

CITY OF SILVERTON
URBAN RENEWAL AGENCY SPECIAL MEETING – 5:50 p.m.
Monday, May 3, 2021

Silverton High School – Library – 1456 Pine Street and Zoom Web Conference Platform

American with Disabilities Act (A.D.A.) – The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City Clerk at 503-874-2216 at least 48 hours prior to the meeting.

A copy of the full packet is available on the City’s website at www.silverton.or.us/agendacenter. The public is welcome to attend; however, we will be limiting the number of people in the SHS Library in order to provide for physical distancing. In accordance with House Bill 4212 the meeting will be held electronically using the Zoom web conference platform. Please submit written comments to publiccomment@silverton.or.us by 3:00 p.m. on Monday, May 3, 2021. Comments received will be shared with the URA before the meeting and included in the record.

Zoom meeting link:

<https://us02web.zoom.us/j/85402422723?pwd=b2podHBuMUphRnVXek90NUgwVzlldz09>

Webinar ID: 854 0242 2723

Passcode: 253768

Dial in: 1 (253) 215-8782

AGENDA

- I. OPENING CEREMONIES: Call to Order, Pledge of Allegiance & Roll Call**
- II. APPROVAL OF MINUTES – Minutes from the meetings held on November 2, 2020 and February 10, 2021**
- III. CONSENT AGENDA**
 - 3.1 Resolution No. 21-02 – Authorizing signers on Silverton Urban Renewal Agency Bank Accounts**
- IV. BOARD COMMUNICATIONS**
- V. ADJOURNMENT**

1 CITY OF SILVERTON
2 **URBAN RENEWAL AGENCY MEETING MINUTES**

3 **Silverton Community Center – Council Chambers – 421 South Water St. and Zoom**

4
5 **November 2, 2020 at 6:00 p.m.**

6
7 **I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & Roll Call**

8
9 Chair Palmer called the meeting to order at 6:03 p.m. and explained the meeting is being held through
10 Zoom pursuant to House Bill 4212.

Present	Absent	
X		Chairman Kyle Palmer
X		Jason Freilinger
X		Laurie Carter (<i>arrived at 6:11 p.m.</i>)
X		Jim Sears
X		Dana Smith
X		Matt Plummer
X		Crystal Neideigh

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28 **Staff Present:**

29 Agency Director, Christy Wurster; Community Development Director, Jason Gottgetreu; Chief of Police,
30 Jim Anglemier; Finance Director, Kathleen Zaragoza; Public Works Director, Petra Schuetz; Assistant to
31 the City Manager/HR Coordinator, Elizabeth Gray; and Assistant to the City Manager/City Clerk, Angela
32 Speier

33
34 **II. APPROVAL OF MINUTES**

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36 Member Plummer made a motion to approve the minutes from the meeting held on August 17, 2020.
37 Member Sears seconded the motion. There was no discussion and the motion passed unanimously (6-0).

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39 **III. PUBLIC COMMENT – None submitted**

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41 **IV. DISCUSSION/ACTION**

42
43 **4.1 Minor Amendment to the City of Silverton Urban Renewal Plan to add the Eugene Field Civic Park as a Public Park Project under Section 701A and the Police Facility as an Other Public Facility under Section 701E**

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45
46 Community Development Director Jason Gottgetreu explained the proposed URA Resolution No. 20-04
47 would make a minor amendment to the Urban Renewal Plan to add the Eugene Field Civic Park as a
48 Public Park Project under Section 701A and the Police Facility as an Other Public Facility under Section
49 701E. The Urban Renewal Plan was adopted in 2004 and contains local goals and objectives. He
50 explained Goal 6 is to maintain, remodel, and construct public parks and open spaces, public facilities,
51 and public safety facilities, to maintain and enhance safety in the renewal area, and to increase public
52 utilization of the renewal area. In addition, he described the Comprehensive Plan's goals and objectives
53 that relate to these amendments.

