



MYRTLE CREEK URBAN RENEWAL AGENCY  
REGULAR MEETING AGENDA  
MYRTLE CREEK COUNCIL CHAMBER

**AGENDA PACKET 1/17/2023**

*Executive Sessions and Regular Council meetings are being digitally recorded.*

The Myrtle Creek Urban Renewal Agency will meet on **Tuesday, January 17, 2023 at 5:00 PM** in the Myrtle Creek Council Chamber, 207 NW Pleasant Street., Myrtle Creek, OR.

The meeting location is accessible to people 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 in advance of the meeting to the City Recorder at 541-863-3171.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

**REGULAR MEETING – 5:00 PM**

**1. Call to Order/Roll Call**

**2. Pledge of Allegiance**

**3. Consent Agenda**

*The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Director may have an item on the consent agenda removed and considered separately upon request.*

3.1 Approval of minutes of the Regular Urban Renewal Agency Meeting for October 4, 2022.

3.2 Approval of minutes of the Regular Urban Renewal Agency Meeting for November 4, 2022.

3.3 Acknowledge receipt of Urban Renewal Agency Annual Report as of June 30, 2022

**4. Regular Agenda**

*Citizens will be provided with the opportunity to offer comments on action items after staff have given their report and if there is an applicant, after they have had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.*

4.1 Derelict Hospital Building Update

**5. Adjournment**



**REGULAR MEETING OF THE  
MYRTLE CREEK URBAN RENEWAL AGENCY**

**DATE:** October 4, 2022

**PLACE:** Council Chambers, 207 NW Pleasant St., Myrtle Creek, Oregon

**PRESIDING OFFICER:** Director Matthew Hald

**DIRECTORS PRESENT:** Bill Burnett, Angie Criss, Susan Harris, Kathi Otero, Robert Chaney, Sr.

**DIRECTORS ABSENT:**

**STAFF IN ATTENDANCE:** City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey

**CALL TO ORDER:** Director Matthew Hald called the October 4, 2022 meeting to order to 5:16 PM

**CONSENT AGENDA:**

Motion was made by Director Bill Burnett and seconded by Director Susan Harris to approve the Urban Renewal Agency meeting minutes from July 19, 2022. Discussion: No discussion followed.  
Vote: Motion passed unanimously.

**REGULAR AGENDA**

**Business Improvement Grant Application**  
226 N Main Street

A Business Improvement Grant application was submitted by Dave and Amy Singleton, the property owners of 226 N Main Street along with two bids for replacing the roof.

Motion was made by Director Bill Burnett to award the Business Improvement Grant submitted by Dave Singleton for improvements to 226 N Main Street for \$25,000. Motion was seconded by Director Kathi Otero. Discussion: no discussion followed.  
Vote: Motion passed unanimously.

**ADJOURNMENT**

Director Matthew Hald adjourned the regular meeting of the Urban Renewal Agency for October 4, 2022 at 5:21 P.M.

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Matthew Hald, Director

Attest:

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Joanna Bilbrey, City Recorder



**REGULAR MEETING OF THE  
MYRTLE CREEK URBAN RENEWAL AGENCY**

**DATE:** November 4, 2022

**PLACE:** Council Chambers, 207 NW Pleasant St., Myrtle Creek, Oregon

**PRESIDING OFFICER:** Director Matthew Hald

**DIRECTORS PRESENT:** Bill Burnett, Angie Criss, Susan Harris, Robert Chaney, Sr.

**DIRECTORS ABSENT:** Kathi Otero

**STAFF IN ATTENDANCE:** City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey

**CALL TO ORDER:** Director Matthew Hald called the November 4, 2022 meeting to order to 2:16 PM

**REGULAR AGENDA**

**Lead and Asbestos Abatement Proposals – 127 NW Division Street**

The owner of the property at 127 NW Division was served a warrant for access to the property on Wednesday (November 2, 2022) to grant City personnel and abatement contractors access to the building. The City received two bids for the lead and asbestos abatement of the property. The bids came from First Strike Environmental Co for \$185,000 and True North Restoration for \$149,355.60. Based on the two bids the City Administrator recommends that the Urban Renewal Board considers allowing up to \$200,000 for the lead and asbestos abatement to allow room for contingent abatement issues. Councilor Criss asked for clarification on the \$200,000 dollar amount. The bid would be awarded at the bid amount, but the allowable amount of \$200,000 would be available for unexpected costs. The staff recommendation is to award the lead and asbestos abatement contract to the low bidder, True North Restoration.

Director Bill Burnett motioned to award True North Restoration up to \$200,000 for the removal of asbestos and other hazardous materials. Motion was seconded by Director Robert Chaney. Discussion:  
Vote: Unanimous

**ADJOURNMENT**

Director Matthew Hald adjourned the regular meeting of the Urban Renewal Agency for November 4, 2022 at 2:27 P.M.

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Matthew Hald, Director

Attest:

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Joanna Bilbrey, City Recorder

# **CITY OF MYRTLE CREEK URBAN RENEWAL AGENCY**



## **ANNUAL REPORT for FISCAL YEAR ENDING JUNE 30th, 2022**

**This report fulfills the requirement, prescribed in ORS.457.460, for the filing of an annual report detailing the financial activity of an urban renewal area established in Oregon.**

*—Prepared by The City of Myrtle Creek Finance Department*

207 NW Pleasant Street  
PO Box 940  
Myrtle Creek, OR 97457  
Phone: 541-863-3171

# Annual Report for Fiscal Year

Ending June 30th, 2022

## Myrtle Creek Urban Renewal Agency

### HISTORY

The City of Myrtle Creek Urban Renewal Plan (Plan) was adopted and approved by Ordinance 819 on August 21, 2018, and amended by Ordinance 821 on November 20, 2018. The URA “maximum Indebtedness”, as defined by statute is \$8,059,393. There are 103 acres designated in the Myrtle Creek Urban Renewal Area.

