



## URBAN RENEWAL AGENCY Agenda

222 NE 2<sup>nd</sup> Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | [www.canbyoregon.gov](http://www.canbyoregon.gov)

**MAY 1, 2024 – 8:30 PM\***

*\*The URA meeting will begin after the Regular Meeting but not before 8:30 PM.*

The Urban Renewal Agency meeting may be attended in person in the Council Chambers at 222 NE 2<sup>nd</sup> Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:  
<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the Deputy City Recorder; [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275; [media@wfmstudios.org](mailto:media@wfmstudios.org)

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### 1. CALL TO ORDER

### 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

### 3. CONSENT AGENDA

- a. Approval of the Minutes from the November 15, 2023, Urban Renewal Agency Meeting Pg. 1
- b. Appointment of Member Burt DeGraw to the Urban Renewal Agency Budget committee with a term ending June 30, 2024. Pg. 5
- c. Appointment of Member Kim Wiegand to the Urban Renewal Agency Budget committee with a term ending June 30, 2025.
- d. Appointment of Member Daro Powlison to the Urban Renewal Agency Budget committee with a term ending June 30, 2025.
- e. Appointment of Member Lee Wiegand to the Urban Renewal Agency Budget committee with a term ending June 30, 2026.
- f. Appointment of Member David Tate to the Urban Renewal Agency Budget committee with a term ending June 30, 2026.

### 4. RESOLUTION

- a. Consideration of **Resolution No. 24-001**: A Resolution Awarding the Construction Contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for construction of the 2024 Street Maintenance & Urban Renewal Agency Improvements Project. Pg. 17
- b. Consider **Resolution No. 24-002**: A Resolution Adopting a Supplemental Budget for the 2023-2024 Fiscal Year. Pg. 21

## 5. ADJOURN

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\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Teresa Ridgley at 503.266.0637. A copy of this Agenda can be found on the City's web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).

**CANBY URBAN RENEWAL AGENCY  
MEETING MINUTES  
November 15, 2023**

**PRESIDING:** Vice Chair Hodson

**COMMISSIONERS PRESENT:** Brian Hodson, Traci Hensley, Jim Davis, Jason Padden, Herman Maldonado, and Daniel Stearns (arrived late)

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Eileen Stein, Interim Agency Director; Maya Benham, City Recorder/ Administrative Director; CJ Lason, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director; and Eric Kytola, Finance Director.

**CALL TO ORDER:** Vice Chair Hodson called the meeting to order at 9:08 p.m.

**CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** None

**CONSENT AGENDA:** **\*\*Commissioner Hensley moved to approve the consent agenda which included the minutes from the June 7, 2023, URA Work Session, and the minutes of the May 3, 2023, May 17, 2023, and June 21, 2023, Urban Renewal Agency meetings. Motion seconded by Commissioner Padden and passed 5-0-1. Commissioner Stearns abstained.**

**NEW BUSINESS:** Adoption of a new chair – **\*\*Commissioner Maldonado nominated Commissioner Hensley to the position of Chair of the Urban Renewal Agency. Seconded by Commissioner Davis. Motion passed 6-0.**

Budget Update –

Interim Agency Director Stein gave a presentation on the current Capital Projects list. Aside from those funds already allocated there is approximately \$2,201,864 still available and unallocated. City Administrator Stein stated the Logging Bridge project has some funding but not enough.

Current Capital Projects include \$150,000 for FY 2024, \$1,146,864 for FY 2025 (logging bridge and 9 alley ways), and \$1,005,000 for FY 2026 (\$90,000 for miscellaneous projects, \$195,000 for 3 additional alleys, \$320,000 for Fir Street development, and \$400,000 for NW 2<sup>nd</sup> Avenue from Fir to Elm Street development). She addressed the question of when Urban Renewal could be closed. There are still 3 years of debt service payments, so the earliest it could close would be 2026. The total for Urban Renewal Agency capital projects is \$2,301,864 of which roughly \$100,000 has already been spent on Community Park, leaving \$2,201,864 unspent. These current projects were determined by the commission in the past. She mentioned the possibility of Urban Renewal and ARPA funds to do the logging bridge, but using ARPA funds would reduce the General Fund balance. Currently the logging bridge will require a minimum of

\$1,200,000. She asked the Commission if they wanted to continue with the current projects or if they would like to reprioritize the money to do the logging bridge.

Commissioner Davis asked if the numbers were based on current bids.

