

**Culver City Urban Renewal District  
Culver City Hall  
Monday, Nov. 21, 2022; 5:30 p.m.**

**AGENDA**

1. Call to order and Roll Call: Linda Victorine, Jack Ickler, Danny Zook, and Barb Frazier.
2. Action Items:
  - a. Appoint Planning Commissioner Tyler Soderstrom
  - b. Approve meeting minutes of Sept 12, 2022
  - c. Elect Secretary and Vice Chair
  - d. Authorize payment for legal services
3. Presentation: Jered Reid, attorney
4. Old business:
  - a. Cindy Dix proposal for dog park and Skate Park property parking
  - b. Sidewalk railing on First Street
5. New business:
  - a. Set calendar for 2023 meeting dates.
6. Reports
  - a. Chair-person report/update
    - i. Financial report
7. Adjournment

DRAFT

Culver Urban Renewal District  
September 12, 2022

Chairman Linda Victorine opened the meeting at 6:00PM and verified there was a quorum present.

The minutes from the August 24, 2022 were read. Danny Zook motioned to approve and Barb Frazier seconded. Passed. Attorney Jared Reid questioned the officers after he read the book. Linda Victorine is Chair and Joanne Heare is Secretary. Need a Vice-Chair as third officer. He also stated that Joanne was not properly elected. While she is a member of the Planning Commission, it needs to be presented to them to see if one of them might like the position and then they would vote on it. Joanne will have Donna set up a meeting as soon as possible. The URD board should consist of two City Councilors, one Planning Commission member and four at large. We only have the four at large at this time. Gene Stanley would resign so one of the City councilors could come on board. At this time board has no term limits. Trying to get this board on track.

Chairman Linda asked if we could change the boundaries of the URD and Jared said yes. However, it's quite a process. Would have to go to the Planning Commission and then to the City Council.

Chairman Linda then asked Jared how often we need to meet and he asked how often we have been meeting. Since the former Chair moved away, Linda has been trying to bring everything up to date and says allot has not been done. Jared agreed that monthly meetings would be good until things are straightened out and he should probably be at those meetings. Eventually meetings could be on monthly or every other month schedule. It was moved and seconded to meet November 21, 2022 at 5:00PM for next scheduled meeting. Passed.

As for closed meeting (executive session). Yes, they are allowed, but no decision may be made in Executive Session. They do have to be announced.

Need to create an application. Jared could help. Chairman Linda says we need to organize first. Question about adjusting boundaries. Same rules apply as for adding to boundaries. If the change affected 1% or less of the entire district, it

Would be a minor amendment and is much easier and can be decided by the board after it's in place.

### **Old Business:**

Chairman Linda asked if the \$75,000.00 that the board voted to spend on land for the skate park had been received by the City. As of today, Donna had not received it, but the County Treasurer assured her it would be there by September 22, 2022 which is the date it was asked for.

Chairman Linda asked Jared how much we pay him and how often. His fee is \$200.00 per hour and annually would be fine with him. We need to keep track of it and find out if we pay travel time.

Dog Park - Cindy Dix looked at her proposal for the park amenities she wants to add and said there was over adequate space between each. They could be tightened up and at the end would be enough room for a 5,000 square foot dog park. If it works, we could then purchase a bit more land and enlarge it. She did talk to Joanne about this and she definitely thought it was worth looking into. Kim Symons also liked the idea and water would be accessible. Property is in UGB.

City Parking - Danny Zook brought up the need for city parking. Jared said this is a City Council issue not one for the URD. Both Danny and Jack Ickler feel it needs to be handled. Danny and Jack feel this is important, but not an URD issue.

Basketball Court - Jack complained that there were no public comments on the property purchased for this addition. Jared said all property purchased by the City must be approved by City Council. Discussion on property being purchased without council approval.

Jared says after we get a viable board we should decide what path we want to follow. What to include in our purview that works within the purposed of an URD

Rail at Culver Market - Suggested that the business behind Beetle Bailey's could fabricate it. Culver Market is OK with this.

New Business:

Crosswalks on 361 (First Avenue) - Jack talked to Donna about this several years ago and shed told him it was an ODOT issue, but we could petition ODOT to look at it.

Respectfully submitted.

