



URBAN RENEWAL AGENCY WORK SESSION AGENDA MONDAY, SEPTEMBER 9, 2019
COMMUNITY AUDITORIUM
1915 MAIN STREET

5:00 PM URBAN RENEWAL AGENCY WORK SESSION (URAC Applicant Interviews)

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Thomas L. Johnston, Vice Chair
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph "Val" Valfre, Jr.
Malynda H. Wenzl

All meetings of the Urban Renewal Agency Board are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action.

➔ **Citizen Communications** – Anyone wishing to address the Board on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Urban Renewal Agency Board, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

All meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

FOREST GROVE URBAN RENEWAL AGENCY AGENDA
September 9, 2019
Page 2 of 2

Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager

5:00 1. **URBAN RENEWAL AGENCY (URA) WORK SESSION:**
(URAC Applicant Interviews)

The Urban Renewal Agency will convene in the Community Auditorium – Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Urban Renewal Agency Board of Directors will take no formal action during the work session.

5:00 1. *Maribel De Leon*

5:15 2. *Claudia Yakos*

5:30 3. *Mark Nakajima*

5:45 4. *Rod Fuiten*

6:00 5. *Kelsey Trostle*

6:15 6. *Sue Rubin*

6:30 7. *Charlene Murdock*

6:45 **BOARD DELIBERATIONS:**

6:55 **ADJOURNMENT:**



CITY RECORDER USE ONLY:

AGENDA ITEM #: Work Session

MEETING DATE: 09/09/2019

FINAL ACTION: _____

URBAN RENEWAL AGENCY STAFF REPORT

WORK SESSION:

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director, Anna Ruggles, City Recorder*

MEETING DATE: *September 9, 2019*

SUBJECT TITLE: *Urban Renewal Advisory Committee (URAC) Interviews*

ACTION REQUESTED: Ordinance Order Resolution Motion Informational

X all that apply

ISSUE STATEMENT:

On May 13, 2019, the Board adopted Resolution 2019-04, establishing an Urban Renewal Advisory Committee (URAC). This memo outlines the URAC’s purpose, membership, tentative meeting schedule, and recommends an interview process and questions.

BACKGROUND:

URAC Purpose

Resolution 2019-04 states the URAC is advisory to the Board and serves to:

- Provide for public discussion on implementation of the urban renewal plan (Plan);
- Make recommendations regarding urban renewal policies, projects and program budgets;
- Review and propose Plan amendments for consideration by the Board; and
- Conduct studies and prepare reports at the request of the Board.

URAC Membership

The resolution establishing the URAC specified the membership be limited to seven voting members, including:

- EDC and/or a member of the Forest Grove-Cornelius Chamber of Commerce;
- Representative from a non-profit organization located within the Plan area;
- Professional representing finance, banking, or lending industry;
- Professional representing real estate, development, or construction industry;
- At-large resident living adjacent to or within one mile of the Plan area;
- Two commercial property and/or business owners in the Plan area;

Interview Process

The Board will interview seven candidates for the URAC. Interviews are slated for fifteen minutes per candidate which allows for 15 minutes of Board discussion after interviews are complete. The Board may fill all or some of the positions listed above at this time. At least four members should be appointed for purposes of establishing a quorum.

In an effort to gain applicants' perspective about the URA's purpose and objectives, staff recommends each candidate be asked the attached three questions (Attachment A). One possible scenario is the Chair facilitates the meeting while three Board members alternate asking questions of each candidate. Staff estimates each question will take 5 minutes to answer.

Tentative URAC Meeting Schedule

A tentative URAC meeting schedule is provided below. Initially, monthly meetings are anticipated. Tentative meeting topics for the first six months include:

Month	Tentative Topic
<i>October 2019</i>	<ul style="list-style-type: none"> • Adopt URAC bylaws/procedures • Introduction to the Urban Renewal Plan
<i>November 2019</i>	<ul style="list-style-type: none"> • Review and discuss the URA's five-year strategic plan and annual report • Site B redevelopment discussion
<i>December 2019</i>	<ul style="list-style-type: none"> • Site B redevelopment discussion • Election of officers
<i>January 2020</i>	<ul style="list-style-type: none"> • Site B discussion, if needed
<i>February-March 2020</i>	<ul style="list-style-type: none"> • Discuss FY 2020-2021 budget priorities for Agency Board consideration.