Public Works Director Nelzen stated that he was comfortable with the amounts listed in the alleyways, but the projects for Fir Street and NW 2<sup>nd</sup> could vary a little. He also stated there are opportunities to scale back some of the work. He warned about pushing out the work into 2026 because of increasing costs.

Commissioner Davis asked that re-paving the alleys be a priority.

Public Works Director Nelzen responded that the alleys would be done on a dollar number determined by the Commission and would be the project with the street improvements RFP. Depending on the cost of paving will determine how many alleys could be improved.

Commissioner Maldonado asked how much excess could be trimmed off alleys.

Director Nelzen responded that he projected \$65,000 per alley because some only need overlay. The bigger ones include storm system work and require engineering estimates, requiring a scope of work to put out to bid.

Commissioner Maldonado asked for a prioritized list identifying ones that are in more dire need.

Commissioner Stearns asked for clarification on the sourcing of the funds and asked what would happen if the funds were not spent at all. He also asked if the debt service could be accelerated.

Finance Director Eric Kytola said that the URA received approximately \$4-5 million in tax funds per year, and the City's debt payments were about \$4 million per year, so the difference between the amounts is what is considered URA money to spend. Debt payment acceleration is not an option.

Commissioner Stearns asked if the alley paving would be more along the lines of maintenance than repair. He mentioned a concern about setting up a dependency in the budget long term.

Chair Hensley stated the alleys are so broken now, they would be considered blight. It's a safety issue. Getting the alleys up-to-par first is a requirement.

Commissioner Stearns asked how the alleys got to be as bad as they are.

Public Works Director Nelzen stated the paving budget used to be \$60,000, and the prior leadership would stop mid-project if the money ran out. Garbage trucks running over the standing water in the alleys and not addressing storm water issues exacerbated the issue.

Commissioner Padden stated the Urban Renewal Budget has allowed allows the city funding to make improvements that would otherwise not be available. He would like to prioritize the work for Fir Street and NW 2<sup>nd</sup> Avenue and the alleys over the logging bridge. He would like to see all the money spent on these projects.

Economic Development Director Jamie Stickel spoke about the goals of the URA, one of which is to provide effective, efficient, and safe traffic systems for vehicular and pedestrian users. She spoke about how the downtown area is continuing to grow and the alleys are being used. She also stated that the way the money was broken out by year was in response to the anticipated money coming in to be able to allocate and spend.

Commissioner Maldonado asked about when the logging bridge changes from a beautification project to a maintenance project.

Director Nelzen stated it is inspected by ODOT every year and that there were no structural issues currently identified with the bridge, but future maintenance would need to be identified before an issue came up.

Director Nelzen stressed the importance of putting the alleys in with street maintenance because we get better prices with bigger projects, while focusing on cost and prioritizing the alley work from worst to best.

Commissioner Davis asked what the projects are in the Miscellaneous Projects amount of \$90,000. Finance Director Kytola said that the money was left over from the previous year's allocations for URA that had not yet been used.

Director Nelzen recommended focusing on Fir Street near the American Legion where there is pavement and uneven grading that needed to be addressed.

Commissioner Padden said that the City of Canby does not have codes and standards regarding building an alley to address water drainage and pitch and using these alley projects as a standard for developers building alleys in the future.

Commissioner Davis asked for the costs to paint/repair the logging bridge. He said that he wanted to prioritize the alleyways, but the rust on the logging bridge presents a concern.

Commissioner Padden mentioned it should be in the contract that whoever paints the bridge will have to repaint it if it peels and comes off in a year since that has previously happened.

Vice Chair Hodson mentioned his disappointment that the project kept getting bumped and that the current bridge is unsightly and does not provide a good first impression for that part of town.

Commissioner Stearns stressed the importance of having sustainable expenditures and revenues to make sure that similar needs now do not come up again 5-10 years from now and requiring money to be taken from other districts.

Commissioner Padden mentioned he'd like to see the bridge painted, but maybe all agreeing to commit to the \$585,000 toward alleys in 2025. Then hold on to the \$561,000 for the logging bridge until we hear back from City Staff as to whether we can use some of the ARPA Funds to do the bridge. He stated we do not make enough tax revenue to do everything. He mentioned a streets bond would be beneficial.

Commissioner Stearns mentioned from a financial/budgetary analysis is we have fees that are fixed, but costs are not fixed. He mentioned fees being pegged to the Consumer Price Index otherwise we will deal with huge increases. Fees need to have inflation factored in them.