Joanne Heare  
Secretary Pro Tem

**Culver Park Expansion Parking Lot Proposal**  
**for Urban Renewal Board**

July 27, 2022

Dear Urban Renewal Board,

We have made great progress toward our park expansion project since we received your previous financial commitment. We are using your previous commitment for the purchase of the 1.24 acre parcel at the west side of the current park. We have secured funding for the addition of two pickleball courts and the 6000 square foot skatepark. We hope to have the purchase of the property completed by October 1, 2022.

**Progress toward the ultimate goal**

We hope to apply for the Oregon Lottery grant in January of 2023 which would fund the bike pump track to be placed at the south end of the new park. This in addition to the parking lot would complete the project and provide a wonderful spot for our current and future residents to play.

**Funding so far**

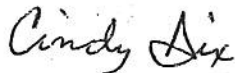
Darlene Urbach Memorial Youth Fund	\$105,000 - Dedicated to skatepark construction
Urban Renewal District funds	\$75,000 - Dedicated to land purchase
Central Oregon Health Council	\$76,000 - Dedicated to pickleball court construction
Oregon Community Foundation	\$59,822 - Dedicated to land purchase and amenities
Bean Foundation	\$25,000 - Dedicated to land purchase and amenities

**Asking for your help**

We are asking for the Urban Renewal Board's help with the parking lot construction. The parking lot will be adding 40 regular parking spaces and 3 handicapped spaces. The parking lot will be accessible to the current park and the new park expansion. We currently have a bid from Knife River for \$90,000 for the completion of the parking lot including asphalt paving and markings.

If this project is something that the Urban renewal board is interested in helping with, please let us know. We can provide additional information at any time.

Sincerely,



Cindy Dix

541-410-8022

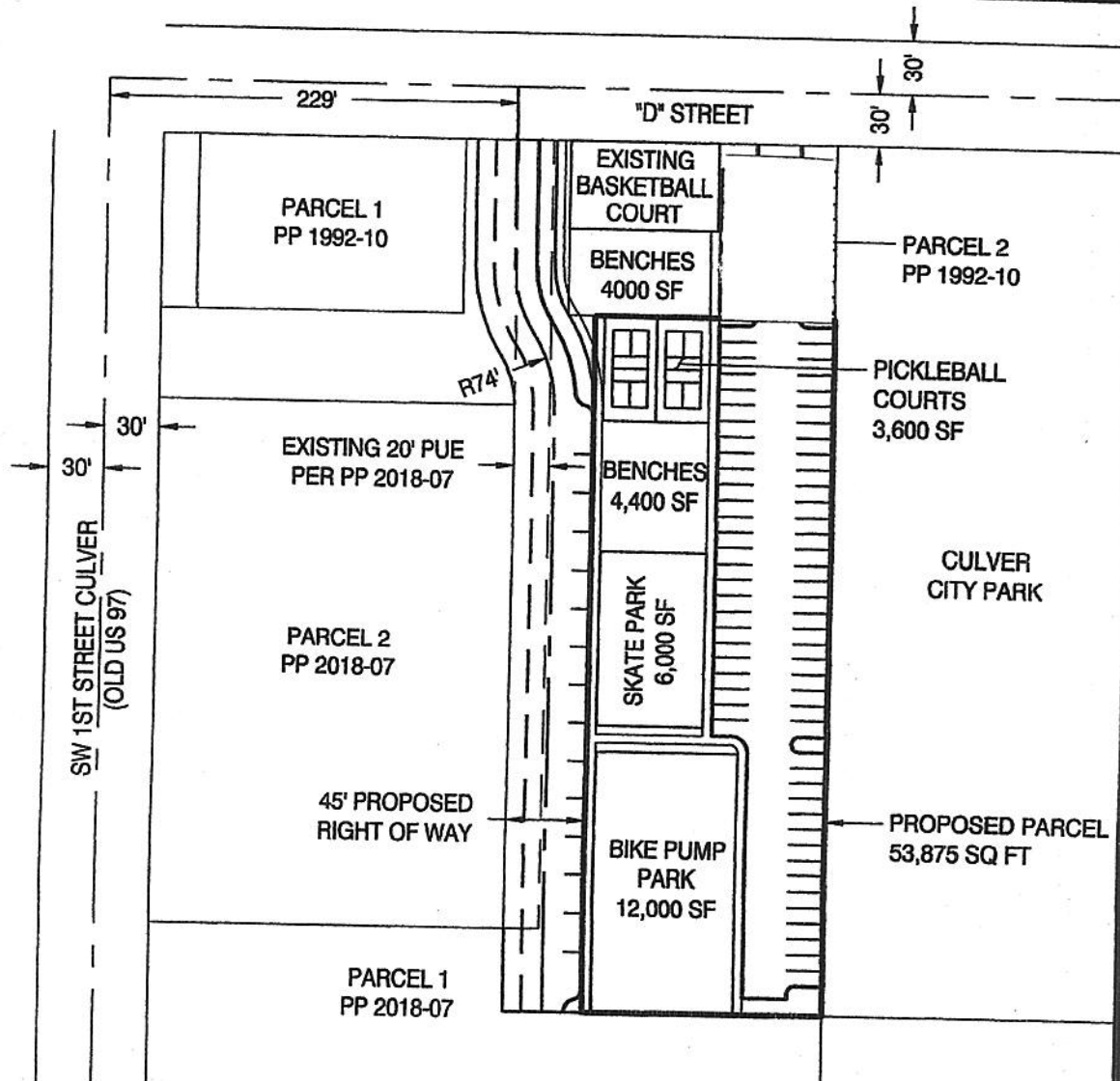
[cindyloudix@gmail.com](mailto:cindyloudix@gmail.com)

