

**McMINNVILLE URBAN RENEWAL AGENCY MEETING**  
**McMinnville, Oregon**

**AGENDA**

**McMINNVILLE CIVIC HALL**  
**200 NE SECOND STREET**

**August 12, 2016**  
**7:00 p.m. - Urban Renewal Agency Meeting**

Welcome! All persons addressing the Agency will please use the table at the front of the Board Room. All testimony is electronically recorded. Public participation is encouraged. If you desire to speak on any agenda item, please raise your hand to be recognized after the Mayor calls the item.

**CALL TO ORDER**

1. NEW BUSINESS
  - a. Appointment of Members to the McMinnville Urban Renewal Agency Committee (MURAC)
2. ADJOURNMENT



**Urban Renewal Agency**

**Meeting Date:** 08/09/2016

**Subject:** Appointment of members to MURAC

**From:** Doug Montgomery, Planning Director

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**Information**

**AGENDA ITEM:**

Appointment of Members to the McMinnville Urban Renewal Agency Committee (MURAC)

**BACKGROUND:**

In June, Jeb Bladine and Rob Stephenson, two of the original members of the McMinnville Urban Renewal Agency Committee (MURAC), submitted their resignations to the Planning Department, citing their increasing involvement in a proposed downtown development and concerns regarding potential and/or actual conflicts of interest with future urban renewal matters. In response to this action, Planning staff and the current MURAC Chair (Walt Gowell) contacted Cassie Sollars and Kyle Faulk to determine their interest in serving on MURAC. These two individuals are considered to be well qualified for these positions due to their prior experience on the committee, and in downtown and NE Gateway District issues. In response to our inquiry, both expressed a strong interest in serving on the committee and have submitted applications for the Agency Board's consideration, which are attached to this packet.

According to the MURAC bylaws, appointment of members to the committee is by majority vote of the Urban Renewal Agency Board.

At their July 6, 2016 meeting, members of the MURAC committee voted unanimously to recommend the Urban Renewal Agency appoint Cassie Sollars and Kyle Faulk to the committee.

**RECOMMENDATION:**

The MURAC and staff recommend the appointment of Cassie Sollars and Kyle Faulk to the committee. If appointed, their terms would expire December 31, 2016, and December 31, 2018, respectively.

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**Attachments**

MURAC Application-Sollars

MURAC Application\_Faulk

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**APPLICATION FOR SERVICE ON BOARD OR COMMISSION**

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Cassie Sollars  
Address: 1253 NW Mitchell Ln.  
McMinnville OR 97128  
Email: Cassie@oregon.com

Phone: \_\_\_\_\_  
Home: 971-241-0153  
Cell: "  
Business: "

Board or commission for which you are an applicant:

- |   |   |
|---|---|
| <input type="checkbox"/> City Council                 | <input type="checkbox"/> Historic Landmark Committee          |
| <input type="checkbox"/> Advisory Board               | <input type="checkbox"/> Landscape Review Committee           |
| <input type="checkbox"/> Airport Commission           | <input checked="" type="checkbox"/> McMinnville Urban Renewal |
| <input type="checkbox"/> Board of Appeals             | Advisory Committee (MURAC)                                    |
| <input type="checkbox"/> Budget Committee             | <input type="checkbox"/> Planning Commission                  |
| <input type="checkbox"/> Citizens' Advisory Committee |   |

\*\*Ward in which you reside (if applicable): \_\_\_\_\_

How many years have you lived in McMinnville? 39

Educational and occupational background: \_\_\_\_\_

See attached resume

Why are you interested in serving? I love my community and love volunteer service. MURAC was a favorite of mine while I was MDA Manager, and I jumped at the opportunity when another vacancy occurred.

Date 07-06-16

Signed Cassandra Sollars

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128

**Cassandra Sollars**  
**1253 N.W. Michelbook Lane**  
**McMinnville OR 97128**  
971-241-0153 [cassie@oregon.com](mailto:cassie@oregon.com)

**Educational and occupational background:**

**Educational:** Attended Jamestown College, Jamestown, ND  
Attended Chemeketa Community College, Salem  
Graduate Northwest Commercial Lending School

