



AGENDA
CANBY URBAN RENEWAL AGENCY MEETING
November 15, 2023 – 7:30 PM*

***The URA meeting will begin after the Regular Meeting but not before 7:30pm.*

Register here to attend the meeting virtually:
https://us06web.zoom.us/webinar/register/WN_v5hIebqRSymmMuT2xidOcA
Hybrid Meeting/Council Chambers
222 NE 2nd Avenue, 1st Floor

Vice-Chair Brian Hodson

Commissioner Herman Maldonado
Commissioner Jason Padden
Commissioner Daniel Stearns

Commissioner James Davis
Commissioner Traci Hensley

1. CALL TO ORDER

2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

3. CONSENT AGENDA

- a. Approval of the Minutes from the May 3, 2023 Urban Renewal Agency Meeting. Pg. 1
- b. Approval of the Minutes from the May 17, 2023 Urban Renewal Agency Meeting. Pg. 2
- c. Approval of the Minutes from the June 7, 2023 Urban Renewal Agency Work Session. Pg. 3
- d. Approval of the Minutes from the June 21, 2023 Urban Renewal Agency Meeting. Pg. 4

4. NEW BUSINESS

- a. Selection of New Chair
- b. Project/Budget Update Pg. 6

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 Christopher Lason 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 3, 2023**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Brian Hodson, Traci Hensley, Jim Davis, Jason Padden, Herman Maldonado, and Christopher Bangs.

COMMISSIONERS ABSENT:

STAFF PRESENT: Scott Archer, City Administrator/Agency Director; Joseph Lindsay, City Attorney/ Assistant City Administrator; and Maya Benham, City Recorder.

CALL TO ORDER: Chair Varwig called the meeting to order at 8:29 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

OLD BUSINESS:

Reschedule Date Certain of Next URA Meeting to May 17, 2023 – Scott Archer, Agency Director, said the URA wanted to have a discussion on the Urban Renewal projects and looking towards sunseting the district. The Finance Director was not available to attend tonight, and he requested the discussion be rescheduled.

****Commissioner Hensley moved to reschedule the next URA meeting to May 17, 2023. Motion was seconded by Commissioner Davis and passed 7-0.**

Chair Varwig adjourned the meeting at 8:33 p.m.

Maya Benham
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
May 17, 2023**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Brian Hodson, Traci Hensley, Jim Davis, and Jason Padden

COMMISSIONERS ABSENT: Herman Maldonado and Christopher Bangs.

STAFF PRESENT: Eileen Stein, Interim City Administrator/Agency Director; Joseph Lindsay, City Attorney/Assistant City Administrator; and Maya Benham, City Recorder.

CALL TO ORDER: Chair Varwig called the meeting to order at 9:02 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

CONSENT AGENDA: ****Commissioner Hodson moved to approve the consent agenda which included the minutes from the November 16, 2023 URA meetings. Motion seconded by Commissioner Padden and passed 4-0.**

OLD BUSINESS:

Update on FY 2022 URA Annual Report, Projects, & Debt Service – Jamie Stickel, Economic Development Director, presented the 2022 URA Annual Report. She discussed the Urban Renewal District goals and objectives, Industrial Park access, downtown quiet zone and Grant Street Arch, Façade Improvement Grant program, and possible uses of remaining URA funds.

Eric Kytola, Finance Director, discussed the maximum indebtedness schedule, increases in incremental assessed value and tax increment revenue, impacts on taxing entities, cash flow projections, estimated increase in assessed value due to development, Urban Renewal transfer to the General Fund Economic Development budget, Urban Renewal cash flow projections, and how much funding was left for projects in 2024 - 2026.

There was discussion regarding refining what was funded for the façade improvements, refinancing savings, new taxes generated by the District, funding personnel after the Urban Renewal District closed, evaluating the General Fund budget for those positions, and the General Fund paying back the Urban Renewal budget for Community Park.

Chair Varwig adjourned the meeting at 9:48 p.m.

