



Kent Taylor Civic Hall
200 NE Second Street
McMinnville, OR 97128

McMinnville Urban Renewal Agency Meeting Agenda
Tuesday, June 25, 2019
7:00 p.m.

1. CALL TO ORDER
2. PUBLIC HEARING
 - a. Public Hearing for the Fiscal Year 2019-2020 Budget for the McMinnville Urban Renewal Agency (ORS 294.456)
3. RESOLUTION
 - a. **Resolution No. 2019-02:** A Resolution adopting the budget for the fiscal year beginning July 1, 2019, making appropriations and declaring the tax increment.
4. CONSENT AGENDA
 - a. Consider the Minutes of the October 9, 2018, December 11, 2018, January 8, 2019, and June 11, 2019 Urban Renewal Agency Meetings.
5. ADJOURNMENT



City of McMinnville
Finance Department
230 NE Second Street
McMinnville, OR 97128
(503) 434-2350
www.mcminnvilleoregon.gov

STAFF REPORT

DATE: June 25, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Public Hearing for Fiscal Year 2019 – 2020 Budget for the McMinnville Urban Renewal Agency
MANDATE: ORS 294.456

Discussion:

ORS 294.456 allows the governing body to make certain changes to the budget that was approved by the budget committee. If the total increase in expenditures in a fund exceeds 10 percent, the governing body must publish notice of a second budget hearing and a new financial summary, and hold the second hearing before the adjusted budget can be adopted.

For the Urban Renewal Fund and Urban Renewal Debt Service Fund, the 2019-20 budget presented to the Urban Renewal Agency (URA) Board for adoption includes increases in expenditures that exceed the 10% limitation.

The proposed changes are related to capital projects that will be carried forward from 2018-19 to 2019-20. The budget approved by the Budget Committee included estimates for these projects based on what was known at the time. Increases in the 2019-20 budget presented to the Board for adoption reflect revised estimates based on current information.

Urban Renewal Fund and Urban Renewal Debt Service Fund: Public comment is to be taken during the budget hearing on proposed increases for 2019-20 in the Urban Renewal Fund and Urban Renewal Debt Service Fund budgets. In the Urban Renewal Fund, Public Offstreet Parking and District Identity Improvement projects were not completed in 2018-19 as anticipated. The 2019-20 budget presented for adoption reflects a total increase in appropriations of \$208,000, with increases in materials and services appropriations of \$160,000 and capital outlay appropriations of \$48,000. This allows the 2018-19 appropriations to be carried forward to 2019-20. Corresponding to the increase of expenditures in the Urban Renewal Fund, an increase of \$145,000 in Transfers Out to the General Fund appropriation is proposed in the Urban Renewal Debt Service Fund budget for 2019-20.

Action: Hold a public hearing as required by ORS 294.456



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STAFF REPORT

DATE: June 25, 2019
TO: Jeff Towery, City Manager
FROM: Marcia Baragary, Finance Director
SUBJECT: Resolution Adopting Fiscal Year 2019 – 2020 Budget for the McMinnville Urban Renewal Agency
MANDATE: ORS 294.456

Discussion:

Oregon Revised Statute (ORS) 294.456 requires the governing body of the local government to enact a resolution adopting the budget, making appropriations, and declaring the tax increment.

ORS 294.456 allows the governing body to make certain changes to the budget that was approved by the budget committee. If the total increase in expenditures in a fund exceeds 10 percent, the governing body must publish notice of a second budget hearing and a new financial summary, and hold the second hearing before the adjusted budget can be adopted.

For the Urban Renewal Fund and Urban Renewal Debt Service Fund, the 2019-20 budget presented to the Urban Renewal Agency (URA) Board for adoption includes increases in expenditures that exceed the 10% limitation.

Urban Renewal Fund and Urban Renewal Debt Service Fund: Public comment is to be taken during the budget hearing on proposed increases for 2019-20 in the Urban Renewal Fund and Urban Renewal Debt Service Fund budgets. In the Urban Renewal Fund, Public Offstreet Parking and District Identity Improvement projects were not completed in 2018-19 as anticipated. The 2019-20 budget presented for adoption increases materials and services appropriations by \$160,000 and capital outlay appropriations by \$48,000, allowing the 2018-19 appropriations to be carried forward to 2019-20. Corresponding to the increase of expenditures in the Urban Renewal Fund, an increase of \$145,000 in Transfers Out to the General Fund appropriation is proposed in the Urban Renewal Debt Service Fund budget for 2019-20.

