

Minutes of Board of Directors of the Culver Urban Renewal District
200 1st Avenue, Culver, Oregon
May 2, 2023

The Following directors were present:

- Linda Victorine – Board President
- Jack Ickler
- Danny Zook (Mr. Zook appeared shortly after the meeting began)
- Barb Frazier
- Josh Thody
- Joanne Heare

Also present were the following:

- Donna McCormack – Budget Officer
- Jered Reid – Attorney

Call to Order

President Victorine called the meeting to order at 5:30 p.m. and a Pledge of Allegiance Ceremony was held.

Appointment of Joanne Heare

Discussion was made that Joanne Heare had been nominated by the Culver Planning Commission to serve on the Culver Urban Renewal District for the representative of the Culver Planning Commission. Joanne Heare was present and accepted her appointment.

Minutes from March 7, 2023 Meeting

Discussion was had regarding the meeting minutes from the March 7, 2023 meeting, attached hereto as Exhibit A and incorporated herein. Director Heare commented that the minutes lacked particularity; however, as she was not a Board member at that time she would defer to the group. Attorney Reid commented that the minutes should be more detailed, and stated that he would be take the responsibility of creating minutes for future meetings.

On motion duly made and seconded, it was unanimously:

RESOLVED, that the March 7, 2023 minutes are approved.

Request to Pay Attorney

Discussion was had regarding the invoice presented by Attorney Reid, which is attached as Exhibit B and incorporated herein.

On motion duly made and seconded, it was unanimously:

RESOLVED, that the invoice provided by Jered Reid is hereby approved.

Public Comment

President Victorine asked for any public comment. None was provided.

Budget Meeting – PUBLIC HEARING

President Victorine then commenced a Public Hearing for the purpose to discuss the budget for the fiscal year, July 1, 2023 to June 30, 2024. She turned over the floor to Budget Officer McCormack.

Ms. McCormack presented the LB-10 Document, which is marked as Exhibit C and incorporated herein. It was confirmed that the actual cash on hand was \$599,000.00. After the presentation from Ms. McCormack, President Victorine requested any public testimony. None was forthcoming. President Victorine closed the public hearing.

On motion duly made and seconded, it was unanimously:

RESOLVED, that the 2023-24 Culver Urban Renewal District Budget as presented by the Budget Officer is hereby approved.

Culver Urban Renewal District Grant Application

President Victorine recognized Mr. Reid regarding the proposed Culver Urban Renewal District Grant Application. Mr. Reid presented to the Board the Grant Application that was provided at the last meeting. He explained that the most the Board needed to decide what, if any, type of cap for funding would be imposed and further, if the Board wanted to limit the percentage of a project the grant would cover. The Board engaged in significant amount of conversation regarding those two topics.

On motion duly made and seconded, it was unanimously:

RESOLVED, that the Culver Urban Renewal District will cover 90% of total project costs through grant assistance up to \$40,000.00. It is further resolved that the Grant Application, attached hereto as Exhibit D, and incorporated herein.

Update on Safe Route for Schools

An update was provided by Donna McCormack regarding the Safe Route for Schools project. Public engagement is still occurring and nothing formal has been completed. Once Safe Route for Schools is completed, prioritization of sidewalk projects will be provided and the Board hopes to contribute to those projects.

Shorty's Taphouse Grant Application

Attorney Reid explained to the Board that the Shorty's Taphouse Grant Application was currently incomplete because Shorty's Taphouse had not been approved through the Culver Planning Commission. Heather Kenyon presented and the Board asked her questions. The Board agreed to decide on her application after the Planning Commission approved the project.

Attorney Reid agreed to work with Ms. Kenyon to complete her application for the next Board meeting.

Struttin' Styles Pet Grooming Grant Application

Attorney Reid explained to the Board that the Struttin' Styles Pet Grooming applicant was currently incomplete because it required additional information. Jeannie Fessler presented and the Board asked her questions. The Board agreed to decide on her application after she provided additional information. Attorney Reid agreed to work with Ms. Fessler complete her application for the next Board meeting.

Updates.

Jack Ickler explained that he believes the completion of G Street should be a priority. Attorney Reid asked if he and Mr. Ickler could meet to discuss providing a more detailed proposal.

Barb Frazier explained that she may need to resign and would let the Board know at the next Council meeting.

Joanne Heare explained that she would like to have the Trees removed.

Next Meeting

The Board discussed the next meeting, which requires to be in June to adopt the Budget.

