

CITY OF McMinnville
MINUTES OF DIVERSITY, EQUITY & INCLUSION ADVISORY COMMITTEE
Held at Kent Taylor Civic Hall and online via Zoom,
McMinnville, Oregon

Thursday, September 14, 2023, at 4:00 p.m.

Presiding: Committee Co-Chair Larry Miller & Committee Co-Chair Abby Thomas

Recording Secretary: Noelle Amaya, Communications & Engagement

Manager

Committee Members: Present

Abby Thomas
Caitlin Nemeth
Efrain Arredondo
Myrna Khoufry
Larry Miller
Zack Geary
Tony Lai

Absence

Dianne Rhee
Karina Alcantara
Katherine Martin
Christine Bader

Others in attendance: Susan Muir, Parks and Recreation Director; Jon Pheanis, MIG; Jessa Miller, MIG

- 1) CALL TO ORDER: Committee Co-Chair calls the meeting to order at 4:33 p.m.
- 2) APPROVAL OF MINUTES: Zack Geary MOVED to approve the June 8, 2023 minutes. Efrain Arredondo SECONDS. Motion PASSES unanimously.
- 3) PUBLIC COMMENT: There were no public comments.
- 4) PARKS & RECREATION OPEN SPACE MASTER PLAN PRESENTATION: Jon begins his presentation with an agenda overview including a welcome and process schedule update, strategic framework, and overview of the exercise. References the packet.

Jon gives an overview of the overarching reasons for the PROS engagement including creating a plan that is community based and to take a solid inventory of existing conditions. He provides a definition of equitable parks and recreation access according to the National Recreation Parks Association– the professional association that sets standards for parks and recreation professionals.

He overviews the stage the PROS plan is currently in. Phase three is the “strategy” which includes the development of a capital improvement plan, system development charge methodology, future systems map, and other engagement activities which include this check in.

Jon overviews the community engagement activities the PROS plan has completed up to date.

Jon reminds the group of what they worked on last time they met – including the goals that the committee identified. Some of those were safety, affordability, co-design and co-implement programming, improve ADA accessibility, provide programming in multiple languages, and community spaces that bring people together.

Jon presents the material regarding the strategic framework and proposed vision statement with the seven different draft goals.

Councilor Geary asks how we can address the maintenance cycle and deferred maintenance in this work. How will this plan set us up for success in the future.

Jon states that anything the group suggests will be go back to the consultant group for maintenance cost evaluation – these recommendations will be built into the final recommendations for the finalized plan. He asks the group to think of this as a living document – and that they plan to leave space in this plan for the unknowns of the future. “We can’t say what will happen in the future, but we can help anticipate potential issues and build those into final recommendations.”

Zack states that there are thoughts around how with the creation of new parks leads to the neglect of others. Zack would like to see it stated that every park in our system is treated equally in terms of maintenance and attention. Susan Muir stats that the goal is to meet the maintenance needs with prioritizing previous acreage.

Efrain points out subject D2 on page 18 does not prioritize the needs of older parks and it should.

Jon directs the group to the map visual in the room to show the locations of the parks and how that will ultimately inform the prioritization of the plan.

Tony Lai asks if money for support staff to do the maintenance work will be added into the plan as they think about adding more acres. Susan states that more park acreage translates into more dollars allotted to the park maintenance budget.

Efrain points out that all the current spaces are outdoors – and indoor recreation space is lacking. Efrain doesn’t feel like that’s adequate for our City’s needs. The availability of recreation areas or field sports to have that indoors or year-round access to indoor arenas or recreation facilities – aren’t cutting it. He asks, “can’t we ‘dream bigger?’ Efrain does not feel like it makes sense in Oregon to use a model like this based on our weather.

Efrain states that we need multi-use indoor courts in McMinnville. Caitlin agrees – she states that being able to address isolation/mental health issues with increased access to physically activity is very important. She feels that we (government) tends to focus on the short-term up front high costs of an indoor facility, but we should be focused on providing long-term health benefits for our community members. The county has very little indoor spaces for physical activity. Caitlin thinks this is a health equity issue.

Susan states that we have bifurcated indoor spaces and outdoor spaces – with the MACPAC work and discussions around the new community center. Ideally these two plans will come together and support each other.

Efrain would like the group to think outside the box in terms of different types of sports beyond the stereotypical sports that our current spaces serve.

Zack believes that restrooms should be included in every development fundamentally. Caitlin states that “all gender” bathrooms are ideal. Susan agrees that the “Loos” are the standard due to single stall, open air, maintenance, and safety issues.