54
55 Director Gottgetreu explained the amendment process and the participation in the design, acquisition,
56 and construction of the Eugene Field Civic Park would be included under Section 701A Public Parks and

1 Open Spaces. Section 701E Other Public Facilities allows the Agency to participate in the development of
2 public facilities including police facilities. The assistance for the development and funding of the Police
3 Facility would be added under Section 701E. He reviewed the cost estimates for the two projects and how
4 those are incorporated into the Plan. These projects do not reduce the funds available for the grant
5 program.
6

7 Member Freilinger made a motion to pass Resolution No. 20-04 adopting a Minor Amendment to the City
8 of Silverton Urban Renewal Plan adding the Eugene Field Civic Park as a Public Park Project under
9 Section 701A and the Police Facility as an Other Public Facility under Section 701E. Member Plummer
10 seconded the motion. There was no discussion and motion passed unanimously (7-0).
11

12 **4.2 Authorize the Agency Director to seek financing for Silverton Urban Renewal Agency**
13 **(SURA) projects**

14 Finance Director Kathleen Zaragoza explained the Agency would like to seek financing up to \$3,000,000
15 to help fund various urban renewal projects, such as the Civic Building and park improvements. She also
16 explained the loan options currently being explored. Member Carter made a motion to authorize the
17 Agency Director to seek financing for SURA projects. Member Freilinger seconded the motion. Chair
18 Palmer clarified the financing is not to exceed \$3,000,000. There was no discussion and the motion
19 passed unanimously (7-0).
20

21 **4.3 Appointment to the Silverton Urban Renewal Advisory Committee**

22 Chair Palmer interviewed two applicants for the Silverton Urban Renewal Advisory Committee (SURAC)
23 and is recommending the URA appoint Nicholas Alan Coffey. Member Freilinger made a motion to
24 appoint Nicholas Alan Coffey to the SURAC. Member Plummer seconded the motion. Member Smith
25 stated Mike Wellman's architectural background would be a valuable asset to this particular committee.
26 Chair Palmer said it was a hard decision between the two candidates and hopes that if Mr. Wellman is not
27 appointed tonight he will choose to bring his expertise to the City in another way. Member Carter agreed
28 with Member Smith and feels Mike Wellman is more qualified for the position. There was no further
29 discussion and the motion passed 5-2 (Yes: Chair Palmer and Members Freilinger, Neideigh, Plummer
30 and Sears; No: Members Carter and Smith).
31

32 **V. AGENCY DIRECTOR UPDATE – None**

33
34 **VI. ADJOURNMENT**

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36 Member Plummer made a motion to adjourn and Chairman Palmer adjourned the meeting at 6:20 p.m.

37
38 Respectfully submitted by:

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41 /s/Angela Speier, Assistant to the City Manager/City Clerk

1 CITY OF SILVERTON
2 **URBAN RENEWAL AGENCY SPECIAL MEETING MINUTES**

3 **Zoom Web Conference Platform**

4
5 **February 10, 2021 at 6:00 p.m.**

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7 **I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & Roll Call**

8
9 Chair Palmer called the special meeting to order at 6:00 p.m. and explained the meeting is being held
10 through Zoom pursuant to House Bill 4212.

Present	Absent	
X		Chairman Kyle Palmer
X		Jason Freilinger
X		Jess Miller
X		Jim Sears
	Excused	Dana Smith
X		Elvi Cuellar Sutton
X		Crystal Neideigh

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28 **Staff Present:**

29 Agency Director Pro Tem Bob Willoughby; Community Development Director, Jason Gottgetreu; Chief of
30 Police, Jim Anglemier; Finance Director, Kathleen Zaragoza; Public Works Director, Petra Schuetz;
31 Assistant to the City Manager/HR Coordinator, Elizabeth Gray; and Assistant to the City Manager/City
32 Clerk, Angela Speier

33
34 **II. CONSENT AGENDA**

35
36 **2.1 Resolution No. 21-01 – Authorizing signers on Silverton Urban Renewal Agency Bank**
37 **Accounts**

38 Member Freilinger made a motion to approve the consent agenda consisting of item 2.1. Member Cuellar
39 Sutton seconded the motion. There was no discussion and the motion passed unanimously (6-0).

40
41 **III. DISCUSSION ITEMS**

42
43 **3.1 Fiscal Year 2021-2022 Goal Setting**

44 Chair Palmer explained the process this year will be modified in order to focus on prioritizing the current
45 goals for the FY 2021-2022 budget and a more formal goal setting process will occur when the new City
46 Manager is hired. Community Development Director Jason Gottgetreu led the Urban Renewal Agency
47 (URA) through the goal setting process.