See attached documents for placement of parking lot

# PROPOSED PARTITION

## PARK LAYOUT

A PORTION OF PARCEL 1 OF PARTITION PLAT 2018-07,  
 LOCATED IN THE SOUTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF  
 SECTION 17, TOWNSHIP 12 SOUTH, RANGE 13 EAST, WILLAMETTE MERIDIAN,  
 CITY OF CULVER, JEFFERSON COUNTY, OREGON.



**H.A. M'COY**  
**ENGINEERING & SURVEYING LLC**  
 1180 SW LAKE ROAD SUITE 201  
 REDMOND, OR 97756  
 (541) 923-7554

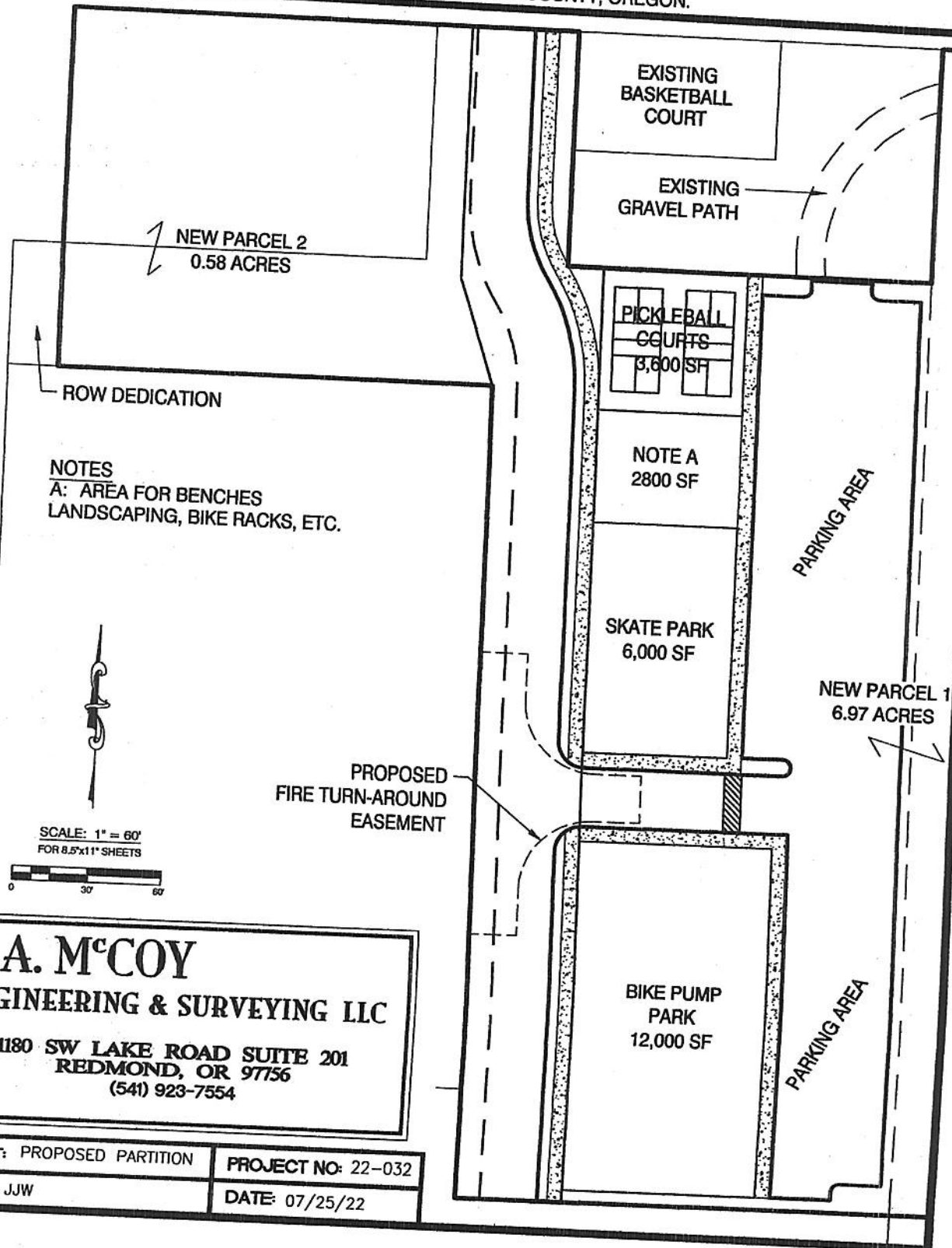
SCALE: 1" = 100'  
 FOR 8.5"x11" SHEETS



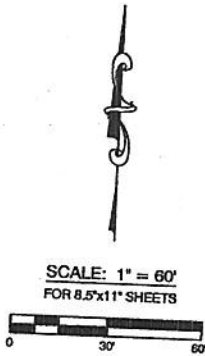
PROJECT: PROPOSED PARTITION		PROJECT NO: 22-032	
DESIGN: JJW	DATE: 03/07/22	REV: DETAIL 1	PAGE: OPTION 2

# PRELIMINARY LAYOUT

PARCEL 1 OF PARTITION PLAT 1992-10 AND A PORTION OF PARCEL 1 OF PARTITION PLAT 2018-07,  
LOCATED IN THE SOUTHWEST ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF  
SECTION 17, TOWNSHIP 12 SOUTH, RANGE 13 EAST, WILLAMETTE MERIDIAN,  
CITY OF CULVER, JEFFERSON COUNTY, OREGON.



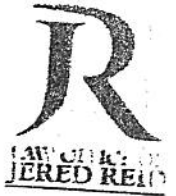
NOTES  
A: AREA FOR BENCHES  
LANDSCAPING, BIKE RACKS, ETC.



**H.A. M'COY**  
**ENGINEERING & SURVEYING LLC**  
1180 SW LAKE ROAD SUITE 201  
REDMOND, OR 97756  
(541) 923-7554

PROJECT: PROPOSED PARTITION	PROJECT NO: 22-032
DESIGN: JJW	DATE: 07/25/22

Law Office of Jered Reid, LLC  
 545 NE 7th Street  
