



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

**McMinnville Urban Renewal Agency Meeting Agenda
Tuesday, July 11, 2017
7:30 p.m.**

1. CALL TO ORDER
2. CONSENT AGENDA:
 - a. CONSIDER MINUTES OF THE OCTOBER 13, 2015, JUNE 14, 2016, JUNE 28, 2016, AUGUST 9, 2016, APRIL 11, 2017, JUNE 13, 2017, AND JUNE 27, 2017 URBAN RENEWAL AGENCY MEETINGS.
3. EXECUTIVE SESSION: ORS 192.660(2) (e) TO DELIBERATE WITH PERSONS DESIGNATED BY THE GOVERNING BODY TO NEGOTIATE REAL PROPERTY TRANSACTIONS.
4. ADJOURNMENT

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

Tuesday, October 13, 2015 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Absent</u>
	Kevin Jeffries	Alan Ruden
	Larry Yoder	Kellie Menke
	Remy Drabkin (arrived at 6:30 p.m.)	
	Scott Hill	

MURAC:	<u>Present</u>	<u>Absent</u>
	Kem Carr	Ed Gormley
	Marilyn Worrix	Rob Stephenson
	Kelly McDonald	
	Walt Gowell	
	Cassie Sollars	
	Jeb Bladine	
	Wendy Stassens	

Also present were City Manager Martha Meeker, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Sue Dicile (Facilitator), Dave Adams, Jerry Eichten, and Don Iler.

1. CALL TO ORDER: The meeting was called to order at 6:08 p.m.

2. MINUTES: Consider the minutes of the June 23, 2015 Urban Renewal Board meeting.

Councilor Hill MOVED to approve the minutes of the June 23, 2015 Urban Renewal Board meeting as presented. SECONDED by Councilor Jeffries and PASSED unanimously.

3. WORK SESSION:

Everyone present introduced themselves.

Sue Dicile, Urban Renewal Agency Facilitator, said in this Work Session they would be working on an overall vision for Urban Renewal in McMinnville.

Mayor Olson thanked everyone for getting together. He thought it was time to look at the next steps for moving forward.

Committee Member Gowell thought they should know the Urban Renewal Plan and decide whether to follow it or modify it. They should follow the process and the Committee should report regularly back to the Council. They should know the status of the advisory process and the financial feasibility of the Alpine project. It was important that timely decisions be made going forward. Some questions to consider were: how much support would Urban Renewal provide the Alpine project at the outset, how much involvement should Urban Renewal lend to the 5th Street improvement project, should Urban Renewal accelerate the initial downtown master plan improvements that were originally envisioned to occur in 2017-18, what was the most cost effective way to finance Urban Renewal's involvement, what methods of financing utilized the City's good credit without placing the City's revenues at undue risk, and how often should the joint meetings occur?

Each person shared what their vision of Urban Renewal was, the benefits of the Urban Renewal District, and issues that needed to be addressed.

Planning Director Doug Montgomery reviewed the location of the Urban Renewal area, potential projects, financial assumptions, where they were now in the process, issues and projects to consider, and need for more communication. They would need to decide on the infrastructure for Alpine Avenue, project priorities, and update the Urban Renewal Plan. He then discussed the lessons learned.

Ms. Dicile asked for foundational assumptions and concepts given this information that would help inform the process. Some of the feedback included: the transportation bond accelerated the possibilities of Urban Renewal, there were opportunities for other funding, Urban Renewal should be used to enhance the community and for redevelopment, there was trust between the Advisory Committee and Urban Renewal Agency as well as community trust because of the community input and involvement that had been done, projects needed to support the true character of McMinnville, coordinating the projects was challenging, they

needed to look for opportunities to create partnerships, and there would be a need for more staff or experts, especially a key staff person dedicated to Urban Renewal.

Committee Member Gowell said the first project under the plan would be the Alpine Avenue project. It was originally budgeted to be \$5 to \$7 million and would occur in phases. The biggest potential for Urban Renewal to see results was in the northeast gateway area along the Alpine corridor. The Committee had focused on that part of the project over the last six months. Discussion ensued regarding the question of whether or not to turn a three block project that could be funded by the road bond into a four and a half or five block project funded through the road bond and Urban Renewal. It was noted that it is important to look at what the district could do in terms of tax increment financing revenues to help service the debt. The Advisory Committee voted for the City to expand the Alpine project and to explore including improvements to 5th Street, which was a transition from downtown to the Grainery district.

