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NORTH GATEWAY REDEVELOPMENT ADVISORY BOARD

Board Members

Jason Cox-Chair

Mike Alley

Barb Hacke Resch

Christopher Kriek

Nate Levin-Vice Chair

Jerod Martin

Pedro Mayoral

Alden Dwan Muller

Vacant – At Large

Vacant – Business/Property within URA

Vacant – Business/Property within URA

City Staff

Sara Long, Project Manager

Ralph Lambert, Project Manager

Therese Van Vleet, Staff Assistant

Next Meeting: March 1, 2018

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City also fully complies with Title VI of the Civil Rights Act of 1964, and Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.

Es la política de la Ciudad de Salem asegurar que ninguna persona será discriminada por motivos de raza, religión, color, sexo, estado civil, situación familiar, origen nacional, edad, discapacidad mental o física, orientación sexual, identidad de género, ni fuente de ingresos, de acuerdo con el Salem Revised Code Chapter 97. La Ciudad de Salem también cumple plenamente con el Title VI of the Civil Rights Act of 1964, y los estatutos y reglamentos relacionados, en todos los programas y actividades

♦ Reasonable accommodation and accessibility services will be provided upon request ♦

♦ Servicios razonables de alojamiento y accesibilidad se facilitarán por petición ♦

MEETING AGENDA

February 1, 2018, 8 a.m.

Location: Center 50+ in Classroom A
2615 Portland Road NE

1. Call to Order / Roll Call
2. Approval of Agenda
 - a. February 1, 2018
3. Approval of Minutes
 - a. November 2, 2017
4. Public Comment
Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.
5. Action Items
 - a. 2018 Officer Elections: Chair and Vice-Chair (10 minutes)-Jason Cox
 - b. Discussion and Recommendation for FY 2018-2019 Budget Priorities – Renee Frazier (25 minutes)
6. Informational Items
 - a. Portland Rd. Streetscape 3rd Pedestrian Crossing Update- Staff (5 minutes)
 - b. Potential Property Acquisition/Opportunity Update- Staff (10 minutes)
 - c. What's Happening/Other Updates- Staff/Board (5 minutes)
7. Adjourn

Remember to declare potential or actual conflicts of interest prior to each item on the agenda

2018

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**ACTION AGENDA/MINUTES
NORTH GATEWAY
REDEVELOPMENT ADVISORY BOARD**
Thursday, November 2, 2017, 8:00 a.m.
Center 50+ in Classroom A
2615 Portland Road NE



1. CALL TO ORDER, ROLL CALL

00:00:20

Call to order: 8:06 a.m.

Roll Call: Nate Levin-Acting Chair, Mike Alley, James Firestone, Barbra Hacke Resch, Christopher Kriek, Jerod Martin, Pedro Mayoral

Absent: Jason Cox, Thomas Fleming, Dwan Muller

Staff: Sara Long, Annie Gorski, Kristin Retherford, Therese Van Vleet-UD; Ralph Lambert, Aaron Edelman and Andrea Mather-PW, Andrew Wilch-SHA, Nicole Utz- SHA,

Guests: Dick Withnell, Jeff Corner

2. APPROVAL OF AGENDA

00:01:09

Motion: Approve the Action Agenda of November 2, 2017, as presented.

Motion by: Board Member Hacke Resch

Seconded by: Board Member Firestone

Action: Approved the November 2, 2017, Action Agenda as presented.

Vote: Aye: **Unanimous** **Motion PASSED**

3. APPROVAL OF MINUTES

00:02:00

Motion: Move to approve the Minutes for August 3, 2017, as presented.

Motion by: Board Member Firestone

Seconded by: Board Member Kriek

Action: Approved August 3, 2017, Minutes as presented.