Resolution 2019-02 adopts the 2019-2020 budget for the fiscal year beginning July 1, 2019, makes appropriations, imposes property taxes, and declares the tax increment.

Attachment: Resolution No. 2019-02: A Resolution adopting the budget for the fiscal year beginning July 1, 2019, making appropriations, and declaring the tax increment

Action: City Council approval of Resolution No. 2019-02.

RESOLUTION NO. 2019-02

A Resolution adopting the budget for the fiscal year beginning July 1, 2019, making appropriations, and declaring the tax increment

NOW, THEREFORE, BE IT RESOLVED BY THE MCMINNVILLE URBAN RENEWAL BOARD OF THE MCMINNVILLE URBAN RENEWAL AGENCY, as follows:

1. Adopting the Budget: The Board of the McMinnville Urban Renewal Agency hereby adopts the budget for 2019 - 2020, now on file at City Hall, 230 NE Second Street, McMinnville, Oregon, as approved by the Urban Renewal Budget Committee and amended by the Urban Renewal Agency Board, in the sum of \$ 1,189,854.

2. Making Appropriations: The amounts for the fiscal year beginning July 1, 2019 are for the purposes shown below and are hereby appropriated as follows:

Urban Renewal Fund		
Urban Renewal District Programs and Improvements	\$	408,600
Transfers Out to Other Funds		110,821
Contingencies		<u>90,354</u>
Total Urban Renewal Fund Appropriation	\$	<u>609,775</u>
Urban Renewal Debt Service Fund		
Transfers Out to Other Funds		<u>539,119</u>
Total Urban Renewal Debt Service Fund Appropriation	\$	<u>539,119</u>
Total Appropriations, All Funds	\$	<u>1,148,894</u>
Total Unappropriated and Reserved amounts, All Funds		40,960
Total Adopted Budget		<u>1,189,854</u>

3. Declaring Tax Increment: The McMinnville Urban Renewal Agency Board hereby resolves to certify to the county assessor a request for the McMinnville Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

This resolution shall take effect immediately upon passage and shall continue in full force and effect until revoked or replaced.

Adopted by the McMinnville Urban Renewal Agency Board at a regular meeting held the 25th day of June, 2019 by the following votes:

Ayes: _____

Nays: _____

Approved this 25th day of June, 2019.

MAYOR

Approved as to form:

CITY ATTORNEY

CITY OF McMinnville
Minutes of the McMinnville Urban Renewal Agency
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, October 9, 2018 at 7:55 p.m.

Presiding: Scott Hill, Chair

Recording: Melissa Bisset, City Recorder

Councilors:	<u>Present</u>	<u>Absent</u>
	Adam Garvin	Remy Drabkin
	Sal Peralta	Kellie Menke, Council President
	Alan Ruden	
	Wendy Stassens	

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Information Systems Director Scott Burke, Planning Director Heather Richards, Police Captain Tim Symons, and members of the News Media – Dave Adams, KLYC Radio and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Chair Hill called the meeting to order at 7:55 p.m.
2. RESOLUTION NO. 2018-07: A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.

Planning Director Richards stated that the Resolution is to appoint Peter Kircher to the ninth position of the McMinnville Urban Renewal Agency Committee (MURAC) to represent the business and property owners within the district. The appointment would be for three years, expiring December 31, 2021. In January the MURAC bylaws were expanded to allow not less than seven members and not more than nine members. Three applications for the position were received and the Committee reviewed them at their October 3, 2018 meeting and voted to recommend the appointment of Peter Kircher. Mr. Kircher has been attending MURAC meetings for the past eight months and has been a valuable resource with a lot of institutional knowledge about the downtown planning process. He is an engaged business and property owner in the district.

Councilor Peralta MOVED to adopt **Resolution No. 2018-07**; appointing members to the McMinnville Urban Renewal Advisory Committee; SECONDED by Councilor Stassens. Motion PASSED unanimously.

3. ADJOURNMENT: Chair Hill adjourned the Meeting at 7:58 p.m.

City Recorder

DRAFT

CITY OF McMinnville
Minutes of the McMinnville Urban Renewal Agency
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, December 11, 2018 at 11:07 p.m.