Finance Director Kytola said that if ARPA funds were used instead of URA money, it would decrease the general fund balance below that level that would be recommended for a reserve.

Commissioner Maldonado asked if the City could paint the logging bridge in-house instead of contracting the work out.

Director Nelzen stated that the project includes traffic control and strict adherences with the railroads and ODOT, which incurs additional costs.

Vice Chair Hodson wanted to make sure that if the URA was not going to take care of the logging bridge project during this session, that it would be the top of the list on the next one.

Director Nelzen recommended the City spend a little money on RFP's to see what it would cost for maintenance on the logging bridge.

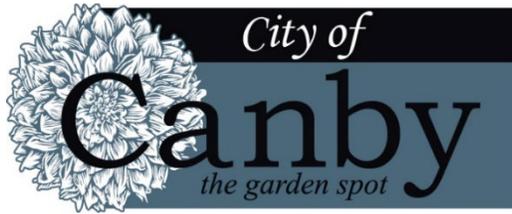
There was consensus to pay for RFPs and/or research to get a better idea of the overall options and cost for the bridge.

**\*\*Commissioner Padden moved to Adjourn. Seconded by Commissioner Davis. Motion passed 6-0.**

Chair Hensley adjourned the meeting at 10:04 p.m.

Maya Benham  
City Recorder

Traci Hensley  
Chair



## URBAN RENEWAL AGENCY Staff Report

Meeting Date: 5/1/2024

To: Urban Renewal Chair Hensley and Commissioners  
Thru: Eileen Stein, Agency Director  
From: Maya Benham, Administrative Director/ City Recorder  
Agenda Item: Urban Renewal Agency Budget Appointments

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### **Summary**

There are currently vacancies on the Urban Renewal Agency Budget Committee. The vacancies have been advertised on the City's website.

### **Background**

The City has [11 various Boards, Commissions and Committees](#): Bike and Pedestrian Committee, Budget Committee, Canby Utility Board, Heritage and Landmark Commission, Library Board, Parks and Recreation Advisory Board, Planning Commission, Public Transit Advisory Committee, Traffic Safety Commission, Urban Renewal Agency and the Urban Renewal Budget Committee. Each Board, Commission and Committee has members that are appointed by the City Council and the term lengths are established through the Canby City Charter or the City Code.

### **Discussion**

Vice Chair Hodson, Commissioner Sasse, and Staff Liaison Scott Schlag recommend appointing Lee Weigand, Burt DeGraw, Kim Wiegand, Daro Powlison, and David Tate to the Urban Renewal Agency Budget Committee.

### **Attachments**

Lee Weigand Application  
Burt DeGraw Application  
Kim Wiegand Application  
Daro Powlison Application  
David Tate Application

### **Fiscal Impact**

None

### **Recommendation**

1. Appoint Lee Weigand, Burt DeGraw, Kim Wiegand, Daro Powlison, and David Tate to the Urban Renewal Agency Budget Committee.
2. Take no action.

**Proposed Motion**

“I move to approve the appointment of Member Burt DeGraw to the Urban Renewal Agency Budget committee with a term ending June 30, 2024, Members Kim Wiegand and Daro Powlison to the Urban Renewal Agency Budget committee with a term ending June 30, 2025, and Members Lee Wiegand and David Tate to the Urban Renewal Agency Budget committee with a term ending June 30, 2026.



**CITY OF CANBY  
COMMITTEE, BOARD, &  
COUNCIL APPOINTMENT APPLICATION**

Date: 4-6-24 Position Applying For: Budget Comm; Hrr  
Name: BURT DE GRAW Occupation: Retired  
Home Address: [Redacted] Canby  
Employer: Retired Position: \_\_\_\_\_  
Daytime Phone: [Redacted] Evening Phone: Same  
E-Mail Address: [Redacted]

What are your community interests (committees, organizations, special activities)?  
committees

What are your major interests or concerns in the City's programs?  
Safety Education

Reason for your interest in this position:  
Helping where I can.