Vote: Aye: **Unanimous** **Motion PASSED**

4. PUBLIC COMMENT

00:02:40

None

5. INFORMATION ITEMS

00:03:00

Welcome: New Board Member Martin

a. Potential Property Acquisition/Opportunity

00:03:35

Presentation by: SHA -Andy Wilch and Auto Site - Kristin Retherford

SHA comments and questions: Long, Wilch, Levin, Utz, Retherford, Firestone, Martin, Alley

Auto Site comments and questions: Long, Retherford, Withnell, Levin, Firestone, Corner, Gorski

b. Portland Rd. Streetscape Design Update

00:51:50

Presentation by: Aaron Edelman and Andrea Mather – Public Works Team

Comments and questions: Long, Edelman, Mather, Gorski, Long, Firestone

c. ROW Property Opportunity Discussion Continuation

01:02:25

Presentation by: Sara Long

Comments and questions: Long

d. What's Happening and Other Updates

01:03:45

Presentation by: Sara Long

Comments and questions: Long, Martin, Kriek, Firestone, Hacke Resch, Mayoral, Alley

6. ADJOURN 9:14 a.m. NEXT MEETING December 7, 2017

01:08:30

Transcribed by: Therese Van Vleet | **Reviewed by:** Anita Sandoval | **Edited by:** Sara Long

Election of Officers

Robert's Rules of Order – 10th Edition – Chapter XIV, pg 416 – **Nominations & Elections**

Chair announces Election of Officers

Chair calls for nominations* for **Chair** – (a nomination is a motion – see note below).

1. A member would say “I nominate _____ for Chair.”
2. Once a nomination is made Chair says: “Member _____ has been nominated.
Do you accept the nomination?” (Repeat for **each nomination**.)
 - a. **Nomination must be accepted by the nominee** to be voted on.
3. Chair asks: “Are there any other nominations?” Continue with nomination for “Chair” until there are no more nominations.
 - a. **If none**, Chair says: “Seeing there are no more nominations, **nominations are closed**.”
4. **The Vote** (election): If just one person was nominated the Chair announces the nominated person: “Member _____ has been nominated for Chair. All in favor say Aye, all apposed say Neigh.”
 - a. **If there is more than one nominee the vote must be counted for each nominee (ballots work well).**

Chair ask for nominations for **“Vice-Chair”**

1. A member would say “I nominate _____ for Vice-Chair.”
2. Once a nomination is made **restate who was nominated** and **ask them if they accept the nomination**. **For each nomination** (must be accepted).
3. Then say **“Are there any other nominations?”** Continue with nomination for “Vice-Chair” until there are no more nominations. If none say “Seeing there are none, **nominations are closed**.”
4. **The vote (election)**: Chair announces the nominated persons: “Member _____ has been nominated for Vice-Chair. All in favor say *aye*, all apposed say *neigh*.”
 - a. If there is more than one nominee the **votes must be counted for each nominee (ballots work well)**.

* **A nomination is, in effect, a proposal to fill in the blank in an assumed motion** “that ____ be elected to the specified position”. Hence you do not need a motion stated, nor make a second. **Seconds** can be made to a nomination to endorse the nomination, but they are not necessary.

But, the acceptance from each nominee must be acknowledged.

MEMO

To: North Gateway Advisory Board

From: Sara Long, Urban Development Project Manager

Subject: FY 18-19 Budget Preparation

The City's budget process for FY '18-19 will be tied to the City's newly adopted Strategic Plan. In advance of our upcoming discussions over the next few months I wanted to provide some context documents to assist in our conversation. Based on the feedback of the North Gateway Board, staff will bring a draft budget to the February Board Meeting for discussion and then plan on having the board take action on a proposed budget at the March Meeting.

City of Salem Strategic Plan Categories of Focus

1. Vision for Growth and Development (*focused on Comprehensive Plan work*)
2. Affordable Housing, Social Services, and Homelessness
3. Economic Development and Downtown (*includes focus of startup businesses, commercial kitchens, industrial flex space, incubators, food hub concept, maker space*)
4. Critical Infrastructure
5. Sustainable Service Delivery (*internal service provider*)
6. Public Transportation
7. Environmental Action (*Climate Action Plan*)

FY 17-18 Budget Year Project Update

Project	Update
1. Food Hub Concept	<ul style="list-style-type: none">● Food Study finalized Summer 2017
Budgeted Amount: \$15,000 (Carry over from FY '16-17)	<ul style="list-style-type: none">● Staff have continued to meet with food organizations, businesses, etc. to determine opportunities and the potential role of the city.● Commercial kitchen outreach/coordination (<i>Marion Polk Food Share and Better than Mamas pilot project</i>).● Continued evaluation of potential food hub/Mercado project concept.

