



Diversity, Equity & Inclusion Advisory Committee
Zoom Online Meeting
Thursday, June 10, 2021
4:30 p.m. – Regular Meeting

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/93562400538?pwd=ZTBFeXRKUkpEWTY0MWxkdKxrcVQ0UT09>

Meeting ID: 935 6240 0538

Zoom Password: 609454

Or you can call in and listen via Zoom: +1 253 215 8782 (US)

Meeting ID: 935 6240 0538

Public Comments: If you wish to address the Diversity, Equity & Inclusion Advisory Committee on any item not on the agenda, you may respond as the Committee Chair calls for "Public Comment." You may also submit written comment via email at any time up to 12:00 pm the day of the meeting to kylie.bayer@mcminnvilleoregon.gov, that email will be provided to Committee members and entered into the record at the meeting.

1. CALL TO ORDER (Committee Chair Christine Bader) [4:30]
2. APPROVAL OF MINUTES (Committee Chair Christine Bader) [4:30]
 - a. Exhibit 1 – May 13, 2021, Meeting Minutes

Please submit requests for accommodations, including interpretation for people who are deaf or hard of hearing, at least 48 hours before the meeting to:
Kylie Bayer, HR Manager (503) 434-7405.

3. PUBLIC COMMENT (Committee Chair Christine Bader) [4:35]
 - a. The Chair will announce that any interested audience members are invited to provide comments. The Chair will read comments emailed to the HR Manager and then invite any person participating via Zoom to speak. The Chair may limit comments to 3 minutes per person for a total of 30 minutes. If there are no public comments the Chair may opt to continue discussion of topics in item #4.

4. SUBCOMMITTEES (Committee Chair Christine Bader) [4:40]
 - a. Each committee member briefly share which subcommittee they are joining and why.
 - b. Exhibit 2 – Draft subcommittee selection

5. CITY DEPARTMENT ENGAGEMENT QUESTIONS (Efrain Arredondo) [4:50]
 - a. Efrain will share his draft questions for City department heads
 - b. Exhibit 3 – Department Head Engagement Questions

6. DEPARTMENT HEAD PRESENTATION (Amanda Guile-Hinman) [5:00]
 - a. Update on Legal Department on DEI initiatives and goals.

7. DISCUSSION (Committee Chair Christine Bader) [5:30]
 - a. Proclamations and public statements. Community Outreach Subcommittee to share list of potential DEI-related proclamations for specific days/months for the Mayor to issue.
 - i. Exhibit 4 – draft list of potential days/months to consider
 - b. Update on local community events (Committee Vice Chair Tiffany Henness)
 - c. Sample action plans/work plans (Kylie Bayer)
 - i. Exhibit 5 – sample plans from Planning Commission, Historic Landmarks Committee, Landscape Review Committee, and McMinnville Urban Renewal Advisory Committee.

8. DEI TRAINING & RESOURCES (Larry Miller) [5:40]
 - a. Update on Larry's research

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9. SCHEDULE (Committee Chair Christine Bader) [5:45]
 - a. Presentation at City Council Work Session August 18, 2021
 - b. Possible DEIAC Work Session July 2021
 - i. Exhibit 6 – schedule preferences
 - c. Fair Housing Council of Oregon Training (Council President Remy Drabkin)
10. ADJOURNMENT [6:00]

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Kylie Bayer, HR Manager (503) 434-7405.

CITY OF McMinnville
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held online via Zoom, McMinnville, Oregon

Thursday, May 13, 2021 at 4:30 p.m.

Presiding: Committee Chair Christine Bader

Recording Secretary: Kylie Bayer, Human Resources Manager

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Efrain Arredondo	Maged Abo-Hebeish
	Christine Bader	
	Remy Drabkin, Council President	
	Tiffany Henness	
	Tony Lai	
	Larry Miller	
	Cecilia Flores	

Also present were Mayor Scott Hill; Kirby Neumann Rea, News Register; and Finance Director, Jennifer Cuellar.

