
## **Emergency Preparedness:**

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

# 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



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# 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

# 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"><li>• Joint onboarding packet.</li><li>• Regularly scheduled tours and joint events</li><li>• Shared materials</li></ul>
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

# 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**