Maya Benham
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood

**CANBY URBAN RENEWAL AGENCY
WORK SESSION MINUTES
June 7, 2023**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Brian Hodson, Traci Hensley, Herman Maldonado, Jim Davis, Christopher Bangs, and Jason Padden.

COMMISSIONERS ABSENT:

STAFF PRESENT: Eileen Stein, Interim City Administrator/Agency Director; Joseph Lindsay, City Attorney/Assistant City Administrator; and Maya Benham, City Recorder.

CALL TO ORDER: Chair Varwig called the meeting to order at 6:22 p.m.

OLD BUSINESS:

Discussion Regarding URA Future Projects – Eileen Stein, Interim City Administrator/Agency Director, discussed the items for the URA to consider. These included: how would the Urban Renewal Agency prefer to fund Economic Development over the next three years, which projects would the URA direct staff to further pursue, and whether they should utilize General Fund money to pay for the overages only or for the entirety of the Community Park upgrades.

Jamie Stickel, Economic Development Director, discussed the possible uses of the remaining URA funds, preliminary cost estimates for the priority projects, cash flow projections Option A and B, and comparison between the two options.

There was discussion regarding the closure of the Urban Renewal District in June 2026, City funding the Economic Development Department before the closure of the district, Logging Road Bridge as top priority then the alleyways then 2nd Avenue, doing as many of the projects as possible before the fund was gone, staff bringing back a scaled down version of the bridge project and updated numbers, asking citizens what projects they wanted done, only paying for the overage on Community Park, adding Fir Street to the priority list and prioritizing it over the 2nd Avenue project, and taking out a loan to do all the projects now rather than waiting.

Staff would come back to the URA with the information requested for the bridge project.

Chair Varwig adjourned the meeting at 7:12 p.m.

Maya Benham
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood

**CANBY URBAN RENEWAL AGENCY
MEETING MINUTES
June 21, 2023**

PRESIDING: Chair Shawn Varwig

COMMISSIONERS PRESENT: Brian Hodson, Traci Hensley, Jim Davis, and Jason Padden (arrived late due to technical issues)

COMMISSIONERS ABSENT: Herman Maldonado and Christopher Bangs

STAFF PRESENT: Eileen Stein, Interim City Administrator/Agency Director; Joseph Lindsay, City Attorney/Assistant City Administrator; and Maya Benham, City Recorder.

CALL TO ORDER: Chair Varwig called the meeting to order at 6:04 p.m.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS: None

CONSENT AGENDA: ****Commissioner Hodson moved to approve the consent agenda which included the minutes from the April 19, 2023 URA meetings. Motion seconded by Commissioner Davis and passed 4-0.**

PUBLIC HEARING: FY 2023-2024 Urban Renewal Agency Budget – Chair Varwig opened the public hearing and read the hearing statement.

Eric Kytola, Finance Director, presented the staff report. On May 18 and 25 and June 1, the URA Budget Committee reviewed and approved the URA budget with no changes.

There was discussion regarding a typo in the Economic Development amount which should be \$350,000.

There was no public testimony.

Chair Varwig closed the public hearing.

NEW BUSINESS: URR 23-002 – ****Commissioner Hensley moved to approve URR 23-002, A RESOLUTION ADOPTING THE URBAN RENEWAL AGENCY ANNUAL BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES FOR THE FISCAL YEAR 2023-2024 as amended. Motion seconded by Commissioner Hodson and passed 3-1 with Chair Varwig opposed.**

OLD BUSINESS:

Commissioner Padden joined the meeting.

Urban Renewal Agency Cash Flow and Project Update – Mr. Kytola summarized the financial activity that had occurred in the Urban Renewal District from June 2020 and forward to the end in 2026. He explained how the debt refinancing was finalized in June of 2021 and gave a review of the capital projects summary, Economic Development

funding, and maximum indebtedness summary. He then discussed the capacity available for future projects and reconciliation of 2020 capacity to 2026 capacity.