2. **Committed to Future Projects
Which Align with the Action
Plan**

Budgeted Amount: \$8,044,260
*(Future Project Opportunities, no
specific project identified in the
budget)*

- Staff have been conducting pre-development meetings regarding key sites to determine development potential.
- Potential Acquisitions such as; the former Zamora Auto Site and SHA Housing Property.
- Funds available for developments, such as the Cornerstone Apartments and retail frontage. Several recent discussions with potential industrial flex space developments as well.

3. **Workforce and Affordable Housing**

Budgeted Amount: \$650,000

- Epping property development grants for Cornerstone Apartments, internal street construction, and frontage improvements. received grant.
- Potential Property Purchase 4107 Fisher Road, Salem Housing Authority Affordable Housing *(funding for this would be from the Committed to Future Projects line item).*

4. **Financial Incentives (Grant/Loan)**

Budgeted Amount: \$3.1 Million
(Due to carry over from FY 16-17)

- Grant Activity in FY 17-18, including Commitments and pending items leaves \$653,000 currently available ***(as of 1/5/2018).***
- Previous budget decision by board was to maintain \$1 million for grants and loans.

5. **Business Outreach and Assistance
Staff Time**

- Continued outreach to city-wide businesses, Including North Gateway Urban Renewal Area
 - Project Coordinator to begin in early 2018, 50% of focus will be on business outreach, etc. The funding for this position and outreach is leveraged with Economic Development General Fund dollars, allowing for more time to conduct business outreach and follow up.
-

6. Portland Road Streetscape Improvement (north)

Budgeted Amount: \$4,925,000

- Project will go to bid in February 2018, construction to begin in May 2018.
 - Additional \$819,000 will be allocated to project for additional project components, survey extension work, 3rd pedestrian crossing, additional sewer/water lines, traffic signal infrastructure work.
-

Total Project Budget at Beginning of FY 17-18: \$8,924,130

Unallocated/Future Projects: \$8,044,260 (*industrial flex, opportunity sites, etc.*)

1. Potential Acquisition Zamora Auto Site: \$1,200,000
2. Potential Acquisition Affordable Housing Property/4107 Fisher Rd: \$1,500,000
3. Additional grant to CTEC in Summer 2017: \$1 million
4. Additional funds for Streetscape Project outlined above: \$819,000

Updated Projected Unallocated/Future Projects: \$3.5 million

Fiscal Year 2018-2019 Projects for Discussion

Available Funds: \$6.9 million (annual increment plus ending/unallocated balanced for FY 17-18)

- Maintain the Grant/Loan Program: \$1 million
- Funds for initial design work of bike/pedestrian alternative path (*associated with former Zamora Auto Site purchase*): \$300,000
- Niles Avenue Infrastructure (*co-funded with public works*): \$1 million
- Opportunity Fund for potential food hub, maker space and/or industrial flex space opportunities: \$1 million
- Early Learning Center/Community Gathering Space: \$2 million

Total: \$5.3 million

Unallocated/Opportunity Projects: \$1.6 million

**NORTH GATEWAY URBAN RENEWAL AREA
DRAFT REVENUE AND EXPENDITURE PROJECTIONS
FY 2017-18 through FY 2018-19**

DRAFT

	Projected FY 17-18	Projected FY 18-19
<u>CONSTRUCTION FUND</u>		
<u>RESOURCES</u>		
Beginning Fund Balance	4,399,231	2,674,317
Du Jour Proceeds (99% of short term bonds)	13,000,000	3,500,000
Principal and Interest on Commercial Loans	29,290	29,290
Transfer Reserve Funds no Longer Required	-	-
Loan Repayment/Other Revenue	-	-
Total Resources	17,428,521	6,203,607
<u>EXPENDITURES</u>		
Project Coordination/Support	201,780	211,869
Indirect Cost Allocation Plan	19,810	37,190
Rehabilitation Grant Program	1,565,003	
Rehabilitation Grant Program - Add'l Allocation	1,000,000 ¹⁾	1,000,000 ²⁾
Rehabilitation Loan Program	363,540	
Mt West/Cornerstone Grant	849,000	-
CTEC Grant	2,000,000	-
Food Alternatives Analysis	14,607	-
Streetscape - Design/Construction	4,896,464	-
Streetscape - Construction - Add Ons	819,000 ¹⁾	-
Epping/Cornerstone Grant	650,000	-
Acquisition - Withnell/Zamora Auto Site	1,200,000 ¹⁾	-
Affordable Housing Project	1,215,000 ¹⁾	-
Niles Ave Improvements	-	1,000,000 ²⁾
Early Learning Center/Community Gathering Space	-	2,000,000 ²⁾
Bike/Ped Path (adjacent to Withnell/Zamora Auto site)	-	300,000 ²⁾
Opportunity Fund for Food Hub/Maker Space/Flex Space	-	1,000,000 ²⁾
<i>Unspecified - To be Allocated</i>	-	-
Total Expenditures	14,794,204	5,549,059
Ending Fund Balance at June 30 (current year)	2,634,317	654,548
Interest Earned	40,000	25,000
Beginning fund Balance at July 1 (following year)	2,674,317	679,548
Maximum Indebtedness (remaining capacity)	7,426,822	3,926,822

