

Urban Renewal Advisory Committee Meeting
Regular Meeting
November 21, 2019

Present: Chair Jack Trumbull, Vice Chair Pat McAllister, Abby Capovilla, Jody Behr, Tina Lassen, Amanda Goeke, Joshua Chandler

Staff: Director of Finance/ACM Will Norris, City Recorder Jennifer Gray

Absent:

I CALL TO ORDER – Trumbull opened the meeting at 5:30 p.m.

II BUSINESS FROM THE AUDIENCE

III AGENDA ADDITIONS

IV ITEMS FROM MEMBERS

Trumbull stated he took notes from the Height Business meeting that was held on November. He reviewed the list of people who spoke at the meeting, regarding their concerns. Norris will give Trumbull's notes to Gray for the record.

V URBAN RENEWAL ADMINISTRATOR

1. Consultant Contract Termination and Next Steps

Norris reported on this agenda item.

The Urban Renewal Agency exercised its option to terminate the professional services agreement with Greenworks for convenience on Friday, November 8th. The notice provides 30-days for Greenworks to prepare final billings and transfer work product.

The Urban Renewal Agency's second ranked firm for the Heights Urban Design project, MIG, has expressed continued interest in the project. Upon conclusion of the 30-day contract closeout period, Urban Renewal Agency staff recommends initiating scope and budget discussions with MIG. A primary goal will be to utilize as much existing work product from Greenworks as possible.

A replacement contract with MIG can likely be developed for Agency consideration by early January 2020. An alternative is to re-bid the project. The last competitive solicitation process lasted from December 4th, 2018 when the request for proposal was first released to June 11th, 2019 when the professional services contract was finalized.

Staff Recommendation: Provide feedback on suggested next steps.

Behr noted it is a little hard for her to say to go with MIG when she doesn't know what work products, they got out of Greenworks. She is not sure what work has been done.

A replacement contact with MIG will be developed for consideration. Lassen asked if Norris could send out the proposal reviewed by MIG.

Trumbull doesn't believe the group wants to start the process over, unless they have too. Trumbull asked that Norris do some of the heavy lifting; get a new scope from MIG and bring back a recommendation to the committee. Trumbull encouraged members to be involved. Behr agreed it would be great to have several people review it. There was discussion on the timeline to get to the point when the sub-group would need to meet to discuss.

2. URAC Roles, Responsibilities, and Communication

Chair Trumbull and Committee Member Behr have requested a general item to discuss and clarify the committee's functions. A copy of the Urban Renewal Agency resolution establishing the committee as well as a legal primer on committee communications as it relates to public meeting laws is attached to aid in the discussion.

The Urban Renewal Agency is committed to facilitating an open, welcoming, and accessible environment for any individual or group to provide input on URA projects. The URAC is an integral part of this commitment as the group provides a direct link to the community.

Communications can never be perfect within the context of limited resources, multiplying and fragmented communications channels (i.e. newspaper, word-of-mouth, web, social media, email, etc.), as well as diverse language and cultural needs, but the Agency strives for continual improvement.

Staff Recommendation: Discussion item, no staff recommendation

Norris explained the duties of the Advisory Committee were set by resolution. A copy of Resolution 2018-12, memorandum, committee communications and public meeting rules were included in the meeting packet.

Behr spoke about being a part of URAC and how she and others in the group may be a part of other groups and projects with different goals and objectives. She would like as a group, to discuss what their intentions are, as a group. She believes intentions can be different than goals and objectives.

Behr reviewed the language in her handout. "It is our collective intention to be conclusive, to listen, to encourage and gather input from one another and all member of the public. We understand our work in this committee is in service and not for our individual benefit. Our benefit is from providing service itself. Our primary focus is to listen until we understand the concerns and we understand that we will create the solutions together."

Her thought is if the group is interested, they can review it and make any needed changes. She believes it's helpful to have something like this, so she can remember why she is doing something. When conflict arises, she can ground herself on why she is doing what she is doing. She questioned if the group has a collective intention.

Trumbull thanked Behr. He invited everyone to contact him privately on suggestions on things he could do better as the Chair of URAC. He wants everyone to feel comfortable to approach him. He wants to make sure he is not only listening to the voices from the public, but he is also hearing the voices from his fellow URAC members. At the end of the day, he is only one voice in the group.

Lassen's only concern is she feels a lot of things are happening over phone calls. She knows they are super conscientious about email exchanges. She would like everyone talking at the same time at the monthly meetings.

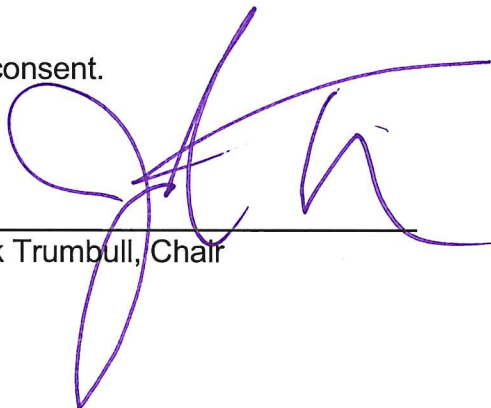
Norris stated no decision should or are made outside of this table. Everyone is welcome to call Norris if they want details or updates, as well as any one from the public. He does not want it hanging that somehow decisions were being made via phone. That would be just as bad as decisions being made via email. No deliberation of any sort should be happening outside of these public meetings. The decision regarding Greenworks was not a decision to be made by the group. It was made by Norris. Norris explained the decision-making process as the Urban Renewal Administrator.

There was continued discussion regarding communication, decision-making, keeping an open mind when working in a group and supporting the decisions made by the group.

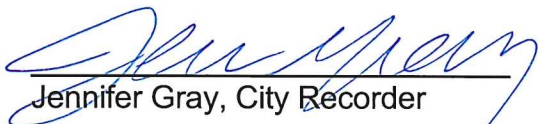
Lassen added as part of the Planning Commission, she is the representative on the City Tree Committee. She wanted to let the group know she is a part of this committee. As they get into street scape design, it will be important to include the Tree Committee, when possible.

Norris stated the Landmarks Review Board has also expressed interest in being engaged in the Heights Project, when the time is appropriate.

VI ADJOURN – 7:01 p.m. by unanimous consent.



Jack Trumbull, Chair



Jennifer Gray, City Recorder

Approved by the Agency on 2/20/20