On motion duly made and seconded, it was unanimously:

RESOLVED, that the next regularly scheduled Culver Urban Renewal Meeting shall be scheduled for June 12, 2023 at 5:30 p.m.

Adjournment

Since there was no further business to come before the meeting, on motion duly made and seconded, the meeting was adjourned at 7:30 p.m.

Culver Urban Renewal
Meeting minutes for March 7, 2023

5:47 PM opened meeting.

Pledge of Allegiance.

Member present: Linda Victorine, Jack Ickler, Danny Zook, Barbara Frazier and Attorney Jared Reed.

Approved last meeting minutes.

Board input:

Danny reviewed money given in 2 past interest. Current projected interest. Revitalizing existing older buildings/structures high on scale. New construction outside of inter-city low on scale?

Jack asked if CURD is City money or separate entity?

Josh mentioned City signage? Need to put it on agenda.

Old Business:

Canceled concrete step interest close to Culver Market.

Addressed City Manager Kim's 3 interest to sidewalks, plants & signage, Premature as needs City attention.

New Business:

Joanne on City parking? Danny said now existing basket ball court lot was CURD intent for parking. City will need to figure City parking needs if they so choose.

Citizens Input:

Administrative:

Reporting of CURD projects.

May 2, 2023 next meeting.

Attorney update and CURD application form.

Signatures on funds transfer.

7:24 PM Adjourn.

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 \$0.00
 Invoice # 04589
 Invoice Date May 2, 2023
 Payment Terms Due Date
 Due Date May 31, 2023

Culver Urban Renewal Agency

Time Entries

Date	EE	Description	Rate	Hours	Line Total
03/12/2023	JWR	Reviewed Application	\$200.00	0.50	\$100.00
03/12/2023	JWR	Letter to Applicant	\$200.00	0.30	\$60.00
03/25/2023	JWR	Letter to client	\$200.00	0.30	\$60.00
04/04/2023	JWR	Meeting with client	\$200.00	0.50	\$100.00
04/17/2023	JWR	Public Notice	\$200.00	0.50	\$100.00
04/17/2023	JWR	Worked on Agenda	\$200.00	1.00	\$200.00
04/17/2023	JWR	Phone call with client	\$200.00	0.50	\$100.00
05/02/2023	JWR	Prepare for meeting	\$200.00	1.00	\$200.00
05/02/2023	JWR	Meeting	\$200.00	1.50	\$300.00

Totals: 6.10 \$1,220.00

Expenses

Date	EE	Activity	Description	Cost	Quantity	Line Total
03/24/2023	JWR	Publication Fee	Publication of 2021/2022 Annual Report	\$144.00	1.0	\$144.00

Expense Total: \$144.00

Time Entry Sub-Total:	\$1,220.00
Expense Sub-Total:	\$144.00
Sub-Total:	\$1,364.00
Total:	\$1,364.00
Amount Paid:	\$1,364.00
Balance Due:	\$0.00

Payment History

Activity	Date	Payment Method	Amount	Responsible User	Deposited Into
Payment Received	May 9, 2023	Check	\$1,364.00	Julie Rockwood (Office Manager)	Operating

City of Culver 2023-24 Budget Document

The Urban Renewal District Fund is included in the city funds at the request of the auditor but is managed by a separate board. The voter approved plan creating the district dictates the budget percentages but there is discretion within the general descriptions on how the funds will be spent. The budget follows the prior year actual amounts and the board is aware that this provides a one-year tax contingency. The budget is prepared to give the board as much flexibility as possible and still follow the plan.

Historical Data - Actual

Urban Renewal Agency

2023-24 Budget Year

2 Yr. Prior 2020-21	1 Yr. Prior 2021-22	Adopted Budget this Year 2022-23	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	NOTES
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\$ 406,101	\$ 495,910	\$ 408,101	\$ 495,910			RESOURCES
\$ 5,313	\$ 3,501	\$ 5,313	\$ 3,501			
\$ 82,496	\$ 83,805	\$ 82,496	\$ 83,805			
\$ 495,910	\$ 583,216	\$ 495,910	\$ 583,216	\$ -		

REQUIREMENTS

\$ 12,398	\$ 14,580	\$ -	\$ -			Approved Plan Distributions
\$ 322,342	\$ 379,090	\$ -	\$ -			
\$ 136,375	\$ 160,384	\$ -	\$ -			
\$ 24,796	\$ 29,161	\$ -	\$ -			

\$ -	\$ -	\$ 495,910	\$ 583,216	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ 495,910	\$ 583,216	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -	

\$ 495,910	\$ 583,216	\$ -	\$ -	\$ -	
Actual Cash balance as of Feb 28, 2023 = \$597,763.56					
, \$75,000 was paid in 2022/23 fiscal yr for park property purchase.					

