



McMinnville Urban Renewal Agency Meeting Agenda

Tuesday, June 8, 2021

7:00 p.m.

Welcome! The public is strongly encouraged to participate remotely but there is limited seating at Civic Hall for those who are not able to participate remotely. However, if you are not feeling well, please stay home and take care of yourself. In accordance with Governor Kate Brown's **new face covering mandate**, **all who wish to attend public meetings must wear a face mask or some kind of face covering is required while in the building and you must maintain six feet apart from others.**

The public is strongly encouraged to relay concerns and comments to the Council in one of three ways:

- Email at any time up to 12 p.m. the day of the meeting to Claudia.Cisneros@mcminnvilleoregon.gov;
- If appearing via telephone only please sign up prior to the meeting by emailing the City Recorder at Claudia.Cisneros@mcminnvilleoregon.gov as the chat function is not available when calling in zoom;
- Join the zoom meeting; send a chat directly to City Recorder, Claudia Cisneros, to request to speak and use the raise hand feature in zoom to request to speak, once your turn is up we will announce your name and unmute your mic.

You can live broadcasts the City Council Meeting on cable channels Xfinity 11 and 331,
Frontier 29 or webstream here:

www.mcm11.org/live

You may join online via Zoom Meeting:

<https://mcminnvilleoregon.zoom.us/j/91063037279?pwd=aWd5RFo5QlFnVmhmWHFFeHFfOFNudz09>

Zoom ID: 910-6303-7279

Zoom Password: 851106

Or you can call in and listen via zoom: 1-253- 215- 8782

ID: 910-6303-7279

1. CALL TO ORDER & ROLL CALL
2. PUBLIC HEARING
 - a. Proposed Fiscal Year 2021-22 Budget as approved by the Budget Committee.
3. CONSENT AGENDA
 - a. Consider the Minutes of the June 9, 2020 Urban Renewal Agency Meeting.
 - b. Consider the Minutes of the June 23, 2020 Urban Renewal Agency Meeting.
 - c. Consider the Minutes of the September 22, 2020 Urban Renewal Agency Meeting.
4. ADJOURNMENT

Kent Taylor Civic Hall 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 a least 48 hours before the meeting to the City Recorder (503) 435-5702. For TTY services, please dial 711.

STAFF REPORT

DATE: May 24, 2021
TO: Jeff Towery, City Manager
FROM: Jennifer Cuellar, Finance Director
SUBJECT: Public Hearing on FY2021-22 Approved Urban Renewal District Budget



CITY GOVERNMENT CAPACITY

Strengthen the City's ability to prioritize & deliver municipal services with discipline and focus.

Report in Brief: A public hearing on the FY2021-22 Urban Renewal Budget as approved by the Budget Committee is required by Oregon statute.

Discussion of Hearing and Resolution Actions:

On May 24, 2021, the McMinnville Urban Renewal District's (UR) Budget Committee approved the City of McMinnville 2021– 2022 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, location and remote access instructions for the budget hearing and a summary of the 2021 – 2022 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, 2021.

The City also has a Budget Public Comment page on its website to facilitate the community's ability to weigh in on budget matters in a remote way during the public health emergency.

A resolution adopting the FY2021-22 Urban Renewal District Budget will be presented to the City Council at the June 22, 2021 meeting. The City will then certify the budget to the County Assessor's office prior to July 15, 2021.

Fiscal Impact:

Following the budget adoption and public hearing process is required for the Urban Renewal District to draw property taxes as allowed above the District's frozen base.

Recommendation:

Hold public hearing as required by ORS 294.453.

