MINUTES
URBAN RENEWAL AGENCY BOARD
OF THE CITY OF KEIZER

Monday, June 17, 1996
Robert L. Simon Council Chambers
Keizer City Hall

CALL TO ORDER

Dennis Koho, Chair called the meeting to order at 6:05 p.m. Roll call was taken as follows:

Present
Dennis Koho, Chair
Carl Beach
Jim Keller
Jerry McGee
Al Miller (arrived at 6:07 p.m.)
Bob Newton

Absent
Jerry Watson

Staff
Dotty Tryk, City Manager
John Morgan, Community Development Director
Kim Krause, Finance Officer
Tracy L. Davis, City Recorder

PUBLIC TESTIMONY

There was no public testimony to come before the Agency Board.

PUBLIC HEARING

Chair Koho opened the public hearing.

1996-97 URBAN RENEWAL AGENCY BUDGET

Dotty Tryk, City Manager reported the committee approved Urban Renewal Agency Budget for fiscal year 96-97 contains two funds: tax increment and the project fund. The tax increment revenues are estimated at $1.00 per $1000.

There was no testimony to come before the Agency.

Chair Koho closed the public hearing.

Jerry McGee moved a Resolution Adopting the FY 96-97 Urban Renewal Agency Budget, Making Appropriations, and Levying Taxes. Carl Beach seconded the Motion.

FMAGIC

The Motion passed as follows:

AYES: Beach, Keller, Koho, McGee, Miller and Newton (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Watson (1)

ADMINISTRATIVE ACTION

Dotty Tryk, City Manager reported a supplemental budget was necessary for the completion of the undergrounding of power lines along River Road. This action would add $100,000 to the capital outlay line item and allow a contingency transfer of $100,000.

SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR FY 95-96

Jerry McGee moved a Resolution Adopting a Supplemental Budget and Making Appropriations for Fiscal Year 1995-96. Carl Beach seconded the Motion.

The Motion passed as follows:

AYES: Beach, Keller, Koho, McGee, Miller and Newton (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Watson (1)

TRANSFERRING APPROPRIATIONS

Dotty Tryk, City Manager noted this action is necessary to authorize the transfer of funds which will cover the costs for the undergrounding project.

Chair Koho moved a Resolution Transferring Appropriations for Fiscal Year 1995-96. Jim Keller seconded the Motion.

The Motion passed as follows:

AYES: Beach, Keller, Koho, McGee, Miller and Newton (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Watson (1)

PROPERTY IMPROVEMENT PROGRAM - PROGRAM DESIGN

John Morgan, Community Development Director reported a subcommittee comprised of Stan Compton, Jerry Watson, Carl Beach has reviewed the criteria for development and design of the property improvement program. The subcommittee has recommended dollar for dollar grants be approved for frontage improvements, loans for internal improvements, grants for driveways and special projects. Mr. Morgan reviewed the criteria listed for each of these items as noted in the resolution. In conclusion, Mr. Morgan indicated this program is designed to allow the River Road Redevelopment Board to review the request and make a recommendation to the Agency Board.

Responding to a concern from Jerry McGee, Mr. Morgan indicated $175,000 is available in the adopted budget which should cover numerous projects. Furthermore, the first year will indicate the interest of the program and allow adjustments to be made in the next year. However if funds are limited, Mr. Morgan noted funding for the Cherry Avenue project will be a priority.

Mr. McGee confirmed $15,000 of the budget funds were allocated for the completion of the sign grant program.

Mr. Morgan explained the River Road Redevelopment Board provided input which was presented to the subcommittee making the final program recommendations.

Al Miller indicated property owners have a duty to maintain their sidewalks. Therefore, he does not feel funds should be made available through a grant program for repairs.

Mr. Morgan suggested including language under section I(A) which states *grants shall not be given for maintenance of existing facilities and sidewalks*.

<u>The board agreed by consensus to include this language.</u>

Mr. Miller voiced his concern with changing the wording to note grants ***<u>may</u>*** be given since it will be at the discretion of the Agency Board. He requested additional language be included to assure it is understood all final decisions will be made by the Agency Board.

<u>The Board agreed to add the following language to Section V(D)... *and it is not a matter of right solely because the application meets all relevant criteria.*</u>

Mr. McGee questioned allowing grants for the installation of street furniture. He confirmed this will be directed towards park benches or wastebaskets that are bolted down.

Jim Keller pointed out there have been several businesses along River Road who have undertaken improvement projects without financial assistance from the City. He believes there is a lack of fairness to the overall program.

