



Kent Taylor Civic Hall  
200 NE Second Street  
McMinnville, OR 97128

**McMinnville Urban Renewal Agency Meeting Agenda  
Tuesday, April 11, 2017  
7:05 p.m.**

1. CALL TO ORDER
  
2. RESOLUTION
  - a. **Resolution No. 2017-04**: A Resolution appointing \_\_\_\_\_,  
\_\_\_\_\_ and \_\_\_\_\_ as representatives of the  
McMinnville Urban Renewal Agency Budget Committee.
  
3. ADJOURNMENT

Kent Taylor Civic Hall is accessible to persons with disabilities. A request for an interpreter for the having impaired or for other accommodations for persons with disabilities should be made a least 48 hours before the meeting to the City Recorder (503) 435-5702. For TTY services, please dial 711.



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## MEMORANDUM

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### **Urban Renewal Agency – Regular Meeting**

**Meeting Date:** April 11, 2017

**Subject:** Budget Committee Appointments

**From:** Marcia Baragary, Finance Director

### **AGENDA ITEM:**

Appointments for vacant positions on the McMinnville Urban Renewal Agency Budget Committee

### **BACKGROUND:**

ORS 294.414(1) requires a local government to establish a budget committee for purposes of acting as the local government's fiscal planning advisory committee. The committee is comprised of the elected members of the governing body and an equal number of electors of the local government (i.e., qualified voters). The governing body appoints electors to the budget committee for three years terms.

Resolution No. 2014-2, adopted by the McMinnville Urban Renewal Agency (URA) Board on March 11, 2014, established the URA Budget Committee and provided that the City of McMinnville Budget Committee shall also be appointed as members of the McMinnville URA Budget Committee.

There are currently four vacancies on the City and Urban Renewal Agency (URA) Budget Committees. The vacancies were advertised in the News Register on September 30, 2016 and October 7, 2016, as well as on the City website. There were no responses to the advertisement at that time. In recent months, applications for the Budget Committee were submitted by Peter Hofstetter, Drew Millegan, and Kyle Lake.

Candidates Hofstetter, Millegan, and Lake are scheduled to interview with Mayor Hill and Council President Menke at 4:00 p.m. on April 11<sup>th</sup>. Interviews for the URA Budget Committee will be held in conjunction with interviews for the City of McMinnville's Budget Committee.

### **RECOMMENDATION:**

Staff recommends that the URA Board appoint the candidates to the Budget Committee, as recommended by Mayor Hill and Council President Menke.

RESOLUTION NO. 2017-04

A Resolution appointing \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as representatives of the McMinnville Urban Renewal Agency Budget Committee

RECITALS:

ORS 294.414(1) requires a local government to establish a budget committee for purposes of acting as the local government's fiscal planning advisory committee.

The Budget Committee is comprised of the elected governing body and an equal number of volunteer electors who are appointed by the governing body for three year terms.

There are currently four vacancies on the Urban Renewal Agency Budget Committee. Three candidates have applied for the vacant positions. All three candidates are qualified voters and are eligible to serve as electors on the Committee.

Budget Committee vacancies were advertised, applications were solicited, and the candidates were interviewed on April 11, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE McMINNVILLE URBAN RENEWAL AGENCY, as follows:

1. The Urban Renewal Agency Board appoints the following volunteers to the Budget Committee:

BUDGET COMMITTEE  
(3-year term)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. This Resolution and these appointments will take effect immediately.