- 1) CALL TO ORDER: Committee Chair Christine Bader called the meeting to order at 4:30 p.m. and welcomed all in attendance.
- 2) LAND ACKNOWLEDGEMENT: Tiffany shared information about land acknowledgement and engagement with the Indigenous community. Tiffany learned that land acknowledgements can be seen as performative and recommended the Committee and City engage more deeply with the Indigenous residents of the city. Christine emphasized the importance of sharing these learning opportunities with the committee. Larry asked if there is historical information about McMinnville's indigenous community. Tiffany is questioned if the City has historical markers within the City or information on the website. Mayor Hill shared he has a commemorative item in his office and described a totem pole in one of the City's roundabouts. Larry mentioned there is nothing on 3rd St, Mayor Hill confirmed. Efrain agreed that land acknowledgement can be performative, wants us to do something more genuine.
- 3) ROLL CALL: Committee members and meeting attendees shared something inspiring that has happened since the previous meeting.
- 4) NEW COMMITTEE MEMBER: Christine welcomed Sarah to the committee.
- 5) APPROVAL OF MINUTES:
 - a) Tony Lai MOVED and Larry Miller SECONDED approval of the April 8, 2021, Diversity, Equity & Inclusion Advisory Committee Meeting Minutes. Motion PASSED unanimously.
- 6) ROTATING ONE-ON-ONES: Committee members rotated through one-on-ones (pairs and groups of three) in breakout rooms to explore two questions about the importance of the

committee and what members hope to achieve during their term. Committee members shared with the larger group following the breakout rooms.

7) DISCUSSION TOPICS:

- a) Term Lengths
 - i) Kylie Bayer will present a resolution at upcoming City Council meeting to establish committee member term lengths.
 - ii) Council President Drabkin shared the City Council requests an action plan for their approval in August 2021. Formal date is not currently established. Kylie Bayer will engage City Recorder to provide list of potential dates.
 - iii) No action taken.
- b) Approval of Ground Rules
 - i) Tiffany Henness recommended removing Ground Rule #2
 - ii) Efrain Arredondo suggested updating Ground Rule #2 to read “We will be mindful and intentional about acknowledging our past and present and the people have and continue to live on this land.”
 - iii) No action taken.
- c) Youth Liaison as Voting Member
 - i) Tiffany Henness MOVED and Larry Miller SECONDED a recommendation to the City Council to amend the ordinance establishing the committee to make the youth liaison and City Council liaison full voting members. Motion PASSED unanimously.
- d) Program Ideas
 - i) Larry offered to lead on the topic of training the committee can explore.
 - ii) Kylie offered to coordinate a joint meeting with MacPAC.
 - iii) Jennifer Cuellar invited DEIAC members to the Budget Committee meeting and to submit comment through web form.
 - iv) Efrain offered to start a document to guide department head engagement.
 - (1) Tiffany proposed that each committee member engage with a department to serve as a liaison of sorts.
 - v) Tiffany offered to create a Google Document action plan from this program idea list.
- e) Mechanism for Public Input
 - i) There was not time to address this agenda item.
- f) Upcoming CCC event
 - i) There was not time to address this agenda item.
- g) City department heads presenting, starting at June meeting
 - i) There was not time to address this agenda item however Kylie will try to book a department head for the June 10 meeting.

8) PUBLIC COMMENT:

- a) There was no public comment.

9) ADJOURNMENT: Committee Chair Christine Bader adjourned the meeting at 6:00 p.m.

s/s Kylie Bayer
Kylie Bayer, Human Resources Manager
Recorder

Exhibit 2

DEIAC Subcommittee Assignments	
Maged	
Efrain	Government-Facing
Christine	
Tiffany	
Tony	Community Outreach
Larry	DEI Resources
Sarah	DEI Resources or Community Outreach
Ceci	
Remy	Government-Facing

Draft 6/2/21
McMinnville DEIAC Committee
Department Engagement

Purpose:

Appointed by the City Council, this seven-member advisory committee is responsible for making policy recommendations to the City Council related to diversity, equity, and inclusion. In alignment with the City's strategic plan, [Mactown 2032](#), this committee also advises City staff on culturally responsive service delivery, programming, and communication strategies. The committee also includes a youth liaison and a City Council liaison. Kylie Bayer, HR Manager, is the staff liaison.

From Ordinance No. 5097

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

- A. Advising the Council on policy decisions related to diversity, equity, and inclusion;
- B. Making recommendations to the Council on public engagement strategies and methods by which McMinnville residents can better participate in the decision-making process;
- C. Advising the City on culturally responsive service delivery, programming, and communication strategies;
- D. Updating and overseeing progress on the City's Diversity, Equity and Inclusion Plan;
- E. Overseeing progress on applicable goals and objectives in the 2019 Mac-Town 2032 Strategic Plan; and
- F. Identifying local leaders and building leadership capacity in McMinnville's communities of color.

