



**City of  
McMinnville**

# Committee Review

November 12, 2025

# Goals and Objectives

## FY 25/26 August 28<sup>th</sup> City Council Goal #3

### **“Review recruitment strategies and guidelines for committees”**

**Work Session Purpose:** To provide Council with an overview of City committees and build alignment around their purpose, structure, and role in supporting the Council goal to review recruitment strategies and committee guidelines.

#### **Key Discussion Questions**

- Are the current committees effectively fulfilling their intended purpose?
- How can staff better support committee effectiveness and alignment with Council goals?
- Do any committees need to be restructured, combined, or sunset?
- Are there emerging areas or priorities that warrant the creation of a new committee or task force?
- Are there opportunities to improve communication between committees and the Council?
- Is the meeting frequency appropriate for the workload or need adjustment?

## **State Required:**

- Budget Committee
- Historic Landmark Committee
- McMinnville Planning Commission

## **Council Required:**

- Audit Committee  
*(Resolution No. 2007-05)*
- McMinnville Urban Renewal Advisory Committee  
*(Resolution No. 2013-01)*

## **McMinnville Municipal Code (MMC):**

- Airport Commission  
*(Ordinance No. 2145, 1945)*
- Affordable Housing Committee  
*(Ordinance No. 5100, 2021)*
- Diversity, Equity, and Inclusion Advisory Committee  
*(Ordinance No. 5097, 2020)*
- Economic Vitality Leadership Council  
*(Ordinance No. 5062, 2019)*
- Landscape Review Committee  
*(Ordinance No. 5028, 2017)*

# Budget Committee

**Staff Liaison:** Katie Henry, Finance Director

**Makeup of Committee:** 14 members - 7 citizens at large, appointed by City Council, and all 7 members of City Council

**Committee Purpose:** To review and make recommendations to Council on the City's budget. Required by law to approve the budget before the Council can adopt it.

**Required By:** ORS 294

**Staff Time Per Meeting:** 40 hours

**Meeting Schedule:** 3-4 Meetings in May/June

**Reimagined Options:** Proposal to have one training meeting earlier in the year and then one meeting per week instead of having them so close together.

**Canceled Meetings:** 1 in May 2024

## **Additional Comments, Ideas, Ability to Optimize**

- To keep members informed of the City's financial position, quarterly financial reports emailed to the committee, with meetings scheduled as needed for discussion or follow-up.

# Historic Landmarks Committee (HLC)

**Staff Liaison:** Matthew Deppe, Associate Planner

**Makeup of Committee:** 5 members - appointed by City Council

**Committee Purpose:** To preserve and promote McMinnville's history, stabilize and improve property values through restoration efforts, promote the education of local citizens on the benefits associated with an active historic preservation program, foster civic pride in the beauty and noble accomplishments of the past, protect and enhance the city's attractions for tourists and visitors alike, and strengthen the economy of the city...

**Required By:** ORS 358

**Staff Time Per Meeting:** 6 hours

**Meeting Schedule:** 1 Monthly Meeting

**Canceled Meetings:**

- FY 2023-2024: 5
- FY 2024-2025: 5
- FY 2025-2026: 2

**Reimagined Options:** Changes to this format are limited due to applications needing to be reviewed within 30 days of being deemed complete and the state law requiring a public body to make historic landmarks decisions. The City could consider having the Planning Commission serve this function. It would require additional meetings for the Planning Commission and specialized training for that role and may remove the City of McMinnville from the Certified Local Government Grant program.

## **Additional Comments, Ideas, Ability to Optimize**

- Training for the chair and vice-chair on Robert's Rules
- Additional Requirements HLC Helps Meet
  - Comp Plan Goal III Historic Preservation
  - 2.34 Historic Landmarks Committee

# Planning Commission (PC)

**Staff Liaison:** Tom Schauer, Senior Planner

**Makeup of Committee:** 9 members – at least 2 representatives from each ward

**Committee Purpose:** Meet the requirements outlined in ORS 227

**Reimagined Options:** The shift to two monthly meetings, as needed, improves timeliness and keeps agendas manageable during high workloads. Because statutory deadlines limit flexibility for quasi-judicial hearings, having the option for two meetings per month helps ensure timely decisions.

**Required By:** ORS 227

**Staff Time Per Meeting:** 5 hours

**Meeting Schedule:** 1-2 Monthly Meetings

**Canceled Meetings:**

- FY 2023-2024: 5
- FY 2024-2025: 1
- FY 2025-2026: 5

## **Additional Comments, Ideas, Ability to Optimize**

- This approach improves efficiency and supports opportunities for joint work sessions with the Council and other committees, such as the AHC.

