Keizer Urban Renewal Board
Meeting Minutes
Wednesday, July 28, 2010 @ 5:30 p.m.
Keizer City Hall

1. **CALL TO ORDER**
   Chair Greg McLeod called the meeting to order at 5:30 p.m.

2. **ROLL CALL**

   Present:
   Greg McLeod, Chair
   Robert Hendricks, Vice Chair
   Erick Peterson
   Doug Tookey
   Rich Duncan
   James Hauge
   A.J. Nash (5:41)
   Sherrie Gottfried, KPIC Representative
   Doug Schneider, Planning Commission Representative (5:36)
   Brandon Smith, Council Liaison

   Staff Present:
   Nate Brown, Community Development Director
   Sam Litke, Senior Planner
   Debbie Lockhart, Deputy City Recorder

3. **APPROVAL OF MINUTES ~**
   - **March 16, 2010 Minutes**: Robert Hendricks moved to approve the March 16, 2010 Minutes. Erick Peterson seconded. The motion passed as follows: McLeod, Hendricks, Peterson, Tookey, Hauge and Duncan in favor, Gottfried abstaining and Nash and Schneider absent at time of vote.
   - **March 31, 2010 Minutes**: Erick Peterson moved to approve the March 31, 2010 Minutes. Doug Tookey seconded. The motion passed as follows: McLeod, Hendricks, Peterson, Tookey, Hauge and Duncan in favor, Gottfried abstaining and Nash and Schneider absent at time of vote.

4. **APPEARANCE OF INTERESTED CITIZENS** ~ None

5. **OLD/NEW BUSINESS**
   Town & Country Update ~ Senior Planner Sam Litke showed slides of the completed project noting that he had not yet received a final billing. He explained that the bridge is part of a stormwater detention basin; there is a cut in the curb that allows water to run in and under the bridge and percolate into the ground on either side of the bridge. He commended Erick Peterson who designed the project. Mr. Peterson then fielded questions regarding the effect of an unusual flood event and where the water would go. Mr. Brown added that there

were a couple of change orders relating to light poles and the trash receptacle enclosure in the project and that a $600 pre-cast art base has not yet been installed. He added that they are trying to get 7 to 9 pots for plants to go around the outside edge of the project and concluded noting that the project is complete and staff is asking the Board to accept it so that when all the required documentation has been received, final payment can be made.

Robert Hendricks moved to accept the project and close it out. Douglas Tookey seconded. Motion passed unanimously as follows: McLeod, Hendricks, Peterson, Tookey, Duncan, Gottfried, Nash, Hauge and Schneider in favor.

Evans & River Grant Application ~ Mr. Brown reported staff has had a difficult time getting answers from the applicant and that the applicant is proposing to do the work himself as the general contractor but has included line items to pay himself wages for the work. He showed pictures of the site and explained that Public Works has voiced concern about the sidewalk improvements. Sam Litke distributed a larger plan of the site and reiterated the fact that the applicant has not been responsive to their questions. He pointed out that the applicant had included a "profit margin" line item in the bid and asked the Board to address this. Mr. Brown noted that parking on Evans backs out onto the street and therefore recommended that Board approve funding at 50% on Evans and 100% on River Road, but that the proposal should be reviewed carefully because he was uncomfortable with paying a property owner to be the project manager on his own property. Mr. Litke added that the applicant is aware of City cash flow issues, knows there won't be reimbursement funds available until sometime in November, and is amenable to that. Mr. Brown added that at this point in the life of the program sunset clauses on the life of the grants should be included so that projects must be completed by a certain time or the grant would be lost.

Discussion then took place regarding meandering sidewalks and the fact that this proposal did not have them, the fact that the bids were old, and various line items of the proposal. It was suggested that approval be delayed until the applicant could attend a meeting and answer questions with discussion following regarding the fact that in previous Urban Renewal Projects the property owner had served as the project manager (without pay) except on the Town & Country project which was larger. Rich Duncan noted that if a general contractor is used on this project, there needs to be three bids and the property owner should not be one of them. If the property owner is going to participate, then the overhead, profit and general fees should be taken out of the bid. Further discussion took place regarding improvements on Evans and the lack of specificity in the proposal line items.

Erick Peterson moved to provide the following direction to the applicant:

- If a general contractor is going to be involved in the project, it cannot be the property owner.
- If the property owner is going to run the job, there can be no line items to pay a general contractor.
- Drawings need to be redone to show details.
- The Urban Renewal Board and the City do not provide funding for signs.
- Vegetation should be maximized in lieu of hanging baskets.
- Board is willing to fund 50% of the Evans improvements.
- Meandering sidewalks are required.

- All improvements need to be defined and broken down.
- Sidewalks on River Road must be 6 feet wide.

A.J. Nash seconded.

Greg McLeod offered the following friendly amendments:
- More clarity on the excavation and demolition items should be provided. There should be bids for that if someone else is going to do it.
- There should be a greater level of detail in the traffic control line item and in the entire bid.

Mr. Peterson and Mr. Nash accepted the friendly amendment. Motion passed unanimously as follows: McLeod, Hendricks, Peterson, Tookey, Duncan, Gottfried, Nash, Hauge and Schneider in favor.

6. **COUNCIL LIAISON REPORT** ~ Councilor Smith reminded Board members that National Night Out was in August and that last year there were 50 block parties around the city and this year they are hoping for more. He reported at August 14 is the Riverfair event which will include a wine garden in the late afternoon. He also reviewed issues which will be addressed at the next Council meeting including changes to the sign code and annexation of property near Keizer Rapids Park.

7. **OTHER BUSINESS** ~ Rich Duncan reported that he had been selected to do the next extreme makeover team build for a community project happening in about 5 weeks. The project will be in Salem but he is encouraging the producers to say "Salem-Keizer" when they refer to the project. It will start on Labor Day and he will have 106 hours to complete the project.

8. **ADJOURN** ~ Meeting adjourned at 6:35 p.m.

Next meeting: August 25, 2010
Civic Center

Approved: 9-22-10