MINUTES
KEIZER URBAN RENEWAL AGENCY
WORK SESSION
Monday, August 8, 2011
Keizer Civic Center
Keizer, Oregon

CALL TO ORDER

Agent Christopher called the session to order at 6:35 p.m. Roll Call was taken as follows:

Present:	**Staff:**
Lore Christopher, Chair	Chris Eppley, City Manager
Brandon Smith	Shannon Johnson, City Attorney
David McKane	Nate Brown, Community Development Director
Joe Egli	Tracy Davis, City Recorder
Cathy Clark	
Jim Taylor	
Mark Caillier	

DISCUSSION

a. Visitor Information Services Facility

Community Development Director Nate Brown reminded Agents that they had recently adopted an amendment to the Urban Renewal Plan that would incorporate the provision of visitor information facilities as a listed project. He reviewed the requests that were submitted to the agency: (1) Participation with the Transit District, and (2) Funding a portion of interior remodel in Keizer Station for the Chamber of Commerce which would include visitor information services. He explained that staff needs direction as to how to approach these requests if the agency wishes to do so. He directed attention to the staff report which set out 5 questions for consideration and requested that the Agency provide staff direction.

City Attorney Shannon Johnson indicated that the actual construction is permanent construction in a leasehold interest so the permanent construction is not a problem, but the lease term is a question. Capital improvements are supposed to be bought with urban renewal money and this is a sort of capital improvement but not in terms of a permanent or long-term lease so that would be the question for legal use of urban renewal money.

Discussion then took place regarding investment in private vs. public assets and the fact that improvements done on River Road have been investments in private assets. Mr. Johnson explained that the issue is not private vs. public; it is the capital improvement on something that is not permanent.

Agent Christopher noted that if the City does not participate in the building of the Transit Center, the Transit District will build a 1200 square foot facility with a break room and toilets for the bus drivers only. If the City contributes to this and adds onto the building, a visitor services center is a potential tenant. This would provide staffing for the building and a contract could be written with Transit to share in the building operation costs.

A representative for the Transit District then provided additional information and fielded questions regarding the footprint of the building, possible uses, the building timeline (10-month design process, construction beginning June 2012, and completion May 2013) and the federal requirement that they maintain bus service presence for the life of the facility. He also noted that it was important to the Transit District building design team that they know by the end of August if the City of Keizer is going to participate in the project. Discussion also took place regarding joint ownership of the building, building design, the potential for a tourism center to bring additional economic development to the community, the timeline, submitting the concept to the Kiezer Urban Renewal Board for their recommendation, security, and the effect of using urban renewal resources on River Road projects. It was agreed that this project should go to KURB for their recommendation.

Mr. Brown explained that this allocation does not affect the allocation of the River Road Renaissance. Mr. Eppley added that these funds could be used to augment any other programs in the urban renewal budget: River Road Renaissance, Something Special once that is defined, or it could be held in reserve for future unforeseen obligations. He noted that the purpose of River Road Renaissance was to mitigate impacts to River Road that could have been brought on by development of Keizer Station and those impacts have been absorbed and the project is more or less completed.

Lengthy discussion then took place regarding River Road Renaissance, and leasing options for the City portion of the Transit building. Mr. Eppley explained that, should this project take place, the City would own the square footage that they built and lease the ground under a long-term lease.

Christopher, Smith, Caillier and Clark were interested in pursuing this project, Taylor was not and McKane and Egli were uncommitted due to too many unanswered questions.

Regarding funding improvements to the lease space at Keizer Station, Agent Egli noted that KURB had not formally voted on this issue. Discussion took place regarding whether or not the Agency supported this issue with Rich Duncan explaining that because the Transit District project is anticipated to be complete in two years, the Chamber has signed a two-year lease for the space at Keizer Station and the Chamber is hoping that they will be able to locate the Chamber offices at the Transit District site as well. He also provided information regarding the Chamber plan to build business, the lease payments, and the lease period.

Regarding sending to KURB for their recommendation the discussion regarding funding the improvements to the lease space at Keizer Station for a Chamber office, Agents Christopher, Taylor and Clark declared that they were to interested in funding the project so it did not need to go to KURB; Agents Caillier, McKane, Egli and Smith were interested enough to request a recommendation from KURB.

Mr. Duncan then fielded questions regarding the decision to move from the Heritage Center to Keizer Station. Christine Dieker, Executive Director of the Keizer Chamber of Commerce, indicated that the Heritage Center had warned her to expect a letter to vacate by December to accommodate expansion of the museum.

ADJOURNMENT With no further business the work session was adjourned at 7:57 p.m.

APPROVED:

Debbie Lockhart
Debbie Lockhart, Deputy City Recorder

Lore Christopher, Chair

AGENCY MEMBERS

David McKane
David McKane

Mark Caillier

Jim Taylor

Cathy Clark
Cathy Clark

Brandon Smith
Brandon Smith

Joe Egli

Minutes approved: October 17, 2011