Experience and educational background: 35 yrs in Banking

List any other City or County positions on which you serve or have served:  
NONE

Referred by (if applicable): Scott Sasse

**Please return to:**

**City of Canby - Attn: City Recorder  
PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013  
Phone: 503.266.0720 Fax: 503.266.7961 Email: [benhamm@canbyoregon.gov](mailto:benhamm@canbyoregon.gov)**

Note: Information on this form may be available to anyone upon a Public Records Request and may be viewable on the City's web page. 12/2021

Date Received: 4/8/2024 Date Appointed: \_\_\_\_\_ Term Expires: \_\_\_\_\_  
Date Resigned: \_\_\_\_\_ Destruction Date: \_\_\_\_\_

VOL - 2022 - Committee, Board, Commission Member

Contact Information -- Person ID: 57581000

Name: Kim Wiegand Address: [REDACTED] Canby, Oregon 97013 US  
 Home Phone: [REDACTED] Alternate Phone:  
 Text Messaging Mobile No: [REDACTED] Email: [REDACTED]  
 Notification Preference: Email Former Last Name: [REDACTED]

Education

City of Canby has chosen not to collect this information for this job posting.

Work History

City of Canby has chosen not to collect this information for this job posting.

Certificates and Licenses

City of Canby has chosen not to collect this information for this job posting.

Skills

City of Canby has chosen not to collect this information for this job posting.

Additional Information

City of Canby has chosen not to collect this information for this job posting.

References

City of Canby has chosen not to collect this information for this job posting.

Resume

Text Resume

Attachments

City of Canby has chosen not to collect this information for this job posting.

Supplemental Questions

1. Q: If employed, who is your employer and what is your position?

A: Educator

2. Q: Which Board, Commission, or Committee are you applying to serve on?

A: BUDGET COMMITTEE

3. Q: What are your community interests (committees, organizations, special activities)?

A: Helping Canby be the best city it can be.

4. Q: What are your major interests or concerns in the City's programs?

A: Same as above

5. Q: Why are you interested in this volunteer position?

A: Same as above

6. Q: Please share your experience and educational background.

A: Bachelor in accounting from PSU.

7. Q: Please list any other City or County positions on which you serve or have served.

A: None

**8.** Q: If you were referred by someone, please list.

A: Traci Hensley

## VOL - 2022 - Committee, Board, Commission Member

**Contact Information -- Person ID: 14529180**

Name: Daro K Powlison Address: [REDACTED]  
Canby, Oregon 97013 US

Home Phone: [REDACTED] Alternate Phone: [REDACTED]

Text Messaging Mobile No: [REDACTED] Email: [REDACTED]

Notification Preference: Email Former Last Name: [REDACTED]

**Education**

City of Canby has chosen not to collect this information for this job posting.

**Work History**

City of Canby has chosen not to collect this information for this job posting.

**Certificates and Licenses**

City of Canby has chosen not to collect this information for this job posting.

**Skills**

City of Canby has chosen not to collect this information for this job posting.

**Additional Information**

City of Canby has chosen not to collect this information for this job posting.

**References**

City of Canby has chosen not to collect this information for this job posting.

**Resume****Text Resume****Attachments**

City of Canby has chosen not to collect this information for this job posting.

**Supplemental Questions**

1. Q: If employed, who is your employer and what is your position?

A:

2. Q: Which Board, Commission, or Committee are you applying to serve on?

A: BUDGET COMMITTEE  
URBAN RENEWAL BUDGET COMMITTEE

3. Q: What are your community interests (committees, organizations, special activities)?

A: My primary interest is budget committee. I've been in Canby for 20+ years and would like to start volunteering my time to help Canby grow and maintain the quality of life that we see today.

4. Q: What are your major interests or concerns in the City's programs?

A: I believe that Canby is headed in the right direction and I want to continue to support and phosphor a vote for future generations to grow in the city of Canby.

5. Q: Why are you interested in this volunteer position?

A: With my training and experience, I believe that I can add value to the committee, making good decisions for the betterment of the city.

6. Q: Please share your experience and educational background.

A: I have spent an accumulative of 12 years in local city municipality working in everything from public works to engineering for the City Of Salem, Milwaukie, and Newberg. I have

a bachelors degree in business management and have served with the organ army National Guard for 13 years. I have 3 small children, and a deeply rooted into the city of Canby.

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**7. Q:** Please list any other City or County positions on which you serve or have served.

**A:** None for the city of Canby. I previously held the responsibility of safety committee for the City of Newberg for 3+ years which resulted in safety committee member of the year in 2019 and runner up to city employee of the year in 2020.

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**8. Q:** If you were referred by someone, please list.