2.35.020 Responsibilities and Power.

A Serve as an advisory body to the Council for matters concerning City diversity, equity, and inclusion policies and general City policies through a diversity, equity, and inclusion lens.

B. Evaluate City policies and make recommendations to the Council regarding public engagement strategies to ensure all interested persons have an avenue to participate in the Council's decision-making process.

C. Supervise the implementation of the Goals and Objectives in the 2019 Mac-Town 2032 Strategic Plan related to diversity, equity, and inclusion and advise the Council on implementation of other Goals and Objectives in the 2019 Mac-Town 2032 Strategic Plan through a diversity, equity, and inclusion lens.

D. Perform such other duties relating to issues of racism, sexism, or ableism as the McMinnville city council or city manager may request.

E. Have the authority to coordinate its activities with other city, county, state or federal agencies.

F. All members who are present at Board meetings, including the Chair and Vice Chair, are allotted one vote each on all motions.

Statement of Intent

First, we thank you for joining us in conversation and in our mission to create a culture of acceptance and mutual respect that acknowledges differences and strives for equity. The purpose of our work is not to point out the flaws, critique, or judge the important work you and your staff do, but to be part of the larger conversation about how our city addresses diversity and equity. We are here for the same reasons you are, we love McMinnville and we want it to be a true home for everyone, no matter how they came to be the person they are today.

Department Questions

1. How does diversity, equity, and inclusion fit into the work your department is doing?
2. Workforce Options
 - a. What is your department doing well in terms of building a diverse, equitable, and inclusive workforce?
 - b. What does your department do to encourage, promote, and support a workforce that resembles the population we serve?
3. Does your staff feel comfortable talking about diversity, equity, and inclusion?
4. Does your department provide its employees opportunities to those who seek to gain more knowledge on diversity, equity, and inclusion?
5. What data does your department collect about the racial or other diversity of a) your staff; b) your contractors; c) the people you serve?
6. Would your department feel comfortable adopting an equity lens if one was provided by the city?
7. Does your department have a process for gaining feedback from residents who may feel they don't have an equal voice?
8. Does your department have the resources it needs to provide services to those who need more equitable access?
9. How can we, as the DEI committee, support you in your work?
10. Do you have any questions for us?

Draft Proclamation/Commemorative Days/Months

January:

Martin Luther King, Jr. Day
International Holocaust Remembrance Day

February:

Black History Month

March:

Developmental Disabilities Awareness Month
Gender Equality Month
Women's History Month
Equal Pay Day
International Transgender Day of Visibility

April:

Arab-American Heritage Month
Autism Awareness Month (and World Autism Awareness Day)
Start of Ramadan
National Day of Silence (LGBTQIA+)

May:

Indian Heritage Month
Jewish-American Heritage Month
National Asian American and South Pacific Islander Heritage Month
South Asian Heritage Month
End of Ramadan
Eid al-Fitr

June:

Pride Month
Juneteenth
National Indigenous People's Day
Loving Day (celebrates Supreme Court decision to strike down laws banning interracial marriage, Loving v. Virginia)

July:

N/A

August:

International Day of the World's Indigenous People

September:

Hispanic Heritage Month

October:

N/A

November:

National Native American, American Indian, and Alaskan Native Heritage Month

Diwali

Transgender Day of Remembrance

December:

World AIDS Day

International Day for People with Disabilities

THE CITY OF MCMINNVILLE MISSION:

The City of McMinnville delivers high-quality services in collaboration with partners for a prosperous, safe and livable community.



THE PLANNING DEPARTMENT ACHIEVES THIS BY:

Providing excellent customer service, public engagement, and proactive planning programs to promote McMinnville as the most livable and prosperous city in the state of Oregon now and into the future.