Group moves to the project prioritization exercise.

Efrain asks about the timeline for prioritizing the items on the page. Jon states that anything past the 5-10 year category is considered a “long-term” priority.

Zack states that another way to address the health equity topic again is through providing exercise stations at parks or on trails. Caitlin, Abby, and Larry state that the Safe Routes to Parks are important to them. Zack states that the City recently received a grant to put a pathway along Sue Buel and he is excited about that. Tice and Rotary are both good options to look at for making safe pathways. Larry asks if the ‘safe routes’ include multi-modal and ADA accessible considerations. Susan confirms this to be the intention.

Zack states that there are plans currently in place to address bike safety along highway 99.

Tony would like to see a high cost priority being the loop trail – or some sort of running trail around the City.

Zack and Susan state a pedestrian crossing over the South Yamhill River is included in the Three Mile Lane Area Plan.

Larry and Zack state that “community gardens” are low-cost play and gathering spaces that we should add. Tony would love to see more community gathering spaces in McMinnville in general. Zack suggests that park development standards should include some sort of menu of small items that new development must “choose one” when they develop.

Amphitheaters would be a great large investment to add to the community. Zack suggests adding a new park in the ‘white space’ on the map might be difficult but makes sense to attempt to find space to do so.

The group agrees that lighting improvements would be a low-cost re-investment opportunity. Rotary nature park is called out as a good spot for this but there are many unlit trails and paths throughout the City and in various neighborhoods.

Myrna states that the pool facility really needs investment.

The group agrees that shade trees are of huge importance and are low-cost nature investments.

Joe Dancer is called out for shade. Jay Pearson also could use more shade trees.

Larry suggests waterwise landscaping.

Jon wraps up the exercise and states that the next steps are that the next time we see MIG they'll be presenting the draft final plan.

- 5) ARPA PROJECT PLANNING Staff Liaison Noelle states that the RFP is still underway and almost ready for final review and sending out. She hopes to have it finished before the month's end and will send updates to the group when she has them.

Larry states that Caitlin had asked the group to look at the cultural calendar and list. Larry states that he will resend the list and the group should plan to spend next month's meeting on this discussion.

- 6) MEETING CHANGES Group discussion about meeting lengths and times to conduct business. There is a suggestion to make the meetings start a little earlier, potentially from 4 to 6 pm each month. Co-Chairs call for a vote. Tony MOVES to approve the change to future meetings from 4pm to 6pm. Abby Thomas SECONDS. Motion PASSES UNANIMOUSLY.

- 7) ADJOURNMENT at 6:20 pm.

s/s Noelle Amaya
Noelle Amaya,
Communications & Engagement Manager



City of McMinnville

DIVERSITY, EQUITY, INCLUSION

Diversity, Equity, and Inclusion Advisory Committee: Current Committee Members & Term Lengths 9 Members / 2 Ex-Officio

Karina Alcantara (Youth)	12/31/2023
Effrain Arrendondo	12/31/2024
Christine Bader	12/31/2024
Katherine Martin	12/31/2027
Zack Geary (City Council)	12/31/2023
Abby Thomas (Co-Chair)	12/31/2024
Myrna Khoury (Ex-Officio)	12/31/2025
Tony Lai	12/31/2024
Larry Miller (Co-Chair)	12/31/2023
Caitlin Nemeth	12/31/2027
Diane Rhee (Ex-Officio)	12/31/2025

ORDINANCE NO. 5097

An Ordinance Adopting a New McMinnville Municipal Code Chapter 2.35, Establishing a Diversity, Equity, and Inclusion Committee.

RECITALS:

Whereas, the City of McMinnville adopted the Mac-Town2032 Strategic Plan ("Strategic Plan") on January 8, 2019 via Resolution No. 2019-06; and

Whereas, one of the Goals of the Strategic Plan is to "create a culture of acceptance and mutual respect that acknowledges differences and strives for equity;" and

Whereas, one of the action items listed in the Strategic Plan to achieve the above-recited Goal is to create a diversity, equity, and inclusion advisory committee; and

Whereas, the City of McMinnville wishes to create a standing diversity, equity, and inclusion committee that will advise the Common Council for the City of McMinnville on policy decisions through a diversity, equity, and inclusion lens, among other purposes and duties.

NOW, THEREFORE, THE COMMON COUNCIL FOR THE CITY OF MCMINNVILLE ORDAINS AS FOLLOWS:

- 1. The Common Council for City of McMinnville adopts the above-stated recitals and findings as if fully set forth herein.
2. A new Chapter 2.35 of Title 2 of the McMinnville Municipal Code is hereby adopted to read as set forth on Exhibit A attached hereto and incorporated herein.
3. The City Recorder shall conform these amendments to the City's Municipal Code format and correct any scrivener's errors.
4. This Ordinance shall be in full force and effect thirty (30) days from the date of final passage and approval.