**A:** N

## VOL - 2022 - Committee, Board, Commission Member

**Contact Information -- Person ID: 57580416**

Name: Lee Wiegand Address: [REDACTED]  
Canby, Oregon 97013 US

Home Phone: [REDACTED] Alternate Phone:

Text Messaging Mobile No: [REDACTED] Email: [REDACTED]

Notification Preference: Email Former Last Name:

**Education**

City of Canby has chosen not to collect this information for this job posting.

**Work History**

City of Canby has chosen not to collect this information for this job posting.

**Certificates and Licenses**

City of Canby has chosen not to collect this information for this job posting.

**Skills**

City of Canby has chosen not to collect this information for this job posting.

**Additional Information**

City of Canby has chosen not to collect this information for this job posting.

**References**

City of Canby has chosen not to collect this information for this job posting.

**Resume****Text Resume****Attachments**

City of Canby has chosen not to collect this information for this job posting.

**Supplemental Questions**

1. Q: If employed, who is your employer and what is your position?

A:

2. Q: Which Board, Commission, or Committee are you applying to serve on?

A: BUDGET COMMITTEE

3. Q: What are your community interests (committees, organizations, special activities)?

A: Have lived in Canby for 65 years. Want to Help Canby run smoothly.

4. Q: What are your major interests or concerns in the City's programs?

A: Same as above.

5. Q: Why are you interested in this volunteer position?

A: To help with the same.

6. Q: Please share your experience and educational background.

A: Taught at a school for 38 years. Bachelors in business graduate degree in Bible.

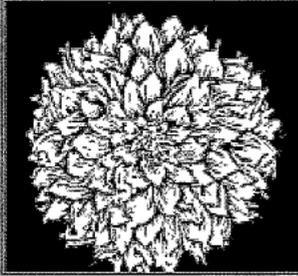
7. Q: Please list any other City or County positions on which you serve or have served.

A: None.

**8.** Q: If you were referred by someone, please list.

A: Traci Hensley

**EMPLOYMENT APPLICATION**



**CITY OF CANBY**  
222 NE 2nd Ave  
Canby, Oregon 97013  
503-266-4021  
<http://www.canbyoregon.gov>

**Tate, David**  
**VOL-0723 APPOINTED CITY COUNCILOR**

**Received: 11/28/23 9:39 AM**  
**For Official Use Only:**  
QUAL: \_\_\_\_\_  
DNQ: \_\_\_\_\_  
 Experience  
 Training  
 Other: \_\_\_\_\_

**PERSONAL INFORMATION**

<b>POSITION TITLE:</b> APPOINTED CITY COUNCILOR	<b>EXAM ID#:</b> VOL-0723
<b>NAME:</b> (Last, First, Middle) Tate, David	<b>SOCIAL SECURITY NUMBER:</b> N/A
<b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code) Canby, Oregon 97013	<b>EMAIL ADDRESS:</b> [REDACTED]
<b>HOME PHONE:</b> [REDACTED]	<b>NOTIFICATION PREFERENCE:</b> Email

**PREFERENCES**

Nothing Entered For This Section

**EDUCATION**

Nothing Entered For This Section

**WORK EXPERIENCE**

Nothing Entered For This Section

**CERTIFICATES AND LICENSES**

Nothing Entered For This Section

**Skills**

Nothing Entered For This Section

**ADDITIONAL INFORMATION**

Nothing Entered For This Section

**REFERENCES**

Nothing Entered For This Section

### Job Specific Supplemental Questions

**1. If employed, who is your employer and what is your position?**

I am the Executive Director of the Northwest Osteopathic Medical Foundation. I will be retiring on December 31, 2023. I have over 35 years of experience in not-for-profit leadership, including Executive Director, Chief Financial Officer, and Development Director.

**2. What are your community interests (committees, organizations, special activities)?**

I am a Community Emergency Response Team (CERT) member with the Canby Fire Department. I've been a member of Rotary International for over 25 years, past club President, and Paul Harris Fellow. Life member of the National Eagle Scout Association. Past President of Portland Honor Flight. Distinguished Toastmaster and past club President.

**3. What are your major interests or concerns in the City's programs?**

My primary interests in city services would be administration, budgeting/finance, and infrastructure (information technology, parks, public works, sewers, streets, transportation, and wastewater).

**4. Why are you interested in this volunteer position?**

I've lived in a community of 1,200 people and an apartment building with over 1,500 apartments, but Canby is, and always has been, home. I grew up here, the son of the Police Commissioner/City Council member and the elementary school secretary. I graduated from Canby High School, and my first job was at the Canby Community Pool. I'm an Eagle Scout from Canby's oldest Boy Scout Troop and learned to shoot at the Canby Rod and Gun Club, where my Dad has been a life member for over 60 years. I was raised committed to helping others and have worked in the not-for-profit sector for almost 40 years. As I begin my retirement, I will continue to serve, and my background, experience, and commitment make me an excellent choice for the Canby City Council.