 Prineville, OR 97754  
 United States  
 541-447-3910



City of Culver  
 cityhall@cityofculver.net

Balance \$1,600.00  
 Invoice # 03851  
 Invoice Date September 20, 2022  
 Payment Terms Due Date  
 Due Date October 15, 2022

Culver Urban Renewal Agency

Time Entries

Date	EE	Description	Rate	Hours	Line Total
09/12/2022	JWR	Reviewed Material			
09/12/2022	JWR	Prepare for meeting	\$200.00	4.00	\$800.00
09/12/2022	JWR	Meeting	\$200.00	2.00	\$400.00
			\$200.00	2.00	\$400.00
Totals:				8.00	\$1,600.00

Time Entry Sub-Total:	\$1,600.00
Sub-Total:	\$1,600.00
Total:	\$1,600.00
Amount Paid:	\$0.00
Balance Due:	\$1,600.00

not due until  
 next year

9/26/22



Law Office of Jered Reid, LLC  
 545 NE 7th Street  
 Prineville, OR 97754  
 United States  
 541-447-3910



City of Culver  
 cityhall@cityofculver.net

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**Invoice #** 03851  
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<b>Time Entry Sub-Total:</b>	<b>\$1,600.00</b>
<b>Sub-Total:</b>	<b>\$1,600.00</b>
<b>Total:</b>	<b>\$1,600.00</b>
<b>Amount Paid:</b>	<b>\$0.00</b>
<b>Balance Due:</b>	<b>\$1,600.00</b>



Outlook

Search

Meet Now [Icons]

New message

Reply Delete Archive Report Sweep Move to Categories

Favorites

Inbox 17

Sent Items

Deleted Items 7

Your family

Add favorite

Folders

Inbox 17

McAfee Anti...

