

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
June 5, 2024**

PRESIDING: Chair Traci Hensley

COMMISSIONERS PRESENT: Brian Hodson, Daniel Stearns; Scott Sasse, and Jason Padden.

COMMISSIONERS ABSENT: Herman Maldonado and Jim Davis

STAFF PRESENT: Eileen Stein, Agency Director; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Scott Schlag, Finance Director; Jamie Stickel, Economic Development Director/ Communications Specialist; and Jerry Nelzen, Public Works Director.

CALL TO ORDER: Chair Hensley called the meeting to order at 6:00 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

RESOLUTION:

URR 24-002 – Eileen Stein, Agency Director, requested the Commission make the decision once and for all about where funds for the Community Park over expenditure would be taken from. There were two resolutions prepared. One took the money from the Debt Service Fund of the Urban Renewal Agency, and the other moved the money from the City General Fund to the Urban Renewal Agency. The overage was due to not factoring the engineering work into the project. The decision would determine the New Business discussion about Urban Renewal projects that would be undertaken for the rest of the life of the Urban Renewal District.

Scott Schlag, Finance Director, reviewed the two options. When the month of May closed, there were additional costs that were not accounted for and would require more funding than when the Commission was first approached. The number had jumped from \$225,000 to \$315,000 for the project. In option 1, the money was a direct transfer from the Urban Renewal Debt Service Fund and there would be no difference in how the operation worked normally. In option 2, that amount came from the General Fund, and it would mean in Fiscal year 2024, the ending fund balance would be reduced and the beginning fund balance would also be reduced by that amount, thus reducing reserves to 21% from 23%.

Vice Chair Hodson asked about other budgetary impacts if the funds were moved from the General Fund causing the reserve to drop down to 21%. Mr. Schlag responded this would be the only change that would impact what had been discussed at the Budget Committee.

Vice Chair Hodson asked if this triggered a meeting of the Budget Committee to approve the new number. Mr. Schlag responded no.

Vice Chair Hodson asked how future projects would be affected if it was pulled from the Urban Renewal Agency.

Chair Hensley responded her understanding was there was a plan to present a menu of options. The resolution and new business went hand-in-hand.

Commissioner Padden hoped to take the overage from Urban Renewal first and then figure out how much was left over to sort out projects. It made more sense to take the full overage from Urban Renewal to keep from reducing reserves.

Commissioner Stearns asked if taking the funds from the Urban Renewal District would mean it sunsets sooner? Ms. Stein responded the District would still end on June 30, 2026. Commissioner Stearns agreed with Commissioner Padden.

Commissioner Sasse agreed it should be paid and done.

****Commissioner Padden moved to approve URR 24-002, A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2023-2024 FISCAL YEAR. Motion seconded by Commissioner Sasse and passed 4-0-1 with Chair Hensley abstaining.**

NEW BUSINESS: Jamie Stickel, Economic Development Director/ Communication Specialist, Jerry Nelzen, Public Works Director, and Scott Schlag, Finance Director, presented the Urban Renewal District projects and remaining URA funds.

They discussed the cash flow projections for fiscal years 2024-2026. The ending funds showed just under \$6,000,000 in revenues. Expenditures projected included \$425,000 due to the City for Economic Development, \$9,000 for materials and services, \$13,000 for beautification, \$35,000 for façade grants, \$1,500 for the railroad quiet zone, \$515,000 for Wait and Community Parks, and \$4,017,149 to Debt Service. Total expenditures were a little over \$5,000,000 which left about \$964,000 for FY2025 and \$426,000 for FY2026.

There was discussion regarding the numbers presented.

Staff then reviewed the future projects list with estimated costs. Upgrades to eight downtown alleyways were already planned for FY2025. Other projects included N Fir Street (1st to 2nd Avenues), N Grant Street (1st to 2nd Avenues), NW 2nd Avenue (Grant to Elm Streets), NW 1st Avenue (Elm to Douglas Streets), Logging Trail Bridge improvements, Township Road sidewalks from Baker Prairie to Sequoia Parkway, and medallion replacement on NW 2nd Avenue (Ivy, Holly, and Grant).

There was discussion regarding the options for the Logging Trail Bridge improvements, projects that could be grant funded or combined with other funding sources, increased costs for the projects, if they saved the funds this year, they would have a larger amount to do projects next year, Logging Bridge pathway and medallions this year and next year road projects, doing something creative over the rust spots on the bridge, making Fir Street a priority, and picking the list of projects for both years now.

There was consensus to move forward with the Logging Bridge pathway and N Fir Street for FY2025 if funding was available and N Grant Street and the medallions for FY2026.

ADJOURN: Chair Hensley adjourned the meeting at 7:09 p.m.



Maya Benham, CMC
City Recorder



Traci Hensley
Chair

Assisted with Preparation of Minutes – Teresa Ridgley