Ms. Dicile then asked for any suggested alternatives. There was discussion regarding the transportation projects and making connections to 3rd Street and Alpine. There was further discussion regarding inclusion of green space, especially through a linear parkway along the railroad for pedestrians and bicycles.

Planning Director Montgomery thought the next steps should be to finish the conversation regarding Alpine and 5th and revisit the funding scheme to shift the funds that were not earmarked, find the next catalyst project, the vacant properties on the market were good opportunities for private/public partnership, and leaving some funds in reserve to take advantage of opportunities in the future.

There was discussion regarding how far the Alpine project should be expanded, such as expanding it to 11th, and the possible cost. There was support to do more as it would help speed up development and bring in more tax increment money quicker. There needed to be a good plan and a priority for pedestrian crossings and connections. They had to make it attractive to developers and put in the proper utilities.

Mayor Olson thought the project should be extended as far as the financing allowed.

City Manager Meeker asked how much they wanted left in the reserve.

Committee Member Gowell thought a certain percentage of the tax increment received each year should be set aside for future opportunities which would be a good amount if they invested strategically at the outset. If they extended the project to include the properties that had the biggest possibility of increasing the tax base, then the amount they got every year would help them going forward.

Councilor Drabkin was concerned about expanding the project and making the street improvements before the parking issue was addressed. They should also consider the price of some of the vacant lots, especially if there was no infrastructure there. Another concern was increasing truck traffic as more businesses came in.

Committee Member McDonald said every future development would have parking requirements.

Ms. Dicile summarized that there was agreement that extending the Apline Avenue project made sense, but it was likely to take away opportunities in other areas. Strategic investment upfront would help and there were some infrastructure pieces that needed to be done early in the timeline. There were factors of cost, how the money would flow in, time and optimum sequencing of events, flow to the districts, debt, and parking that all had to be managed.

There was discussion regarding the timeline for expanding the project and how the financial analysis needed to be done to know how many more blocks could be added.

Ms. Dicile asked the Agency if they had questions for the Committee or any feedback they wanted to give.

Councilor Hill said the intent was for this to be a walking area. Mayor Olson said there was still a need for people to park somewhere and walk that area.

Committee Member McDonald thought they could get people to park downtown and walk to the different districts.

Councilor Drabkin thought the work that had been done was impressive and she thanked everyone who had participated.

Councilor Hill said to make a good decision, the Council would need to see some numbers to know where they would be comfortable to add onto the projects.

Planning Director Montgomery said the design had not been completed and estimates would have to be calculated to see how much more could be done.

Ms. Dicile said there was a question regarding how often the Urban Renewal Committee would be meeting with the Agency and how the Committee would be reporting back to Council.

Committee Member Gowell suggested biennial meetings.

Councilor Hill said the Council liaisons brought back reports to the Council so the Council knew what was going on. He was comfortable meeting biennially.

Mayor Olson said the Urban Renewal Agency Board met as needed and they were separate meetings from the Council meetings. The Committee was welcome to come to the Board meetings and they could meet jointly more than twice per year if there was a need. He suggested the joint meetings be held in March and October.

Ms. Dicile asked if the Committee struggled to understand any of the parameters or if they had a need for some process guidelines.

Committee Member Gowell said staff support to the Committee was critical to being productive. They had agendas and minutes prepared by staff. The biggest challenge was knowing when to revisit the feasibility assumptions the plan was based upon. They were approaching that point as it had to happen before money could be borrowed for the projects. The longer they let the assumptions lie without reexamining them, the more risk they took. It would take funding and consultants to do that work.

There was discussion regarding how staff was helping the Committee be educated on the issues and address concerns, as well as posting information on the website to keep the community informed.

Committee Member Bladine discussed how much Urban Renewal was being used for businesses and jobs and how much was being used for tourism. They had to pay attention to the decisions they made, whether they were for residents or visitors.

Mayor Olson agreed that was a fine line as tourism brought more jobs and businesses to the City which was good for residents.

Councilor Drabkin wanted to make sure the manufacturers were kept healthy in this process as they provided higher wage jobs for residents.

Committee Member McDonald said there was good cross representation on the Committee to make sure all businesses were represented.

Mayor Olson adjourned the meeting at 8:55 p.m.