Mr. Morgan indicated there are four requests presently pending for assistance which include sidewalk relocation and landscaping along the frontage of River Road. The River Road Redevelopment Board has continuously supported an assistance program for property owners.

Carl Beach stated this program should provide additional incentive

and stimulate the improvements along River Road.
Dennis Koho added this will provide a funding source for some individuals to make improvements which might not have been done otherwise.

Mr. Miller stated this is an incentive program which encourages businesses to make improvements to beautify River Road. This is the ultimate goal of the Urban Renewal program.

Responding to concerns voiced by Bob Newton, Mr. Morgan indicated the completion or cut off date for the renewal district is based on the completion of work and the meeting of the financial obligations. However, he believes funds for property improvement is only projected for this coming fiscal year.

Mr. McGee indicated this incentive program will be of value to the City. He hopes the main focus will be on driveway closures or consolidations and street-side landscaping. However, he believes it is premature to consider a loan program for facade or internal improvements. Mr. McGee recommended limiting the grant program to driveway closures and street side landscaping and eliminate the loan program at this time.

Responding to an additional concern from Mr. McGee, City Manager Tryk indicated highway funds have been previously used to close gaps in sidewalks.

<u>Chair Koho moved a Resolution Establishing a Process for Review and Approval of Property Improvement Funding Requests with the language changes as agreed upon earlier. Carl Beach seconded the Motion.</u>

<u>Jerry McGee moved amend the Motion to eliminate Section II - Loans for Internal Improvements from the Resolution. Chair Koho seconded the Motion.</u>

<u>The Motion to amend passed as follows:</u>

<u>AYES</u>: Beach, Keller, Koho, McGee, Miller and Newton (6)
<u>NAYS</u>: None (0)
<u>ABSTENTIONS</u>: None (0)
<u>ABSENT</u>: Watson (1)

<u>The Main Motion as amended passed as follows:</u>

<u>AYES</u>: Beach, Keller, Koho, McGee, Miller and Newton (6)
<u>NAYS</u>: None (0)
<u>ABSTENTIONS</u>: None (0)
<u>ABSENT</u>: Watson (1)

Chair Koho directed staff to revise the Resolution to eliminate any reference to the loan program and change the wording as agreed upon.

Mr. McGee cautioned the staff to assure there is not any confusion or allowance for split bids in the administration of this program.

CONSENT CALENDAR

Items on the consent calendar include:

a. Property Improvement Program Grant Requests
   - Paul and Judy Wittenberg
   - John Hyder

b. Approval of the June 3, 1996 Agency minutes

Chair Koho removed both items from the consent calendar.

Item "a" - Property Improvement Grant Requests

John Morgan, Community Development Director noted there are two pending requests for property improvement grants. John Hyder of 7-11 Store is requesting a grant for landscaping along an area in front of the store. In addition, a request was received from Mr. and Mrs. Wittenberg for construction of a sidewalk, landscaping and closure of several driveways. Mr. Morgan noted each of these requests meets the criteria adopted under the program, however only single bids have been received and they have not been reviewed by the River Road Redevelopment Board.

Mr. Miller suggested referring these requests to the River Road Redevelopment Board for a recommendation.

Mr. Morgan indicated Mr. Wittenberg is currently in the middle of construction and is anxious to proceed.

Mr. Newton fully supported referring these items as outlined in the adopted procedure. He further requested staff investigate using highway funds for the construction of sidewalks.

Al Miller moved to refer the grant requests to the River Road Redevelopment Board for consideration and recommendation. Jim Keller seconded the Motion.

Chair Koho voiced his concern with delaying the process for two weeks.

The Motion passed as follows:

AYES: Beach, Keller, Koho, McGee, Miller and Newton (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Watson (1)

Chair Koho announced this matter will be scheduled for the July 1, 1996 Urban Renewal Agency meeting.

Item "b" - Urban Renewal Agency Minutes of June 3, 1996.

Chair Koho moved for approval of the June 3, 1996 Agency Minutes. Jim Keller seconded the Motion.

Al Miller announced he will be abstaining due to his absence from the meeting.

AYES: Beach, Keller, Koho, McGee and Newton (5)
NAYS: None (0)
ABSTENTIONS: Miller (1)
ABSENT: Watson (1)

OTHER BUSINESS There was no other business to come before the Agency Board.

WRITTEN COMMUNICATION There was no written communication to come before the Agency Board.

ADJOURN The meeting was adjourned at 6:52 p.m.

