APPROVED: September 21, 2011

CITY OF ALBANY
Central Albany Revitalization Area Advisory Board
City Hall Council Chambers, 333 Broadalbin Street SW
Wednesday, July 26, 2011

MINUTES

Advisory Board Members present:	Rich Catlin, Jeff Christman, Floyd Collins, Bessie Johnson, Gordon Kirbey, Sharon Konopa, Ray Kopczynski, Chuck Leland, Cordell Post, Mark Spence
Advisory Board Members absent:	Bill Coburn, Loyd Henion (unexcused), Dick Olsen (unexcused)
Staff present:	City Manager Wes Hare; Urban Renewal Manager Kate Porsche; Administrative Assistant Teresa Nix
Others present:	Approximately nine audience members

CALL TO ORDER

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

APPROVAL OF MINUTES

April 20, 2011

MOTION: Ray Kopczynski moved to approve the April 20 minutes as presented. Gordon Kirbey seconded the motion, and it **passed** unanimously.

SCHEDULED BUSINESS

Business from the Public

None.

Adoption of Consent Calendar

Summer 2011 Small Grant Requests:
a. Sweet Red (Wine Bar and Bistro), 115 Ellsworth Street SW (Daniel and Cynthia Alire) ($5,000)
b. Lavender & Lace, 311 First Avenue W, (Louise Dorsett-Hinzman) ($1,200)
c. Schultz Building, 212 First Avenue E, (Jay & Janine Annunzio) ($5,000)
d. Albany Area Chamber of Commerce, 435 First Avenue W, (Janet Steele) ($5,000)
e. Riley's Billiards Building, 124 Broadalbin Street SW, (Michael Duckett) ($1,235)
f. Fortier Chiropractic, 220 Fifth Avenue SW, (Seth Fortier) ($5,000)
g. Albany Antique Mall, 145 Second Avenue SW, (Richard Gray) ($5,000)
h. Monteith Building, 401-413 Second Avenue SW, (Patricia & Jack Phillips) ($3,300)
i. Oregon Language Center, 237 Third Avenue SW, (Pam Wendler-Shaw) ($2,580)
j. Maplewood Avenue, 225 Second Avenue SW, (Donna Young) ($450)

Chair Post said that Urban Renewal Manager Kate Porsche has additional information on item f; he pulled that item from the Consent Calendar.

MOTION: Rich Catlin moved to approve the Consent Calendar with exception of item f. Chuck Leland seconded the motion.

Kopczynski recalled that the Advisory Board had previously discussed the idea of not granting very small appropriations due to the necessary paperwork and process. At some point in the future, he would like to consider this policy issue. Brief discussion followed.

The motion **passed** unanimously.

f. Fortier Chiropractic, 220 Fifth Avenue SW, (Seth Fortier) ($5,000)

Porsche said that it was brought to her attention that some of the work included in this request is already underway. The application specifically states that CARA funds may only be used for work begun after the approval date. In her discussions with Mr. Fortier, he indicated that he had thought he could begin the work as long as he did not pay for it before receiving approval and that about 50 percent of the work is done. He threw out an idea to include some of the next phase of work into this request; she understands that work will include a fountain in front of the business but she has not received any detailed information. The options before the Board are to fund up to half of the request with the stipulation that funds go toward work that has not yet been done, to consider including the next phase of work in this allocation or to deny the request.

Post said that the next phase of work was not included in the application; he thinks the options are to deny or to fund part of the request. Kirbey noted that the applicant signed the application which states that any work begun before receipt of a commitment of funds notice is ineligible for reimbursement.

Sharon Konopa asked if the project area will be fenced off. Porsche said yes; the layout in the staff report shows that the work is in the back of the building and that there will be a fence. As she understands it, from Sixth Avenue a person could see landscaping and the fence but not the courtyard. Konopa expressed concern about opening this up for further requests for improvements to backs of buildings. Bessie Johnson expressed concern about funding landscaping improvements which may not be permanent. Kirbey recalled earlier discussions that small grants would be more for visible storefront improvements. Catlin noted that the Board has previously approved a couple of requests for landscaping; he would support an allocation for less than half of the requested amount since the fence is already in. Mark Spence said that CARA funds are broadly defined but this request is for an employee break area, it is not frontage landscaping, and it does not add to the value of the commerce.

Leland asked if applicants are asked if they have the ability to pay for projects themselves. Porsche drew attention to question 11 on the application which asks applicants to explain why CARA funding is necessary.

MOTION: Floyd Collins moved to deny the request. Kirbey seconded the motion, and it **passed** 9 to 1 with Catlin voting no.

Staff Updates and Issues

Porsche said that George Crandall will give an update on the downtown retail refinement plan at the August meeting.

BUSINESS FROM THE BOARD

Spence said that, while he likes the idea of a streamlined process for small grant allocations, he thinks the criteria should be redefined to better meet CARA's goals. The last two rounds of allocations have included a wide array of items, some of which he was uncomfortable approving. He would encourage staff or committee time to come up with more direct criteria.

Leland asked if members of the Advisory Board have any personal liability if the public feels that it misspends public money. City Manager Wes Hare said that, as an advisory committee, CARA is not authorizing expenditures but is recommending expenditures to the Albany Revitalization Agency (ARA). ARA would only have some liability if it violated a law in the course of allocating resources.

Post said that he would support clarifying the criteria, but he would not want to regulate to the point of excluding unique small grants that would improve the look of a building.

Following brief discussion, it was agreed to add this to the policy issues that staff will bring to the CARA Board for discussion after the Crandall presentation. The policy discussion is tentatively scheduled for the September meeting.

NEXT MEETING DATE

The next meeting of the CARA Advisory Board is scheduled for Wednesday, August 17, 2011, at 5:15 p.m. in the Council Chambers.

ADJOURNMENT

Hearing no further business, Chair Post adjourned the meeting at 5:48 p.m.

Submitted by,

Teresa Nix
Administrative Assistant

Reviewed by,

Kate Porsche
Urban Renewal Manager