48
49 **Goal 1: Utilize Agency and Borrowing Power to Plan for and Implement Infrastructure**
50 **Improvements for the District.**

51
52 **Objective 1**

53 Director Gottgetreu explained this objective is aimed at improving the infrastructure, curbs and sidewalks
54 and undergrounding the utilities in the downtown area. Members discussed the challenges to
55 undergrounding utilities in the downtown and the cost associated with it. Member Freilinger would like to
56 see a URA line item in the budget to pay for the design of this project. Director Gottgetreu said that could

1 be done through the contracted services line item with a narrative explaining it is for the design and
2 outreach efforts. Member Freilinger requested the location of the project be better defined in the
3 objective.
4

5 **Objective 1.2**

6 Director Gottgetreu explained this objective is to look at ways the URA could contribute to the
7 redevelopment of the Eugene Field property. He explained the funding would come from the public
8 facilities portion of the budget.
9

10 **Objective 1.3**

11 Director Gottgetreu explained the Urban Renewal District was expanded. The Agency will need to decide
12 how much funding it would like to allocate for these street improvements. Member Freilinger noted his
13 priority is safe routes to school and kids safety. This objective helps address infrastructure challenges in
14 an area of town that has not been addressed and it is a higher priority than downtown. Member Cuellar
15 Sutton agreed the safety issues in this area need to be addressed. Member Neideigh agreed this should
16 be a higher priority. Chair Palmer also agreed safe routes to school is a higher priority than improvements
17 in the downtown at this time. Member Sears agreed and said the pavement improvement on 2nd Street
18 needs to happen soon, because the condition of the road is deteriorating.
19

20 **Objective 1.4**

21 Director Gottgetreu said City Council and the Planning Commission held a joint work session to discuss
22 the redevelopment of the Westfield property in November 2020. He explained this objective has been
23 lowered on the priority list, because of the availability to the infrastructure as it stands today. He said
24 there are future improvements slated for the sewer, which would remove some barriers for a smaller scale
25 development that could not absorb large scale infrastructure costs.
26

27 **Objective 1.5**

28 Director Gottgetreu provided an update on preliminary conversations he has had with the property owner
29 of the vacant property on the corner of C and McClaine street to include a gateway project as part of the
30 site development. The owner has asked about the budget and what the URA could provide for ongoing
31 maintenance. Members discussed the current gateways and other possible locations. Member Freilinger
32 said he would prefer seeing gateways on the roads going to Molalla and Mt. Angel over C and McClaine.
33 Member Sears said any project would need to be within the Urban Renewal District and is hesitant to give
34 a budget amount to the developer.
35

36 The members discussed the maximum amount of money that could be transferred from one area to
37 another through the minor amendment process.
38

39 **IV. BOARD COMMUNICATIONS**

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41 Member Cuellar Sutton said she will be speaking at an upcoming Women of Color Collective event in
42 March and the public is invited.
43

44 **V. ADJOURNMENT**

45
46 Member Freilinger made a motion to adjourn. Member Sears seconded the motion and Chairman Palmer
47 adjourned the meeting at 6:42 p.m.
48

49 Respectfully submitted by:

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51 /s/Angela Speier, Assistant to the City Manager/City Clerk
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CITY OF SILVERTON
~~2020-2021-2021-2022~~
SILVERTON URBAN RENEWAL AGENCY GOALS
UPDATED FOR COUNCIL GOAL SETTING




Goal 1: Utilize Agency and Borrowing Power to Plan for and Implement Infrastructure Improvements for the District

	Objective	Time Frame	Progress to Date/Comments
1.1	<p>Complete the following infrastructure feasibility and scope studies:</p> <ul style="list-style-type: none"> • Perform a stormwater capacity study and assessment (\$35,000-\$40,000) • Water main condition assessment and capacity study (\$0-\$5,000) • Existing street condition assessment, including core sampling (\$5,000) • Sidewalk assessment (\$20,000) • Determine cost of undergrounding utilities in the downtown core and develop a staging and financing plan that minimizes impact to businesses and the cost impact to ratepayers/ property owners <p>Upon completion of the infrastructure feasibility and scope studies, develop a Request for Proposals to establish a formal work plan/design for the downtown infrastructure improvements identified in the studies. <u>Determine the exact location of the project and develop a public involvement and outreach process.</u></p>	FY 2020-2021 <u>2021-2022</u>	<ul style="list-style-type: none"> • Stormwater assessment update could be incorporated into new standards and Master Plan update. • TV water mains complete. • Circulation and warrent components complete. • ODOT records of street condition requested. • City Engineer recommended against coal shoot abandonment.
1.2	<p>Identify, where feasible and appropriate, the URA's role in the City's redevelopment of the Eugene Field property.</p>	FY 2020-2021 <u>2021-2022</u>	<ul style="list-style-type: none"> • The Finance Director presented financial options to City Council in August 2019. Several URA categories could be used for construction, this will be revisited as funding options are further refined.
1.3	<p>Explore proportional allocation of funds of infrastructure improvements the Urban Renewal Agency can make in the extended Urban Renewal area, to include the north 2nd Street improvements, traffic calming measures at 1st and Jefferson.</p>	FY 2020-2021 <u>2021-2022</u>	<ul style="list-style-type: none"> • Boundary was extended. • ODOT built crosswalk at 1st and Jefferson; connection to Jefferson needs improvement.

