

**URBAN RENEWAL AGENCY BOARD MEETING MINUTES  
MAY 13, 2019**

**DATE**   **WOODBURN POLICE DEPARTMENT, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MAY 13, 2019**

**CONVENED**   The meeting convened at 6:36 p.m. with Chair Swenson presiding.

**ROLL CALL**

Chair Swenson	Present
Member Schaub	Present – 6:40 p.m.
Member Cornwell	Present
Member Carney	Present
Member Morris	Present
Member Ellsworth	Present

**Staff Present:** Assistant City Administrator Row, Assistant City Attorney Granum, Public Works Director Liljequist, Police Chief Ferraris, Community Development Director Kerr, Economic Development Director Johnk, Economic Development Assistant Guerrero, City Recorder Pierson

**CONSENT AGENDA**

**A.**   Urban Renewal Agency minutes of April 22, 2019

**Carney/Ellsworth...** adopt the Consent Agenda. The motion passed unanimously.

**URG 2018-13: 290 YOUNG STREET (YOUNG STREET LLC) (GOAL 2,3)**

Economic Development Director Johnk provided a staff report. The applicant, Theodora Schrier with Young St. LLC, provided information on the request. **Carney/Morris...** approve the Building Improvements Program Grant Application from Young St LLC for \$23,150; 50% of the overall cost of exterior improvements of \$46,300 on the property located at 290 Young Street. The motion passed unanimously.

**URG 2018-14: 553 N. FRONT STREET (ENRIQUE MARQUEZ/CASA MARQUEZ) (GOAL 2,3)**

Economic Development Director Johnk provided a staff report. **Carney/Ellsworth...**approve the Building Improvements Program Grant Application from Enrique Marquez/Casa Marquez Restaurant for \$2,627.50; 50% of the overall cost of exterior improvements of \$5,225 on the property located at 553 N. Front Street. The motion passed unanimously.

**ADJOURNMENT**

**Carney/Ellsworth...** adjourn the meeting. The meeting adjourned at 6:49 p.m.

APPROVED \_\_\_\_\_  
ERIC SWENSON, CHAIR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon



## Agenda Item

June 10, 2019

TO: Woodburn Urban Renewal Agency Chair and Board through City Administrator

FROM: Sandra Montoya, Finance Director

SUBJECT: **Fiscal Year (FY) 2019-20 Woodburn Urban Renewal Agency Budget Adoption (Goals1-12)**

### **RECOMMENDATION:**

Conduct a public hearing to consider the budget as approved by the Budget Committee, and upon completion of the hearing, approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2019-20.

### **BACKGROUND:**

On April 27, 2019, the Woodburn Urban Renewal Agency (URA) Budget Committee approved the proposed FY 2019-20 Woodburn Urban Renewal Agency Budget. A financial summary of the Budget Committee's approved budget and a notice of the budget hearing before the Woodburn URA Board were published in the *Woodburn Independent* on Wednesday, May 29, 2019, in accordance with Oregon Local Budget Law (ORS 294.438).

### **DISCUSSION:**

Under Oregon Budget Law (ORS 294.456) the URA Board may modify the Budget Committee's approved budget by an amount not to exceed \$5,000 or 10% of a fund's expenditures, whichever is greater, without publishing a notice of a second budget hearing. The Finance Department is proposing adoption of the budget as approved by the Budget Committee.

### **FINANCIAL IMPACT:**

The resolution adopts the FY 2019-20 annual budget of \$4,984,000.

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Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_ Finance \_\_\_x\_\_\_

## WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2019-02

### A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2019-20; MAKING BUDGET APPROPRIATIONS; AND AUTHORIZING A CERTIFICATION TO THE MARION COUNTY TAX ASSESSOR

**WHEREAS**, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on April 27, 2019; and

**WHEREAS**, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on May 29, 2019 as required by ORS 294.438; and

**WHEREAS**, a public hearing was held on June 10, 2019; **NOW, THEREFORE**,

#### THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

**Section 1.** The Woodburn Urban Renewal Agency Board adopts the budget for the fiscal year 2019-20 in the sum of \$4,984,000. A copy of the budget document is now on file at Temporary City Hall, 970 N. Cascade Drive, Woodburn, Oregon.

**Section 2.** The amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated as follows:

Urban Renewal Fund	FY 2019-20
Personnel Services	\$ 228,580
Materials & Services	271,120
Capital Outlay	3,713,500
Debt Service	268,500
Transfers	2,290
Contingency	200,010
Total Appropriations	\$ 4,684,000
Unappropriated & Reserves	\$ 300,000
<b>Total Budget</b>	<b>\$ 4,984,000</b>

**Section 3.** Pursuant to Article IX (Finance) Section 1c (Financing Redevelopment and Urban Renewal Projects) of the Oregon Constitution and ORS Chapter 457, the Woodburn Urban Renewal District, as an "Option

1" urban renewal agency, authorizes certification to the Marion County Assessor for the Woodburn Urban Renewal Agency Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under Article IX, Section 1c of the Oregon Constitution with \$0 of this amount to be raised by a special levy.

