



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

**McMinnville Urban Renewal Agency Meeting Agenda
Tuesday, December 10th, 2019
Following Regular City Council Session**

1. CALL TO ORDER
2. CONSENT AGENDA
 - a. Consider the Minutes of the June 25th, 2019 Urban Renewal Agency Meeting.
3. RESOLUTION
 - a. Consider Resolution 2019-03, A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.
4. 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.

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, June 25, 2019 at 7:00 p.m.

Presiding: Scott Hill, Chair

Recording Secretary: Melissa Bisset

Councilors:	<u>Present</u> Adam Garvin Zack Geary Sal Peralta Wendy Stassens	<u>Excused Absence</u> Remy Drabkin Kellie Menke
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Also present were City Attorney David Koch, City Manager Jeff Towery, Finance Director Marcia Baragary, Planning Director Heather Richards, and Police Chief Matt Scales.

1. CALL TO ORDER: Chair Hill called the meeting to order at 11:32 p.m. and welcomed all in attendance.

2. PUBLIC HEARING: Public Hearing for the Fiscal Year 2019-2020 Budget for the McMinnville Urban Renewal Agency (ORS 294.456)

Finance Director Baragary explained that there was a change in the Budget that was an increase in expenditures compared to the budget that was adopted by the Budget Committee. There were projects being carried over that wasn't spend in 18-19 that was anticipated. Some of the funds being carried over are related to the Development Assistance Program which was related to the timing of the projects. The projects are being carried forward into the 19-20 Budget.

Chair Hill opened the public hearing at 11:33 pm and asked if there was anyone who would like to speak on the proposed Budget.

There were no public comments.

Chair Hill closed the public hearing at 11:33 pm.

3. RESOLUTION

- 3.a. Resolution No. 2019-02: A Resolution adopting the budget for the fiscal year beginning July 1, 2019, making appropriations and declaring the tax increment.

Councilor Garvin MOVED to adopt Resolution No. 2019-02 adopt Resolution No. 2019-02 adopting the 2019-2020 budget in the amount of \$1,189,854 for the fiscal year beginning July 1, 2019; to make the appropriations in the amount of \$1,148,894; and to certify to the county assessor a request for the McMinnville Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457. SECONDED by Councilor Peralta. Motion PASSED Unanimously.

4. CONSENT AGENDA

- 4.a. Consider the Minutes of the October 9, 2018, December 11, 2018, January 8, 2019, and June 11, 2019 Urban Renewal Agency Meetings.

Mayor Hill asked if any Councilor wished to have anything removed from the Consent Agenda. No Councilor opposed. The consent agenda PASSED Unanimously.

5. ADJOURNMENT: Chair Hill adjourned the meeting at 11:36 p.m.

Recording Secretary



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311
www.mcminnvilleoregon.gov

URBAN RENEWAL AGENCY STAFF REPORT

DATE: December 10, 2019
TO: Mayor and City Councilors
FROM: Heather Richards, Planning Director
SUBJECT: Resolution No. 2019 – 03, “MURAC Appointments”

STRATEGIC PRIORITY & GOAL:



ENGAGEMENT & INCLUSION

Create a culture of acceptance & mutual respect that acknowledges differences & strives for equity.

OBJECTIVE/S: Grow City's employees and Boards and Commissions to reflect our community

Report in Brief:

This is the consideration of Urban Renewal Agency Resolution No. 2019-03, appointing volunteers to the McMinnville Urban Renewal Agency (MURAC).

Background:

Urban Renewal Resolution No. 2013-01, approved by the McMinnville Urban Renewal Board on December 10, 2013, created the McMinnville Urban Renewal Advisory Committee (MURAC) and adopted bylaws to guide MURAC's roles, responsibilities, and operations.

Article II of Resolution No. 2013-01 addressed membership.

Section 1. Membership: *The MURAC shall consist of seven members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Three (3) MURAC members shall have businesses or property within the Urban Renewal District boundaries the remaining four (4) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.*

To the extent possible, members should represent a diverse cross section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal related activities.

On January 3, 2018, MURAC voted to amend the language of Article II, Section 1 membership to read:

Section 1. Membership: *The MURAC shall consist of not less than seven and not more than nine voting members who are appointed by a majority vote of the Board at a public meeting. Committee members shall serve without compensation. Four (4) MURAC members shall have businesses or property within the Urban Renewal District boundaries the remaining five (5) members must be residents of McMinnville. In addition, the committee may include a member of the City Council, the McMinnville Downtown Association Executive Director or designee, and McMinnville Water and Light representative, each of whom shall serve in a non-voting, ex-officio capacity. Following their recommended appointment by their respective organization, ex-officio members shall be confirmed by a majority vote of the Board at a public meeting.*

To the extent possible, members should represent a diverse cross section of community interests and have familiarity with urban planning, finance, economic development, real estate, or similar urban renewal related activities.