1.4	Develop the scope of the redevelopment of the Westfield property, including possible use as affordable housing and/or assisted living.	FY 2020-2021 <u>2021-2022</u>	<ul style="list-style-type: none"> • Joint work session of PC and CC held to discuss potential development options on November 16, 2020.
1.5	Improve aesthetic appeal of city gateways within the URD.	FY 2020-2021 <u>2021-2022</u>	<ul style="list-style-type: none"> • Preliminary conversations held with property owner of the vacant property on the corner of C and McClaine Street to include a gateway project as part of the site development.

**SILVERTON URBAN RENEWAL AGENCY STAFF REPORT
TO THE HONORABLE BOARD OF DIRECTORS**

	Agenda Item No.:	Topic:
	3.1	Resolution No. 21-02 - Authorizing signers on Silverton Urban Renewal Agency Bank Accounts
	Agenda Type:	
	Consent	
Meeting Date:		
	May 3, 2021	
Prepared by:	Reviewed by:	Approved by:
Sheena Lucht	Kathleen Zaragoza	Bob Willoughby

Recommendation:

Adopt Resolution No. 21-02 authorizing signers on Silverton Urban Renewal Agency bank accounts.

Background:

The Silverton Urban Renewal Agency is required to change bank signers as one of the authorized signers is no longer an employee of the City. The City staff handles the administrative functions for the Agency.

Once the resolution is adopted, the signers will also need to complete required documents with Citizens Bank to finalize who has been approved to sign. This will provide continuation of ongoing Agency operations regarding banking transactions.

Budget Impact	Fiscal Year	Funding Source
None	2020-2021	N/A

Attachments:

1. Resolution No. 21-02

Attachment 1 to Agenda Item No. 3.1

SILVERTON URBAN RENEWAL AGENCY
RESOLUTION
21-02

**A RESOLUTION OF THE SILVERTON URBAN RENEWAL AGENCY (SURA)
BOARD AUTHORIZING SIGNERS ON CITY BANK ACCOUNTS**

WHEREAS, it is now necessary to change authorized signers on the Silverton Urban Renewal Agency bank accounts with the following banks due to the change in the Agency Director position; and

WHEREAS, Resolution No. 21-01, a resolution currently authorizing signatures on SURA bank accounts shall be repealed.

NOW THEREFORE, BE IT RESOLVED BY THE SILVERTON URBAN RENEWAL AGENCY, AS FOLLOWS:

Section 1: That the following persons are authorized signers and whose signatures appear above the respective authorized offices as follows:

CITIZENS BANK

Kyle Palmer, Chairman

Jason Freilinger, Board President

Ronald F. Chandler, Agency Director

Jim Anglemier, Police Chief

Kathleen Zaragoza, Deputy City Manager/Finance Director

Sarah Crofts, Accounting Manager
(ACH TRANSACTIONS ONLY)

Sheena Lucht, Assistant Finance Director
(ACH TRANSACTIONS ONLY)

OREGON STATE TREASURY ACCOUNT:
Local Government Investment Pool

Ronald F. Chandler, Agency Director

Kathleen Zaragoza, Deputy City Manager/Finance Director

Sarah Crofts, Accounting Manager
(ACH TRANSACTIONS ONLY)

Sheena Lucht, Assistant Finance Director
(ACH TRANSACTIONS ONLY)

Section 2: Resolution No. 21-01 is hereby repealed.

Section 3: That this resolution is and shall be effective beginning May 4, 2021.

Resolution adopted by the Silverton Urban Renewal Agency, this 3rd day of May, 2021.

Kyle Palmer, Chairman

ATTEST

Ronald F. Chandler, Agency Director