



**McMinnville Urban Renewal Agency Meeting Agenda
Tuesday, December 14, 2021
7:00 p.m. (Immediately following the Regular Council Meeting)**

Welcome! Civic Hall will be closed to the public. Until improvements of COVID cases in Yamhill County improve meetings will be held via Zoom and live broadcast ONLY.

The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:

- *Email at any time up to 12 p.m. the day of the meeting to Claudia.Cisneros@mcminnvilleoregon.gov;*
 - *If appearing via telephone only please sign up prior to the meeting by emailing the City Recorder at Claudia.Cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;*
 - *Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak*
- and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic. **You will need to provide your First and Last name, Address, contact information (email or phone) to the City Recorder. You do not need to state your address for the record when called to speak.***

You can live broadcast the City Council Meeting on cable channels Xfinity 11 and 331, Frontier 29 or webstream here:

www.mcm11.org/live

MCMINNVILLE URBAN RENEWAL AGENCY MEETING:

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/81031088042?pwd=ZXZRMFpMTetUY3RBekxyNlJjZXJQZz09>

Zoom ID: 810 3108 8042

Zoom Password: 641216

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 810 3108 8042

1. CALL TO ORDER & ROLL CALL
2. RESOLUTION
 - a. Consider **Resolution No. 2021-03**: A Resolution Appointing Members to the McMinnville Urban Renewal Advisory Committee.
3. ADJOURNMENT

URBAN RENEWAL AGENCY STAFF REPORT

DATE: December 14, 2021
TO: Urban Renewal Board Members
FROM: Heather Richards, Planning Director
SUBJECT: Resolution No. 2021 – 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. 2021-03, 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 five vacancies on MURAC, three business/property owner representatives and two city residents, all with terms that expire on December 31, 2024. The following are the recommendation of the Mayor and Committee Chair for appointments.

MCMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE	
(3-year term)	
Jamie Corff (Resident)	Expires December 31, 2024
Alan Fox (Resident)	Expires December 31, 2024
Peter Kircher (Business/Property Owner)	Expires December 31, 2024
Jeff Knapp (Business/Property Owner)	Expires December 31, 2024
Lisa Pool (Business/Property Owner)	Expires December 31, 2024

Attachments:

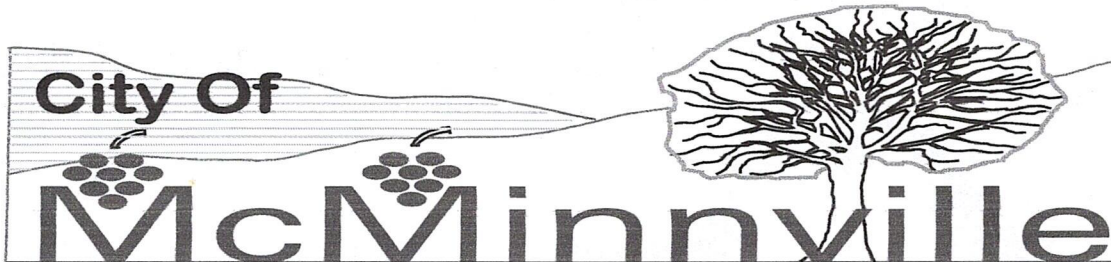
- McMinnville Urban Renewal Advisory Committee Applications (redacted)
- Resolution No. 2021-03

Fiscal Impact:

There is no anticipated fiscal impact with this action.

Recommendation:

"I move to approve URA Resolution No. 2021-03."



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: Jame Corff

Home Phone: n/a

Address: [Redacted]

Cell Phone: [Redacted]

[Redacted]

Work Phone: [Redacted]

Email: [Redacted]



Board, Commission or Committee 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 Affordable Housing Task Force
- McMinnville Urban Renewal Advisory Committee (MURAC)
- Planning Commission

Ward in which you reside (if applicable): 2

How many years have you lived in McMinnville? 12 years

Educational and occupational background: In 2018, I graduated from Western Oregon University with a degree in Public Policy and Administration. From 2017-2019, I worked for McMinnville Downtown Assoc., worked for the City of Salem's Urban Development Department for 1 year, then came back →

Why are you interested in serving? I became interested in urban renewal when I worked in Salem. I worked exclusively in their downtown URA, which at the time had a robust grant program assisting property owners to improve their buildings. I also had the opportunity to visit URAs in other communities in Oregon. I think urban →

Date 10/28/21

Signed [Redacted]

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to McMinnville to accept a position with Visit McMinnville and have been there for almost two years.

renewal is a useful tool and I'd love to be a part of the committee that gets to guide how it's used in McMinnville.