Discussion:

There are three (3) three-year full terms that are expiring this year, one resident and two businesses, as well as two (2) two-year terms that need to be filled due to resignations.

McMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE

Walt Gowell (Resident)	reappointment, expires December 31, 2022
Kyle Faulk (Business)	reappointment, expires December 31, 2022
Kelly McDonald (Business)	reappointment, expires December 31, 2022
Alan Fox (Resident)	appointment, expires December 31, 2021
Maria Stuart (Resident)	appointment, expires December 31, 2021

Fiscal Impact:

There is no anticipated fiscal impact with this action.

Board Options:

1. Approve Resolution No. 2019-03.
2. Request more information.
3. Elect to take no action.

Action / Recommended Motion:

"I move to approve URA Resolution No. 2019-03."

RESOLUTION NO. 2019-03

A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.

RECITALS:

WHEREAS, at a public meeting held March 26, 2013, the McMinnville City Council appointed itself as the McMinnville Urban Renewal Board, pursuant to the provisions of Chapter 457 of the Oregon Revised Statutes; and

WHEREAS, the Urban Renewal Board wishes to solicit advice from its citizens and business owners concerning various elements of the Urban Renewal Plan, adopted July 23, 2013, and believes this is best accomplished through an advisory committee; and

WHEREAS, the McMinnville Urban Renewal Board Resolution No. 2013-01 established the McMinnville Urban Renewal Advisory Committee (MURAC) in 2013; and

WHEREAS, Resolution No. 2013-01 created MURAC with seven members that who are appointed by a majority vote of the Board at a public meeting, with three (3) MURAC members representing business or property owners within the Urban Renewal District and four (4) members representing residents of McMinnville. Members would serve three year terms; and

WHEREAS, Resolution No. 2013-01 also provided that the by-laws of MURAC could be amended by a majority vote of the members of MURAC; and

WHEREAS, on January 3, 2018, MURAC voted to amend its membership from "shall consist of seven members" to shall consist of not less than seven and not more than nine voting members" with four (4) MURAC members representing business or property owners within the Urban Renewal District and five (5) members representing residents of McMinnville, to allow for more public participation on the committee.

NOW THEREFORE BE IT RESOLVED that the McMinnville Urban Renewal Board appoints the following volunteer to the McMinnville Urban Renewal Advisory Committee (MURAC) effective January 1, 2020 as detailed below:

McMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE

Walt Gowell (Resident)	reappointment, expires December 31, 2022
Kyle Faulk (Business)	reappointment, expires December 31, 2022
Kelly McDonald (Business)	reappointment, expires December 31, 2022
Alan Fox (Resident)	appointment, expires December 31, 2021
Maria Stuart (Resident)	appointment, expires December 31, 2021

Adopted by the Board of the McMinnville Urban Renewal Agency at a regular meeting held the 10th day of December, 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of October, 2019.

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: Alan J. Fox

Home Phone: N/A

Address: [REDACTED]

Cell Phone: [REDACTED]

McMinnville, OR 97128

Work Phone: N/A

Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

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

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 23

Educational and occupational background: Bachelor of Architecture, Univ. of Illinois,
Master of Science, City & Regional Planning, Illinois Institute of Technology

20 years professional experience in city planning, urban renewal, private development
in city of Portland and 20 years as a Project Manager with ODOT leading design teams
of engineers and scientists on road and bridge projects. Retired from ODOT 2016.

Why are you interested in serving? Major interest in how urban renewal stimulates private
development that fulfills public objectives. I have a strong desire to see that the Alpine urban
renewal area develops to its fullest potential to benefit our community.

Date October 15, 2019

Signed _____

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

ALAN J. FOX

Phone: [REDACTED]

EXPERIENCE

Planning

- As Program Coordinator for ODOT's Transportation and Growth Management program (present position), coordinated efforts of staff of 21.5 FTE, policy research and development, oversight and training for contract administration, program budget and evaluation, project management and project management training.
- As City Planner for the Portland Bureau of Planning, principal planner for neighborhood planning, managed research for the Portland Comprehensive Plan and prepared a successful \$9 million grant application for the St. Johns Riverfront project.
- As Project Leader for ODOT, managed the planning of the Newberg-Dundee Bypass and supervised the preparation of the Tier 1 Environmental Impact Statement and the state land use Goal Exceptions required for the land use permits.