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the McMinnville Urban Renewal Agency will be held on June 8, 2021 at 7:00 pm in a remote access meeting due to the public health emergency. In accordance with Governor Kate Brown's Executive Order 2020-12 seating capacity at Civic Hall, 200 NE Second Street in McMinnville, is quite limited and if we meet capacity we may ask you to leave. In the effort to protect the health of our community, the City encourages remote engagement at this time. Information on remote viewing and real time public comment options is available in the calendar section of mcminnvilleoregon.gov. In addition, public comment may be submitted ahead of the hearing online on the city's website mcminnvilleoregon.gov/finance/webform/budget-public-comment. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget is available online at mcminnvilleoregon.gov. This budget is for an annual budget period and was prepared on the same basis of accounting as used the preceding year.

Contact: Jennifer Cuellar

Telephone: 503-434-2350

Email: Jennifer.Cuellar@mcminnvilleoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-20	Adopted Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance/Net Working Capital	487,660	292,874	347,340
Interfund Transfers	191,485	291,799	227,077
All Other Resources Except Division of Tax & Special Levy	17,339	20,450	21,650
Revenue from Division of Tax	340,970	355,000	440,200
Total Resources	1,037,454	960,123	1,036,267

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	96,466	270,850	320,750
Capital Outlay	0	60,000	0
Interfund Transfers	467,258	547,488	460,487
Contingencies	0	53,314	100,000
Unappropriated Ending Fund Balance	473,730	28,471	155,030
Total Requirements	1,037,454	960,123	1,036,267

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
Urban Renewal Fund	410,573	452,560	366,863
FTE			
Urban Renewal Debt Service Fund	626,880	507,563	669,404
FTE			
Total Requirements	1,037,454	960,123	1,036,267
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
This is the Urban Renewal (UR) District's eighth year and revenues are beginning to grow based on investments made in the district. For 2020-21, the total incremental increase in assessed value is \$32.3 million over the District's 2012-13 "frozen" base value of \$86.3 million. Property taxes are projected to increase to \$440,000. Projects for 2020-21 include Third Street Improvements (\$150,000), planning for housing downtown (\$15,000) and Downtown Master Planning (\$35,000). The 2021-22 Approved Budget also includes funds for Property Assistance Program (\$100,000) to incentivize new construction and building improvements in the District. Debt Service of \$187,297 (included in Interfund Transfers) is appropriated for payment on 2016-17 Alpine Avenue loan.	

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	
Other Bonds	\$0	
Other Borrowings	\$1,762,180	
Total	1,762,180	

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, June 9, 2020 at 7:00 p.m.

Presiding: Scott Hill, Chair

Recording Secretary: Claudia Cisneros

Councilors: Present Excused Absence
Remy Drabkin
Adam Garvin
Zack Geary
Sal Peralta
Wendy Stassens
Kellie Menke, Council President

Also present were Attorney Walt Gowell, City Manager Jeff Towery, Police Chief Matt Scales, Scott Burke, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Fire Chief Rich Leipfert Information Technology Director Scott Burke, Finance Director Jennifer Cuellar, and members of the News Media –Jerry Eichten, McMinnville Community Media and Dora Totoian News-Register.

1. CALL TO ORDER: Chair Hill via Zoom called the meeting to order at 9:33 p.m.

2. PUBLIC HEARING: Proposed Fiscal Year 2020-21 Budget as approved by the Budget Committee

Chair Hill opened the public hearing at 9:34 p.m. and called on Finance Director Cuellar to present.

Finance Director Cuellar explained this was a hearing to receive comment from the public required by local government budget law. Mentioned there was a publication of a summary of this budget hearing in the local paper on May 29, 2020. Stated there were no public comments submitted through the website form.

Chair Hill also stated he had not received any emails regarding the Urban Renewal District budget.

Chair Hill opened the public hearing at 9:36 p.m. and called for public comments.

No public comments were made.

Chair Hill closed the Public Hearing at 9:36 p.m.

3. CONSENT AGENDA

3.a. Consider the minutes of the December 10, 2019 Urban Renewal Agency Meeting.

Councilor Stassens MOVED to adopt the consent agenda as presented; SECONDED by Council President Menke. Motion PASSED unanimously 6-0.

