



URBAN RENEWAL AGENCY Agenda

222 NE 2nd Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | www.canbyoregon.gov

JUNE 19, 2024 – 6:00 PM

The Urban Renewal Agency meeting may be attended in person in the Council Chambers at 222 NE 2nd 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; ridleyt@canbyoregon.gov or call 503-266-0637.

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

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

3. CONSENT AGENDA

- a. Approval of the Urban Renewal Agency, May 15, 2024 Meeting Minutes. Pg. 1
- b. Approval of Urban Renewal Budget Committee Members Reappointments. Pg. 3

4. RESOLUTION

- a. Consider **UR Resolution No. 24-003**: A Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2025 Fiscal Year. Pg. 4

5. ADJOURN

*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.

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
May 15, 2024**

PRESIDING: Chair Traci Hensley

COMMISSIONERS PRESENT: Brian Hodson, Jim Davis, Daniel Stearns, and Scott Sasse. Jason Padden attended virtually.

COMMISSIONERS ABSENT: Herman Maldonado

STAFF PRESENT: Eileen Stein, City Administrator; Maya Benham, Administrative Director/ City Recorder; Teresa Ridgley, Deputy City Recorder; Todd Wood, Transit/Fleet/IT Director, Jerry Nelzen, Public Works Director; and Heidi Muller, Transit Coordinator.

CALL TO ORDER: Chair Hensley called the meeting to order at 9:23 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

CONSENT AGENDA: **Vice Chair Hodson moved to approve the consent agenda which included minutes from the May 1, 2024, URA Meeting. Motion seconded by Commissioner Padden and passed 6-0.

RESOLUTION:

URR 24-001 – Eileen Stein, City Administrator, explained this resolution would allow the Urban Renewal Agency to reimburse the City for its portion of the street maintenance and URA alleyway improvements project. The contract for these projects had three schedules – A, B, and C. Schedule C detailed the URA projects in the amount of \$371,735.00.

****Commissioner Padden moved to approve URR 24-001, A RESOLUTION OF THE CANBY URBAN RENEWAL AGENCY BOARD TO REIMBURSE THE CITY OF CANBY \$371,735.00 FOR DOWNTOWN ALLEY WAY IMPROVEMENTS IN THE URA DISTRICT. Motion seconded by Vice Chair Hodson and passed 6-0.**

OLD BUSINESS: Community Park Overage – Ms. Stein gave a history on the overage for the Community Park project. Last year the Chair of the URA made a request to the Mayor for the overage to be paid by General Fund SDCs. It was determined that the project was not eligible for SDC funding. The URA Reserve and General Fund Reserve had the money to pay for the overage. The Commission would need to decide which source to use. A supplemental budget would need to be done if the Commission decided to fund the overage with Urban Renewal Agency money.

Vice Chair Hodson asked if the bridge painting would be affected if the overage was paid by URA money. Ms. Stein concurred it would. The Commission asked for an assessment on the bridge painting.

Bridge Painting Estimate and Discussion – Jerry Nelzen, Public Works Director, stated the quote he received on May 5, 2022, was \$1.4 million to paint the whole bridge. He didn't revisit repainting the whole bridge with a current price as it would be significantly higher. He focused on the cost of getting rid of the rust spots and repainting those areas and received a quote of \$172,000.

Vice Chair Hodson questioned the color match. Mr. Nelzen said it would be no different than when they painted over graffiti. It was not possible to match exactly, but this option would take care of the concern instead of waiting which could present a major expense down the road.

Ms. Stein clarified \$585,000 was budgeted for alleyways and the cost was just over \$371,000, so there were some savings there. They had budgeted \$561,000 for the bridge. She could come back after the Urban Renewal Agency Budget Committee meeting on May 23 to give a better update of monies available.

Chair Hensley asked if a portion of SDCs could be used since there was a restroom added. Mr. Nelzen clarified they could use SDCs for Community Park if they did a Community Park Master Plan, but that would require adopting the Master Plan by January 1. He questioned making that deadline, and it would require paying consultants, which could end up costing more than they would receive in SDCs.

Commissioner Padden asked if covering the rust areas included the areas underneath since it was important to maintain the structural integrity. He was more concerned with structural improvements than with cosmetic improvements. Mr. Nelzen said they would cover everything while they had the lane closed.

Commissioner Davis asked how much money was available so they knew what could be approved. Ms. Stein indicated she would come back with current numbers.

Commissioner Padden would like to see all the options for projects along with the money that was available until the end of the URA for the Commission to make a final decision.

Mr. Nelzen recommended focusing on achievable projects such as First Street and the alleyways for the rest of the URA funds and figure out another option for the bridge.

The Commission directed staff to come back with a menu of options to choose from along with the total amount of money available through the end of the URA so they could make decisions.

