



SILVERTON URBAN RENEWAL AGENCY MEETING

Monday, February 5, 2024 – 6:30 pm

Council Chambers – 421 South Water Street and Zoom

Americans with Disabilities Act – The Silverton Urban Renewal Agency intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2216 at least 48 hours prior to the meeting.

A copy of the full packet is available on the City’s website at www.silverton.or.us/agendacenter. In accordance with House Bill 2560 and City of Silverton Resolution 22-06, the meeting will be held in a hybrid format: in person, and electronically using the Zoom web conference platform. Please submit written comments to publiccomment@silverton.or.us by 3:00 p.m. on Monday, February 5, 2024. Comments received will be shared with Silverton Urban Renewal Agency and included in the record. If you wish to participate through the Zoom web conference platform, see meeting information below.

Zoom meeting link:

<https://us02web.zoom.us/j/83137345755?pwd=U0VUTG02SmtlK09jNzZqZzlPeUpSZz09>

Webinar ID: 831 3734 5755

Passcode: 652195

Telephone: 253 215 8782

AGENDA

- I. OPENING CEREMONIES-** Call to Order and Roll Call
- II. APPROVAL OF MINUTES-** November 6, 2023, Silverton Urban Renewal Agency meeting minutes.
- III. PUBLIC COMMENT** – This is a business meeting of the Silverton Urban Renewal Agency (URA). The Silverton Urban Renewal Agency values and welcomes public input. Please address the Agency as whole and not individual Members. Do not address staff or members of the audience. Agency action on items brought up in public comment is limited by the Oregon Open Meeting Law. The URA may direct staff to study the matter and reschedule for further consideration at a later date. Items on the agenda will not be heard or discussed during public comment but will be accepted at that place on the Agenda. Individuals are limited to three (3) minutes.
- IV. DISCUSSION/ACTION**
 - 4.1 Introduction from Elaine Howard Consulting, LLC, and Authorize Agency Director to Enter into an Agreement with Elaine Howard Consulting, LLC, for Urban Renewal Plan Amendment Support – Agency Director Cory Misley
- V. BOARD COMMUNICATIONS**
- VI. ADJOURNMENT**

SILVERTON URBAN RENEWAL AGENCY MEETING MINUTES

Council Chambers 421 S. Water St.
Monday, November 06, 2023 | 6:30 pm

I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance & Roll Call

Chair Freilinger called the meeting to order at 6:30 pm. The Silverton Urban Renewal Board and staff were present both in person and through the virtual meeting platform Zoom. Chair Freilinger explained this meeting was being held in a hybrid format, pursuant to City of Silverton Resolution 22-06, adopted March 7, 2022.

Present	Absent	
<u> X </u>	<u> </u>	Chair Jason Freilinger
<u> X </u>	<u> </u>	Elvi Cuellar Sutton
<u> X </u>	<u> </u>	Jess Miller
<u> X </u>	<u> </u>	April Newton
<u> X </u>	<u> </u>	Eric Hammond
<u> X </u>	<u> </u>	Marie Traeger
<u> X </u>	<u> </u>	Matt Gaitan

City Staff; Agency Director Cory Misley, Community Development Director Jason Gottgetreu, Assistant to the City Manager/Human Resources Coordinator Tammy Shaver.

II. APPROVAL OF MINUTES

A motion was made by Member Sutton and seconded by Member Miller to approve the September 11, 2023, Silverton Urban Renewal Agency Meeting Minutes. All in favor. No discussion. Motion Passed (7-0-0)

III. PUBLIC COMMENT

None

IV. Consent

4.1 Resolution 23-05 – Authorizing Signers on City Bank Accounts – Deputy City Manager/Finance Director Kathleen Zaragoza

Member Miller made a motion to approve the consent agenda consisting of item 4.1. Member Sutton seconded the motion. There was no discussion and the motion passed unanimously (7-0-0).

V. BOARD COMMUNICATIONS

There were no members of the board that wished to add communications.

VI. ADJOURNMENT

Member Sutton made a motion to adjourn, Chairman Freilinger adjourned the meeting at 6:34 p.m.

Respectfully submitted by:

/s/Tammy Shaver, Assistant to the City Manager/Human Resources Coordinator

DRAFT

Silverton Urban Renewal Consulting Scope of Work and Budget

Scope of Work

The City of Silverton desires a Scope of Work from Elaine Howard Consulting, LLC (Consultant) for consulting assistance on a review and potential update of the Silverton Urban Renewal Plan.

The budget for the work depends on the level of services desired. The potential services are shown below in separate packages. Billing will be for actual time worked. Billing rates are shown below.

Phase I:

1. Urban Renewal 101 - provide an update to Silverton staff and elected officials on how urban renewal works and some of the recent legislative changes. Include information on the Silverton Plan.

Phase II:

1. Review Silverton Plan and amendments
2. Review Silverton Finance Director's financial analysis for length until reaching MI
3. Review Plan for conformance with ORS 457. Prepare memorandum on limitations in the Plan that may impact Phase III.

Phase III:

1. Review projects in Plan:
 - Prepare chart showing status of projects: completed/not completed
 - Work with staff to identify potential new projects
 - Determine what projects the Agency wants to pursue and the procedure for those changes. Prepare a chart showing results. Steps:
 - Develop list of potential projects for consideration (internal or through a facilitated brainstorming session, Silverton staff and/or Consultant).
 - Get initial feedback from Consultant on feasibility, legality of projects.
 - Compare project desires to financial capacity and duration.
 - Facilitate Agency discussion on potential project list and prioritize projects (Silverton staff and/or Consultant).
 - Determine best course of action for implementation (project list, timeline, or project area boundaries - Consultant with Silverton staff).

Phase IV Further work (TBD):

1. If directed by staff, prepare amendment to the Silverton Plan to implement the changes.

Budget

	2024 Billing rate
Elaine Howard Consulting, LLC	
Elaine Howard, Principal	210.00
Scott Vanden Bos	175.00
Urban Renewal 101 - Phase I	\$1,000 - \$1,500
Phase II Total	\$1,000
Phase III	
Prepare chart showing projects in Plan	500
Work with staff to identify new projects	1,000
Determine projects to pursue/ facilitate Agency meeting	3,150*
Phase III Total	\$4,650
Phase IV	TBD
Total Phases I through III	\$6,650 - \$7,150

* This represents 15 hours of work by Elaine Howard. We will track this separately and if it looks like the work would exceed this amount, will notify the project manager.

If financial analysis is needed, that work would be completed by Tiberius Solutions and they would provide a cost estimate based on the amount of work required.

If in person meetings are desired, they will be billed at the federal mileage rate and at the travel time of the staff member attending the meetings.