4. ADJOURNMENT: Chair Hill adjourned the Urban Renewal Agency Meeting at 9:38 p.m.

Claudia Cisneros, Recording Secretary

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, June 23, 2020 at 7:00 p.m.

Presiding: Scott Hill, Chair

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Zack Geary Sal Peralta Wendy Stassens Kellie Menke, Council President	<u>Excused Absence</u>
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Also present were Attorney Walt Gowell, City Manager Jeff Towery, Police Chief Matt Scales, Information Technology Director Scott Burke, Finance Director Jennifer Cuellar, Planning Director Heather Richards, Fire Chief Rich Leipfert, Fire Marshal Debbie McDermott, and members of the News Media –Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER & ROLL CALL: Chair Hill via Zoom called the meeting to order at 10:02 p.m.

2. RESOLUTION

2.a. Resolution No. 2020-02: A Resolution adopting the budget for the fiscal year beginning July 1, 2020, making appropriations and declaring the tax increment.

Finance Director Cuellar stated there was a small change from when it was approved by the Budget Committee and what's before them tonight. The change is for cost of Health Insurance stating the Urban Renewal District reimburses the City of McMinnville for the support services it receives. The total cost was reduced by \$56, the transfer out category was reduced by this amount and the contingency amount for Urban Renewal District was increased by this amount.

Councilor Stassens MOVED to adopt Resolution No. 2020-02 adopting the 2020-2021 budget in the amount of \$960,123 for fiscal year beginning July 1, 2020; to make the appropriations in the amount of \$931,652; and 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. SECONDED by Councilor Drabkin. Motion PASSED unanimously 6-0.

3. ADJOURNMENT: Chair Hill adjourned the Urban Renewal Agency Meeting at 10:07 p.m.

Claudia Cisneros, Recording Secretary

CITY OF McMinnville
MINUTES OF REGULAR MEETING
of the McMinnville Urban Renewal Agency
Held via Zoom Video Conference and at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, September 22, 2020 at 7:00 p.m.

Presiding: Scott Hill, Chair

Recording Secretary: Claudia Cisneros

Councilors:	<u>Present</u> Remy Drabkin Adam Garvin Zack Geary Sal Peralta Wendy Stassens Kellie Menke, Council President	<u>Excused Absence</u>
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Also present were City Manager Jeff Towery, City Attorney Amanda Guile-Hinman, Parks & Recreation Director Susan Muir, Library Director Jenny Berg, Information Systems Director Scott Burke, and members of the News Media –Jerry Eichten, McMinnville Community Media.

1. CALL TO ORDER & ROLL CALL: Chair Hill via Zoom called the meeting to order at 8:37 p.m.
2. CONSENT AGENDA
 - 2.a. Consider the Minutes of the December 10, 2019 Urban Renewal Agency Meeting.
 - 2.b. Consider the Minutes of the January 14, 2020 Urban Renewal Agency Meeting.

Council President Menke MOVED to adopt the consent agenda as presented; SECONDED by Councilor Peralta. Motion PASSED unanimously 6-0.

3. RESOLUTION
 - 3.a. Resolution No. 2020-03: A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee.

Planning Director Richards stated there were two vacancies on the McMinnville Urban Renewal Advisory Committee (MURAC) due to

resignations. One vacancy for a business representative with a term expiring on December 31, 2022 and the other vacancy is for a resident of the City of McMinnville with a term expiring on December 31, 2021. She stated the recommendation, which was already approved by MURAC, was to appoint Mike Morris as the business representative with a term expiring on December 31, 2022 and Lisa Pool as the resident representative with a term expiring on December 31, 2021.

Councilor Peralta MOVED to adopt 2020-03, A Resolution appointing members to the McMinnville Urban Renewal Advisory Committee; SECONDED by Councilor Geary. Motion PASSED unanimously 6-0.

4. ADJOURNMENT: Chair Hill adjourned the Urban Renewal Agency Meeting at 8:42 p.m.

Claudia Cisneros, Recording Secretary