MINUTES
Economic Development Committee - Regular Session - Meeting
Wednesday, June 2, 2021 VIA ZOOM 6:00 PM

COMMITTEE MEMBERS: Chair Gabe Martinez, Vice-Chair Lisa Beutler, Jacquelyn Hunt, Eric Lawson, Erika Moellmer

COMMITTEE MEMBERS ABSENT:

STAFF PRESENT: Finance Director Bill Reid, City Recorder Lori Lesmeister

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM
   Join Zoom Meeting
   https://us02web.zoom.us/j/82380647394?pwd=OXByVGNUSkxuVzNVRDdmboTD4TG8wZz09
   Meeting ID: 823 8064 7394
   Passcode: 326239

   Call in (no internet)
   253-215-8782
   Meeting ID: 823 8064 7394
   Passcode: 326239

2 CALL TO ORDER: 6:05 pm

3 ROLL CALL:
   a) All members in attendance.
      Ex Officio Councilor James Fage in attendance
      Mayor Teri Lenahan, Councilor Trista Papen and Councilor Rickey Smith were in attendance.

4 PUBLIC COMMENT: NONE

5 APPROVAL OF MINUTES:
   a) Review and approval of May 5, 2021, Regular Session Minutes
   Motion to approve the May 5, 2021 Regular Session Economic Development Committee Minutes.
   Moved by Member Lawson. Second by Member Hunt.
   Motion was approved unanimously.
6 NEW BUSINESS:

a) Glencoe Opportunity Area Development Request for Proposals (RFP) Discussion

City Manager Andy Varner and Finance Director Bill Reid gave a PowerPoint presentation on where the city is with the Glencoe Opportunity Area (GOA). Varner noted that the Request for Proposals (RFP) went ‘live’ today and will be open until July 23, 2021 when all proposals are due.

Chair Martinez asked if the plan is to have this area have generally the same type of look of the downtown area. Varner said that discussion has not taken place yet. Reid said that the proposals that we will receive and will have an impact on how we want the downtown area to look, whether it be similar to the selected proposal, complimentary to the selected proposal or completely different that the selected proposal from a design perspective.

Once all proposals have been received, city staff will go through them to make sure that they provided everything that was requested in the RFP, ruling out any that didn't meet the needed requirements. The proposals will then be ranked based on criteria and the top two choices will be handed over to the Urban Renewal Advisory Committee (URAC) that will be formed and ask them to make a recommendation. The Urban Renewal Advisory Committee will be 5-7 members that will include someone from the Planning Commission, someone from the URA, a member of the EDC and an ‘at large’ member. The committee will deliberate on the top proposals that were selected by city staff and make their recommendation to the URA.

Councilor Fage asked how much advertising is being done for the RFP and are we sure it is getting out to enough people that we will get a good group of candidates and not just a couple to choose from. Reid said that the RFP has been advertised in the Daily Journal of Commerce, the Portland Business Journal, the Oregonian, and the Portland Tribune. Reid said we do have a consultant that we have been working with and he will getting the word out directly to a large group of developers that specialize in these types of projects, as well as the Oregon Economic Development Association, the Oregon Association of Renewal Agencies and the Westside Economic Alliance. Reid is also on staff at Portland State University in the Real Estate Program so will be sharing it with faculty as well as current and former students that are with different development agencies. Reid and Varner are confident that we will get several proposals to select from, but if we do not, we do have the option to change the schedule as needed.

Mayor Lenahan asked for clarification on who will actually be making the final decision on what developer is chosen. Reid said it will be the URAC making the final selection after interviewing the top two candidates that city staff presents to the URAC. Lenahan then asked if the city is taking names and/or suggestions for the 'at large' position on the URAC. Varner said he and Reid have been working with URA Chair Russ Sheldon to put together a list of possible candidates. Lenahan and Martinez both said they can think of people that might be a good fit and said they will forward their names to Varner for consideration.
8 STAFF, COUNCIL, PLANNING COMMENTS:

a) **Land Use Applications -May 2021**

b) **3J Consulting Monthly Update Report**
   Report is provided by the 5th of each month.
   It will be emailed to the EDC when it is received

c) Chair Martinez said he and Reid have been working on a plan for moving the Committee forward by structuring future meetings discussion topics, as well as looking at the EDC budget dollars for future projects. There will not be an EDC meeting in July. Varner said that the Downtown Planning Project work should begin within a month or so. We received grant dollars for the project so it does take a bit of time for that to come through before the work can begin. The Ice Cream Social is tomorrow evening, June 3, 2021 at 6:00 pm on Commercial Street in front of the Senior Center. Member Lisa Beutler asked if there are minutes or audio from the UGB meeting that was held last month. City Recorder will send out the audio recording to the EDC members first thing tomorrow morning.

9 ECONOMIC DEVELOPMENT COMMITTEE COMMENTS:

10 ADJOURNMENT: 7:03 pm

Submitted by:

Lori Lesmeister, City Recorder

Date Minutes Approved: August 4, 2021