**5. Please share your experience and educational background.**

My years of professional experience in not-for-profit management give me various experiences in strategic leadership and planning, consensus building, diversity advocacy, staff and volunteer development, and relationship building. As an Osteopathic Health Policy Fellow, I have leadership experience in forming good public health policy and preparing physicians and medical students to testify on health policy issues at the county and state levels. I hold a Bachelor of Arts degree in Mathematics from Whitman College in Walla Walla, WA.

**6. Please list any other City or County positions on which you serve or have served.**

I was elected to the Board of the Los Alamos Community Services District, a water, sewer, and parks district in an unincorporated community in Santa Barbara County, CA. The Board elected me to serve as Chair. The Santa Barbara County Supervisors appointed me to serve on the Los Alamos Community Plan Committee, which elected me as Vice Chair.

**7. If you were referred by someone, please list.**

Albert Tate, Police Commissioner and Council member, City of Canby; late 1960s - early 1970s. Sandy Tate, secretary at Eccles Elementary School; 1970s - 1990s  
Linda Tate, mother of two children in the Canby School district and active community volunteer for over 40 years  
A variety of local CUHS alumni, members of local service clubs, churches, community organizations, and small business owners

The following terms were accepted by the applicant upon submitting the online application:

By clicking the Accept & Submit button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

**Additional Information for Employment Applications:**

I understand this application does not represent a contract for employment. I understand that an acceptance of an offer for employment does not create a contractual obligation upon the City of Canby to continue to employ me for any period of time in the future. I understand that no representative from the City has any authority to enter into any special agreement with me to promise and/or guarantee my employment for any specific time period or to promise me a promotion or transfer, etc. either prior to commencement of employment or after I have become employed, or to assure me of any benefits or terms and conditions of employment, or to make any agreement contrary to the aforementioned.

I hereby represent that each answer to questions incorporated into this application and all other information otherwise furnished by me shall be true, complete, and correct. I understand that incorrect, incomplete, false or misleading statement/answer/information furnished by me either verbally, or in writing will subject my application to disqualification from further consideration and/or if already employed by the City, when the aforementioned is detected, I will be subject to discipline up to and including discharge, for falsifying a City record/document, regardless of how much time has elapsed since the date I was employed. In the event that I am employed by the City, I agree to comply with all its orders, rules, regulations, safety policies, and performance standards. Upon hire, I will provide proof as required on the US Government, I-9 form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with Federal Law, I understand that my employment will be terminated.

I have read and understand all of the provisions of this acknowledgement. By signing this application, I hold the City of Canby harmless for any result of the City questioning the references provided in this application. If I am selected for further consideration, I hereby authorize and release from liability all former employers, landlords, educational institutions, law enforcement agencies, and/or other government agencies to provide/release information regarding my employment, education, criminal conviction record, credit history, driver's license violations and motor vehicle records, which may be in their possession to the City of Canby and/or its agents. I understand that I will not receive and am not entitled to know the contents of confidential reports received, and I further understand that these reports may be privileged. An offer of employment is conditional upon a background investigation, and if relevant, a pre-employment medical exam and drug screen test (safety sensitive positions).

**EQUAL EMPLOYMENT OPPORTUNITY:** We are an Equal Opportunity/Affirmative Action Employer. We are dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, or mental and/or physical disability.

**BACKGROUND:** Finalists for City jobs must successfully pass a background investigation and may be required to pass a pre-employment medical exam as a final condition of the job offer. Finalists for safety sensitive positions must also successfully pass a pre-employment drug-screening test.

**PROBATIONARY PERIOD:** New employees or employees changing job positions will be considered Trial service employees for at least six (6) months before attaining regular status.

**IMMIGRATION LAW:** In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all newly hired employees will be required to complete and sign an Employment Eligibility Verification Form and present documentation verifying identity and employment eligibility.

This application was submitted by David Tate on 11/28/23 9:39 AM

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## URBAN RENEWAL AGENCY Staff Report

Meeting Date: 5/1/2024

To: Urban Renewal Chair Hensley and Commissioners

Thru: Eileen Stein, Agency Director

From: Jeremy S. Thomas, CURRAN-MCLEOD, Inc

Agenda Item: Consider UR Resolution 24-001 Awarding the Construction Contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for Construction of the 2024 Street Maintenance and Urban Renewal Agency Improvements Project.