Approved as to Form: \_\_\_\_\_  
City Attorney Date

APPROVED: \_\_\_\_\_  
Eric Swenson, Mayor

Passed by the Council \_\_\_\_\_  
Submitted to the Mayor \_\_\_\_\_  
Approved by the Mayor \_\_\_\_\_  
Filed in the Office of the Recorder \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon

June 10 2019

TO: Urban Renewal Agency (URA)

FROM: Downtown Advisory Review Subcommittee (DARS)  
Jamie Johnk, Economic Development Director

SUBJECT: **URG 2018-13: 290 Young Street (Young St LLC) – Additional Funding Request**

## **RECOMMENDATION:**

DARS is recommending to the Urban Renewal Agency approval of additional funds from the Building Improvements Program Grant Application (Program) for Young St LLC (Applicant) for \$3,065 (50%) to cover unexpectedly higher costs to disconnect, move and reconnect the electrical and HVAC systems once the roof is replaced at 290 Young Street. The total estimate for the work from their preferred contractors (Creation Electric and Total Comfort, Inc.) is \$8,630.

## **BACKGROUND:**

The Urban Renewal Agency approved, at the May 13, 2019 URA meeting, an initial funding request of \$23,150 (50% of total project cost \$46,300). The original funding award included a \$2,500 allowance for moving the electrical service on the roof, however since having electrical contractors on site to scope the work, the costs to disconnect, move and reconnect the electrical and HVAC was more complex than originally considered, thus resulting in an addition request for funding.

## **PROPOSAL:**

The Applicant has requested additional Program assistance to disconnect, move and reconnect the electrical and HVAC systems once the reroofing is complete and has provided bids from at least three (3) contractors to complete the work. DARS has reviewed the estimates and determined that the overall scope of work is consistent. The Applicant has indicated that their preferred contractor for electrical work is Creation Electric and for the HVAC Total Comfort Inc.

The additional costs for the electrical and HVAC work at the property located at 290 Young Street:

	Additional Request	Initial Request	Total Funding Requests	%
Building Improvement Program	\$ 3,065	\$ 23,150	\$ 26,215	48%
Property Owner Match	\$ 5,565	\$ 23,150	\$ 28,715	52%
Total Improvements	\$ 8,630	\$ 46,300	\$ 54,930	

**PROGRAM CRITERIA:**

- The property is located at 290 Young Street and within the Urban Renewal District.
- The proposal complies with the downtown architectural design standards and signage standards. *Making exterior improvements and upgrades to the building.*
- The project encourages greater marketability of the Urban Renewal Grant and Loan District. *Repairs to the property will provide marketability of the property for current and future tenancy.*
- The proposal will complement the existing surrounding community. *Making repairs and improvements to the property will enhance the overall appeal of downtown Woodburn and provide economic opportunities to future tenants and to the property owner.*
- The project design works toward restoring the building as closely to its original design as possible. *Not applicable*
- That building interiors are improved with a focus on addressing code-related improvements. *N/A*
- The project is in the public interest. *The Urban Renewal Program specifically identifies the need to improve buildings within Woodburn's Urban Renewal Grant and Loan District.*

**SUMMARY AND CONCLUSION:**

The Program is intended to encourage and assist business and property owners to invest in the Urban Renewal District. This Application reflects the intent of the program by making improvements/repairs to the property and maintaining the useful life of the building. In addition, a future occupant of the building will add value to the business environment to downtown Woodburn.

**CONDITIONS OF APPROVAL:**

1. There is a 50% match requirement required for exterior improvements through the Program. Invoices must be submitted for reimbursement. No grant money will be disbursed until the project is completed and is approved by the Agency.
2. Grant and loan funds may be used for materials and services provided by licensed contractors.
3. Projects shall be completed within one year of approval in order to be eligible for reimbursement. Grants provide for a single payment after receipts are provided and all completed work is accepted by the City.
4. Licensed contractors will complete all work.

**Attachments:**

Supporting Documents

## Jamie Johnk

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**From:** Theodora Schrier <theodora@puddingriverpropertygroup.com>  
**Sent:** Monday, May 20, 2019 12:43 PM  
**To:** Jamie Johnk  
**Cc:** Mike Schrier  
**Subject:** Request to Amend Grant Agreement for 290 Young St  
**Attachments:** Estimates for 290 Young St; Request to Amend Grant Agreement.pdf

Hi Jamie,

We are very grateful to the City of Woodburn Urban Renewal Agency for approving our Building Improvements Grant Application. We are thrilled with the grant award for our roofing project.