The Myrtle Creek Urban Renewal Agency was formed to redevelop underutilized and blighted areas in downtown Myrtle Creek and the South Main Street area. While a separate and distinct agency was formed according to Oregon statute, the governing board consists of the same group of people as the Myrtle Creek City Council. This is common among URAs throughout Oregon. The agency and its activities are funded by tax increment financing.

The Plan was developed under the guidance of the Myrtle Creek City Council, City staff and Elaine Howard Consulting LLC. This committee met three times during the course of the planning process and also participated in two public workshops. All meetings were open to the public for discussion and comment. The committee will continue to meet regularly to develop recommendations to the Urban Renewal Agency on the implementation of the plan when funds begin to be received.

### GOALS

When developing the URA Plan and Report, the Committee formulated a series of Goals and Objectives to guide activities funded by or related to the URA. The Goals and Objectives are listed in the Plan and are reiterated here:

Goal A: Development and redevelopment of properties within the area.

Goal B: Downtown improvements such as streetscape, façade improvement and improved parking

Goal C: Plan Administration

### MAXIMUM INDEBTEDNESS

Table 1—Maximum Indebtedness Calculations

Maximum Indebtedness (MI)	
Total Maximum Indebtedness	\$8,059,393
MI Expended through June 2022	0
Remaining MI	\$8,059,393

Source: City of Myrtle Creek Finance Department 2019

A full copy of the Myrtle Creek Urban Renewal Plan and Report can be found at City Hall, 207 NW Pleasant Street, Myrtle Creek, OR 97457 and on their website at [www.cityofmyrtlecreek.com](http://www.cityofmyrtlecreek.com).

## FINANCIAL REPORTING

Pursuant to ORS 457.460, a detailed accounting of the financial activity related to urban renewal areas is required to be reported on an annual basis. The following financial information responds to the requirements of this statute.

### Money Received

ORS 457.460 (A)

The statute states, “the amount of money received during the preceding fiscal year under ORS 457.20 to 457.460 and from indebtedness incurred under ORS 467.420 to 457.460” must be reported.

**Table 2 — Revenues 2021-2022**

Item	Urban Renewal General Fund
Net Working Capital	\$434,799.04
Tax Increment Revenue	\$306,958.27
Investment Interest	\$53.45
Total	\$741,810.76

### Money Expended

ORS 457.460 (B)

The statute states, “The purposes and amounts for which money received under ORS 457.020 to 457.460 and from indebtedness incurred under 457.420 to 457.460 were expended during the preceding fiscal year” must be reported. This means any money received through urban renewal and spent on urban renewal activities, and this information is shown in Table 2, below.

**Table 3 — Expenditures During FY 2021-2022**

Item	Urban Renewal General Fund
Operating Supplies	\$738.33
Contractual Services	\$945.76
Capital Outlay	\$64,450.00
Debt Service	0
Total	\$66,164.09



## Estimated Revenues

ORS 457.460 (C)

The statute states, “An estimate of moneys to be received during the current fiscal year under ORS 457.420 to 457.460 and from indebtedness incurred under ORS 457.420 to 457.460” must be reported. This means an estimate of all income to be gained from urban renewal in the upcoming year.

The estimated tax revenues for FY 2022-23 are \$329,152.00

## Proposed Budget for Current Fiscal Year

ORS 457.460 (D)

The statute states, “A budget setting forth the purposes and estimated amounts for which the moneys which have been or will be received under ORS 457.420 to 457.460 and from indebtedness incurred under 457.420 to 457.460 are to be expended during the current fiscal year” must be reported. This means a compiled budget listing the money to be received due to urban renewal, money to be spent, and what projects/expenses the money will fund. This information is shown in Table 4.

**Table 4 — Proposed Budget for FY 2022-23**

	<b>FY 2022-23 OPERATIONS</b>
<b>RESOURCES</b>	
Beginning Fund Balance	\$635,604
Transfers In	\$0.00
Taxes Collected	\$329,152
Interest Income	\$200
<b>Total Resources</b>	<b>\$964,956.00</b>
<b>EXPENDITURES</b>	
Operating Supplies	\$5,000
Contractual Services	\$10,000
Capital Outlay	\$949,956
<b>Total Requirements</b>	<b>\$964,956</b>

# Impact on Taxing Districts

ORS 457.460 (E)

The statute states, “An analysis of the impact, if any, of carrying out the urban renewal plan on the tax collections for the preceding year for all taxing districts included under ORS 457.430” must be shown. This means showing how much money local taxing districts (e.g. county, schools, community college, 4H, WS/SA Tri City) forego due to urban renewal.

**Table 5 — Impact on Taxing Districts FY 2022-23**

Taxing District	Revenue Forgone Permanent Rate
Douglas County	30,867.31
City of Myrtle Creek	180,739.93
4H Master Gardener Extension	1,662.09
WS/SA Tri City	0
ED Douglas*	14,697.59
South Umpqua 19 School District*	130,758.64
Umpqua Community College	12,631.85
<b>TOTAL</b>	<b>371,357.41</b>

\*The South Umpqua 19 School District and the Douglas Education Service District (ED Douglas) are not directly affected by the tax increment financing, but the amounts of their taxes divided for the urban renewal plan are shown in the charts. Under current school funding law, property tax revenues are combined with State School Fund revenues to achieve per-student funding targets. Under this system, property taxes foregone because of the use of Tax Increment Financing are replaced, as determined by a funding formula at the State level with State School Fund revenues.