



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

AGENDA PACKET 6/6/2023

Executive Sessions and Regular Council meetings are being digitally recorded.

The Myrtle Creek Urban Renewal Agency will meet on **Tuesday, June 6, 2023, at 5:15 PM** in the Myrtle Creek Council Chamber, 207 NW Pleasant Street., Myrtle Creek, OR.

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 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 March 21, 2023

4. Regular Agenda

Citizens will be provided the opportunity to offer comments on action items after staff has 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 **Public Hearing** 2023-24 Budget

4.2 Resolution 23-001 – A Resolution Adopting the Budget, Making Appropriations, and Declaring the Tax Increment for Fiscal Year Commencing July 1, 2023, and Ending June 30, 2024.

5. Adjournment



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

DATE: March 21, 2023

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

PRESIDING OFFICER: Director Matthew Hald

DIRECTORS PRESENT: Robert Chaney, Sr., Bill Burnett, Diana Larson, Luke Dillon, Susan Harris

DIRECTORS ABSENT:

STAFF IN ATTENDANCE: City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey, Finance Officer Lesley Hiscocks

CALL TO ORDER: Director Susan Harris called the March 21, 2023, meeting to order to 5:00 PM

CONSENT AGENDA:

Motion was made by Director Bill Burnett and seconded by Director Robert Chaney to approve the Urban Renewal Agency meeting minutes from February 7, 2023. Discussion: No discussion followed.

Vote: Motion passed unanimously.

REGULAR AGENDA

127 NW Division Street, Demolition Bid Award

City Administrator Lonnie Rainville shared that we are ready to start the second phase of the demolition for the old hospital building. We had three bids come in Gosselin Construction \$307,700; Rogue Demolition and removal LLC \$208,425; Briggs Trucking and Excavation \$107,450. It is the recommendation of the City to accept the low bid and award the contract to Briggs Trucking and Excavation.

Motion was made by Director Robert Chaney to accept the contract from Briggs Trucking and Excavation in the amount of \$107,450 and approve up to \$150,000 for the demolition of the building to allow for contingencies. Motion was seconded by Director Bill Burnett. Discussion: No discussion followed.

Vote: Motion passed unanimously.

Appointment of Vice President for the 2023 year

Motion made by Director Diana Larson to appoint Susan Harris as Vice President of the Urban Renewal Agency. Motion seconded by Director Bill Burnett. Discussion: No discussion followed.

Vote: Motion passed unanimously.

ADJOURNMENT

Director Susan Harris adjourned the regular meeting of the Urban Renewal Agency for March 21, 2023, at 5:08 P.M.

Matthew Hald, Director

Attest:

Joanna Bilbrey, City Recorder

Myrtle Creek Urban Renewal Agency Budget Message

Chairman and Budget Committee Members,

I am pleased to present our budget for the Myrtle Creek Urban Renewal Agency for 2023/2024. It is with great thoughtfulness and dedication that Staff has prepared this balanced budget for your perusal. I would especially like to thank our Financial Officer Lesley Hiscocks for her time and efforts to prepare this budget document.

The Myrtle Creek City Council has appointed the City of Myrtle Creek Budget Committee to serve as the budget committee for the Myrtle Creek Urban Renewal Agency.

The City of Myrtle Creek has numerous undeveloped and underdeveloped properties in the city limits. In an effort to establish a funding source for improving those properties, the City formed the Myrtle Creek Urban Renewal Agency (MCURA) in 2018. The urban renewal boundary included the downtown and other under or undeveloped properties in the city boundary. A Plan for the MCURA was developed, with the parameters of the agency for a 30-year time frame.

It is anticipated that the Plan will take 30 years of tax increment collections to implement. The maximum amount of indebtedness (amount of tax increment financing (TIF) for projects and programs) that may be issued for the Plan is \$8,059,393.

Goals and objectives for this Plan are intended to guide TIF investment in the area over the life of the Plan. The project category descriptions and list of projects are intended to aid future decision makers when considering how best to expend funds generated by TIF. The Plan is to be administered by the City's Urban Renewal Agency (Agency). Any amendments to the plan that are considered substantive must be approved by the City Council.

The combined total proposed fiscal year 2023/2024 Urban Renewal budget is \$1,014,555.

Revenue in the form of tax incremental revenue is expected to be \$382,595 plus net working capital in the amount of \$631,760 for a total of \$1,014,555. Expenditures are projected to be \$5,000 in Operating Supplies (legal notices, etc.), \$10,000 in Contractual Services and \$200,000 in capital outlay. There are no firm plans to spend the capital outlay funds and if unused, it will carry over to the next fiscal year. As the hospital demolition project ends, we should only have residual costs in this fiscal year.

We are creating a new line item to reflect the grant program. The budget for this year's grant allocation is \$50,000. We also created an Unappropriated Ending Fund Balance line. For the 2023-2024 fiscal year we anticipated a \$799,555 ending fund balance.

The Myrtle Creek Urban Renewal Agency will support efforts to make Myrtle Creek more attractive to potential investors. Projects in the plan will improve the quality of life for the people we serve. Through careful planning and investment, we hope to achieve these goals.

Respectfully submitted,

Lonnie Rainville

City Administrator/Chief Budget Officer

**MYRTLE CREEK URBAN RENEWAL AGENCY
of the City of Myrtle Creek**

RESOLUTION NO. 23-001

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS,
AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024**

WHEREAS, the Budget Committee of the Myrtle Creek Urban Renewal Agency has approved a budget and the collection of the tax increment for the Urban Renewal Agency for the fiscal year commencing July 1, 2023, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has not proposed any change to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the Urban Renewal Agency Board of Directors as required by law, and

WHEREAS, it appears to the Board that the Budget approved by the Budget Committee and the tax increment set by the Budget Committee should be adopted.

NOW THEREFORE, BE IT RESOLVED BY THE MYRTLE CREEK URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1: That the Myrtle Creek Urban Renewal Agency Board hereby adopts the FY 2022-23 Budget in the total amount of \$1,014,555. The Budget is on file with the Myrtle Creek City Recorder's Office.

Section 2: That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, and for the purposes hereby appropriated as follows:

General Fund

Materials and Services	\$ 15,000
Capital Outlay	\$ 200,000
Miscellaneous	\$ 799,555
Total Appropriations	<u>\$1,014,555</u>

Section 3: The Myrtle Creek Urban Renewal Agency certifies to the Douglas County Assessor's Office a request for the Myrtle Creek Urban Renewal District's 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.

Section 4: This Resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED by the Urban Renewal Agency this 6th day of June, 2023.

SIGNED by the Director this 6th day of June, 2023.

Matthew Hald, Director

Attest:

Joanna Bilbrey, City Recorder