City Recorder

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

Tuesday, June 14, 2016 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Absent</u>
	Scott Hill	Larry Yoder
	Kellie Menke	Alan Ruden
	Kevin Jeffries	
	Remy Drabkin	

Also present were City Attorney David Koch, Police Chief Matt Scales, Planning Director Doug Montgomery, and Tom Henderson of the *News Register*.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 10:25 p.m.
2. CONSIDER MINUTES OF MARCH 8, 2016 OF THE McMinnville URBAN RENEWAL AGENCY BOARD MEETING
 - 2.a. March 8, 2016 Minutes

McMinnville Urban Renewal Board Member Jeffries MOVED to approve the March 8, 2016 minutes as presented; SECONDED by McMinnville Urban Renewal Board Member Menke. Motion PASSED unanimously.
3. PUBLIC HEARING
 - 3.a. Public Hearing Regarding the Proposed 2016-2017 Budget as approved by the Budget Committee

Mayor Olson opened the public hearing at 10:26 p.m.

There was no public testimony.

Mayor Olson closed the public hearing at 10:27 p.m.

This item would come back to the Board on June 28 for approval.

4.

ADJOURNMENT: Mayor Olson adjourned the meeting at 10:28 p.m.

City Recorder

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

Tuesday, June 28, 2016 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present
Scott Hill
Kellie Menke
Kevin Jeffries
Remy Drabkin
Larry Yoder
Alan Ruden

Also present were City Manager Martha Meeker, City Attorney David Koch, Police Chief Matt Scales, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Fire Chief Rich Leipfert, Community Development Director Mike Bisset, Detective Sergeant Scott Fessler, Tom Henderson of the *News Register*, and Dave Adams of KLYC Radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 8:35 p.m.

2. RESOLUTIONS

2.a. **Resolution No. 2016-4:** Adopting the budget for the fiscal year beginning July 1, 2016.

Finance Director Marcia Baragary said this was a resolution to adopt the Urban Renewal Agency budget for Fiscal Year 2016-2017 and certify to the County Assessor a request for the maximum amount of revenues that might be raised for the Urban Renewal Plan Area. The budget included a \$2 million loan from the City to the Urban Renewal Agency for Alpine Avenue street improvements. The loan would be repaid to the City with tax increment revenues. Staff recommended approval of the resolution.

Board Member Drabkin declared a potential conflict of interest as she operated a business that was only accessible via Alpine. She did not think this would affect her decision.

McMinnville Urban Renewal Board Member Hill MOVED to approve Resolution No. 2016-4: Adopting the 2016-17 budget in the amount of \$2,346,725 for the fiscal year beginning July 1, 2016, making appropriations in the amount of \$2,316,185, and certifying to the County Assessor a request for the maximum amount of revenue that might be raised for the McMinnville Urban Renewal plan area by dividing the taxes under Section 1c, Article 9 of the Oregon State Constitution and ORS Chapter 457; SECONDED by McMinnville Urban Renewal Board Member Ruden. Motion PASSED unanimously.

2.b.

Resolution No. 2016-5: Approving a Personal Services Agreement between the McMinnville Urban Renewal Agency and Doug Montgomery.

City Attorney David Koch said this was identical to the agreement the City Council approved for Mr. Montgomery's services for 20 hours per month, 3 days per week, at \$75 per hour.

McMinnville Urban Renewal Board Member Hill MOVED to approve Resolution No. 2016-5: Approving a Personal Services Agreement between the McMinnville Urban Renewal Agency and Doug Montgomery; SECONDED by McMinnville Urban Renewal Board Member Drabkin. Motion PASSED unanimously.

Urban Renewal Board Member Ruden thought there needed to be a proper send off for Mr. Montgomery.

Mr. Montgomery said he preferred a low key goodbye instead of a party. He appreciated the respect and support of the Council and would miss the City.

3.

ADJOURNMENT: Mayor Olson adjourned the meeting at 8:45 p.m.

City Recorder

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

Tuesday, August 9, 2016 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Absent</u>
	Scott Hill	Remy Drabkin
	Larry Yoder	
	Kellie Menke	
	Alan Ruden	
	Kevin Jeffries	

Also present were City Manager Martha Meeker, City Attorney David Koch, Police Chief Matt Scales, Planning Director Heather Richards, Finance Director Marcia Baragary, and Tom Henderson of the *News Register*.