Adopted by the Board of the McMinnville Urban Renewal Agency at a regular meeting held the 11th day of April 2017 by the following votes:

Ayes: \_\_\_\_\_

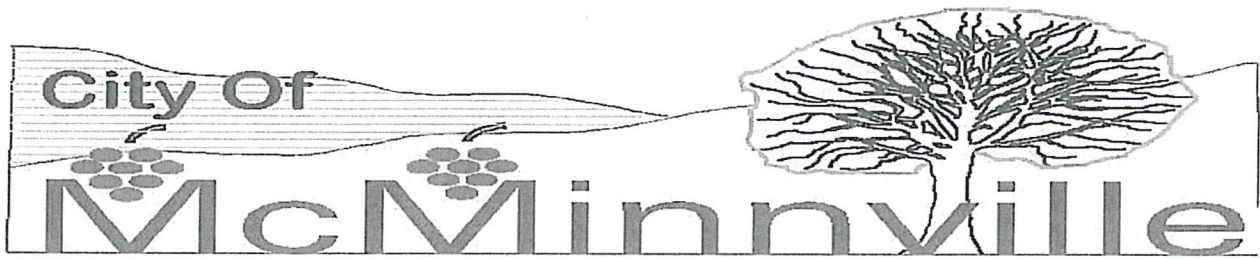
Nayes: \_\_\_\_\_

Approved this 11th day of April 2017.

\_\_\_\_\_  
CHAIR OF THE URBAN RENEWAL BOARD

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY



**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: Peter A. Hofstetter  
Address: [Redacted]  
McM, OR  
Email: \_\_\_\_\_

Phone (Home) \_\_\_\_\_  
Phone (cell) [Redacted]  
Phone (work) [Redacted]

Board or commission for which you are an applicant::

<input type="checkbox"/> Advisory Board	<input type="checkbox"/> Historic Landmark Committee
<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Landscape Review Committee
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> McMinnville Urban Area Management Commission (MUAMC)
<input checked="" 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? 2.5

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

BA- Business/Biology- American University 1974; MPA- American University-1977

Various healthcare businesses for the past 40 years including hospital CEO for 33+ yrs

Currently CEO at WVMC

Why are you interested in serving? \_\_\_\_\_

I was asked if I would be interested in serving and I would be glad to be considered;

I have been involved in many boards/committees over the years including Chambers, United Way and an ele school board member in Pennsylvania;

I have also been on the board including chair for a number of State Hospital Associations

Date 2/6/2017

Signed \_\_\_\_\_

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

*Received 2/6/16 mg*



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 Lake
Address: McMinnville OR 97128
Email:

Phone (Home)
Phone (cell)
Phone (work)

Board or commission for which you are an applicant::

- Advisory Board
Airport Commission
Board of Appeals
Budget Committee
Citizens' Advisory Committee
Historic Landmark Committee
Landscape Review Committee
McMinnville Urban Area Management Commission (MUAMC)
Planning Commission

Ward in which you reside (if applicable): 1

How many years have you lived in McMinnville? 21

Educational and occupational background:
McMinnville High School graduate 2003
Brigham Young University Idaho - Business Admin w/ Marketing Emphasis 2010
Business to Business sales 2 years, Pharmaceutical Sales 4 years

Why are you interested in serving?

- Being involved in my local city government to have a voice in the ongoing growth of a town like McMinnville.
A great learning opportunity for me to continue my goals of diversifying my interest and being a well rounded individual
Serve my local community



**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: Drew A. Millegan Phone (Home) N/A  
 Address: [REDACTED] Phone (cell) [REDACTED]  
McMinnville, OR 97128 Phone (work) [REDACTED]  
 Email: [REDACTED]

Board or commission for which you are an applicant::

<input type="checkbox"/> Advisory Board	<input type="checkbox"/> Historic Landmark Committee
<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Landscape Review Committee
<input type="checkbox"/> Board of Appeals	<input type="checkbox"/> McMinnville Urban Area Management Commission (MUAMC)
<input checked="" type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Citizens' Advisory Committee	

Ward in which you reside (if applicable): Ward 3

How many years have you lived in McMinnville? 3  
 Educational and occupational background: Riverdale High School Class of 2013, Montana State University, Linfield College, Stock Broker at JW Millegan Inc., Managing Partner at the Woodworth Contrarian Stock and Bond Fund.

Why are you interested in serving? I am looking to help serve my city and get involved in local civic affairs. I also have an interest in getting to know government accounting better. I find numbers and financial work enjoyable.

Date 01-23-2017 Signed [Signature]

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