Work Product	2021-2022	2022-2023	2024-2025
Long-Range Plans	<ul style="list-style-type: none"> • Three Mile Lane Area Plan • City Center Housing Strategy • UGB – Remand Response • Joint Management Agreement with Yamhill County • Annexation Process – Master Planning • HB 2001 • URA Reserve Area 	<p><u>2022</u></p> <ul style="list-style-type: none"> • Trans System Plan Update • Wastewater Master Plan Update • Water Master Plan Update • Parks Master Plan • Fox Ridge Road Area Plan <p><u>2023</u></p> <ul style="list-style-type: none"> • Downtown Plan 	<p><u>2024</u></p> <ul style="list-style-type: none"> • Southwest Area Plan <p><u>2025</u></p> <ul style="list-style-type: none"> • Highway 99 Corridor Study • Airport Master Plan • Airport Ec Dev Strategy
Comprehensive Plan Amendments	<ul style="list-style-type: none"> • Goal 5 Update – Cultural Resources • Goal 7 Update – Natural Hazards 	<ul style="list-style-type: none"> • Park Zone • Public Facility Zone 	<ul style="list-style-type: none"> • Airport Zone • University Zone
Zoning Ordinance Amendments	<ul style="list-style-type: none"> • Multi-Family Site Design Review • Residential Housing Types Site and Design Review Standards • Evaluation of Residential Zones • Parking Standards for Housing • Lighting Standards for Housing • Townhomes in C3 Zones • Single Room Occupancies 	<ul style="list-style-type: none"> • Transfer of Density for Natural Features • Natural Hazards Overlay District 	<ul style="list-style-type: none"> • Planned Development • Land Division Standards • Commercial Zone Amendments • Industrial Zones Amendments • Commercial/Industrial Site and Design Review • Innovation Special District – 3MLAP

2021 – 2025 PLANNING COMMISSION WORK PLAN

DRAFT McMinnville Historic Landmarks Committee - 2021 Work Plan DRAFT

GOAL: Document and Protect Historic Resources (Goal 3 in Historic Preservation Plan)

Strategy	Action	HP Plan	Timeframe	Cost	Responsibility
Explore Viability of Individual Property Listings, Historic District Nominations, or Local Inventory Updates in Residential Areas North & South of Downtown	Conduct Outreach and Education with Property Owners in Areas	Proposal 3.D.1	12/31/21	Staff	City/HLC
Review Downtown Design Standards	Finish In-Progress Review of Downtown Design Standards Chapter & Recommend Updates to Planning Commission/City Council	N/A	2/1/21 - 6/30/21	Staff	City/HLC/City Council
Review Historic Preservation Portions of City Code and Policies (TBD)	Complete Professional Analysis & Potential Update of Code or Policies Related to Historic Preservation (TBD)	N/A	5/1/20 - 12/31/21	\$ (CLG Grant)	City/HLC/Consultant

GOAL: Increase Public Awareness and Understanding of McMinnville's History and its Historic Preservation Program (Goal 1 in Historic Preservation Plan)

Strategy	Action	HP Plan	Timeframe	Cost	Responsibility
Educate Community on Historic Resources and Historic Preservation	Actively Promote National Preservation Month (May) by Participating in "This Place Matters"	Policy 1.A Proposal 1.B.1	5/1/21 - 5/31/21	Staff	City/HLC
	Complete Public Awareness/Education Projects for Historic Preservation (TBD)	TBD	5/1/20 - 12/31/21	\$ (CLG Grant)	City/HLC/Consultant
Acknowledge Property Owners that Preserve Historical Resources	Request Nominations for Annual Historic Preservation Award Program	Proposal 1.A.1	4/1/21	Staff	City/HLC/City Council
	Present Awards at City Council Meeting in May	Proposal 1.A.1	5/25/21	Staff	City/HLC/City Council
Make Information on McMinnville's Historic Resources Readily Available	Update Historic Preservation Webpage on City Website Including Incentives	Proposal 1.D.1-3 Proposal 2.A.1 Proposal 2.A.4	4/30/21	Staff	City/HLC/Intern
	Add Examples of Complete Design Review Applications on Website	Proposal 3.B.2	5/31/21	Staff	City/HLC/Intern
	Map All Historic Resources and Post Maps on City Website	Proposal 1.D.4	5/31/21	Staff	City/HLC/Intern

McMinnville Landscape Review Committee - 2021 Work Plan (Draft)