Presiding: Scott Hill, Chair

Recording: Melissa Bisset, City Recorder

Councilors: Present
Remy Drabkin
Adam Garvin
Sal Peralta
Kellie Menke, Council President
Alan Ruden
Wendy Stassens

Also present were City Manager Jeff Towery, City Attorney David Koch, Finance Director Marcia Baragary, Human Resources Manager Kylie Bayer-Fertterer, Planning Director Heather Richards, Police Chief Matt Scales, and members of the News Media – Dave Adams, KLYC Radio, and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Chair Hill called the meeting to order at 11:07 p.m.

2. **RESOLUTION NO. 2018-08**: A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.

Planning Director Richards stated that the Resolution would reappoint Cassie Sollars and Wendy Stassens to the McMinnville Urban Renewal Advisory Committee for a three year term expiring December 31, 2021.

She stated that at the November 7, 2018 McMinnville Urban Renewal Agency Committee (MURAC) Meeting they voted to recommend the reappointment of Cassie Sollars and Wendy Stassens to MURAC.

Motion was made to adopt **Resolution No. 2018-08**; appointing members to the McMinnville Urban Renewal Advisory Committee; Motion was **SECONDED**. Motion **PASSED** unanimously.

3. **ADJOURNMENT**: Chair Hill adjourned the Meeting at 11:09 p.m.

CITY OF McMINNVILLE
Minutes of the McMinnville Urban Renewal Agency
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, January 8, 2019 at 8:35 p.m.

Presiding: Scott Hill, Chair

Recording: Melissa Bisset, City Recorder

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Zack Geary Kellie Menke, Council President Wendy Stassens	<u>Absent</u> Sal Peralta
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Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Chief Matt Scales, and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Chair Hill called the meeting to order at 8:35 p.m.
2. RESOLUTION NO. 2019-01: A Resolution appointing members to the McMinnville Urban Renewal Budget Committee.

Chair Hill explained that the appointments were the same as from the City Council Budget Committee. The Urban Renewal Budget Committee appointments would be three year terms. The recommendation was to appointment Jerry Hart, Cherry Haas and Leanna Gautney.

Councilor Stassens MOVED to adopt **Resolution No. 2019-01**; appointing members to the McMinnville Urban Renewal Budget Committee;
SECONDED by Council President Menke. Motion PASSED unanimously.

3. ADJOURNMENT: Chair Hill adjourned the Meeting at 8:37 p.m.

City Recorder

CITY OF McMinnville
Minutes of the McMinnville Urban Renewal Agency
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, June 11, 2019 at 9:57 p.m.

Presiding: Kellie Menke, Council President

Recording: Melissa Bisset, City Recorder

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Zack Geary Sal Peralta Wendy Stassens	<u>Absent</u> Scott Hill
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Also present were City Manager Jeff Towery, City Attorney David Koch, Community Development Director Mike Bisset, Finance Director Marcia Baragary, Parks and Recreation Director Susan Muir, Planning Director Heather Richards, Police Chief Matt Scales, and Jerry Eichten, McMinnville Community Media.

AGENDA ITEM

1. CALL TO ORDER: Council President Menke called the meeting to order at 9:57 p.m.
2. PUBLIC HEARING: Proposed Fiscal Year 2019-2020 Budget as approved by the Budget Committee.

Council President Menke opened the public hearing at 9:57 p.m.

Finance Director Baragary explained that on May 15, 2019, the Urban Renewal Agency Budget Committee approved the 2019-2020 Urban Renewal Budget. ORS 294.453 requires that after the local government's budget committee has approved the budget, the governing body must hold a budget hearing to take citizen testimony on the approved budget.

Five to 30 days before the scheduled hearing, ORS 294.448 requires that the governing body publish a "Notice of Budget Hearing and Financial Summary." The Notice includes the date, time, and location of the budget

hearing and a summary of the 2019 – 2020 Approved Budget. The Notice must appear in a newspaper of general circulation. The required Notice and Financial Summary were published in the News Register on May 28, 2019 and have been posted on the City website.

Council President Menke called for public comments from the audience.

No public comments were made.

Council President Menke closed the Public Hearing at 9:59 p.m.

3. ADJOURNMENT: Council President Menke adjourned the Meeting at 9:59 p.m.

City Recorder