Junk Email

Drafts

Sent Items

Deleted Items 7

Archive

Notes

cell phone info

Conversation His...

license

Notes\_0

RSS Feeds

Create new folder

Groups

Your family

New group

Call me

Cindy Dix <cindyloudix@gmail.com>

Thu 8/18/2022 9:27 AM

Start rep

Cindy Dix

Feedback

Linda,  
I neede  
Cindy  
541-410-0000

Send email

ou have time to call me?

Reply Forward

Touching base with Curd for time line on closing of property. Skatepark

# FUND REQUEST

To: **Kate Knop, Jefferson County Treasurer**  
 Email: [kknop@jeffco.net](mailto:kknop@jeffco.net)  
 Phone: 541-325-5014

Internal Use Only:	
Date Received:	
Received by:	

Tax District Fund# and Name Culver Urban Renewal District

Date request submitted: 8/30/22 Amount to be drawn: \$ 75,000.00

Signature of Authorized Rep: [Signature], Jack Wilson, Barbara J. [Signature]

Transaction Type (Check One):  **Electronic Transfer** or  **Manual Check**

**Electronic Transfer**

Bank Account Number to Transfer to: 031003676

Date Transfer needs to be made: Sept 22, 2022

Email confirmation receipt to: cityhall@cityofculver.net

Any special instructions: \_\_\_\_\_

**Process a manual Check**

Check written to (list name and address):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What is the routing of this check? (check one below)

- picked up at County Annex
- deposit local branch (will need deposit slips on hand)
- mail

Any special instructions: \_\_\_\_\_

*Jefferson County processes check runs once per week, every Monday. If a fund request is not received by 12:00 p.m. on the previous Friday, the check will be processed in the subsequent check run. Any check requests that are outside the County check run process will be charged a \$25.00 special check fee. Electronic Fund Transfers must be submitted 48 hours prior to the funds needed (business days and account for State recognized holidays). This allows time for LGIP funds to be transferred if needed and the State only processes transfer Monday-Friday excluding holidays. Please arrange any special fund requests or arrangements direct with County Treasurer at least 48 hours prior to transaction date to allow for fund transfers if needed.*

D Street

parking edge  
Property Line

1 square = 10ft

Current  
Park

East

West

Parkview Drive

Basketball  
Court 50'x85'

Pickleball  
Courts  
60'x65'

Skatepark  
60'x100'

Bike Pump  
Track  
80'x150'

Dog Park  
60'x80'

Parking  
 38 Regular  
 4 Handicapped  
 16 Parallel  
 58 New Parking Spots

As of  
8-30-22

-South-

Report Criteria:

- Actual Amounts
- Accounts With Balances Or Activity
- Summarize Payroll Detail
- Print Period Totals
- Print Grand Totals
- Print Bold Totals
- Include Vendor Number, Invoice Number, Description, Invoice Date, and Purchase Order Number Comments
- Include Funds: 798
- Page and Total by Fund
- Include Bals: 001
- Include Accounts: 1101500
- All Segments Tested for Total Breaks