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### Summary

On April 23, 2024, the City of Canby received four bids for the 2024 Street Maintenance & URA Improvements Project. This staff report is to recommend the URA concur in the City's award of the approval for the construction contract to Eagle-Elsner Inc, in the amount of \$1,120,120.00.

### Background

In January, the City of Canby authorized CURRAN-McLEOD to prepare plans and specifications for the annual street maintenance program and URA funded alleyway improvements project. This project is part of the Street Maintenance Program funded through the street maintenance fee, as well as URA funding. URA funding is only allocated to Schedule C, for alleyway improvements. The intent of the alleyway improvements is to fix storm drainage on various alleyways, as well as retrofit existing driveways to meet ADA standards.

Schedules A & B are funded by the City of Canby through the street maintenance fund. The street maintenance portion of the project is a continuation of the annual street maintenance program based on the Pavement Condition Index survey.

The four bids received for the 2024 Street Maintenance & URA Alleyway Improvements project are listed below:

1.	Eagle-Elsner, Inc.	\$1,120,120.00
2.	KNL Industries	\$1,158,320.00
3.	S-2 Contractors, Inc.	\$1,337,350.00
4.	North Santiam Paving	\$1,405,275.00

Eagle-Elsner's bid was deemed to be responsive and responsible. There are no concerns listed on the Oregon Construction Contractors Board (CCB) records for this company, therefore, CURRAN-McLEOD recommends the contract be awarded to Eagle-Elsner.

**Attachments**

UR Resolution 24-001

Contract for Construction

Bid Tabulation

**Fiscal Impact**

This project is being funded using \$748,385.00 from the City of Canby FY 24-25 annual street maintenance fee, and \$371,735.00 from the FY 24-25 URA funds.

**Recommendation**

Staff recommends the Commission approve Resolution URR 24-001 concurring in the City of Canby award of the construction contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for construction of the 2024 Street Maintenance & URA Improvements Project.

**Proposed Motion**

"I move to approve UR Resolution 24-001 awarding the construction contract with Eagle-Elsner Inc, in the amount of \$1,120,120.00 for construction of the 2024 Street Maintenance & URA Improvements Project."

**RESOLUTION NO. URR 24-001**

**A RESOLUTION OF THE CANBY URBAN RENEWAL AGENCY BOARD CONCURRING WITH THE CITY OF CANBY AWARD OF THE CONTRACT WITH EAGLE- ELSNER, INC. IN THE AMOUNT OF \$1,120,120.00 FOR CONSTRUCTION OF THE 2024 STREET MAINTENANCE & URA ALLEYWAY IMPROVEMENTS PROJECT**

**WHEREAS**, the Canby City Council established an Urban Renewal Agency to function within the City pursuant to Ordinance 1032 passed October 6, 1999;

**WHEREAS**, the Urban Renewal Agency authorized the City Engineer-of-Record to prepare plans and specifications for the 2024 Street Maintenance & URA Alleyway Improvements project;

**WHEREAS**, the Agency advertised for bids in the Daily Journal of Commerce on April 3, 2024, and four bids were received and opened at 2:00 pm on April 23, 2024 in the City Hall Conference Room, including the following:

<i>Bidder</i>	<i>Total Bid</i>
<b>Eagle-Elsner, Inc.</b>	<b>\$1,120,120.00</b>
KNL Industries	\$1,158,320.00
S-2 Contractors, Inc.	\$1,337,350.00
North Santiam Paving	\$1,405,275.00

**WHEREAS**, the Canby Urban Renewal Agency met on Wednesday, May 1, 2024 and considered the bids and recommendation of City staff to accept the low responsive bid;

**WHEREAS**, the Canby Urban Renewal Agency determined that the low responsive bid was that of Eagle-Elsner Inc; and

**WHEREAS**, the Canby Urban Renewal Agency finds that it is in the City's best interest to enter into this contract and authorize the use of Urban Renewal Funds.

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**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Canby Urban Renewal Agency as follows:

1. Canby Urban Renewal Agency concurs in the award of a Construction Contract, attached hereto as Exhibit A, between the City of Canby and Eagle-Elsner, Inc. to carry out such necessary actions to complete the Agency's obligations under said Agreement.

