



## URBAN RENEWAL AGENCY Agenda

222 NE 2<sup>nd</sup> Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | [www.canbyoregon.gov](http://www.canbyoregon.gov)

**June 18, 2025 – 6:00 PM**

The Urban Renewal Agency meeting may be attended in person in the Council Chambers at  
222 NE 2<sup>nd</sup> 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;  
[ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

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

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### 1. CALL TO ORDER

### 2. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

### 3. CONSENT AGENDA

- a. Approval of the Urban Renewal Agency, May 7, 2025, Meeting Minutes. Pg. 1
- b. Approval of the Reappointment of Member Kim Wiegand to the Urban Renewal Agency Budget Committee with a term ending June 30, 2028. Pg. 2

### 4. PUBLIC HEARING

You are welcome to speak in person. If you would like to speak virtually please email or call the Deputy City Recorder by 4:30 pm on June 18, 2025, with your contact information: [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or 503-266-0637. Once your information is received, you will be sent instructions to speak.

- a. Public Hearing regarding Urban Renewal Agency Supplemental Budget Pg. 3  
Consider URR 25-002 – A Resolution Adopting the Urban Renewal Agency Supplemental Budget

### 5. RESOLUTION

- a. Consider URR 25-003: A Resolution Adopting the Urban Renewal Agency Annual Budget, Making Appropriations, and Imposing and Categorizing Taxes for the Fiscal Year 2026. Pg. 5

### 6. OTHER BUSINESS

### 7. ADJOURN

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\*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](http://www.canbyoregon.gov).

**CANBY URBAN RENEWAL AGENCY  
MEETING MINUTES  
May 7, 2025**

**PRESIDING:** Chair Traci Hensley

**COMMISSIONERS PRESENT:** James Davis (attended virtually), Daniel Stearns (arrived at 6:31pm), Paul Waterman, and Jason Padden (attended virtually).

**COMMISSIONERS ABSENT:** Brian Hodson and Herman Maldonado

**STAFF PRESENT:** Eileen Stein, Agency Director, Teresa Ridgley Deputy City Recorder; Jamie Stickel, Economic Development Director/Communications Specialist; Tyler Nizer, Economic Development Coordinator; and Monica Stone, Wastewater Treatment Supervisor.

**CALL TO ORDER:** Chair Hensley called the meeting to order at 6:30pm.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None.

**CONSENT AGENDA:** **\*\*Commissioner Waterman moved to approve the Consent Agenda which included the Minutes from the April 2, 2025, Urban Renewal Agency Meeting and the reappointment of Member Elizabeth Chapin to the Urban Renewal Agency Budget Committee with term ending 6/30/2027. Motion seconded by Commissioner Davis and passed 5-0.**

**NEW BUSINESS:** Tyler Nizer, Economic Development and Tourism Coordinator, presented the Façade Improvement Application for 4:8 Financial located at 266 NW 1<sup>st</sup> Avenue, asking for a matching grant up to \$13,500 under the guidelines of the Canby Façade Improvement Program. Three bids were acquired, and the reimbursement is based on the lowest bid. The City's portion of this would be half of the project, currently at \$6,875, but the city's portion could go up to \$13,500, allowing for unforeseen items. The funding will replace the awnings, making them complementary to the neighboring awnings, repairing dry rot and the gutter, and repainting the entryway and window trims. The area being improved is in direct view of the area where First Thursday events happen. The design elements were presented and favored by the Design Committee.

**\*\*Commissioner Stearns moved to approve the matching grant of up to \$13,500 for 4:8 Financial under the guidelines of the Canby Façade Improvement Program. Motion was seconded by Commissioner Waterman and passed 4-1.**

**ADJOURN:** Chair Hensley adjourned the meeting at 6:42pm.

Teresa Ridgley  
Deputy City Recorder

Traci Hensley  
Chair

Assisted with Preparation of the Minutes – Teresa Ridgley



## URBAN RENEWAL AGENCY Staff Report

Meeting Date: 6/18/2025

To: Chair Traci Hensley & Urban Renewal Agency Commissioners  
Thru: Jorge Tro, Acting Agency Director  
From: Teresa Ridgley, Deputy City Recorder  
Agenda Item: Urban Renewal Agency Budget Committee Reappointment

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### **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 member below has a term which expired June 30, 2024.

#### **Urban Renewal Budget Committee (3-year term)**

Kim Wiegand

### **Attachments**

None

### **Fiscal Impact**

None

### **Options**

1. Reappoint Member Kim Wiegand to the Urban Renewal Budget Committee.
2. Take no action.

### **Recommendation**

Reappoint Member Kim Wiegand whose term expires June 30, 2025.

### **Proposed Motion**

"I move to approve the reappointment of Member Kim Wiegand to the Urban Renewal Budget Committee with a term through June 30, 2028."



## URBAN RENEWAL AGENCY Staff Report

Meeting Date: 6/18/2025

To: Chair Traci Hensley & Urban Renewal Agency Commissioners  
Thru: Jorge Tro, Acting Agency Director  
From: Scott Schlag, Finance Director  
Agenda: Consider Resolution URR 25-002: A Resolution adopting a Supplemental Budget for the 2024-2025 fiscal year.