Date	Journal	Reference Number	Payee or Description	Account Number	Activity#	Debit Amount	Credit Amount	Balance
FUND CASH WITH TREASURER			10/31/2022 (10/22) Balance	798-001-1101500				515,054.28
11/01/2022	CA	118	Cash Allocation - Created: 11/03/22 10:			558.23		
11/01/2022	CA	154	Cash Allocation - Created: 11/03/22 10:			.33		
11/01/2022	CA	269	Cash Allocation - Created: 11/03/22 3:3				556.77-	
11/01/2022	CA	305	Cash Allocation - Created: 11/03/22 3:4				.33-	
11/30/2022	CA	364	Cash Allocation - Created: 11/08/22 3:0			9,323.21		
11/30/2022	CA	421	Cash Allocation - Created: 11/15/22 10:			36,738.04		
<b>11/30/2022 (11/22) Period Totals and Balance</b>						<b>46,619.81 *</b>	<b>557.10- *</b>	<b>561,116.99</b>
INTEREST EARNED			10/31/2022 (10/22) Balance	798-100-302-0205				2,092.50-
11/01/2022	INT	87	Interest Allocation: 1 - 11/03/22 10:23 A				558.23-	
11/01/2022	INT	240	Interest Allocation: 1 - 11/03/22 3:35 PM			556.77		
<b>11/30/2022 (11/22) Period Totals and Balance</b>						<b>556.77 *</b>	<b>558.23- *</b>	<b>2,093.96-</b>
YTD Encumbrance	.00	YTD Actual	-2,093.96 Total	-2,093.96	YTD Budget	.00	Unearned	(2,093.96)
INTEREST UTA			10/31/2022 (10/22) Balance	798-101-302-0208				.58-
11/01/2022	INT	150	Interest Allocation: 2 - 11/03/22 10:57 A				.33-	
11/01/2022	INT	303	Interest Allocation: 2 - 11/03/22 3:42 PM			.33		
<b>11/30/2022 (11/22) Period Totals and Balance</b>						<b>.33 *</b>	<b>.33- *</b>	<b>.58-</b>
YTD Encumbrance	.00	YTD Actual	-.58 Total	-.58	YTD Budget	.00	Unearned	(.58)
PRIOR YEARS TAXES			10/31/2022 (10/22) Balance	798-101-311-1104				709.71-
11/08/2022	RC	76	November 1-6 22 Turnover-All Prior Lev				24.85-	
11/15/2022	RC	151	November 7-13 22 Turnover-All Prior L				42.59-	
<b>11/30/2022 (11/22) Period Totals and Balance</b>						<b>.00 *</b>	<b>67.44- *</b>	<b>777.15-</b>
YTD Encumbrance	.00	YTD Actual	-777.15 Total	-777.15	YTD Budget	.00	Unearned	(777.15)
TAXES COLLECTED IN YR LEVIED			10/31/2022 (10/22) Balance	798-101-315-1503				3,996.92-
11/08/2022	RC	36	November 1-6 22 Turnover 22-23 Levy				9,298.36-	
11/15/2022	RC	113	November 7-13 22 Turnover 22-23 Lev				36,695.45-	
<b>11/30/2022 (11/22) Period Totals and Balance</b>						<b>.00 *</b>	<b>45,993.81- *</b>	<b>49,990.73-</b>
YTD Encumbrance	.00	YTD Actual	-49,990.73 Total	-49,990.73	YTD Budget	.00	Unearned	(49,990.73)
TAX FORECLOSURE SALES & OTHER			10/31/2022 (10/22) Balance	798-101-369-6913				38.69-
<b>11/30/2022 (11/22) Period Totals and Balance</b>						<b>.00 *</b>	<b>.00 *</b>	<b>38.69-</b>
YTD Encumbrance	.00	YTD Actual	-38.69 Total	-38.69	YTD Budget	.00	Unearned	(38.69)

Date	Journal	Reference Number	Payee or Description	Account Number	Activity#	Debit Amount	Credit Amount	Balance
Turnover			10/31/2022 (10/22) Balance	798-101-550-5133				75,000.00
			<b>11/30/2022 (11/22) Period Totals and Balance</b>			<b>.00 *</b>	<b>.00 *</b>	<b>75,000.00</b>
YTD Encumbrance		.00 YTD Actual	75,000.00 Total	75,000.00 YTD Budget	.00 Unexpended	(75,000.00)		
<b>Number of Transactions: 14 Number of Accounts: 7</b>						<b>Debit</b>	<b>Credit</b>	<b>Proof</b>
<b>Total Culver Urban Renewal:</b>						<b>47,176.91</b>	<b>47,176.91-</b>	<b>.00</b>
<b>Number of Transactions: 14 Number of Accounts: 7</b>						<b>Debit</b>	<b>Credit</b>	<b>Proof</b>
<b>Grand Totals:</b>						<b>47,176.91</b>	<b>47,176.91-</b>	<b>.00</b>

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