**Occupational:**

|                               |   |                                |
|-------------------------------|---|--------------------------------|
| Banking:                      | First National Bank of Oregon, Ops Officer  | 1973 – 1978                    |
|                               | Valley Community Bank, Ops Officer          | 1984 – 1987                    |
|                               | Tualatin Valley Bank, Lending Officer       | 1987 – 1988                    |
| Accounting:                   | Alex R. Clemens, CPA                        | 1978 – 1983                    |
|                               | Professional Office Services, Inc. (Owner)  | 1993 – 1997                    |
|                               | Fitzpatrick, Countryman & McKenzie, CPAs    | 1997 (sold my clients to them) |
| Real Estate:                  | Real Estate Sales, McMinnville Realty, Inc. | 1982 – 1983                    |
|                               | Real Estate Sales, Willamette West Realtors | 1988 – 1993                    |
|                               | Sole Principal Broker Licensee              | 1993 – 2012                    |
| News-Register                 | Executive Assistant to the Publisher        | 1997 – 2012                    |
|                               | Viewpoints Editor                           | 2007 – 2012                    |
| McMinnville<br>Downtown Assn. | Manager                                     | 2012 – 2016                    |

**Governmental & Community Service:**

|  |                         |
|--|-------------------------|
| McMinnville Urban Renewal Advisory Committee     | 2014 – 2016             |
| Transient Occupancy Tax Advisory Committee       | 2012 - 2015             |
| McMinnville Planning Commission                  | 2001 – 2003             |
| McMinnville Citizens Advisory Committee          | 1994 – 2001             |
| Visit McMinnville Board of Directors - Treasurer | 2015 – 2016             |
| McMinnville Downtown Association                 | 1995 – 2012             |
| Secretary of the Board                           | 2002 – 2013             |
| McMinnville Noon Kiwanis Board                   | 2010 – Current          |
| Treasurer  | 2011 – Current          |
| Yamhill County Foundation Board                  | 2006 – 2010             |
| Secretary  | 2006 – 2010             |
| McMinnville Area Chamber of Commerce Board       | 1997 – 2004             |
| Chair of the Board                               | 1999 – 2000             |
| Yamhill Valley Visitors Association Board        | 2001 – 2005             |
| President  | 2002 – 2004             |
| McMinnville Area Cultural Association Board      | 2002 – 2005             |
| President  | 2002 – 2005             |
| McMinnville City Club Board                      | 1996 – 2005 & 2007-2012 |
| Chair of the Board                               | 1998 – 1999             |
| Co-Chair of the Board                            | 2004 – 2005             |
| Treasurer  | 2007 – 2012             |
| Arts Alliance of Yamhill County Board            | 1994 – 1997             |
| President  | 1995 – 1996             |
| McMinnville Montessori School Board              | 1991 – 1994             |
| Treasurer  | 1992 – 1994             |

**Awards and Recognition**

|   |             |
|---|-------------|
| McMinnville Area Chamber of Commerce Excellence in Volunteerism | 1999        |
| McMinnville Area Chamber of Commerce Director of the Year       | 2001        |
| McMinnville Downtown Association Excellence in Volunteerism     | 2003 & 2010 |
| McMinnville Jaycees Woman of the Year                           | 2004        |
| Oregon Main Street Manager of the Year                          | 2014        |



**APPLICATION FOR SERVICE ON BOARD OR COMMISSION**

Thank you for your interest in serving your community. The information on this form will help the Mayor and City Council learn about the background of persons interested in serving on a particular board or commission.

Name: Kyle Faulk Phone: \_\_\_\_\_  
 Home: (360) 903-7632  
 Address: 673 SW Sunset Drive Cell: (503) 899-2445  
McMinnville 97128 Business: (503) 474-9441  
 Email: kfaulk@citizensEbank.com

Board or commission for which you are an applicant:

|   |   |
|---|---|
| <input type="checkbox"/> City Council                 | <input type="checkbox"/> Historic Landmark Committee          |
| <input type="checkbox"/> Advisory Board               | <input type="checkbox"/> Landscape Review Committee           |
| <input type="checkbox"/> Airport Commission           | <input checked="" type="checkbox"/> McMinnville Urban Renewal |
| <input type="checkbox"/> Board of Appeals             | Advisory Committee (MURAC)                                    |
| <input type="checkbox"/> Budget Committee             | <input type="checkbox"/> Planning Commission                  |
| <input type="checkbox"/> Citizens' Advisory Committee |   |

\*\*Ward in which you reside (if applicable): \_\_\_\_\_

How many years have you lived in McMinnville? Eight

Educational and occupational background: Educational: Undergraduate Degree - Portland State University - Mathematics (2006); Graduate Degree - Portland State University - Master of Business Administration (2008)  
Occupational: Community Banker (since 2007) - focused on business and economic development within local community

Why are you interested in serving? There are many exciting things happening in McMinnville, which includes urban renewal in the downtown core and Gateway District. We have an opportunity to positively shape the future of our community. If I can play even a small role in the betterment of McMinnville for future generations, it would be an honor and something I take seriously.

Date July 11, 2016 Signed [Signature]

Please return to City Hall, 230 NE Second Street, McMinnville, OR 97128