CULVER URBAN RENEWAL DISTRICT GRANT APPLICATION

The Culver Urban Renewal District ("CURD") wants to be a partner in helping make your project successful. The Building Improvement Program provides up to \$40,000.00 of funding for exterior and interior rehabilitation projects that show significant aesthetic improvement to property in the Culver Urban Renewal District.

IMPORTANT:

1. Read all Qualifying Requirements before submitting application.
2. Complete the section below and return pages 1-6 of the application.
3. Return IRS W-9 Form, Jefferson County Assessors report, and the State of Oregon Business Registry Report.
4. Complete the Checklist, located on page three (3), and return all applicable documents.

Only complete applications will be considered. Work may *only* begin once an agreement with CURD is approved and recorded.

APPLICANT INFORMATION:

Printed Name: _____

Business Name: _____

Type of Business: _____ Map and Tax Lot # _____

Property Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant Signature: _____

PROPERTY OWNER (If different from Applicant)

Printed Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner Signature: _____

PROJECT INFORMATION

Total Project Cost: \$ _____

Total Requested: \$ _____

Scope of Work: Check those eligible work aspects that apply. **Attach three (3) bids** from licensed contractors.

	Estimated Cost
_____ Exterior painting and prep work	\$ _____
_____ Decorative exterior lighting	\$ _____
_____ Building transparency, e.g., adding more windows/window glass	\$ _____
_____ New signage	\$ _____
_____ Replace of false-drop ceilings	\$ _____
_____ Exposure of original building features, e.g., exposed brick, ceiling trusses, etc.	\$ _____
_____ Replacement of fluorescent light fixtures	\$ _____
_____ Addition of natural light to the space	\$ _____
_____ Removal of carpet	\$ _____
_____ Construction of additional ADA compliant bathrooms	\$ _____
_____ Parking lot and/or sidewalk improvements	\$ _____
_____ Other	\$ _____

CHECKLIST – ALL PROJECTS MUST PROVIDE

- Bids for proposed work; attach three (3) bids from licensed contractors.
- W-9 form signed by property owner and/or business owner
- Consultation with City Planning staff c/p Kirk Fatland
kfatland@tennesoneng.com
- Single-page copy from Jefferson County Assessors Report showing property ownership: <https://www.jeffco.net/>
- Current photo of building where improvements will occur
- Single-page copy from State of Oregon Business Registry Report:
<https://sos.oregon.gov/Pages/index.aspx>
- Identify primary and accent colors and provide samples of colors chosen
- Submit written verification that design complies with City code
- Submit site plan and/or written verification from City Planning that site plan has been approved.

PROJECT DESCRIPTION

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Will infrastructure be installed in accordance with City standards? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Will the exterior be painted? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will storefront window lighting be replaced so that it showcases window displays and makes them more visible. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are fluorescent light fixtures being replaced with a range of general light and spotlight. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Every building has interesting elements or unique materials that can be highlighted to make the structure engaging, eye catching, and inviting. Do you propose improvements that highlight unique building details? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there decorative exterior lighting fixtures that include but are not limited to sconce lighting, goose neck lighting, etc., proposed to help showcase and frame buildings, provide architectural features in and of themselves, and to create District ambiance? |

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is window glass as transparent as possible, and that any window film allows for maximum visibility? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are opaque skylights, transom windows, etc. proposed in one-story buildings to allow natural light to illuminate portions of the interior floor space? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Will any proposed outdoor art (murals, standalone installations, etc.) include lighting to illuminate the art during the evening. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Is there outdoor seating and gathering places visible from the adjacent street(s) proposed? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. If applicable, are the large spaces being designed so they can be divisible down to sizes more likely to be absorbed by the local market (1,000 SF to 1,500 SF is optimal for retail)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Are drop or false ceilings proposed to be removed to expose high ceilings. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Is internal demolition proposed? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Does the proposal include an addition to an existing structure? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are the property owners and/or business owners City utility accounts in good standing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Does the business owner possess a valid business license with the City? |
| | | 17. Please check the box next to the benefit(s) of the project: |
| <input type="checkbox"/> | | Generate Tax Increment (increase property tax value) |
| <input type="checkbox"/> | | Support development on underutilized and or vacant sites. |
| <input type="checkbox"/> | | Catalyze additional development within the surrounding area of the project |

18. Describe how the proposed work will address either or both of the following conditions:

i. Poor appearance of visible deterioration that discourages investment in surrounding properties.

ii. Building vacancy or utilization due to inadequate, degraded or obsolete building systems.