This resolution will take effect on May 1, 2024.

ADOPTED this 1<sup>st</sup> day of May, 2024 by the Canby Urban Renewal Agency.

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Traci Hensley, Chair

ATTEST:

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Maya Benham, CMC  
City Recorder



**URBAN RENEWAL AGENCY  
Staff Report**

Meeting Date: 5/1/2024

To: Chair Hensley & Urban Renewal Commissioners  
 Thru: Eileen Stein, Agency Director  
 From: Jamie Stickel, Economic Development Director  
 Agenda Item: Consider UR Resolution No. 24-002: A Resolution adopting a Supplemental Budget for the 2023-2024 Fiscal Year.

**Summary**

Adoption of a Supplemental Budget for the 2023-2024 Fiscal Year.

**Background**

To maintain compliance with local budget law, an appropriation transfer resolution must be adopted to allow for the increase and decrease in expenditure appropriations between departments.

**Discussion**

A supplemental budget is required when unanticipated revenues are received, and the Urban Renewal Agency wants to be able to spend or transfer them in the current fiscal year.

The City of Canby’s scope of work for Community Park upgrades expanded with the addition of a second bathroom, increased parking, and water and sewer upgrades within the park. After much discussion, a decision was made that the Urban Renewal District would pay for the overages of the expanded Community Park project. The supplemental budget will cover projected costs to the end of the fiscal year. The contingency in the Urban Renewal General Fund is insufficient and will not cover the overspending in the Community Park improvements, so the Urban Renewal Debt Fund will need to show a transfer out to cover the general.

<b>SUMMARY OF PROPOSED BUDGET CHANGES</b>				
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED				
<b>Fund:</b>	<b>Urban Renewal General Fund</b>			
	Resource	Amount	Expenditure	Amount
	Urban Renewal	\$225,000	Urban Renewal	\$225,000
	Revised total fund resources	\$926,750	Revised total fund requirements	\$926,750
<b>Fund:</b>	<b>Urban Renewal Debt Fund</b>			
	Resource	Amount	Expenditure	Amount
	no change	\$ -	Transfers Out	\$925,000
	Revised total fund resources	\$ -	Revised total fund requirements	\$925,000

**Attachments**

UR Resolution 24-002

**Fiscal Impact**

None.

**Options**

1. Approve UR Resolution 24-002 to adopt a Supplemental Budget for the 2023-2024 Fiscal Year.
2. Do not approve UR Resolution 24-002 to adopt a Supplemental Budget for the 2023-2024 Fiscal Year.

**Recommendation**

Staff recommends the Urban Renewal Agency adopt UR Resolution 24-002.

**Proposed Motion**

“I move to adopt UR Resolution 24-002, A Resolution adopting a Supplemental Budget for the 2023-2024 Fiscal Year.”

**RESOLUTION NO. 24-002**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2023-2024 FISCAL YEAR.**

**WHEREAS**, the Urban Renewal Agency budget for the 2023-2024 fiscal year was adopted by the Urban Renewal Agency at a regular meeting thereof on Wednesday, June 21, 2023;

**WHEREAS**, the Urban Renewal Agency has unforeseen expenses in the Community Park project;

**WHEREAS**, a supplemental budget is required to appropriate funds to cover the overage.

**NOW THEREFORE, BE IT RESOLVED** by the Canby Urban Renewal Agency hereby adopts the following appropriation transfer, makes appropriations, and adjusts the fiscal year 2023-2024 adopted budget as follows:

<b>SUMMARY OF PROPOSED BUDGET CHANGES</b>				
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED				
<b>Fund:</b>	<b>Urban Renewal General Fund</b>			
	<u>Resource</u>	<u>Amount</u>	<u>Expenditure</u>	<u>Amount</u>
	Urban Renewal	\$225,000	Urban Renewal	\$225,000
	Revised total fund resources	\$926,750	Revised total fund requirements	\$926,750
<b>Fund:</b>	<b>Urban Renewal Debt Fund</b>			
	<u>Resource</u>	<u>Amount</u>	<u>Expenditure</u>	<u>Amount</u>
	no change	\$ -	Transfers Out	\$925,000
	Revised total fund resources	\$ -	Revised total fund requirements	\$925,000

This resolution will take effect on May 1, 2024.

ADOPTED by the Canby Urban Renewal Agency at regular meeting thereof on May 1, 2024.

ATTEST:

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Traci Hensley, Chair

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Maya Benham  
City Recorder