



**Urban Renewal Agency Work Session Minutes  
B/C Reform; Urban Renewal Advisory Committee**

**Monday, April 22, 2019  
5:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.  
Urban Renewal Agency approved minutes as presented May 13, 2019.***

**1. CALLED TO ORDER AND ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 5:30 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Thomas Johnston, Vice-Chair; Timothy Rippe; Ronald Thompson; Elena Uhing; Adolph "Val" Valfre; Malynda Wenzl; and Peter Truax, Chair.

**STAFF PRESENT:** Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner (in the audience); and Anna Ruggles, City Recorder.

**2. WORK SESSION: BOARDS, COMMISSIONS AND COMMITTEES REFORM;  
URBAN RENEWAL AGENCY ADVISORY COMMITTEE**

Pohl and VanderZanden facilitated the work session, noting the purpose of the work session was to discuss establishing an Urban Renewal Advisory Committee (URAC). VanderZanden reported at the Council work session held on April 8, 2019, Boards, Commissions and Committees Reform, Council discussed establishing an URAC as well as the role of the Economic Development Commission in urban renewal matters. Pohl presented a PowerPoint Presentation overview of the benefits and costs, best practices and other jurisdictional URAC examples, noting there is no legal authority to establish an URAC. Pohl noted the URA Plan includes a goal for public participation (Goal 1) and establishes Plan Objective 1.1, which states: "*At the discretion of the Agency establish an URAC with broad representation to assist the Agency Board of Directors with implementation of the urban renewal program.*" In conclusion of the above-noted staff report, Pohl and VanderZanden advised staff is seeking input from the Board on the URAC's composition, noting it is typical for an URAC to include property owners and business owners within the urban renewal area as well as at-large members from the community and some committees include a member with expertise in finance and real estate to inform the Board on loan and grant programs and property acquisition and disposition.

**URA Board Discussion:**

Director Chair Truax opened the floor and roundtable discussion ensued as

Directors had an opportunity to discuss the URAC's purpose and scope, such as advising the Board on urban renewal plan amendments, projects, budget, property acquisition and disposition, i.e., disposition alternatives for Site B. Roundtable discussion ensued as Directors had an opportunity to discuss the URAC's size and composition, i.e., seven members who represent the following:

- 3 members representing property and/or business owners from the URA
- 2 at-large city residents
- 1 EDC representative
- 1 Chamber of Commerce representative
- 1 non-voting member, URA Board member

The Board wanted to see a cross-section of interest in the community, such as a member with expertise in finance and real estate, an Adelante Mujeres representative, and that the Chamber representative be a Chamber Board Member. In addition, Board discussion ensued as Directors had an opportunity to discuss staff support and frequency of URAC meetings:

- Staff support would be assigned to the Community Development Department by the Agency's Executive Director (City Manager).
- Meetings would be held at least quarterly or as needed. The URAC would establish meeting frequency in the Bylaws.

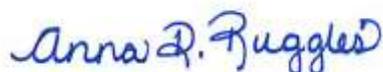
In response to various concerns pertaining to whether it was an appropriate time to establish a URAC and instead consider establishing an ad-hoc committee until more budgetary funding became available (5-7 years), VanderZanden advised an ad-hoc committee would have a specific purpose and specified start/end timeline, noting while the URA is projected to have limited funding until 2026, when the loan to the City is repaid, the URA is currently working on programs with limited funding to continue to improve the downtown area, such as parklets and installation of public art. In conclusion of the above-noted discussion, the Board collectively concurred establishing an URAC at this time, to which VanderZanden advised staff will bring back a proposed resolution establishing an URAC for Board consideration at a later date.

The URA Board took no formal action nor made any formal decisions during the work session.

**3. ADJOURNMENT:**

Director Chair Truax adjourned the URA work session meeting at 6:10 p.m.

Respectfully submitted,



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Anna D. Ruggles, CMC, City Recorder