The installation of our new roofing system requires us to disconnect, move, and re-connect existing electrical and HVAC systems on the roof. We have thoroughly researched the most cost-effective way to make this happen while ensuring the fewest penetrations in the roof and the most secure waterproof roofing system. I am attaching estimates from four commercial electrical contractors and three commercial HVAC installers that each address the scope of work involved. I am expecting one more HVAC installer to submit a written proposal before the end of the day today. The total estimated cost of the electrical and HVAC components of our roofing project is \$8,630. \$4,350 for electrical and \$4,280 for HVAC. We already have a \$2,500 allowance in our roofing budget for moving 2 junction boxes off of the roof surface. The difference between the total cost of \$8,630 and the \$2,500 electrical allowance is \$6,130. We expect the additional cost to complete our roofing project to be \$6,130.

I would like to request an amendment to our grant agreement to include the scope of work required to address the electrical and HVAC components of our roofing project. We would like to submit the additional cost of \$6,130 to complete our roof installation for consideration of cost sharing with Urban Renewal Grant Funding. Please let me know if you would like me to write a letter to the Urban Renewal Agency outlining our request.

My preferred electrical contractor is Creation Electric, Inc. from Hubbard, Oregon. I have used them exclusively for all of my commercial and residential electrical work since the 1990's. They have met with Mike and I and multiple times at our building at 290 Young St and have spent several hours evaluating the best way to accomplish the necessary electrical work. Creation Electric, Inc. also met directly with Fidel Montes, owner of Professional Quality Roofing, our selected roofing contractor, on the roof of the 290 Young St building to coordinate their plan.

My preferred HVAC contractor is Total Comfort Inc. of Aurora, Oregon. Total Comfort has a proven track record of commercial HVAC experience and will work closely with the roofers and the electricians to complete our project successfully.

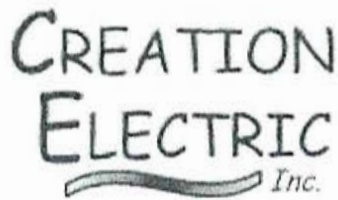
Please let me know if you have any questions or require additional explanation or photos.

Thank you for your assistance with our request.

Sincerely,

Theodora Schrier, Manager  
Young St LLC





*Juice for you. Automation, too.*

18360 Folbert Rd NE, Hubbard, OR 97037  
503-209-0680 FAX 503-981-5495 CCB License #133768

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## Proposal

*Young St LLC*

May 20, 2019

Project: Wolfer building roofing related electrical

This briefly outlines this project.

1. Disconnect and remove electrical items related to the roof replacement. HVAC units, conduits to wall lighting, old security cables and more.
2. Repower wall lights, hopefully from within walls. If not, new conduit on roof as necessary.
3. Replace power to HVAC disconnects (potentially 2 new disconnects), and reconnect the electrical if requested.
4. Safely terminate wires no longer required per discussions.
5. Rooftop receptacle by equipment per code requirements.
6. Electrical permit.

Estimated cost: \$4350.00

Terms: Net 30 days

Thank you for this opportunity!

# TOTAL COMFORT Inc.

MIKE & THEA SCHRIER  
290 YOUNG STREET BUILDING  
WOODBURN OREGON 97071  
503-701-2880

Dated May 19, 2019

## Requested Services:

Services include the HVAC work required for the new membrane roof to be installed on the above mentioned location. We were asked to extend the two condensing units on the rooftop by adding the necessary copper on control wires to the associated units. We will be planning on raising these units to install new pressure treated "sleepers" under the two units. We will be redoing the flu for the unit heater to the correct size per manufacturer's recommendation. We will be also extending the ductwork for the main exhaust ductwork for the bay door storage area of the facility and capping off the vent on the lowered slanted metal roof to seal with the new roofing material. Currently, there is a combo metal fabricated box for the two bathroom exhaust fans. We will be providing new individual vents to complete the project.

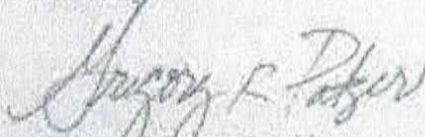
Base Bid: \$4280.00

## EXCLUSIONS

- Permits by others
- Any cut or patch
- Roof Flashings provided by roofing company

Thank you Mike & Thea for the opportunity to quote on this project. If you have any additional questions or concerns, please do not hesitate to call.

Sincerely,



Gregory R. Ratzer, President  
Total Comfort Inc.

CCB #126533

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Service • Repair • Installation • Service Contracts • Retrofits • Commercial & Residential  
21852 Airport Rd. NE • Aurora, Oregon 97002  
Office/Fax: (503) 658-6256 • Cell: 572-8442 • totalcomfortinc@yahoo.com