Minutes of the Veneta Urban Renewal Agency
November 10, 2014

Present: Sandra Larson, Thomas Cotter, Victoria Hedenstrom, and Thomas Laing

Absent: Brittany Boothe

Staff: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder, and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Chair Larson called the Urban Renewal Agency meeting to order at 9:45 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the Consent Agenda as presented. Victoria Hedenstrom seconded the motion.

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye.

4. ANNUAL REPORT FOR FY 13-14

Hartz said the Agency is required to prepare this report annually separate from the audit reports and financial statements. Hartz reviewed Attachment A which contained information required to be included in the annual report. She said the Agency must review the report prior to January 31st of each year. Hartz reviewed Attachment B which is the annual report for FY 2013-14 and Attachment C, a summary of the report which is required to be published once a week for two weeks no later than March 1, 2015.

In response to a question from Mayor Larson, Hartz said the adopted budget summary is what is budgeted for the FY14-15 and doesn't include actual tax amount. She said it's just an estimate. Hartz said other taxing districts still get their share.

Ingham said when the Urban Renewal Agency was formed in 1988 the tax base was equally divided among all the other taxing districts.

In response to a question from Mayor Larson, Hartz said the Library bond is not affected by this and they receive the full amount.

5. PROJECT ASSISTANCE FOR WEST LANE FITNESS

Bork said staff is requesting support from the Agency on two items relating to the West Lane Fitness Center (WLFC). She said recently the Planning Commission approved a Site Plan to redevelop that site from the Moose Lodge to the WLFC. Staff felt this is a catalyst project for downtown redevelopment and we discussed a couple of plans that would help with that development. One is to use URA funds budgeted under the redevelopment toolkit and use that budgeted amount for façade improvements at the site. The second project is to fund Fifth St. improvements along the development frontage, using the amount transferred from Urban Renewal into the City's Broadway development fund for a different street project that wasn't pursued. She said the City was originally going to use funds and a grant to improve Second, Third and Fourth St. She said we didn't make the deadline for the Small City Allotment Grant. The engineering report and materials to support the grant were not completed in time. She said staff is proposing those funds be used for improvements to Fifth St. curb, gutter and sidewalk along the WLFC site. She said we would continue the improvements down Fifth

St. to finish off that side of the block. She said improvements to Fifth St. are required as part of their site plan process, but the City would like to contribute to the project to make sure it gets done. As far as the façade improvements, in order to make sure the design elements are the best they can be to optimize the City's contribution, we would like to secure the services of an architect to help with that process. She said staff reviewed the Downtown Master Plan, the recommended tools, and the criteria for the Urban Renewal Agency in making investments in projects. She said it looks like those projects are consistent with the criteria as well as strategies outlined in the plan, specifically to improve the appearance of existing properties and streetscape improvements. She said those are the strongest strategies that relate to those two projects. She said the money has already been budgeted.

In response to questions from Chair Larson, Bork said the Engineer's estimate for project management and design work came in at $16,000. She will provide a construction cost estimate to the Agency when it is known. She said staff is confident that the City's $10,000 contribution will be adequate to assist with façade project costs. She said the City is not paying for all of the façade improvements. The amount is up to $10,000 or 40% of the total needed.

Ingham said we want to encourage West Lane Fitness to go downtown and if the Agency agrees to utilize the redevelopment tool kit and direct the City Council to use the street improvement dollars on Fifth St. The next step would to work with an architect to see what the façade package looks like and then we'll bring those actual dollars and the amount requested back to the Agency for approval. He also suggested because the Fifth St. project is outside the City Council budget, we'll bring back the Fifth St. improvements and have the Agency approve that as well. He said we just would like a consensus that we're going in the right direction.

In response to a question from Victoria Hedenstrom, Ingham said we have an estimate from the City engineer on costs for street improvements to Second, Third and Fourth St. and it just takes giving him the green light to prepare the final engineering report. He said we missed the August deadline for this year but next fall when the Small Cities Allotment funds come around again we'll be ready. He said those Small City Allotment funds are given to ODOT to fund the next round. He said those street projects will continue as part of the downtown build-out plan.

It was the consensus of the Agency to direct staff to move forward with the Fifth St. improvements and improvements to the building facade.

6. OTHER

In response to a question from Thomas Laing, Ingham said to his knowledge the vacant lot across the street from the fitness center has not sold but the property owner is likely removing the cement foundation to make the lot more marketable.

Chair Larson temporarily adjourned the Veneta Urban Renewal Agency at 9:50 p.m. and went directly into an executive session.

7. EXECUTIVE SESSION - ORS 192.660(1) (e) - Real Estate Negotiations

After making no decisions, Chair Larson adjourned the executive session at 10:00 p.m. and returned to the Urban Renewal Agency meeting.

8. ADJOURN

Chair Larson adjourned the Veneta Urban Renewal Agency at 10.00 p.m.

Sandra Larson, Chair

Darci Henneman, Assistant City Recorder