APPLY FOR SERVICE ON BOARD OF COMMISSION

1000 7 0021

<input type="checkbox"/> Landscape Review Committee	<input type="checkbox"/> Advisory Board
<input type="checkbox"/> McMinnville Affordable Housing	<input type="checkbox"/> Airport Commission
<input type="checkbox"/> McMinnville Urban Renewal	<input type="checkbox"/> Board of Appeals
<input type="checkbox"/> McMinnville Urban Renewal	<input type="checkbox"/> Budget Committee
<input type="checkbox"/> McMinnville Urban Renewal	<input type="checkbox"/> Citizens Advisory Committee
<input type="checkbox"/> McMinnville Urban Renewal	<input type="checkbox"/> Historic Landmark Committee
<input type="checkbox"/> McMinnville Urban Renewal	
<input type="checkbox"/> McMinnville Urban Renewal	

in which you reside (if applicable): _____

How many years have you lived in McMinnville? _____

Educational and occupational background _____

Are you interested in serving? _____

Date _____

Signed _____

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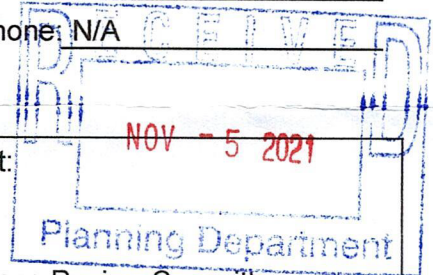


APPLICATION FOR SERVICE ON BOARD OR COMMISSION

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: Alan Fox
Address: [Redacted]
Email: [Redacted]

Home Phone: N/A
Cell Phone: [Redacted]
Work Phone: N/A



Board, Commission or Committee 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 Affordable Housing Task Force
- McMinnville Urban Renewal Advisory Committee (MURAC)
- Planning Commission

Ward in which you reside (if applicable): _____

How many years have you lived in McMinnville? 26

Educational and occupational background: Bachelor of Architecture, Univ. of Illinois and

Master of Science, City & Regional Planning, Illinois Institute of Technology.

20 years professional experience in city planning (City of Portland), urban renewal (Portland Development Commission), private development and 20 years as a Project Manager with ODOT leading multidisciplinary road and bridge project design teams composed of engineers, environmental scientists and archeologists. Retired from ODOT 2016.

Please see attached resume' for details.

Why are you interested in serving?

I'm interested in how Urban Renewal can stimulate private development that supports public objectives, such as affordable housing. Specifically, I would like to help promote an Urban Renewal Housing Bond program that would provide gap financing for private development of affordable housing. I believe this is critical to implementing the McMinnville City Center Housing Strategy

Date 10/27/2021

Signed [Redacted]

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ALAN J. FOX

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

- Member, Mac Urban Renewal Advisory Committee; Member, Construction Committee, McMinnville Habitat for Humanity; HAM radio emergency communication for Sheriff's Dept.; Board Member, Cascade Head Ranch Homeowners Assoc.; Native American Flute;

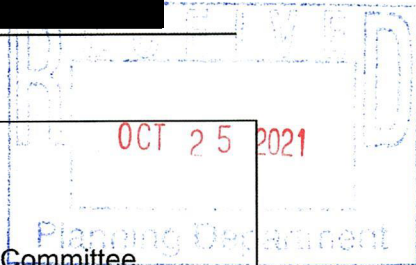


APPLICATION FOR SERVICE ON BOARD OR COMMISSION

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 Kircher
Address: [REDACTED]
Email: [REDACTED]

Home Phone: _____
Cell Phone: [REDACTED]
Work Phone: [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? 30+

Educational and occupational background: BA English Beloit College, Commercial Fisherman Alaska French Culinary degree, Vineyard owner, Wine producer, Brewery and restaurant owner

Served on Downtown Assoc. 10 years, served on Kids on the Block 8 years ,

Was involved in early planning and development of the city since 1993

Why are you interested in serving? Help guide positive growth of the city and maintain its cultural and historical integrity

Date 10-25-21

Signed [REDACTED]

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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: JEFF KNAPP
Address: [Redacted]
Email: [Redacted]

Home Phone: [Redacted]
Cell Phone: [Redacted]
Work Phone: [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? 13

Educational and occupational background: BA. in Spanish - 20 plus years in leadership and management roles - Strategic planning experience

Why are you interested in serving? Balanced and strategic planning to support our urban core is critical to McMinnville's future. I'd love to participate in ensuring thoughtful stewardship and investment.

