



APPROVED: June 16, 2010

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
Council Chambers, 333 Broadalbin Street SW
Wednesday, March 17, 2010

MINUTES

Advisory Board Members present: Rich Catlin, Bill Coburn, Floyd Collins, Loyd Henion, Bessie Johnson, Gordon Kirbey, Sharon Konopa, Ray Kopczynski, Dick Olsen, and Cordell Post

Advisory Board Members absent: Jeff Christman and Ralph Reid, Jr. (all excused)

Staff present: City Manager Wes Hare, City Attorney Jim Delapoer, Community Development Director Greg Byrne, Urban Renewal Manager Kate Porsche, and Administrative Assistant Teresa Nix

Others present: Approximately 11 others in the audience

CALL TO ORDER

Chair Cordell Post called the meeting to order at 5:15 p.m.

APPROVAL OF MINUTES

February 17, 2010

MOTION: Ray Kopczynski moved to approve the February 17 minutes as presented. Loyd Henion seconded the motion, and it **passed** unanimously.

SCHEDULED BUSINESS

Business from the Public

Herb Yamamoto, 705 Lyon Street SE, came forward to request an extension of approximately nine months to complete renovations to the Cameron House. He said that the work is about 95 percent done; additional time is needed to complete the landscaping and exterior painting. Urban Renewal Manager Kate Porsche noted that Yamamoto has received his certificate of occupancy and has, therefore, complied with the CARA contract requirements. This request is a courtesy to inform the Board of a weather-related delay to fully complete the project.

Bessie Johnson commented that Yamamoto was very responsive to her previous request to do some clean up to the yard and that the area has remained spruced up since that time. She said that the project provides a great entrance point into Downtown Albany and that she supports the request.

MOTION: Floyd Collins moved to approve the request for a nine-month extension. Johnson seconded the motion, and it **passed** unanimously.

Presentation of New Small Grant Requests

Albany's 1st Stop Antique Mall (Mike Briggs) (\$550)
Smith Glass (Bryan Smith) (\$3,345)
Peabody's Antiques & Gifts (Gini Christie) (\$1,782)
Sybaris (Matt & Janel Bennett) (\$113)
Sybaris Building (John & Mary Boock) (\$275)
309, 311 & 313 First Avenue NW (Bill & Connie Lanham) (\$1,900)
Whitespires Berean Church – Parsonage (Harness) (\$5,000)

Chair Post said, assuming that Board members have read the materials and that there are no questions or concerns, he would suggest approval of all of the Small Grant requests by consent.

Johnson said that she would like to encourage that applicants get multiple bids in order to ensure that CARA and business owners are getting the best value. In response to an inquiry, Porsche said that she has encouraged businesses to get at least two bids but there is no specific policy and some businesses have only submitted one bid. She noted that grants are paid on a reimbursement basis.

Bill Coburn drew attention to the request from Whitespires Berean Church. He asked if there is any problem in using CARA dollars for a church. City Attorney Jim Delapoer said that CARA funding cannot be used to support church operations or worship activities, but there is no problem in providing funding for maintenance of a historical church building. Porsche added that CARA has provided funding for other nonprofit organizations in the past.

Collins said that some of the requests were for very small amounts and probably cost more to process than the amount granted. He suggested that consideration be given to setting some boundaries around request amounts for the future. In response to inquiries, Porsche said that processing costs would be a calculation of her time. She added that small grants can make a real difference for some of these businesses.

MOTION: Kopczynski moved to accept all of the Small Grant requests by consent. Gordon Kirbey seconded the motion, and it **passed** unanimously.

Final Review of RCM Documents

Porsche reviewed the staff report regarding the final version of Edgewater Village (RCM Homes) documents. The CARA Advisory Board previously approved restructuring of the funding as detailed in the staff report. The documents in Board members' packets include the Forgivable Loan Funding Contract, a Deed of Trust, and two promissory notes. The majority of the details in the contract were as presented and previously approved by the CARA Advisory Board. A significant change being proposed by staff is that Edgewater Village be allowed an extension of one year to work on procurement of a parcel from the BNSF Railway Company which is felt to be important to the project. Although the proposed loan amount is more than the current value of the property, the contract has been prepared in such a way to protect CARA as much as possible in the form of security in the property and personal guarantees of both partners and their spouses. Questions before the Board are whether the one-year delay is acceptable given that the project would continue without the delay and whether the contract and final structure are acceptable as proposed. The City Attorney is present to answer any questions.

City Attorney Delapoer said that he does not expect Board members to work through all of the details of the contract. The important parts for consideration are the risk and the security. The risk is that CARA would put out more than the property is currently worth; the security is based on the property and the personal assets of the LLC partners and their spouses. The partners have accepted the need for this level of security and have agreed to all of the City's requests in that regard. In response to inquiries from the Board, Delapoer explained how the contract is set up: CARA would be in first position except that the construction lender would be in first position for designated phases while those phases are under construction. CARA would still be in first position for the other phases, and value would be added to the property as work is completed. Brief discussion followed.

MOTION: Collins moved to accept the modifications to the agreement as proposed. Kopczynski seconded the motion, and it **passed** unanimously.

Staff Updates and Issues

Porsche brought forward a bid in the amount of \$1,532.00 to rotate 24 light posts that were improperly installed on First Avenue between Lyon and Ferry. The bid is from the company that installed the light posts at Willamette Community Bank. The rotation would properly position the flower basket hangers and banner arms.

MOTION: Johnson moved to enter into a contract to make the adjustments to the poles. The motion was seconded.

Coburn declared a conflict of interest; he works for the company who put in the bid.

Kirbey said that he has a problem with this in principle; the problem was raised several years ago when the light posts were originally installed, and it was not resolved.

The motion **passed** 8 to 1, with Kirbey voting no and Coburn abstaining.

BUSINESS FROM THE BOARD

There was no further business from the Board.

NEXT MEETING DATE

The next regular meeting of the CARA Advisory Board will be held on Wednesday, April 21, 2010, immediately following the Joint Work Session with the ARA Budget Committee.

ADJOURNMENT

Hearing no further business, Chair Post adjourned the meeting at 5:50 p.m.

Submitted by,



Teresa Nix
Administrative Assistant

Reviewed by,



Kate Porsche
Urban Renewal Manager