1) Recommended projects to be added mid-year

2) Recommended projects for FY 18-19

North Gateway URA Grant and Loan Commitments
January 2018 Report

Fiscal Year	Owner/Business	Address	Grant Use	Grant Amount	Match Amount	Status
2015-16	Michael Whittaker	1825-1845 Anunsen St NE	HVAC improvements, replacement of siding and gutter and repair and replacement of pavement.	\$44,073	\$77,677	Committed
2015-16	Madras Holdings/PES	1351 and 1415 Tandem Ave	Storefront improvements, overhead door replacement, addition of ADA bathrooms, roof replacement and HVAC improvements	\$78,813	\$78,813	Committed
2015-16	Mike Bliven/Northgate Center	3850 Portland Road NE	Electrical and HVAC improvements, new roofing and new siding, paint, carpet, doors and landscaping	\$300,000	\$150,000	Committed
2016-17	Brandt Home Place (former OR State Police facility)	3700-3710 Portland Road NE	Reconfigure and upgrade existing office building to accommodate labs and classroom space for a new electrical apprenticeship program	\$116,554	\$116,554	Committed
2016-17	ProCure Bait Scents	2990 Portland Road NE	Equipment replacement	\$27,867	\$27,867	Committed
2016-17	Michael Whittaker - Phase II	1825-1845 Anunsen St NE	Renovate and expand parking area, replace sprinkler system, provide landscaping, building guard rails and replace carpeting.	\$33,772	\$33,772	Committed
2016-17	Watershed, LLC	2895 Valpak Road NE	Replace exterior windows, improve lighting, resurface and expand the parking area, paint the exterior of the building, rehabilitate the roof and replace HVAC system.	\$123,195	\$123,195	Committed
2016-17	Advanced Tower Components, LLC	1645 Salem Industrial Drive NE	Equipment purchase	\$300,000	\$468,803	Committed
2016-17	Vagabond Brewing	2195 Hyacinth	Equipment purchase, restroom addition	\$210,377	\$210,377	Committed
2016-17	Western Construction Systems	3100 Blossom Drive NE	New construction	\$300,000	\$1,059,300	Committed
2016-17	Intrinsic Ventures, LLC	2195 Hyacinth	Renovate interior	\$122,000	\$220,223	Committed
2016-17	Mt West Investment Corp/Cornerstone	3350 Portland Road NE	New construction, affordable housing	\$849,000	\$13,100,841	Committed
2017-18	20/10 Products, Inc.	3025 Industrial Way NE	Equipment purchase phase 1 and 2	\$277,161	\$277,161	Committed
2017-18	Jet Industries	1955 Silverton Road NE	Equipment purchase	\$31,025	\$31,025	Committed
2017-18	State Investments	2805 Valpak	Equipment purchase and environmental remediation	\$78,768	\$78,768	Committed
2017-18	Madras Holdings/PES	1415 Tandem Ave	Renovate vacant building into auto detail shop	\$171,187	\$232,128	Committed
				\$2,462,713	\$15,801,821	

\$ 442,532 Funds Remaining - Grants

Pending Grant Applications

\$ 300,000 Jet Industries
 \$ 300,000 Ochoa (cheesemaking company)
 \$ 180,000 Martin/Santiam Electric
 \$ 780,000

\$ (337,468) Funds Remaining - Grants

Maximum Indebtedness Remaining - \$7.4 M

\$ 363,040 Funds Remaining - Loans