# Audit Committee

**Staff Liaison:** Katie Henry, Finance Director

**Makeup of Committee:** 3 members – 2 councilors and 1 budget committee member

**Committee Purpose:** To ensure that the auditor of the City's financial statements is independent of management, provide an objective perspective on matters related to internal controls and the audit, and provide a communications link between management, the independent auditor, and the Council.

**Required By:** Resolution 2007-05

**Staff Time Per Meeting:** 2 hours

**Meeting Schedule:** As needed

**Canceled Meetings:** N/A

**Reimagined Options:** N/A

**Additional Comments, Ideas, Ability to Optimize**

- N/A

# Urban Renewal Advisory Committee (MURAC)

**Staff Liaison:** Heather Richards, Community Development Director

**Makeup of Committee:** 10-12 members – 7-9 appointed + liaisons from Council, MW&L, and MDA

**Committee Purpose:** To review, advise, and make recommendations to the McMinnville Urban Renewal Board ("Board") on matters pertaining to the adopted Urban Renewal Plan. This may include recommendations pertaining to policy, budget, and implementation of urban renewal projects and programs identified within the Plan, as well as any amendment proposed to the Plan. The Board may also call upon the committee to provide input on other plans or projects affecting the Urban Renewal Plan, or provide other advisory services as directed.

**Required By:** 2013-01

**Staff Time Per Meeting:** 2-4 hours

**Meeting Schedule:** As needed, but at least once quarterly

**Canceled Meetings:**

- FY 2023-2024: 1
- FY 2024-2025: 2
- FY 2025-2026: 1

**Reimagined Options:** Quarterly meetings and then as needed appears to be working well. This is a very efficient committee that provides a lot of value to the URA. The URA has charged the committee with decision-making powers per Resolution for the Property Assistance Program (all grants that are \$5,000 or less) and with an advisory role to the URA for all other items.

## **Additional Comments, Ideas, Ability to Optimize**

- This is a very efficient committee that helps to offset staff workload for administering the Urban Renewal program.



# Airport Advisory Committee

**Staff Liaison:** John Paskell, Airport Manager

**Makeup of Committee:** 7 Members – 6 Public Members and 1 Councilor

**Committee Purpose:** Make recommendations to City Council on proposed fees, charges, tolls, use of the airport, long-term leases and contracts to ensure they are impartial and financially sustainable; review and recommend the annual airport budget for consideration by the City Council.

**Required By:** Ordinance 2145, 1945

**Staff Time Per Meeting:** 5 hours

**Meeting Schedule:** Once every other month

**Canceled Meetings:**

- FY 2023-2024: 0
- FY 2024-2025: 0
- FY 2025-2026: 0

**Reimagined Options:** Does not seem necessary to meet more than quarterly, especially given that Special Meetings can be called. There are not enough policy decisions, leases, budgetary discussions, etc. to meet every other month.

## **Additional Comments, Ideas, Ability to Optimize**

- None at this time, but the new Airport Manager will be evaluating over the next several months.

# Affordable Housing Committee (AHC)

**Staff Liaison:** Evan Hietpas, Associate Housing Planner

**Makeup of Committee:** 11 members (includes 2 City Councilors) and 3 Ex-Officio members

**Committee Purpose:** To review and recommend to the council policies and/or amendments to current zoning ordinances, building division review processes, system development charge fees, street standards and other governmental policies that encourage increased access to and construction of housing for citizens earning 120 percent or less of McMinnville's median income as defined by the U.S. Department of Housing and Urban Development.

**Reimagined Options:** N/A

**Required By:** Ordinance 5100, 2021

**Staff Time Per Meeting:** 5 hours

**Meeting Schedule:** 1 Monthly Meeting

**Canceled Meetings:**

- FY 2023-2024: 2
- FY 2024-2025: 2
- FY 2025-2026: 3

## **Additional Comments, Ideas, Ability to Optimize**

- This Committee has evolved significantly since its origins as a City Council Task Force in 2016, created to explore affordable housing programs that could benefit the City. The task force's success led to the formation of a standing committee, which continues to provide valuable insight on tools for incentivizing or regulating affordable housing. Their expertise saves staff time through informed research and strong community partnerships.
- There's growing interest in increasing representation from "everyday citizens" and reducing the number of agency or organizational representatives. In 2025, the non-voting Ex-officio role was used to include Yamhill Community Care Organization.
- Recent appointees have mainly joined to learn about affordable housing—an admirable goal, but one that shifts the Committee's role from collaborative problem-solving with service providers toward broader public engagement on policies and programs.