Development & Project Management

- As a Project Leader for ODOT, I was responsible for the scope, schedule and budget for major road and bridge projects. In this capacity I led a team of 12-15 engineers and scientists to develop project plans and specification and permitting for construction. Last large project was the modernization of the Woodburn I-5 Interchange, estimated cost \$70 Million.
- As Project Coordinator for the Portland Development Commission, managed the development process of the St. Johns Riverfront project -- 630 units of multifamily housing, a marina, restaurant and riverfront trail -- including environmental permits, managing A & E consultants and developer selection.
- As Managing Partner, managed the financing, development process -- including all consultants, construction, leasing and operation of the Macadam Bay Club Marina -- a 38 slip houseboat moorage on the Willamette River in Portland, OR.
- As Development Manager for the Housing Authority of Yamhill Co., managed the acquisition of 80 existing apartment units and coordinated the refinancing of 80 units in McMinnville, Oregon.

Construction Management

- As an officer in the US Navy Civil Engineer Corps, managed \$35 million (1965-67 dollars) in construction contracts for housing, airfields, roads, sewage treatment, electrical power generation and other facilities at Alameda Naval Air Station, Travis AFB, Cam Ranh Bay - Republic of South Viet Nam.
- As Owner's Representative for Western International Properties, managed the planning and construction permits, shell and tenant improvements construction and coordinated leasing of the 66,000 s.f. Tech Center Business Park in Tigard, OR.

EDUCATION & CERTIFICATES

- Bachelor of Architecture, University of Illinois, Urbana, 1964 (4 year state tuition scholarship)
- Dipl., Construction Contract Admin., US Naval School, Civil Engineer Corps, Port Hueneme, CA, 1965
- Master of Science, City & Regional Planning, Illinois Institute of Technology, Chicago, 1969 (2nd year tuition scholarship)
- State of Oregon, Certified Project Manager (OPMA)
- FEMA Emergency Management Courses 100, 200, 300, 400, 700, 800, Integrated Emergency Management Course
- HAM Radio General License KF7PPS

INTERESTS

- Construction Committee, McMinnville Habitat for Humanity; Native American Flute; HAM radio; photography; President, Cascade Head Ranch Homeowners Assoc.; travel



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

Home Phone: [REDACTED]

Address: [REDACTED]

Cell Phone: [REDACTED]

McMinnville, OR 97128

Work Phone: [REDACTED]

Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

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

Ward in which you reside (if applicable):

How many years have you lived in McMinnville? Eleven

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 the 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. I have enjoyed serving on the committee since 2016. It would be privilege to continue serving.

Date November 5, 2019

Signed [Signature]

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



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: WANT Gowell

Home Phone: [REDACTED]

Address: [REDACTED]

Cell Phone: [REDACTED]

McMinnville

Work Phone: [REDACTED]

Email: [REDACTED]

Board, Commission or Committee for which you are an applicant:

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

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 39

Educational and occupational background: JD, Attorney

Why are you interested in serving? Bad Habit

Date 10-15-2019

Signed W. Gowell

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



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: Kelly McDonald

Home Phone: _____

Address _____

Cell Phone: _____

McMinnville, OR 97128

Work Phone: _____

Email: _____

Board, Commission or Committee for which you are an applicant:

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

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 32+

Educational and occupational background: Bachelor of Science, Business & Computer Science, Linfield College, 1990. Real estate development 20 years, Insurance P&C 14 Years

Why are you interested in serving? I have a passion for moving visions to reality for the city of McMinnville and have invested 1,000's of hours over the last 20 years to help with this process. I wish to continue to do so.

Date 11-1-2019

Signed _____

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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: Maria Stuart

Home Phone: _____

Address: _____

Cell Phone: _____

McMinnville, OR

Work Phone: _____

Email: _____

RECEIVED

OCT 31 2019

Board, Commission or Committee for which you are an applicant:

COMMUNITY DEVELOPMENT
CENTER

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

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 25

Educational and occupational background: _____

See attached

Why are you interested in serving? _____

See attached

Date 10/25/19

Signed Maria C Stuart

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

Maria Stuart

Application for position on MURAC

October 25, 2019

Educational and Occupational Background –

Valparaiso University, Valparaiso, IN

BA in English and Journalism

Since 1987 – I've held various positions in sales, marketing and event planning in the Oregon wine industry, including three years as Executive Director of the International Pinot Noir Celebration.

Since 2002 – Co-owner of R. Stuart & Co. Winery

I've served on many Boards and committees, relative to the wine industry and the community.

Formerly,

- McMinnville Education Foundation
- Oregon Pinot Camp
- International Pinot Noir Celebration
- Business Advisory Council, Linfield College
- Yamhill County Arts Alliance
- McMinnville Downtown Association

Currently,

- Visit McMinnville
- Wine Education Advisory Council, Linfield College
- "Granary District" Steering Committee

Why am I interested in serving?

As a long-time resident with no plans to leave McMinnville, I am very interested in the welfare and growth trajectory of the city. As a business owner in the Granary District and on 3rd Street I am interested in being involved in the direction and development of these two business districts.