



*A place where families and businesses thrive.*

**Monday, September 11, 2017**  
**Urban Renewal Agency Meeting Minutes** **9:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.  
Urban Renewal Agency approved minutes as presented January 22, 2018.***

**1. CALLED TO ORDER AND ROLL CALL:**

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the regular URA meeting to order at 9:16 p.m.

**ROLL CALL: URA DIRECTORS PRESENT:** Thomas Johnston, Vice-Chair, Timothy Rippe; Ronald Thompson; Matthew Vandehey; Malynda Wenzl; and Mayor Peter Truax, Chair. **URA DIRECTORS ABSENT:** Elena Uhing, excused.

**STAFF PRESENT:** Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Dan Riordan, Acting Community Development Director; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

**2. CITIZEN COMMUNICATIONS:** None.

**3. CONSENT AGENDA:**

A. Approve Urban Renewal Agency Meeting Minutes of July 10, 2017.

**MOTION:** Director Wenzl moved, seconded by Director Vandehey, to approve the Consent Agenda as presented. **ABSENT:** Director Uhing. **MOTION CARRIED 6-0 by voice vote.**

**4. ADDITIONS/DELETIONS:** None.

**5. PRESENTATIONS:**

**5. A. Storefront Improvement Program Update**

Riordan presented an update of the status of the Storefront Improvement Program and provided background information on the key provisions of the program, noting the Board approved \$20,000 for grants in Fiscal Year 2017-18, with a maximum allowable grant of \$7,500. Riordan reported the URA has received 10 grant applications since the program began on July 1, 2017, noting four of the applications have not identified project costs or grant request amounts and six

applications are requesting \$38,600 in grants for projects with an estimated \$243,500 to \$253,500 in costs. Riordan noted staff expects the amount of grant requests will more than double the amount of grant funds appropriated as more applications will be submitted upon completion of the storefront designs through the CEP funded storefront design program. As a result, Riordan advised staff is seeking Board consensus to come back in the Fall-Winter to consider appropriating an additional \$10,000 to fund all grant applications assuming there is sufficient cash flow available and increasing the eligible grant amount from \$7,500 to \$10,000 maximum. In conclusion of the above-noted presentation, Riordan advised staff will come back at a future meeting with a cash flow analysis, updated grant request amounts for certificated applications and a proposed budget adjustment when there is an adequate determination of URA revenue, to which the Board concurred.

**6. A. PUBLIC HEARING AND URA RESOLUTION NO. 2017-04 AUTHORIZING SALE OF SURPLUS PROPERTY OF A PORTION OF WASHINGTON COUNTY TAX LOT NO. 1S306BB0372 TO BRYAN BAYLESS, 2033 B STREET (BUYER)**

**Staff Report:**

Downey presented the above-proposed resolution for Board consideration, noting on July 10, 2017, the URA declared its intent to sell a portion of Tax Lot 1S306BB03702, located at 2033 B Street, which is presently owned by the URA as part of the Times Litho property purchase. Downey reported 4.7 feet of the neighboring property's back yard and fence is actually on the lot owned by the URA, noting the adjacent property owner has used the property for at least 37 years and needs the property to maintain legal access to the residence on his property. The property is described as:

- Lot 1 – Parcel 1: General Description of Property – northern 4.8 feet by 100 feet of Tax Lot 1S306BB03702, totaling 480 square feet of property.

In conclusion of the above-noted staff report, Downey advised staff is recommending the URA adopt the proposed resolution, attached as Exhibit A, authorizing the sale of property, noting the property will be sold as-is in exchange for the Buyer paying all of the costs of completing the transaction.

Before proceeding with Public Hearing and Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2017-04.

VanderZanden read URA Resolution No. 2017-04 by title.

**MOTION:** Director Rippe moved, seconded by Director Wenzl, to adopt URA Resolution No. 2017-04 Authorizing Sale of Surplus Property of a Portion of Washington County Tax Lot No. 1S306BB0372 to Bryan Bayless (2033 B Street).

**Public Hearing Opened:**

Director Chair Truax opened the Public Hearing and explained hearing procedures.

**Testimony Heard:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Director Chair Truax closed the Public Hearing.

**Board of Directors Discussion:**

Hearing no discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE: AYES: Directors Johnston, Rippe, Thompson, Vandehey, Wenzl, and Chair Truax. NOES: None. ABSENT: Director Uhing. MOTION CARRIED 6-0.**

**6. B. PUBLIC HEARING AND URA RESOLUTION NO. 2017-05 AUTHORIZING SALE OF SURPLUS PROPERTY OF WASHINGTON COUNTY TAX LOT NO. 1S306BB03400 TO A STREET INVESTORS, 2022 A STREET (BUYER)**

**Staff Report:**

Downey presented the above-proposed resolution for Board consideration, noting on July 10, 2017, the URA declared its intent to sell a portion of Tax Lot 1S306BB03400, located at 2022 A Street, which is presently owned by the URA as part of the Times Litho property purchase. Downey reported the long strip is located between the former post office and former Ruralite building with the small strip running along the southern border of the former Ruralite building, noting the URA has no use for the lot as it does not own adjacent property and the adjacent property owner is the only party that can use the property. The property is described as:

- Lot 2 – Parcel X, Tract B: General Description of Property – Tax Lot 1S306BB03400, an irregularly L-shaped parcel measuring 3 feet by 100 feet piece adjoined to a 1 foot by 27-foot piece totaling 327 square feet of property.

In conclusion of the above-noted staff report, Downey advised staff is recommending the URA adopt the proposed resolution, attached as Exhibit A, authorizing the sale of property, noting the property will be sold as-is, sale price is \$100 and the Buyer is paying all of the costs of completing the transaction.

Before proceeding with Public Hearing and Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2017-05.

VanderZanden read URA Resolution No. 2017-05 by title.

**MOTION:** Director Wenzl moved, seconded by Director Thompson, to adopt URA Resolution No. 2017-05 Authorizing Sale of Surplus Property of Washington County Tax Lot No. 1S306BB03400 to A Street Investors (2022 A Street).

**Public Hearing Opened:**

Director Chair Truax opened the Public Hearing and explained hearing procedures.

**Testimony Heard:**

No one testified and no written comments were received.

**Public Hearing Closed:**

Director Chair Truax closed the Public Hearing.

**Board of Directors Discussion:**

Hearing no discussion from the Board, Director Chair Truax asked for a roll call vote on the above motion.

**ROLL CALL VOTE:** AYES: Directors Johnston, Rippe, Thompson, Vandehey, Wenzl, and Chair Truax. NOES: None. ABSENT: Director Uhing. MOTION CARRIED 6-0.

7. **ADJOURNMENT:**

Director Chair Truax adjourned the URA regular meeting at 9:31 p.m.

Respectfully submitted,



---

Anna D. Ruggles, CMC, City Recorder