GOAL : Evaluate & Enhance the McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Conduct a Comprehensive Inventory of McMinnville's Street Trees	Develop/Recommend Plan for Implementation	High	Winter 2021	Staff/\$	City of McMinnville (City)/ Landscape Review Committee (LRC)
Evaluate Landscaping Chapter of McMinnville Zoning Ordinance	Review Chapter 17.57 and Recommend Revisions to Improve City's Landscape	Medium	Winter 2021	Staff	City/LRC
Evaluate Tree Chapter of McMinnville Zoning Ordinance	Review Tree Chapter and Recommend Revisions to Improve Urban Forest	Medium	Winter 2021	Staff	City/LRC
Promote Healthy, Safe, and Diverse Urban Forest	Work with MW&L on Process to Identify/Remove/Replace Problem Trees Under Power Lines	Medium	Fall 2021	Staff	City/LRC
	Develop "Right Tree for the Right Place" Informational Pamphlet	Low	Fall 2021	Staff/\$	City/LRC

GOAL: Increase Awareness & Appreciation of McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Celebrate Arbor Day in McMinnville	Promote Arbor Day Events in McMinnville	High	Spring 2021	Staff	City/LRC
	Coordinate Arbor Day Tree Planting Event	High	Spring 2021	Staff/\$	City/LRC
Educate Community on Urban Forestry					

GOAL: Preserve McMinnville's Urban Forest & Landscape

Strategy	Action	Priority	Timeframe	Cost	Responsibility
Manage Existing Landscape and Trees	Provide Recommendations and Guidance for Natural Features Management Program	High	Summer 2021	Staff	City/LRC

McMinnville Urban Renewal Advisory Committee—WORK PLAN FY 2020/2021



GOAL : ECONOMY—Encourage the economic growth of the area as the commercial, cultural, civic and craft industry center for McMinnville.

Project	Action	Timeframe	Plan \$ Allocation	FY 2020/2021	Implementation
Planning and Development Assistance Programs	Property Assistance Program	On-Going	\$450,000	\$175,000	City of McMinnville (City)/ McMinnville Urban Renewal Advisory Committee (MURAC)
Planning	Downtown Master Plan	September, 2020	\$450,000	\$25,000	City, MURAC, MDA, PAC
Public Off-Street Parking	Parking Structure Improvements	July, 2020	\$1,000,000	\$30,000	City, MURAC
	Parking Management Program	September, 2020	N/A	\$10,000	Staff and Volunteer Committee

GOAL: ENCOURAGE AN UNIQUE DISTRICT IDENTITY—Enhance the physical appearance of the district, create a pedestrian environment.

Project	Action	Timeframe	Plan \$ Allocation	FY 2020/2021	Comments
Third Street Streetscape and District Identity Improvements	Rooftop Lights	July/August 2020	\$2,325,000	\$10,000	City and MDA
	Wayfinding	July—September 2020	\$2,325,000	\$10,000	City, MDA, Visit McMinnville, and Project Advisory Committee

GOAL: TRAFFIC AND TRANSPORTATION—Provide safe and efficient multi-modal

Project	Action	Timeframe	Plan \$ Allocation	FY 2020-/2021	Comments
Third Street Streetscape and District Identity Improvements	Third Street Streetscape Plan Development	April 2020	\$2,325,000	\$30,000	City, MURAC, MDA, PACs

GOAL: HISTORIC PRESERVATION—Enhance sites and structures of historical, cultural and/or architectural significance.

Project	Action	Timeframe	Plan \$ Allocation	FY 2020-/2021	Comments
Third Street Streetscape and District Identity Improvements	Downtown Design Overlay Evaluation	January 2021	\$2,325,000	N/A	City, MDA, HLC, MURAC

GOAL: HOUSING—Promote development of affordable, quality housing in the area.

Project	Action	Timeframe	Plan \$ Allocation	FY 2020-/2021	Comments
Planning	City Center Housing Strategy	June, 2020	N/A	N/A	

DEIAC Work Session Preferences			
Committee Member	Preferred Dates	Not Available	Format
Maged			
Efrain		6/22-6/26 7/5-7/16 7/19-7/23 7/26 7/30	In person
Christine		6/19-30 Prefer to avoid weekends	either
Tiffany			
Tony		Mondays/Tuesdays Prefers to avoid weekends	
Larry		No Fridays in June	In person
Sarah	Friday/Saturday/ Sunday	6/19-6/2- 6/26	In person
Ceci			
Remy			Zoom
Kylie		6/4-6/24 7/2-7/7 7/16 7/23 7/30 8/21-8/28	In person