

**CITY OF SILVERTON
URBAN RENEWAL AGENCY MINUTES**

Silverton Community Center – Council Chambers – 421 South Water St.

Date: October 15, 2018 at 6:30 p.m.

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

Chairman Palmer called the meeting to order at 6:30 p.m.

Present	Absent	
X		Chairman Kyle Palmer
X		Jason Freilinger
	Excused	Laurie Carter
X		Jim Sears
X		Dana Smith
X		Matt Plummer
X		Rhett Martin

Staff Present:

Agency Director Christy Wurster; Community Development Director, Jason Gottgetreu; Finance Director, Kathleen Zaragoza; Public Works Director Petra Schuetz; and Assistant to the City Manager/City Clerk, Angela Speier

II. PUBLIC COMMENT

III. APPROVAL OF MINUTES

Member Freilinger moved to approve the minutes from the meetings held on June 19, 2017, August 7, 2017, and October 1, 2018. Member Smith seconded the motion. There was no discussion and the motion passed unanimously.

IV. DISCUSSION

4.1 Bid Award for Year-Round Lighting of Downtown Trees Utilizing Urban Renewal Funds

Public Works Director Petra Schuetz indicated that there were maintenance issues with the tree lighting project from last year. The City rebid the project and is recommending that the Agency award the contract to the lowest bidder Christmas Décor (C & D Landscape). She explained that the City will provide three annual payments in the sum of \$5,000 from Transient Occupancy Tax (TOT) funds to the URA to pay for the first \$15,000 in expenditures. The first payment is budgeted for this fiscal and is the same structure that was approved with the previous contract.

Director Schuetz explained the differences between the two products and advised the contract includes upgrades to the electrical circuits and waterproofing technology. The bid also includes a one-year warranty, but the lights should last five to seven years. Mayor Palmer asked about the funding mechanism and recalled that the Tourism Promotion Committee was willing to pay back the entire cost of the project to the URA. Community Development Director Gottgetreu explained that was the case, but it

was determined that the loan could only be for three years. Finance Director Kathleen Zaragoza explained that doesn't prevent the URA from changing the amount of the loan if there are sufficient TOT funds available. Due to the fact that it is a capital loan there are limitations on the length of time. Staff explained long-term maintenance options that the City can pursue with C & D Landscape. There will be a cost associated with the maintenance of the lights. Staff said that the 15 percent contingency is for additional strands of lights in case more are needed after the installation.

Staff explained that the agency could increase the TOT loan amount from \$5,000 to something greater in order cover the total cost of the lights. If that is something the Agency would like to pursue the changes could be addressed during the budget process for FY 2020. There is nothing to prevent the Agency from receiving future loan payments from the TOT after the three years has expired. The long term maintenance can be addressed after the one year warranty is up. Staff indicated that the hope is to have the installation complete by the end of the month.

Member Sears made a motion to authorize the Agency Director to award the bid to Christmas Décor (C & D Landscape) in the sum of \$20,650 for lighting 21 European Hornbeam trees in the downtown core utilizing Urban Renewal funds. This includes sockets, bulbs, extension cords, equipment and a maintenance component with a 15% contingency if needed. The Agency would like to continue the funding under the same arrangement with the TOT fund making loan payments in the amount of \$5,000 annually and look at possibly increasing the amount in future years with the intention that TOT funds pay for the total cost of the installation. Member Freilinger seconded the motion. There was no discussion and the motion passed unanimously.

Member Freilinger indicated that there is an Urban Renewal Advisory Committee (URAC) meeting tomorrow night and he would like to get direction on additional projects that the URAC could work on. Mayor Palmer said that he has heard from URAC members that they would like to be able to look for more creative uses of urban renewal funds, such as streetscape improvements and Eugene Field development. It could be used more broadly than just providing grants to downtown property owners. Member Freilinger indicated as the Chairperson of the URAC he would love to unleash the members on planning downtown infrastructure improvements. Agency members agreed that approach would be a valuable resource.

V. ADJOURNMENT

Chairman Palmer adjourned the meeting at 7:03 p.m.

Respectfully submitted by:

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