



McMinnville Urban Renewal Agency Meeting Agenda

Tuesday, June 10, 2025

7:00 p.m.

(IMMEDIATELY FOLLOWING REGULAR CITY COUNCIL MEETING)

Welcome! The public is strongly encouraged to participate remotely but there is 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.

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

- Attend in person and fill out a public comment card
- Email at any time up to **noon on Monday, June 9th** to CityRecorderTeam@mcminnvilleoregon.gov
- If appearing via telephone or ZOOM, please sign up prior by **noon on Monday, June 9th** by emailing the City Recorder at CityRecorderTeam@mcminnvilleoregon.gov as the chat function is not available when calling in Zoom;
You will need to provide the City Recorder with your First and Last name, Address, and contact information (email or phone) for a public comment card.

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

mcm11.org/live

URA MEETING:

You may join online via Zoom Webinar Meeting:

<https://mcminnvilleoregon.zoom.us/j/81561363470?pwd=y5EAbXCAb1PeFdzCKQk7hZLTDOYS9.1>

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

Webinar ID: 815 6136 3470

1. CALL TO ORDER
2. PUBLIC HEARING
 - a. Public Hearing on the Proposed Fiscal Year 2025-2026 Urban Renewal Budget as approved by the Budget Committee.
3. RESOLUTION
 - a. Consider **Resolution No. 2025-04:** A Resolution adopting the budget for the fiscal year beginning July 1, 2025, making appropriations, and declaring the tax increment.
4. ADJOURNMENT

STAFF REPORT

DATE: June 10, 2025
TO: Jeff Towery, City Manager
FROM: Katie Henry, Finance Director
SUBJECT: Public Hearing on FY2025-26 Approved Urban Renewal Agency 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 FY2025-26 Urban Renewal Agency Budget as approved by the Budget Committee is required by Oregon statute.

Discussion of Hearing and Resolution Actions:

On May 21, 2025, the McMinnville Urban Renewal District's (UR) Budget Committee approved the City of McMinnville Urban Renewal Agency 2025-26 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 2025-26 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 June 4, 2024.

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.

A resolution adopting the FY2025-26 Urban Renewal Agency Budget will be presented to the City Council following the public hearing this evening. The City will then certify the budget to the County Assessor's office prior to July 15, 2025.

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.

Documents:

1. FY26 McMinnville Urban Renewal District Approved Budget Hearing notice

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the McMinnville Urban Renewal Agency will be held on June 10, 2025 at 7:00 pm at the Kent L Taylor Civic Hall, 200 NE 2nd Street, McMinnville, Oregon and via Zoom for remote access. 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, 2025 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/cd/page/urban-renewal. This budget is for an annual budget period and was prepared on a basis of accounting that is the same basis of accounting as used the preceding year.

Contact: Katie Henry

Telephone: 503-434-2350

Email: katie.henry@mcminnvilleoregon.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2023-24	Adopted Budget This Year 2024-25	Approved Budget Next Year 2025-26
Beginning Fund Balance/Net Working Capital	1,078,161	1,258,026	1,429,339
Interfund Transfers	231,988	984,048	1,096,681
All Other Resources Except Division of Tax & Special Levy	89,925	44,814	66,014
Revenue from Division of Tax	692,063	711,000	690,000
Total Resources	2,092,138	2,997,888	3,282,034

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	66,232	457,162	605,495
Capital Outlay	217,554	280,000	240,000
Debt Service	0	0	0
Interfund Transfers	486,625	1,448,900	1,565,939
Contingencies	0	500,000	500,000
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Fund Balance	1,321,726	311,826	370,600
Total Requirements	2,092,138	2,997,888	3,282,034

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	351,129	998,962	1,111,695
FTE	0	0	0
Urban Renewal Debt Service Fund	1,741,008	1,998,926	2,170,339
FTE	0	0	0
Total Requirements	2,092,138	2,997,888	3,282,034
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
This is the Urban Renewal (UR) District's twelfth year. Projects for FY2025-26 include the redevelopment of the NW Rubber Site of \$265,566, \$150,000, \$150,000 in the Property Assistance Program to incentivize new construction and building improvements in the Urban Renewal District, which includes \$50,000 for housing. \$200,000 for the final construction documents of the Third Street Improvement project and work towards a shovel-ready design package. \$350,000 to update the Downtown Improvement Plan. \$50,000 for Housing incentives and \$40,000 for District Identity Improvements. Debt Service of \$403,058 (included in Interfund Transfers) is appropriated for payment on 2016-17 Alpine Avenue loan and acquisition of the NW Rubber site.	

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	\$1,134,750	
Total	\$1,134,750	



STAFF REPORT

DATE: June 10, 2025
TO: Jeff Towery, City Manager
FROM: Katie Henry, Finance Director
SUBJECT: A Resolution adopting the budget for fiscal year beginning July 1, 2025 for the McMinnville Urban Renewal Agency

Strategic Priority and Goal:



CITY GOVERNMENT CAPACITY

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

Report in Brief:

Oregon Revised Statute (ORS) 294.456 requires the City to enact a resolution to adopt the McMinnville Urban Renewal Agency's budget for the fiscal year. Resolution 2025-04 adopts the FY2025-26 budget for the fiscal year beginning July 1, 2025, makes appropriations and declares tax increment.

ORS 294.456 also allows the City Council to make changes to the budget that was approved by the Budget Committee. If a change increases expenditures by more than 10 percent, a revised financial summary must be published and a second budget hearing must be held before the adjusted budget can be adopted.

Discussion of Changes in Budget Appropriation Levels:

No changes to the 2025-26 Budget approved by the Budget Committee on May 21, 2025, are included in the Budget that is being presented to the Council for adoption.

Fiscal Impact:

Enacting the annual budget allows the city to request and receive tax increment property taxes, the largest revenue source supporting Urban Renewal programming.

Recommendation:

Approve the Resolution

- adopting the budget for the fiscal year beginning July 1, 2025, in the amount of \$3,282,034
- making appropriations in the amount of \$2,911,434
- certifying 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

Attachments:

Resolution 2025-04

RESOLUTION NO. 2025-04

A Resolution adopting the budget for the fiscal year beginning July 1, 2025, 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 2025-26, 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 \$3,282,034.

2. Making Appropriations: The amounts for the fiscal year beginning July 1, 2025 are for the purposes shown below and are hereby appropriated as follows:

Urban Renewal Fund		
Urban Renewal District Programs and Improvements	\$	845,495
Transfers Out to Other Funds		66,200
Contingencies		200,000
Total Urban Renewal Fund Appropriation	\$	1,111,695
Urban Renewal Debt Service Fund		
Transfers Out to Other Funds		1,499,739
Contingencies		300,000
Total Urban Renewal Debt Service Fund Appropriation	\$	1,799,739
Total Appropriations, All Funds	\$	2,911,434
Total Unappropriated and Reserved amounts, All Funds		370,600
Total Adopted Budget		3,282,034

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 10th day of June 2025 by the following votes:

Ayes: _____

Nays: _____

Approved this 10th day of June 2025.

MAYOR

Approved as to form:

Attest:

CITY ATTORNEY

CITY RECORDER