AGENDA ITEM

1. CALL TO ORDER: Mayor Olson called the meeting to order at 8:37 p.m.

2. NEW BUSINESS

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

Jeb Bladine and Rob Stephenson resigned from the Urban Renewal Advisory Committee because of increased involvement in a proposed downtown development and there were concerns regarding potential and/or actual conflicts of interest with future Urban Renewal matters. In response, Planning staff and the current MURAC members contacted Cassie Sollars and Kyle Faulk to determine their interest in serving on the MURAC. The two were 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 staff's inquiry, both expressed a strong interest in serving on the Committee and have submitted applications for the Board's consideration.

McMinnville Urban Renewal Board Member Menke MOVED to appoint Kyle Faulk and Cassie Sollars to the Urban Renewal Advisory Committee; SECONDED by McMinnville Urban Renewal Board Member Hill. Motion PASSED unanimously.

3. ADJOURNMENT: Mayor Olson adjourned the meeting at 8:40 p.m.

City Recorder

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, April 11, 2017 at 7:05 p.m.

Presiding: Scott A. Hill, Mayor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Kevin Jeffries
	Adam Garvin	Wendy Stassens
	Kellie Menke, Council President	
	Alan Ruden	

Also present were City Manager Jeff Towery and Finance Director Marcia Baragary, Parks and Recreation Director Jay Pearson, Police Captain Dennis Marks, and members of the news media, Tom Henderson of the *News Register*, and Dave Adams of KLYC radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 7:25 p.m. and welcomed all in attendance.
2. RESOLUTION
3. **Resolution No. 2017-04:** A Resolution appointing Kyle Lake, Peter Hofstetter, and Drew Millegan as representatives of McMinnville Urban Renewal Agency Budget Committee.

There was no discussion.

Council President Menke MOVED to adopt Resolution No. 2017-04 appointing Kyle Lake, Peter Hofstetter, and Drew Millegan as representatives of the McMinnville Urban Renewal Agency Budget

Committee; SECONDED by Councilor Drabkin. Motion PASSED unanimously.

Councilor Ruden stated that it would be good to set criteria for future projects. Chair Hill mentioned that more information may be provided by Planning Director Heather Richards and Chair Walt Gowell regarding the process.

4. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 7:27 p.m.

City Recorder

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 13, 2017 at 7:00 p.m.

Presiding: Scott Hill, Chair

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	
	Adam Garvin	
	Kevin Jeffries	
	Kellie Menke	
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Police Chief Matt Scales, Planning Director Heather Richards, Principal Planner Ron Pomeroy, and Dave Adams of KLYC radio.

AGENDA ITEM

1. CALL TO ORDER: Mayor Hill called the meeting to order at 9:40 p.m. and welcomed all in attendance.

2. PUBLIC HEARING: Proposed Budget as approved by the Budget Committee.

Mayor Hill opened the Public Hearing at 9:40 p.m.

There were no comments made.

Mayor Hill closed the Public Hearing at 9:40 p.m.

3. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 9:41 p.m.

Melissa Grace, City Recorder

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 27, 2017 at 7:00 p.m.

Presiding: Kevin Jeffries, Councilor

Recording: Melissa Grace, City Recorder

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Adam Garvin	Remy Drabkin
	Alan Ruden	Scott Hill, Mayor
	Wendy Stassens	Kellie Menke, Council President

Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Police Chief Matt Scales, Planning Director Heather Richards, Information Systems Director Scott Burke, Associate Planner Chuck Darnell and Dave Adams of KLYC radio.

AGENDA ITEM

1. CALL TO ORDER: Councilor Jeffries called the meeting to order at 8:26 p.m. and welcomed all in attendance.
2. RESOLUTION
3. **Resolution No. 2017-06:** A Resolution adopting the budget for the fiscal year beginning July 1, 2017, making appropriations, and declaring the tax increment.

Finance Director Baragary noted that the Budget has a change due to a project that was not completed in 2016-2017 and therefore some of the appropriations will be moved into the 2017-2018 budget. Ms. Baragary noted that approximately \$50,200 will be carried forward for capital outlay appropriations for the Alpine Avenue street improvement.

Councilor Garvin MOVED to adopt Resolution No. 2017-06 adopting the 2017-2018 budget in the amount of \$1,925,640 for the fiscal year beginning July 1, 2017; to make the appropriations in the amount of \$1,759,703; 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 Stassens. Motion PASSED unanimously.

4. ADJOURNMENT: Mayor Hill adjourned the Regular City Council Meeting at 8:29 p.m.

Melissa Grace, City Recorder