Adopted Council this 13th day of October, 2020, by the following votes:

Ayes: Drabkin, Garvin, Geary, Menke, Peralta, Stassens

Nays:

Abstain:

Scott A. Hunt

MAYOR

Attest:

Claudia Cisneros
City Recorder

Approved as to form:

[Signature]
City Attorney

EXHIBIT:

A. Chapter 2.35 Diversity, Equity, and Inclusion Committee

Exhibit A to Ordinance No. 5097

“Chapter 2.35 Diversity, Equity, and Inclusion Committee

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.

2.35.030 Membership.

- A. *Number of Members.* The Diversity, Equity, and Inclusion Committee shall be composed of seven members.

B. *Residency.* Members must reside, own a business, or attend school within the City of McMinnville city limits. A majority of members shall reside within the city limits. The Council can appoint a member to the Diversity, Equity, and Inclusion Committee who does not meet any of these residency criteria if it is determined that the member brings significant value to the purpose of the Committee.

C. *Representation.* Individual seats are not geographically designated. Council members, planning commissioners, and water and light commissioners shall not serve as Diversity, Equity, and Inclusion Committee members.

D. *Appointments.* The Council will appoint the committee members. The City strives for members of the Diversity, Equity, and Inclusion Committee to bring their lived experiences as Black, Indigenous, and People of Color (BIPOC); lesbian, gay, bisexual, trans, queer/questioning, intersexed, asexual, and all other sexualities, sexes, and gendered/non-gendered (LGBTQIA+) people, and/or people experiencing disabilities, as well as the ability to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases impact all residents in McMinnville..

E. *Terms.* All terms are for four years commencing with January of each year. All members may serve two consecutive four-year terms. Members who have served two full terms may be reappointed to the Diversity, Equity, and Inclusion Committee after a four-year hiatus from the committee.

F. *Removal.* A committee member may be removed by the Council for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The committee may, by motion, request that a member be removed by the Council. If the Council finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.

G. *Ex Officio Members.* One *ex officio* youth (21 years of age and under) may be appointed by the Council, to serve a three year term. The *ex officio* youth shall not be a voting member. Additional *ex officio* members may be appointed by the city manager or city manager designee and will serve a three-year term. Additional *ex officio* members shall not be voting members.

2.35.040 Officers.

A. *Chairperson / Vice-Chairperson.* At its first meeting of each year, the Diversity, Equity, and Inclusion Committee shall elect from its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the committee. A majority of the committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.

B. *Annual Report to City Council.* The Chairperson of the Diversity, Equity, and Inclusion Committee shall make an annual report to the Council outlining accomplishments for the past year and work plan for the following year, or more often as the Chairperson deems appropriate, or at the request of the Council.

2.35.050 Meeting/Quorum.

A. *Meeting Schedule.* The Diversity, Equity, and Inclusion Committee shall meet as

required to accomplish its purpose and responsibilities.

B. *Meeting Conduct.* Except as provided under Oregon Public Meetings Law, the Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition (“Roberts Rules”) shall govern each committee meeting. In the event of a conflict between Oregon Public Meetings Law and Roberts Rules, Oregon Public Meetings Law shall control.

C. *Open to the Public.* All meetings shall be open to the public.

D. *Quorum.* A majority of the members of the committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the committee at the time and does not include vacancies.

2.35.060 Expenses/Reimbursements. Committee members shall receive no compensation. Any expense incurred by a committee member that will need to be reimbursed by the City of McMinnville must be pre-authorized by the city manager or designee.

2.35.070 Special Provisions.

A. The Diversity, Equity, and Inclusion Committee shall operate within the laws and guidelines of the federal government, the state government, Yamhill County and the city of McMinnville.

B. The Council may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

2.35.080 Staff Support. Staffing shall be determined by the city manager or city manager designee.”



City of McMinnville

DIVERSITY, EQUITY, INCLUSION

Diversity, Equity, and Inclusion Advisory Committee: Yearly Schedule

January	Set priorities / approve work plan for the new year Onboard new committee members
June	Mid-year progress check
August	Annual Report preparation
September	Annual Report to City Council
October	Post/Recruitment for end-of-year Committee vacancies
November	Elect Co-Chairs for following year
December	Work plan review / refinement / prep for January goal setting