Date 10/26/21 [Redacted]

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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: Lisa Pool

Home Phone: _____

Address: _____

Email: _____

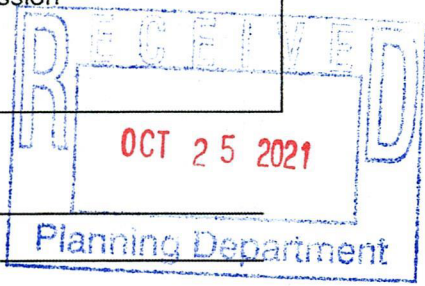
Cell Phone: _____

Work Phone: _____

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? 10

Educational and occupational background: Please see attached resume"

Why are you interested in serving? I'm currently serving and I love it and would love to continue.

Date: 10/20/2021

Signed: _____

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Lisa R. Pool, LAc



Education:

- Portland Community College (PCC)** 2001-current *Portland, Oregon*
- Finance/Accounting/Real Estate/French
 - Science – Biology/Chemistry
- Oregon College of Oriental Medicine (OCOM)** Sept 2003 – Aug 2007 *Portland, Oregon*
- Graduate program for Acupuncture and Oriental Medicine, Licensed in Oregon
- Cornell College** *Mount Vernon, Iowa*
- Bachelor of Special Studies, September 1993 - May 1997
- Triple major: Sociology, Environmental issues, Music

Government/Committee Experience:

- Essential Health Benefit Committee – State of Oregon – 2020-current
 - My proposal to add Acupuncture and Chiropractic services as essential benefits for the State of Oregon was approved in 2020
 - Increased access to non-opiate therapies for pain management
- MURAC – McMinnville Urban Renewal Advisory Committee – City of McMinnville, 2020-current
 - Rural business development in McMinnville, OR
- OAA – Oregon Acupuncture Association, 2019 - current
 - Legislative committee – working with local Representatives and Senators on healthcare related bills
- State of Oregon special committee for HB 2517 – served on this committee to establish rules regarding this bill pertaining to Prior Authorizations for the state of Oregon. 2021
- Political Candidate for Oregon Senate District 12 - 2020

Professional Experience:

- Acupuncturist/Business Owner**
- Blue Sky Acupuncture, LLC, Jan 2008 - current *McMinnville, Oregon*
- Provide medical care for low-income Medicaid and Medicare patients in underserved rural America and healthcare advocate for patients and providers
 - Women owned small business
 - Small Business consulting for health care clinics on practice management, bookkeeping best practices, insurance negotiation and billing and business management

Bookkeeper

New Seasons Market – July 2006 – Oct 2014 *Portland, Oregon*

Business Analyst

Kroger/Fred Meyer – Nov 2002 – May 2006 *Portland, Oregon*

Volunteer Experience:

EcoYouth Safety Coordinator/Americorp Volunteer

Metro Area Housing Program (MAHP) Oct 1996 – May 1997 *Cedar Rapids, Iowa*

Intern/Trainer

Iowa Center for AIDS Resources and Education (ICARE) Sept 1995 – Oct 1996 *Iowa City, Iowa*

Special Interests: Problem solving, politics, public policy, healthcare, systems analysis, small business

RESOLUTION NO. 2021-03

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 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 volunteers to the McMinnville Urban Renewal Advisory Committee (MURAC) effective immediately as detailed below:

<u>MCMINNVILLE URBAN RENEWAL ADVISORY COMMITTEE</u>	
(3-year term)	
Jamie Corff (Resident)	Expires December 31, 2024
Alan Fox (Resident)	Expires December 31, 2024
Peter Kircher (Business/Property Owner)	Expires December 31, 2024
Jeff Knapp (Business/Property Owner)	Expires December 31, 2024
Lisa Pool (Business/Property Owner)	Expires December 31, 2024

Adopted by the Board of the McMinnville Urban Renewal Agency at a regular meeting held the 14th day of December 2021 by the following votes:

Ayes: _____

Nays: _____

Approved this 14th day of December 2021.

Chair of the Urban Renewal Board

Approved as to form:

Attest:

City Attorney

City Recorder