ADJOURN: Chair Hensley adjourned the meeting at 9:51 p.m.

Maya Benham, CMC
City Recorder

Traci Hensley
Chair

Assisted with Preparation of Minutes – Susan Wood



URBAN RENEWAL AGENCY Staff Report

Meeting Date: 6/19/2024

To: Chair Traci Hensley & Urban Renewal Agency Commissioners
Thru: Eileen Stein, Agency Director
From: Maya Benham, Administrative Director/ City Recorder
Agenda Item: Urban Renewal Agency Budget Committee Reappointments

Summary

Every June there are several Committees, Commissions, and Boards terms that expire. These positions were all advertised and were notified if they would like to be re-appointed.

Discussion

The Urban Renewal Budget members below have terms expiring on June 30, 2024.

Urban Renewal Budget Committee (3 year term)

Elizabeth Chapin
Jack Pendleton

Attachments

None

Fiscal Impact

None

Options

1. Reappoint members to the Urban Renewal Budget Committee.
2. Take no action.

Recommendation

Reappoint members whose terms are set to expire on June 30, 2024.

Proposed Motion

"I move to approve the reappointments of members Elizabeth Chapin and Jack Pendleton to the Urban Renewal Budget Committee."



URBAN RENEWAL AGENCY Staff Report

Meeting Date: 6/19/2024

To: Chair Traci Hensley & Urban Renewal Agency Commissioners
Thru: Eileen Stein, Agency Director
From: Scott Schlag, Finance Director
Agenda: Consider Resolution UR 24-003: A Resolution Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2025 Fiscal Year.

Summary

Adopting Resolution UR 24-003 of the Canby Urban Renewal Agency Adopting the Annual Budget, Making Appropriations, and Imposing and Categorizing Taxes for the Fiscal Year 2025.

Background

Oregon budget law requires adoption of an annual budget by June 30 of each year. ORS 294.453 requires the Agency to hold a public hearing, and ORS 294.458 requires the Agency to submit tax certification documents to the County Assessor by July 15th.

On May 30, 2024 the URA Budget Committee met to deliberate over the FY2025 budget. Staff reviewed the proposed budget with the Committee and allowed for public comment. The Proposed Budget was approved by the Committee and moved to the URA Commissioners for adoption.

Following the budget committee's approval of the URA budget, two actions have created subsequent changes. The first was an increase to both resources and requirements of \$120,000 due to an omitted cell in the calculation at the time of budget committee approval. The second was an URA Committee Resolution #24-002 approving a supplemental budget for a transfer of \$315,000 from the UR Debt to the UR General Fund. The realization of the supplemental budget was a reduction to the beginning fund balance estimate for FY 2024-2025. These changes have been incorporated into the URA budget for adoption by the URA Committee in the attached resolution.

Attachments

UR Resolution 24-003

Fiscal Impact

The ability to pay debt, proceed with capital projects already in process and run the general operations of the Urban Renewal Agency.

Options

1. Approve the resolution and allow staff to pay on outstanding debt and keep the URA functioning.
2. Do not approve the resolution and risk defaulting on outstanding debt, contracts, and commitments to the community. This could also result in material audit findings.

Proposed Motion

“I move to adopt UR Resolution 24-003, a Resolution of the Canby Urban Renewal Agency adopting the annual budget, making appropriations, and imposing and categorizing taxes for the Fiscal Year 2025.”

**Canby Urban Renewal District
Resolution URR 24-003**

**RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND
CATEGORIZING TAXES FOR THE 2024-2025 FISCAL YEAR**

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2025 in the total of \$7,829,636 now on file at the City of Canby, 222 NE 2nd Ave. Canby, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2024 and for the purpose shown below are hereby appropriated:

Total APPROPRIATIONS , all Funds	\$7,374,358
Total Unappropriated and Reserve Amounts, All Funds	<u>365,278</u>
TOTAL ADOPTED BUDGET	\$7,739,636

<u>URD General Fund</u>		<u>URD Debt Service Fund</u>	
Urban Renewal	\$ 1,647,000	Debt Service	\$ 4,012,358
		Transfers out	<u>1,680,000</u>
Total	<u>\$ 1,647,000</u>	Total	\$ 5,692,358

RESOLUTION IMPOSING AND CATEGORIZING THE TAX

BE IT RESOLVED that the Board of Directors of the Canby Urban Renewal Agency hereby resolves to certify to the county assessor for the Canby Urban Renewal Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI of the Oregon Constitution and ORS Chapter 457. These taxes are categorized under the General Government Limitation.

The above resolution statements are approved and declared adopted on this 19th day of June 2024 and are effective July 1, 2024.

Traci Hensley
Chair

ATTEST:

Maya Benham, CMC
City Recorder