

**CANBY URBAN RENEWAL AGENCY
SPECIAL MEETING MINUTES
October 12, 2011**

Presiding: Chair Richard Ares

Commissioners Present: Walt Daniels, Traci Hensley, Randy Carson, Greg Parker, and Tim Dale. Commissioner Brian Hodson was absent.

Staff Present: Greg Ellis, City Administrator; Sue Ryan, Deputy City Recorder; Dan Drentlaw, Urban Renewal Project Manager; and Renate Mengelberg, Economic Development Director.

Also present: Bob Cornelius, Roger Skoe, Lisa Weygandt, and Bev Doolittle.

CALL TO ORDER: Chair Ares called the Special Meeting to order at 6:03 p.m. in the City Council Chambers followed by opening ceremonies.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None.

CONSENT AGENDA: ****Commissioner Carson moved to approve the minutes of the September 14, 2011 Urban Renewal Agency Special Meeting and September 21, 2011 Urban Renewal Agency Special Meeting. Motion was seconded by Commissioner Dale and passed 6-0.**

NEW BUSINESS: SDC Reimbursement Request for New Construction in Canby Pioneer Industrial Park — Renate Mengelberg, Economic Development Director, gave a report on the expansion of Shimadzu and the creation of local jobs. This was the basis for the SDC reimbursement request.

Chair Ares clarified it was a reimbursement and not a waiver program and was for new construction only.

****Commissioner Carson moved that the Urban Renewal Agency enter into a SDC Reimbursement Grant Agreement with Shimadzu US Manufacturing, Inc. By acknowledging Shimadzu's SDC Reimbursement Grant Application, the Agency agrees to pay the company the sum of \$36,500 upon City staff verification from employment records that the jobs listed had been created. Motion was seconded by Commissioner Daniels and passed 6-0.**

Urban Renewal Projects Update — Dan Drentlaw, Urban Renewal Project Manager, updated the Agency on the fourth bid package for the Policy facility. A geotechnical engineer stated there were problems with slope stability and recommended a retaining wall which would be an additional \$60,000. P&C had fired one of their subcontractors and replaced them, which cost \$92,000. Both of these expenses would come out of the contractor's contingency fund.

Commissioner Carson thought P&C should have reviewed the subcontractor before accepting their bid. He also asked where the retaining wall would be located. Mr. Drentlaw explained it was between the public parking lot and the building facing the skate park.

Commissioner Parker suggested an aesthetic review be put into the process.

Mr. Drentlaw said there had been discussion regarding access to the basement, parking canopy, and putting in the elevator.

Greg Ellis, City Administrator, explained the buyback methodology that would allow the elevator to be within the budget.

Mr. Drentlaw said they would be using the State bid list for furniture and lockers. He then gave a construction update. Staff was looking at Earth Advantage certification for the facility.

Mr. Drentlaw updated the Agency on the 1st Avenue redevelopment project. There was a staff kick off meeting on September 22 and the 1st Avenue Working Group would meet on October 25. The design development plan had been submitted to the Planning Commission. He explained the schedule for the project.

Mr. Drentlaw said regarding the Gateway Illumination Sign project, he was researching three options: removing the solar powered lighting, installing electricity, or not lighting the signs.

Chair Ares said Stephanie Boyce had suggested considering an IGA with the State to share power for the signs.

Commissioner Parker asked if Canby Utility had responded to the City's request to give a cost estimate on the solar project.

City Administrator Ellis said no.

There was discussion about tree removal near the railroad and what to do with the trees.

Economic Development Update —Ms. Mengelberg gave an economic development update including businesses that had moved into the Industrial Park, expanding businesses, and business recruitment. There was discussion on the prospective businesses. Ms. Mengelberg had been working on correcting errors and adding information in the City's business license database and RARE student Annie Tran was helping with this. She was also working on revising the business license application forms and processes and possibly allowing license renewal online in the future. There would be an update on the market analysis and she was planning to do a business survey.

Commissioner Carson said the Council received a report each month on the number of active and inactive businesses in the City. It appeared the number of businesses was holding even.

Commissioner Parker asked for an analysis at the end of the year on the inactive and active businesses.

Ms. Mengelberg reported on the Industrial Park tour, announced the Light the Night event was set for Friday, December 2, and discussed the cleanup at the Industrial Park. She said there might be need for additional money to pull up the stumps and for grass seeding.

There was consensus to continue with the cleanup of the City's site at the Industrial Park.

Chair Ares reported on the pending plans for two options, an at-grade crossing or bridge, for the extension of Sequoia Parkway.

Lisa Weygandt, resident of Canby, explained the safety concerns regarding the at-grade option and said there was also a pump station issue.

ACTION REVIEW:

1. Approved the consent agenda.
2. Approved SDC reimbursement agreement for \$36,500 for Shimadzu Manufacturing, Inc.

Chair Ares adjourned the Special Meeting at 7:09 p.m.



Sue Ryan
Deputy City Recorder



Richard Ares
Chair

Assisted with preparation of minutes – Susan Wood.