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**Florence Urban Renewal Agency Meeting
250 Hwy 101, Florence, Oregon
Final Action Minutes
February 22, 2017**

CALL TO ORDER - ROLL CALL

Meeting called to order at 5:30 p.m.

Directors Present: Chairperson Joshua Greene and Directors John Scott, Ron Preisler, Dave Braley, Ron Caputo, Patricia Riley, Mike Webb and Judy Marsall

Directors Absent: Director Joe Henry

Staff Present: City Manager Erin Reynolds, Project Manager Megan Messmer, Public Works Director Mike Miller, Planning Director Wendy Farley Campbell and City Recorder / Economic Development Coordinator Kelli Weese.

1. APPROVAL OF AGENDA

Start Time: 5:30 p.m.
Action: Approve agenda as presented
Motion: Director Braley
Second: Director Scott
Vote: Unanimous – Director Henry was absent

2. PUBLIC COMMENT

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Start Time: 5:31 p.m.
Comments: None

3. COMMITTEE STRUCTURE, PUBLIC MEETINGS LAW & ETHICS TRAINING
Review the structure of agency, public meetings law and ethics training

Start Time: 5:32 p.m.
Discussion: CR Weese presented training on the committee structure, public meetings law and ethics. The Agency discussed the materials presented.

4. APPROVAL OF MINUTES
Consider approval of the January 25, 2017 Florence Urban Renewal Agency minutes.

Start Time: 6:29 p.m.
Action: Approve the minutes from the regular January 25, 2017 Urban Renewal Meeting.
Motion: Director Webb
Second: Director Scott
Vote: Unanimous – Director Henry was absent

ACTION ITEMS

5. ELECT CHAIR & VICE CHAIR

Start Time: 6:29 p.m.
Action: Appoint Director Greene as Chairperson and Director Scott as Vice-Chairperson
Motion: Director Caputo
Second: Director Riley
Vote: Unanimous – Director Henry was absent

6. REVISION FLORENCE DESIGN & ENGINEERING SERVICES
Review and consider decision points on the ReVision Florence scope of work and design elements. Consider authorizing City Manager Erin Reynolds to sign the contract amendment for ReVision Florence design and engineering services with Murray Smith and Associates based on those decision points.

Start Time: 6:30 p.m.
Discussion: The Agency discussed...

- Changes to the design since preliminary planning
- On Street parking
- Timelines for 60% design
- Right-of-way acquisition steps including costs, temporary vs. permanent, and size.

- Potential Oregon Department of Transportation Reimbursements and how that has been and could be calculated
- Conversations with Congressman Peter Defazio
- State law regarding earmarks
- Project scope considerations including undergrounding utilities and gateway arch at Maple Street
- Defining characteristics of the project including bicycle lanes, parking lanes and additional greenery
- Old Town Signage
- Costs of full project and potential for City and Urban Renewal Agency to carry full balance
- Potential to reexamine how engineering costs are allocated between City and ODOT
- Sources of potential debt service dollars
- Budget adjustment timeline

Comments: All Directors present

Action: Continue with current project scope with a reduced Maple Street gateway treatment and move to implement a supplemental budget at March 8th Florence Urban Renewal Agency Budget Committee meeting for right-of-way and 60% design amendment

Motion: Director Webb

Second: Director Braley

Vote: Unanimous – Director Henry was absent

REPORTS & UPDATES

7. BUDGET CALENDAR AND PROCESS

Review the upcoming budget calendar and process

Start Time: 7:51 p.m.

Discussion: The Agency discussed...

- Next steps in the budget process

8. FLORENCE URBAN RENEWAL AGENCY ANNUAL REPORT

Review the agency's annual report and discuss distribution methods

Start Time: 7:55 p.m.

Discussion: None


9. CITY MANAGER REPORT

Start Time: 7:58 p.m.
Discussion: The Agency discussed...

- City of Florence Work Plan

Meeting adjourned at 8:02 p.m.

ATTEST:



Kelli Weese, City Recorder



Joshua Greene, Chairperson