ATTACHMENT(s):

- A. URAC Applicant Questions

ATTACHMENT A

URAC Applicant Interview Questions

1. The main purpose of an urban renewal district is to increase the assessed value of property through urban renewal projects so that when the district expires, the tax base for essential services is larger than it otherwise would be. What projects do you think would improve the assessed value of the urban renewal area?
2. The Urban Renewal Agency is a separate legal entity from the City with its own Plan, budget, Board of Directors, programs and policies. The Urban Renewal Advisory Committee will advise the Board on programs and policies. One of the main programs the Board has adopted is the Town Center Program, which includes the storefront façade program, parklets, art improvements, and a festival street. What ideas do you have to catalyze and improve downtown?
3. The Urban Renewal Agency may do certain things, such as purchase or sell property for re-development, improve public areas, and promote voluntary building repair. What do you envision is the main role of the Urban Renewal Agency and in what way do you see yourself contributing?

**Urban Renewal Advisory Committee
Appointment Interviews**

# of Board Vacancies:					Position 1	Position 2	Position 3	Position 4	Position 5	Position 6 & 7
Members must reside within Plan Area:					EDC / Chamber	Non-Profit	Finance / Banking	Real Estate / Construction Development	At-Large Resident Adjacent or within 1-mile	Business / Property Owner
Term Expires:					12/31/2021	12/31/2021	12/31/2023	12/31/2022	12/31/2023	12/31/2022 12/31/2023
Interview Time:		Applicants:								
1	5:00 PM	Maribel	De Leon	Adelante Mujeres, Director of Microenterprise	X					
2	5:15 PM	Claudia	Yakos	Owner Cima Language Services						X
3	5:30 PM	Mark	Nakajima	Owner Ace Hardware						X
4	5:45 PM	Rod	Fuiten	Property Management / Real Estate				X		
5	6:00 PM	Kelsey	Trostle	PGE, Real Property Services Specialist					X	
6	6:15 PM	Sue	Rubin	Adelante Mujeres, Director of Finance CPA			X			
7	6:30 PM	Charlene	Murdock	Owner Nana Cardoon		X				
* 6:45 PM - Board Deliberations										

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[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Thu, 07/25/2019 - 12:03pm
50.39.105.28

First & Last Name

Maribel De Leon

Home Address

██████ NW Nightshade Dr (outside of city)

Mailing Address, if different

City, State and Zip Code

Portland

E-Mail Address

██

Telephone/Cell Phone Number

████████████████████

Employer

Adelante Mujeres Chamber Rep

Work Telephone Number

████████████████████

Occupation/Profession

Director of Microenterprise Programs

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

No

Years residing in Forest Grove.

0

How did you hear of this opportunity?

Forest Grove Cornelius Chamber of Commerce/ City Manager/ City Council

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

I am interested in supporting the Urban Renewal Board with their vision of Forest Grove's Urban Renewal project along with other projects related to the growth of downtown and other areas in the city. As a representative of the Forest Grove Cornelius Chamber of Commerce, I plan to serve as the voice for the board and the members of the chamber; updating them on the progress of the initiative. In addition, as part of the senior leadership of Adelante Mujeres, I also plan on being the voice for the community we serve in Forest Grove; ensuring that the estimated 17% of the Latino population in the city is also represented and aware of community projects identified by the Urban Renewal Board.

What contributions do you hope to bring to the board?

I have over 13 years of experience in business and community advocacy. I am currently the Director of Microenterprise Programs for Adelante Mujeres, a non-profit based in Forest Grove. In my role, I lead the strategic planning and oversight of our entrepreneurial and leadership programming. This includes Small Business Development, Sustainable Agriculture, Forest Grove Farmers Market, and the Washington County Civic Leaders Project.

My key skills and attributes are the following:

Project Management (creative development & implementation)

Entrepreneurial Mindset (start-up & sustainable success)

Budgeting & Finance (ensure compliance)

Cross-Cultural & Interpersonal Communication (fluent in English & Spanish)

Community & Business Leadership (influencer & advocate)

Training Facilitation & Presentations (public speaking & relationship building)

List your educational experience:

Education:

BBA, International Business Management | Northwood University | Cedar Hill, Texas

Licenses and Certifications:

Senior Business Development Specialist (SBDS) | America's SBDC

Economic Development Finance Professional (EDFP) | National Development Council

Certified Global Business Professional (CGBP) | NASBITE International

List any community involvement, appointed offices, elected offices and/or affiliations:

Current:

Co-Lead and Co-Facilitate: Washington County Civic Leaders Project
Board Member: Forest Grove Cornelius Chamber of Commerce
Project Advisory Committee: Cornelius Town Center

Past:

Council Member: Mayor's Star Council | Dallas, Texas
Vice President: Alumni Leadership Council Northwood University | Cedar Hill, Texas
Secretary of the Board: DFW International Community Alliance | Dallas- Fort Worth, Texas

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Maribel De Leon

Date

Thu, 07/25/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8641>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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URAC Interview
09/09/2019
5:15 pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Tue, 07/23/2019 - 11:03am
76.115.89.36

First & Last Name

Claudia P. Yakos

Home Address

Summit Pointe Court

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

Telephone/Cell Phone Number

Employer

Cima Services, Inc.
2004 Pacific Ave

Work Telephone Number

Occupation/Profession

Owner and President of Cima Services, Inc. Language Service Company. Translation and Interpretations

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

12

How did you hear of this opportunity?

Chamber Board

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Assist in community planning, engagement and increase communication with non English speakers.

Please select which board(s) you would like to be considered for appointment:

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

Make recommendations to the Urban Renewal Board of Directors regarding Urban Renewal in downtown Forest Grove.

What contributions do you hope to bring to the board?

- Out of the box thinker
- Team player
- Creativity
- Follow through
- Great understanding of the FG/Cornelius communities
- Bi-lingual

List your educational experience:

University of New Mexico - BA

List any community involvement, appointed offices, elected offices and/or affiliations:

Past Rotary President
Rotary Board member
Rotary District 5100 Membership Chair
Rotary District 5100 Conference Chair
FG/Cornelius Chamber board member
Tuality Health Foundation board member

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Claudia P. Yakos

Date

Tue, 07/23/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8611>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

URAC Interview
09/09/2019
5:30 pm

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Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Wed, 06/26/2019 - 6:19pm
184.12.135.78

First & Last Name

Mark Nakajima

Home Address

██████ SW Reeher Place *(outside of city limits)*

Mailing Address, if different

PO Box 308

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████ 7

Employer

Ace Hardware Forest Grove

Work Telephone Number

██████████

Occupation/Profession

Manager

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

No

Years residing in Forest Grove.

30+ years

How did you hear of this opportunity?

email announcement

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Forest Grove will always be subject state funding rules and land use laws. It is difficult to develop a unique way of managing the city because of this.

Please select which board(s) you would like to be considered for appointment:

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

I am part of a business that is within the district. I participated in a committee that reviewed the financial impacts to the city prior to establishing the district. I have an interest in what the district does in the future.

What contributions do you hope to bring to the board?

I am a long time resident and part of the ownership of a business. I was the chair of the CAC for the highway 47 bypass completion. I participated in TAC meetings for the project. I have been on transportation planning committees for the city.

I have a history and perspective of the city for a 30 year period.

I believe I have a vested interest in what impact the district will have on the city.

List your educational experience:

Bachelors degree in business.

List any community involvement, appointed offices, elected offices and/or affiliations:

Past member of the Forest Grove School District budget committee. Charter member of the Community Forestry Commission. Second term as a member of the EDC. Member of Rotary.

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Mark Nakajima

Date

Wed, 06/26/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8311>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

URAC Interview
09/09/2019
5:45 pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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Submission information

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Tue, 06/25/2019 - 3:53pm

107.77.205.109

First & Last Name

Rod Fuiten

Home Address

████ Jessica Drive

Mailing Address, if different

City, State and Zip Code

Forest Grove OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

self

Work Telephone Number

██████████

Occupation/Profession

property management

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

70

How did you hear of this opportunity?

Jeff King parking advisory committee

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Please select which board(s) you would like to be considered for appointment:

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

Town Center development

What contributions do you hope to bring to the board?

As a longtime downtown business and property owner I would like to bring a small business and taxpayer perspective. Also, having served in City Government for many years, I think I understand some of the underlying policies that are driving the process and would take a cooperative approach to Urban Renewal.

