

# MINUTES

## Downtown Advisory Board

Thursday, June 28, 2018–12:00 P.M.  
Urban Development Conference Room  
350 Commercial St NE

This Action Agenda/Minutes complements the **MP3** and WMA recording of the meeting, which may be reviewed at <http://www.cityofsalem.net/Pages/downtown-advisory-board.aspx>

### 1. CALL TO ORDER

**Call to Order and Roll Call:** 12:03 PM

**Roll Call:** Hillary Banks; Brad Compton; Jesse Hayes; Jill Munger; Aaron Terpening Dana Vugteveen; Ronald Welter

**Excused:** Chip Conrad; Vincenzo Meduri; Laurie Miller; Maria Palacio

**Staff:** Anita Sandoval; Sheri Wahrgren; Rebecca Ziegler

**Guests:** Sarah Owens, Michael Livingston

### 2. APPROVAL OF AGENDA

**Motion:** Move to approve the agenda for June 28, 2018, as presented.

**Motion by:** Board Member Compton

**Seconded by:** Board Member Vugteveen

**Action:** Approved the agenda for June 28, 2018, as presented.

**Vote:** Aye: Unanimous **Motion PASSES**

### 3. APPROVAL OF MINUTES

**Motion:** Move to approve the Minutes from May 24, 2018, as presented.

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Compton

**Action:** Approved the Minutes from May 24, 2018, as presented.

**Vote:** Aye: Unanimous **Motion PASSES**

### 4. BOARD MEMBER COMMENT - None

### 5. PUBLIC COMMENT on items not on the agenda - None

### 6. ACTION ITEMS

#### a. Proposed revisions to the Downtown Advisory Board Purpose and Operating Principles

Comments/Questions: Wahrgren, Vugteveen, Terpening, Munger, Hayes, Welter, Banks

**Motion:** Move to recommend revisions to the Purpose and Operating Principles as follows:

Downtown Advisory Board Charge

- Addition of language at the beginning of the document to be consistent with the creation of the DAB as outlined in the IGA.

DAB Membership and Terms

- Update Board representation to remove 2 non-voting ex-officio positions.
- Replaces requirement for business or property owner to reside within the Downtown Parking District to within the Riverfront-Downtown Urban Renewal Area.

Board Member Vacancies and Attendance

- Addition of Attendance Expectations as provided in SRC 2.550

DAB Member Responsibilities

- Retain all except replace the word “Citywide” in bullet #2 with the word “Community”.

DAB Operating Principles

- Amend bullet #1 to reflect IGA direction of Bylaws
- Amend bullet #3 to coincide with Resolution 15-3 URA regarding the approval of staff time in excess of one hour.

- Addition of bullet #4 to coincide with Resolution 15-3 URA that directs exceptions to policy or guidelines to the Agency Board without prior review/recommendation from DAB.
- Remove bullet #5, DAB Meeting schedule
- Addition of bullet #6 Election of Officers
- Amend bullets #7-10 to reflect with City Best Practices regarding agendas, minutes, notification, etc

Council Goals

- Amended to reflect the City Council adopted Salem Strategic Plan

**Motion by:** Board Member Vugteveen

**Seconded by:** Board Member Terpening

**Action:** Approved recommended revisions to the Purpose and Operating Principles

**Vote:** **Aye:** **Motion PASSES**

## 7. Discussion

### a. Work Plan Updates

*Handouts: Work Plan and Annual Schedule Examples*

Comments/Questions: Munger, Hayes, Wahrgren

The Board agreed by consensus to form a Parking Garage Marketing Subcommittee:

Volunteers: Hayes, Vugteveen

The Board agreed by consensus to add the following items to the work plan:

Add updates from WSRAB and NGRAB

Add update on Streetscape

## 8. OLD and/or NEW BUSINESS

## 9. ADJOURN

Chair Munger adjourned the meeting at 1:17 PM. Next meeting: July 26, 2018.

**Sample Annual Schedule: Downtown Advisory Board**

<b>Board Meeting</b>	<b>Activity</b>
January	Board Elections Board Review City-wide Strategic Plan Priorities Parking Fund Budget Review
February	Board recommendation Parking Fund Budget RDURA Board Review Board: Confirm project priorities for future funding Staff: Recap on previous year projects/expenditures
March	Board recommendation RDURA budget
Grant Commitment Updates	Quarterly
October	Review project priorities from Strategic Plan, City-wide Strategic Plan in preparation for budget discussion Already approved project status updates
November/December	Historically have combined November/December Meetings for first week of December

Example FY 2018-19 Downtown Advisory Board Work Plan

Meeting Date	Topic	Notes
January	Review Parking Fund Budget Elect Officers	Capital Improvement Grant Summary Update
February	Recommend Parking Fund Budget Review RDURA Budget	Union Street Project Update
March	Recommend RDURA Budget	Capital Improvement Grant Summary Update Riverfront Park Master Plan Update
April	No Meeting	
May		New Police Facility Update
June		
July		
August		
September		
October	Currently funded project updates Project priorities discussion – preparation for budget	
November/December	Typically combined November/December into one meeting in early December	