Tracy L. Davis
Tracy L. Davis
City Recorder

APPROVED:
URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho
Dennis Koho

BOARD MEMBERS:

(absent)
Jerry Watson

R Newton
Bob Newton

Jim K
Jim Keller

Carl E. Beach
Carl Beach

Al Miller
Al Miller

Jerry McGee
Jerry McGee

approved:
July 1, 1996

MINUTES
URBAN RENEWAL AGENCY BOARD
OF THE CITY OF KEIZER

Monday, June 3, 1996
Robert L. Simon Council Chambers
Keizer City Hall

CALL TO ORDER

Dennis Koho, Chair called the meeting to order at 6:34 p.m. Roll call was taken as follows:

Present
Dennis Koho, Chair
Carl Beach
Jim Keller
Jerry McGee
Bob Newton
Jerry Watson

Absent
Al Miller

Staff
Dotty Tryk, City Manager
John Morgan, Community Development Director
Tracy L. Davis, City Recorder

PUBLIC TESTIMONY

There was no public testimony to come before the Agency Board.

ADMINISTRATIVE ACTION

SIGN GRANT PROGRAM

John Morgan, Community Development Director requested the Agency Board provide direction on the continuation or duration of the sign grant program. At the May 22 River Road Redevelopment Board meeting, a majority of the members approved terminating the program at some time soon or upon expenditure of the funds in the 95/96 budget. The Agency Board noted these grants were specifically intended to encourage early conformance with the sign code guidelines. However, in reviewing the budget, these funds are lumped together in one line item defined as property improvement with a budgeted amount of $90,000. With the inclusion of the grants scheduled for approval tonight, a total of $14,500 has been spent.

Mr. Morgan gave the following three recommendations for the Board to consider:

1. Terminate it immediately after the current applications are finalized.

2. Set a dollar cap after which no more grants will be awarded.

3. Set a deadline for applying for grants.

Mr. Morgan suggested using the third alternative and setting a termination date of September 1, 1996.

Responding to a question from Dennis Koho, Mr. Morgan noted all the big issues have been taken care of with the exception of Town and County Bowl and Creekside Shopping Center. He does not anticipate an influx of applications.

Jerry McGee moved to close the incentive sign grant program by processing those proposals which have been submitted and by accepting no new applications.

There was no second to this motion.

Jim Keller preferred to keep funds available until the May 7, 1997 deadline for compliance, however since this may not be a reasonable approach he would support the staff recommendation to terminate the program at a given deadline.

Jerry Watson suggested including a funding cap of $15,000 as well as setting a deadline for applications. He further recommended making a change to the grant program to limit the total funds available for additional signs.

Bob Newton indicated his preference of allowing until the end of 1996 for compliance.

Jerry McGee questioned the number of notices that have been provided to business owners concerning the compliance deadline and the availability of grant funds. He added this was intended as an incentive program to gain early compliance. Mr. McGee also voiced his concern for combining the funds for both the sign grant program and the property improvement program.

Dennis Koho moved to adopt the staff recommendation to set a September 1, 1996 deadline and place a cap on the grant funds of $15,000 for applications received. Jerry Watson seconded the Motion.

Mr. Koho understood Mr. McGee's concerns, however he felt it was necessary to provide notice of the termination of the program for those businesses presently in the planning stages.

Jim Keller concurred the business community should be notified of an actual ending date of the program.

Responding to a request from Mr. McGee, Mr. Morgan indicated all notices explaining the sign grant program have not included a ending date.

Bob Newton suggested including the final May 1997 compliance date in the correspondence distributed during this notification process.

The Motion passed as follows:

AYES: Beach, Keller, Koho, Newton and Watson (5)
NAYS: McGee (1)
ABSTENTIONS: None (0)
ABSENT: Miller (1)

CONSENT CALENDAR

Items on the consent calendar include:

a. Sign Grant Request - North River Road Plaza and Arby's

b. Approval of the April 15, 1996 Agency minutes

Jim Keller moved for approval of the consent calendar. Dennis Koho seconded the Motion.

The Motion passed as follows:

AYES: Beach, Keller, Koho, McGee Newton and Watson (6)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Miller (1)

OTHER BUSINESS

There was no other business to come before the Agency Board.

WRITTEN COMMUNICATION

There was no written communication to come before the Agency Board.

ADJOURN

The meeting was adjourned at 6:47 p.m.

Tracy L. Davis
City Recorder

APPROVED:
URBAN RENEWAL AGENCY BOARD CHAIR

Dennis Koho

BOARD MEMBERS:

Jerry Watson

Carl Beach

Bob Newton

(absent)
Al Miller

Jim Keller

Jerry McGee

Minutes Approved:

6-17-96