List your educational experience:

Graduate FGUHS 1967

Bachelor of Science University of Oregon 1971

Juris Doctor University of Oregon 1978

List any community involvement, appointed offices, elected offices and/or affiliations:

City Council 1992-2004

Budget Committee 198?-2018

JWC 199?-present

Forest Grove Library Foundation 200?- present

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Roderick L Fuiten

Date

Tue, 06/25/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8301>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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Submission information

Form: [Boards and Commissions Application](#) [1]
Submitted by Visitor (not verified)
Fri, 05/31/2019 - 11:00am
147.79.224.113

First & Last Name

Kelsey Trostle

Home Address

████ PRINCETON PL

Mailing Address, if different

City, State and Zip Code

FOREST GROVE

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Portland General Electric

Work Telephone Number

Occupation/Profession

Real Property Services Specialist

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

5

How did you hear of this opportunity?

Boards Meeting

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

I am passionate about the downtown revitalization and building an active core of Historic Forest Grove. The elimination of blight and the promotion of job creation will keep our population from spending time and money in the surrounding suburbs. The encouragement of private and public development will trigger an active economic boom and activate Forest Grove. I want to be apart of the dream that is making Forest Grove an amazing destination to visit, to live, and to work that we have all wanted for so long.

What contributions do you hope to bring to the board?

I believe my education and experiences on the HLB, as well as my Capstone project working with many stakeholders, would be a great contribution to the budding board.

List your educational experience:

Portland State University

Master's degree, Master of Real Estate Development · (2016 - 2018)

Portland Community College

Building Construction Technology- Construction Management · (2015 - 2015)

Bowling Green State University

Bachelor's degree, Bachelor of Liberal Studies focus in
Communication · (2012 - 2014)

Bowling Green State University

Associate's Degree, Associate of Science · (2009 - 2012)

List any community involvement, appointed offices, elected offices and/or affiliations:

Historic Landmarks Board

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Kelsey Trostle

Date

Fri, 05/31/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8131>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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Submission information

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Thu, 05/30/2019 - 8:31am

96.79.97.157

First & Last Name

Sue Rubin

Home Address

██████████ Hawthorne Street, Apt 4

Mailing Address, if different

██

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Employer

Adelante Mujeres

Work Telephone Number

████████████████

Occupation/Profession

Director of Finance/CPA

Are you a student applicant? (Students must be high school grade level and residing or attending school in Forest Grove). Student appointees may serve on any board, except Budget Committee and Planning Commission.

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove.

3

How did you hear of this opportunity?

received notice

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Please select which board(s) you would like to be considered for appointment:**

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

As a non-profit stakeholder and person involved with and aware of complicated issues of inclusivity issues, I want to be sure our and the broader community issues are taken into consideration. I grew up in a rural community and lived in inner-city Portland for most of my adult life so also

What contributions do you hope to bring to the board?

Non-Profit stakeholder and perspective, downtown main street presence, represent latino and lower income non-white interests and inclusivity and equity considerations and perspective, interests of resident of Forest Grove and perspective of individual with financial and fiscal control expertise and background.

List your educational experience:

BA in English and Communications, MBA from UofO, CPA

List any community involvement, appointed offices, elected offices and/or affiliations:

Chair of HOA for Hawthorne Manor HOA, Treasurer of Art4Life non-profit, attend many commission and other community meetings, past member of Reach Community Development Board and Project Access Now Finance Committee, member of OSCPA and AICPA, member of OSCPA Bridge Committee

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Sue Rubin

Date

Thu, 05/30/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8111>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

Several City Committees

Please rate the City's performance.

Fair

What ideas do you have for improving "Fair" or "Poor" performance?

Improve support to independently owned businesses in Forest Grove. Improve inclusion of locally grown and produced agricultural products in locally owned businesses.

Please select which board(s) you would like to be considered for appointment:

Urban Renewal Advisory Committee (TBD)

What specific topics interest you that relate to the board?

I am interested in building relationships between our city and surrounding farms by supporting value added Beverage, Produce. And business which promote sustainable farmland use and relationship with our city.

What contributions do you hope to bring to the board?

Lifelong involvement in food sustainable systems. 25 year professional career maneuvering specialty foods into market channels in the Pacific Northwest. Director or a local Non Profit working on local farm and Mentoring Initiatives. Highly involved with Adelante Mujeres.

List your educational experience:

Attended 3 Years of college: PSU, U of O, and the Sorbonne in Paris, France.
Professionally Bibliographic Librarian of Romance Language Text Books.

List any community involvement, appointed offices, elected offices and/or affiliations:

I currently serve on the CCI Committed and The Tourism Advisory Board . I am the Director of FoodwaysatNanaCardoon.org.

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Charlène Murdock

Date

Fri, 08/02/2019

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/8711>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>