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### **Summary**

Adopting a Supplemental Budget for the 2024-2025 fiscal year.

### **Background**

Oregon budget law requires the adoption by resolution of a supplemental budget that will change any fund's expenditures by more than 10 percent or will create a new fund or a new appropriation category, then a public hearing must be held and public comment taken before adoption of the supplemental budget.

### **Discussion**

Historically, the URD has shown the transfer of funds to the city's general fund under the material & services category, either by a recurring error or simply a long-standing practice. This is technically incorrect and should have been budgeted for as an appropriation under the transfers out category under Oregon budget law. Since the FY24-25 adopted budget maintained this historical classification, this supplemental budget adjustment will ensure the URD accurately reflects the appropriation in the correct category.

### **Attachments**

URA Resolution 25-002

### **Fiscal Impact**

None

### **Options**

1. Approve Resolution URR 25-002 to adopt a Supplemental Budget for the 2024-2025 fiscal year.
2. Do not approve Resolution URR 25-002 to adopt a Supplemental Budget for the 2024-2025 fiscal year.

### **Proposed Motion**

"I move to adopt URR 25-002, a Resolution of the Canby Urban Renewal Agency adopting a Supplemental Budget for the 2024-2025 fiscal year."

**RESOLUTION NO. URR 25-002**

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE 2024-2025 FISCAL YEAR.**

**WHEREAS**, the Canby Urban Renewal Agency adopted a budget and appropriated funds for fiscal year 2024-25 on June 19, 2024, by Resolution No. 24-003;

**WHEREAS**, the Canby Urban Renewal Agency has the need to transfer an existing appropriation to a new appropriation category within the Urban Renewal General Fund; and

**WHEREAS**, a supplemental budget for the appropriation is required.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Canby Urban Renewal Agency as follows:

Appropriations for the 24-25 budget year are transferred in the following amounts:

**SUMMARY OF PROPOSED BUDGET CHANGES**

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

**Fund: Urban Renewal General Fund**

<u>Resource</u>	<u>Amount</u>	<u>Expenditure</u>	<u>Amount</u>
	\$ -	Urban Renewal - Transfers Out	\$ 425,000
		Urban Renewal - Materials & Services	(425,000)
Revised total fund resources	<u>\$ -</u>	Revised total fund requirements	<u>\$ -</u>

ADOPTED this 18<sup>th</sup> day of June, 2025 by the Board of Directors of the Canby Urban Renewal Agency.

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Traci Hensley  
Chair

ATTEST:

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Teresa Ridgley  
Deputy City Recorder



## URBAN RENEWAL AGENCY Staff Report

Meeting Date: 6/18/2025

To: Chair Traci Hensley & Urban Renewal Agency Commissioners  
Thru: Jorge Tro, Acting Agency Director  
From: Scott Schlag, Finance Director  
Agenda: Consider Resolution URR 25-003: Adopting the Budget, Making Appropriations, and Imposing and Categorizing Taxes for the 2026 Fiscal Year.

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### **Summary**

Adopting Resolution URR 25-003 of the Canby Urban Renewal Agency Adopting the Annual Budget, Making Appropriations, and Imposing and Categorizing Taxes for the Fiscal Year 2026.

### **Background**

Oregon budget law requires adoption of an annual budget by June 30th 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 15<sup>th</sup>.

### **Discussion**

On May 15, 2025, the URA Budget Committee met to deliberate over the FY2026 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.

### **Attachments**

URA Resolution URR 25-003

### **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 URR 25-003, a resolution of the Canby Urban Renewal Agency adopting the annual budget, making appropriations, and imposing and categorizing taxes for the Fiscal Year 2026."

**Canby Urban Renewal District**  
**Resolution URR 25-003**

**RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND  
CATEGORIZING TAXES FOR THE 2025-2026 FISCAL YEAR**

**BE IT RESOLVED** that the Board of Directors of the Canby Urban Renewal Agency hereby adopts the budget for fiscal year 2026 in the total of \$7,861,487 now on file at the City of Canby, 222 NE 2<sup>nd</sup> Avenue, Canby, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2025, and for the purpose shown below are hereby appropriated:

Total <b>APPROPRIATIONS</b> , all Funds	<b>\$7,861,487</b>
Total Unappropriated and Reserve Amounts, All Funds	<u>0</u>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$7,861,487</b>

<u><b>URD General Fund</b></u>		<u><b>URD Debt Service Fund</b></u>	
Urban Renewal	\$ 1,902,817	Debt Service	\$ 4,011,185
Transfers Out	<u>425,000</u>	Transfers out	<u>1,522,485</u>
Total	\$ 2,327,817	Total	\$ 5,533,670

**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 18<sup>th</sup> day of June, 2025, and are effective July 1, 2025.

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Traci Hensley  
Chair

ATTEST:

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Teresa Ridgley  
Deputy City Recorder