**City of  
McMinnville**

# Diversity, Equity, and Inclusion Committee

**Staff Liaison:** Noelle Amaya, Communications and Engagement Manager

**Makeup of Committee:** 9 members (includes 1 youth member and 1 City Councilor)

**Committee Purpose:** To create a culture of acceptance and mutual respect that acknowledges differences and strives for equity...

**Reimagined Options:** N/A

**Required By:** Ordinance 5097, 2020

**Staff Time Per Meeting:** 6-12 hours

**Meeting Schedule:** 1 Monthly Meeting

**Canceled Meetings:**

- FY 2023-2024: 2
- FY 2024-2025: 1
- FY 2025-2026: 2

## **Additional Comments, Ideas, Ability to Optimize**

- Much of this work in other Cities is done by paid staff:
  - Washington County has a department of Access and Opportunity.
  - City of Hillsboro has a DEI Manager.
  - Metro has a DEI Office.
  - City of Tigard has a Community Engagement / Communications committee that their Community Engagement team overseas.

It seems that if the council prioritizes this work, it should be via a paid position(s) and not rely on community volunteers.

# Economic Vitality Leadership Council (EVLC)

**Staff Liaison:** Jody Christensen, CDC Special Projects Manager

**Makeup of Committee:** 15 members – 2 members from the City, the Chamber, MEDP, Visit McMinnville, and the MDA - 1 member from Water and Light, the School District – 3 members at-large representing the McMinnville business community.

**Committee Purpose:** To serve in an advisory and guidance role to McMinnville's economic development partners in advancing the MAC Town 2032 Economic Development Strategic Plan. The Committee focuses on both near-term and long-term high-impact strategies...

**Required By:** 5062, 2019

**Staff Time Per Meeting:** 4-6 hours

**Meeting Schedule:** 1 Monthly Meeting

**Canceled Meetings:**

- FY 2023-2024: 2
- FY 2024-2025: 2
- FY 2025-2026: 0

**Reimagined Options:** The MEVLC could be considered the City's economic "think tank" and could be directed to do more to support the local economic vitality.

## **Additional Comments, Ideas, Ability to Optimize**

- Term limits are currently a topic of discussion, currently they are mandated by ordinance 5062

# Landscape Review Committee (LRC)

**Staff Liaison:** Taylor Graybehl, Senior Planner

**Makeup of Committee:** 5 members and 1 ex-officio youth (21 or under) liaison

**Committee Purpose:** The committee reviews landscape plans and provides advisory input to the Planning Director, Planning Commission, and City Council on land-use decisions, comprehensive plan policies, and zoning ordinance updates.

**Reimagined Options:** Following a recent committee efficiency review in the Community Development Department, the City amended the MMC to make regular landscape plan reviews an administrative function (May 2025) rather than a responsibility of the LRC. This change, reflected in the FY26 meeting schedule, is expected to reduce the number of required LRC meetings. Because the LRC is not mandated by state statute, these decisions can be handled administratively. The LRC has been retained to review projects that pursue alternative design approaches outside the MMC's clear and objective standards, and to continue supporting community education and outreach efforts that help maintain McMinnville's Tree City USA designation.

**Required By:** Ordinance 5028, 2017

**Staff Time Per Meeting:** 1-2 hours

**Meeting Schedule:** 1 Monthly Meeting

**Canceled Meetings:**

- FY 2023-2024: 4
- FY 2024-2025: 3
- FY 2025-2026: 3

## **Additional Comments, Ideas, Ability to Optimize**

Historically, the LRC primarily focused on reviewing land-use decisions. Recent code amendments have shifted that responsibility to staff.

This year, the LRC expanded its role beyond its core Charter duties to support broader city objectives. Notably, the committee helped organize the annual Arbor Day event, an essential component of maintaining McMinnville's Tree City USA designation. Through these efforts, the LRC has reduced staff workload and demonstrated its value as a proactive partner in community engagement and event planning.



# Council Discussion & Direction

## Key Discussion Questions

- Are the current committees effectively fulfilling their intended purpose?
- How can staff better support committee effectiveness and alignment with Council goals?
- Do any committees need to be restructured, combined, or sunset?
- Are there emerging areas or priorities that warrant the creation of a new committee or task force?
- Are there opportunities to improve communication between committees and the Council?
- Is the meeting frequency appropriate for the workload or need adjustment?