Jamie Stickel, Economic Development Director, and Jerry Nelzen, Public Works Director, discussed the Urban Renewal District projects and remaining URA funds. They explained cash flow projections and gave a comparison of options for the 2024 to 2026 funding, capital project cost estimates and options for the Logging Trail Bridge, downtown alleyway improvements, and N Fir Street redevelopment. They asked how the URA preferred to fund Economic Development over the next three years, which projects the URA wanted to further pursue with the funding available, and if there were any other considerations for staff.

There was discussion regarding options for the bridge, how the City budget could include Economic Development, the logging trail being designated as a park and using SDCs for the bridge, issues with the ramp or stairs leading down onto railroad property, façade improvement and mural program funds being used for the projects instead, structural integrity of the bridge, prioritizing the alleyways and street improvements and using other funds to do the bridge project, touching up the bridge as a temporary measure, and how the General Fund could absorb the two other projects better than the logging bridge project.

There was consensus to move forward with Option C, funding 75% of Economic Development in 2024, 50% in 2025, and 25% in 2026; and funding for capital projects of \$150,000 in 2024, \$1,240,000 in 2025, and \$1,010,000 in 2026. There was direction for staff to look at ways to touch up the bridge and to do the alleyways and Fir Street projects with the remaining URA funds.

Chair Varwig adjourned the meeting at 7:19 p.m.

Maya Benham
City Recorder

Shawn Varwig
Chair

Assisted with Preparation of Minutes - Susan Wood



URBAN RENEWAL STAFF REPORT

Meeting Date: 11/15/2023

To: Vice-Chair Brian Hodson & Urban Renewal Agency
Thru: Eileen Stein, Interim City Administrator
From: Jamie Stickel, Economic Development Director
Jerry Nelzen, Public Works Director
Agenda Item: Urban Renewal Agency Project Update

Summary

City staff will provide a review of Urban Renewal financial data, projections for economic development costs and capital projects, and cost estimates for proposed projects.

Background

At the June 21, 2023 Urban Renewal Agency (URA) meeting, city staff presented a list of items to consider regarding potential urban renewal projects, cost estimates from March 2022, and a comparison of cash flow projections. The Urban Renewal District is due to sunset in 2026 and funding is limited.

The URA previously discussed the list of projects and directed staff to bring back low, medium, and high cost estimates for the Logging Trail Bridge project, Fir Street redevelopment between NW 1st Avenue and NW 2nd Avenue, and downtown alleyway improvements. The URA previously asked staff to bring back options for funding Economic Development over the next three years which is proposed to include a “taper off” of URD funding to be covered by the general fund.

Discussion

The Urban Renewal Agency asked staff to bring back the list of proposed projects and funding through fiscal year 2026. The presentation will include a projection of Urban Renewal funding and cost estimates for proposed URD projects including the Logging Trail Bridge, Fir Street redevelopment, and downtown alleyway improvements. At the October 4, 2023 City Council Work Session, Finance Director Eric Kytola made a presentation on General Fund Forecasting and Expenditure Forecasting. The presentation provided an overview of capital project planning, projected expenditures and revenues, and forecasting estimates for future planning. In short, the Finance Director recommended the City of Canby begin making short-term and long-term decisions to ensure the City remains in good financial standing in the future. One option is to reconsider the allocation of ARPA funding for City-led projects, leaving the allocations for the three community organizations and committed funds unaffected. Rather than utilize the ARPA funding for proposed capital improvement projects, the City Council may want to consider reallocating the funding to capital improvement projects and eligible personnel costs incurred after March 3, 2021. The Urban Renewal project list includes funding for the Logging Trail Bridge Improvements, which is also a proposed project within the ARPA allocations. The renovation of the Logging Trail Bridge is proposed to include funding from ARPA and Urban Renewal. Due to the combination of funding, Urban Renewal will be discussed in context with proposed projects during the November 15, 2023 City Council meeting.