

CITY OF McMinnville
MINUTES OF THE URBAN RENEWAL AGENCY MEETING
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, December 13, 2016, at 9:15 p.m.

Presiding: Kevin Jeffries, Acting Chair
Scott Hill, Chair

Recording: Melissa Grace, City Recorder

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|-------------|----------------|------------------------|
| Councilors: | <u>Present</u> | <u>Excused Absence</u> |
| | Remy Drabkin | |
| | Scott Hill | |
| | Kevin Jeffries | |
| | Kellie Menke | |
| | Alan Ruden | |
| | Larry Yoder | |

Also present were Interim City Manager Candace Haines, City Attorney David Koch, Community Development Director Mike Bisset, Planning Director Heather Richards, Library Director Jenny Berg, Information Technology Director Scott Burke, Councilor-elect Adam Garvin, and a member of the news media, Tom Henderson of the *News Register*.

CALL TO ORDER: Acting Chair Jeffries called the meeting to order at 9:15 p.m.

Acting Chair Jeffries stated that the Chair position was never officially vacated when former Chair Olson resigned. He asked for a motion recognizing that the Chair position has been vacated.

Board Member Menke MOVED to recognize the Chair position as vacated;
SECONDED by Board Member Ruden. Motion PASSED unanimously.

1. APPOINTMENT OF CHAIR

Board Member Yoder MOVED to appoint Scott Hill as Chair; SECONDED by Board Member Menke. Motion PASSED unanimously.

2. RESOLUTIONS

- a. **Resolution No. 2016-07:** A Resolution of the McMinnville Urban Renewal Board authorizing the McMinnville City Manager or designee to enter into and manage a Personal Services Contract for a parking study with Rick Williams Consulting.

Planning Director Richards explained that the contract is to evaluate current and future public parking capacity issues through conducting a utilization study in the Third Street area as well as the Northeast Gateway District. Rick Williams Consulting would be looking at parking in both areas on a weekday and a weekend to see how parking is currently being utilized. She explained that they will also examine capacity issues and opportunities. Ms. Richards stated that Rick Williams Consulting would provide an off-street parking inventory and make recommendations on where to invest for future public parking inventory. The McMinnville Renewal Advisory Committee (MURAC) recommends the parking utilization study be conducted by Rick Williams Consulting. Ms. Richards stated that the contract is for a not-to-exceed amount of \$34,984.00. The study would be funded through the Urban Renewal Budget.

Discussion ensued regarding the need for the project and the amount of funds available to be spent on the off-street parking project.

Board Member Ruden MOVED to adopt Resolution No. 2016-07 authorizing the McMinnville City Manager or designee to enter into and manage a Personal Services Contract for a parking study with Rick Williams Consulting; SECONDED by Board Member Yoder. Motion PASSED unanimously.

- b. **Resolution No. 2016-08:** A Resolution of the McMinnville Urban Renewal Board re-appointing members to the McMinnville Urban Renewal Advisory Committee.

Planning Director Richards stated that there are three members whose terms are expiring December 31st: Kyle Faulk, Walt Gowell, and Kelly McDonald. She added that all three members would like to be re-appointed.

Board Member Menke MOVED to adopt Resolution No. 2016-08 re-appointing members to the McMinnville Urban Renewal Advisory Committee; SECONDED by Board Member Ruden. Motion PASSED unanimously.

3. ADJOURNMENT: Chair Hill adjourned the meeting at 9:21 p.m.

s/s Melissa Grace
Melissa Grace, City Recorder