19. Explain how the proposed project will have a tenant mix which is grouping businesses around themes and/or with an eye toward what will create the most cross-pollination between businesses to in part create an area with active destination businesses.

20. Explain how the proposed project will help attract new business that will fulfil the following unmet local and tourist needs: every day and professional services, food/dining, merchandise (sundries, gifts, clothing, etc.), entertainment.

PROPERTY OWNER AUTHORIZATION

I _____, hereby authorize the Culver Urban Renewal District and/or the City of Culver to enter into the Building Improvement Grant Program as specified in the accompanying Application, on my property located at

_____ which is within the Culver Urban Renewal District to inspect improvements to the property.

By signing this application, I agree to the following:

1. Culver Urban Renewal District and/or the City of Culver staff may enter onto the property and business aforementioned in this application for purposes of reviewing the application and determining if the project is being completed in a timely manner in accordance with the approved plans.
2. Applicant will hold harmless the Culver Urban Renewal District and/or the City of Culver in the event of property damage or physical injury as a result of working on the aforementioned project.
3. Applicant will be responsible to pay all vendors in full before receiving reimbursement.
4. Applicant has provided all required information and understands the qualifying requirements.
5. All information provided is true and complete to the best of my knowledge and belief.

Applicant Signature

Date

Property Owner Signature (if different)

Date

IMPORTANT INFORMATION TO KNOW

Qualifying Requirements

1. Eligible properties are commercial, industrial, mixed-use, or live work buildings located within the Culver Urban Renewal District.
2. Property owner and/or business owner shall be in good standing with all City utility accounts, possess a valid business license, and be in compliance with all City regulations.
3. Funding will be provided to property owners to improve buildings to elevate the overall brand experience of downtown and create a framework for tenant success so that the resulting spaces, visual appearance, windows, doors, and layouts are designed to maximize commerce, exchange, and customer experience.
4. Eligible exterior work includes: Vibrant paint schemes that create visual interest in the district brand and identity; decorative exterior lighting; building transparency through adding more windows and/or window glass replacement; addition of outdoor seating area visible from the street; new signage; and parking or sidewalk improvements.
5. Eligible interior work includes: Replacement of false ceilings or low, hard ceiling lids to raise ceiling height; exposure of original building features, such as exposed brick, ceiling trusses, etc.; replacement of fluorescent light fixtures with a range of general light and spotlight; addition of natural light of the space, such as the restoration of transom windows or the addition of opaque skylights, particularly in deep spaces; removal of carpet; construction of additional ADA complaint bathrooms to better meet the needs of the business and its customers; structural improvements; seismic upgrades, code improvements; facilities improvements (HVAC, sprinkler, etc.); internal demolition (if square feet of usable space is not reduced); addition of units; and/or limited expansion of the building as long as expenses listed previously are considered with the rehabilitation and adaptive reuse of a building that increases the value of the building and/or improves the visual beauty and removes blight affecting the area of the proposed improvement.
6. Ineligible work includes: Routine building/property maintenance, landscape improvements (some exceptions may apply), building acquisition, inventory or other working capital, administrative costs or payments to borrower, new development, and all applicable permit fees.
7. The Culver Urban Renewal District will cover 90% of total project costs through grant assistance up to \$40,000.00.
8. All projects must comply with the Culver Development Code and be permitted appropriately through the Jefferson County Building Department.

9. All applications shall demonstrate compliance with applicable design standards, and shall be in the public interest, encourage greater marketability of the district, and complement the existing downtown area, where applicable.

10. All building improvements shall be designed, constructed, and maintained to complement and accept architectural features of the building. All paint colors, lighting, displays, etc., shall likewise compliment the overall character of the building.

11. Funds shall be allocated based on the following criteria and are subject to availability: visual prominence of the building and its location, aesthetic quality design proposal, historical and architectural significance of the building, potential impact on the attractiveness of the City storefronts the particular building, and the economic development of the Culver Urban Renewal District, and readiness to proceed.

Items Needed for Reimbursement

_____ Obtain all necessary permits and licenses from City of Culver and Jefferson County.

_____ Contractors/vendors invoice (itemized description of work performed and materials used)

_____ Proof of payment to contractor/vender (copy of check, bank statement, etc.)

_____ Pictures of progress made towards project or the completed project.

_____ Site inspection.