1. **LOGIN INFORMATION TO ATTEND VIA ZOOM**
   
   **Join Zoom Meeting**
   
   Meeting ID: 891 9357 6148
   Passcode: 326239

   **Call in - (no internet)**
   
   253-215-8782
   Meeting ID: 891 9357 6148
   Passcode: 326239

2. **CALL TO ORDER**

3. **ROLL CALL**

4. **CONSENT AGENDA:**
   
   (The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Board)

   A. **Approval of June 7, 2021 Special Session Agenda**

   B. **Approval of February 25, 2021 URA Board Meeting Minutes**
      
      - [Urban Renewal Agency Board - Special Session - 25 Feb 2021 - Minutes](#)

   C. **Approval of the April 21, 2021 Urban Renewal Agency Budget Committee Meeting Minutes**
      
      - [Urban Renewal Agency Budget Committee - 21 Apr 2021 Minutes DRAFT](#)

   Motion to approve the Consent Agenda.

   - [Urban Renewal Agency Budget Committee - 21 Apr 2021 Minutes DRAFT](#)

5. **PUBLIC COMMENT:**
   
   We encourage those wishing to comment to do so in advance of the meeting by emailing comments to info@northplains.org. Comments will be read into the record.
Persons wishing to speak on matters not on the agenda may be recognized at this time.

6. NEW BUSINESS:

A. **Res. No. 2152-URA - Adopting the FY22-23 URA Biennium Budget**
   - Staff Report - 2022-23 URA budget adoption - Res. No. 2152
   - Res. No. 2152-URA - Adopting the 2021-22 Biennium URA Budget with Exhibit A

7. UNFINISHED BUSINESS:

8. ADJOURNMENT:

*****

North Plains URA meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at (503) 647-5555

*****
MINUTES
Urban Renewal Agency Board - Special Session Meeting
Thursday, February 25, 2021 VIA ZOOM 6:00 PM

DIRECTORS: Chairperson Russ Sheldon, Vice-Chair Cameron Martinez, URA Directors: James Fage, Robert "Butch" Kindel, Teri Lenahan, Trista Papen, Rickey Smith,

DIRECTORS ABSENT:

STAFF PRESENT: City Manager Andy Varner, City Recorder Lori Lesmeister

1 LOGIN INFORMATION TO ATTEND VIA ZOOM
Join Zoom Meeting
https://us02web.zoom.us/j/89702751887?pwd=QUlVJnkc3dnczM1dJZC9vYmpySjBPUT09
Meeting ID: 897 0275 1887
Passcode: 143211

Call in (no internet)
253- 215-8782
Meeting ID: 897 0275 1887
Passcode: 143211

2 CALL TO ORDER
Executive Session called to order at 3:05 pm

3 ROLL CALL
a) All Directors in attendance along with Executive Director Andy Varner, Finance Director Bill Reid, City Attorney Spencer Parsons, City Recorder Lori Lesmeister

4 EXECUTIVE SESSION
ORS 192.660(2)(e) – Real Property Transaction
a) Adjourn Executive Session at 3:37 pm

Call to order regular URA Meeting at 3:44 pm
All Directors in attendance
5 OFFICER ELECTIONS:
   a) **Nominate and Elect URA Chair for 2021**
      Nominate Russ Sheldon as URA Chair for 2021
      Moved by Director Lenahan. Second by Director Kindel.
      Motion was approved unanimously.
   b) **Nominate and Elect Vice-Chair for 2021**
      Nominate Cameron Martinez as Vice-Chair for 2021
      Moved by Director Sheldon. Second by Director Lenahan
      Motion was approved unanimously.

6 CONSENT AGENDA:
   (The items on the Consent Agenda are normally considered in a single motion. Any item
   may be removed for separate consideration upon request by any member of the Board)
   a) **Approval of February 25, 2021 Special Session Agenda**
   b) **Approval of minutes of November 2, 2020 URA Board Meeting**
      Motion to approve the Consent Agenda.
      Moved by Director Martinez. Second by Director Lenahan.
      Motion was approved unanimously.

7 PUBLIC COMMENT:
   a) No public on Zoom call, no written comment received prior to meeting.

8 NEW BUSINESS:
   a) **Purchase of Real Property**
      Move to agree to purchase Real Property for price of $2.32m
      Moved by Director Lenahan. Second by Director Martinez.
      Motion was approved unanimously.

9 ADJOURNMENT: 3:50 pm

_________________________________________
Russ Sheldon, URA Chairperson

_________________________________________
Lori Lesmeister, City Recorder               Date Approved ________________
URAL BUDGET COMMITTEE MINUTES
Urban Renewal Agency Budget Committee
Wednesday, April 21, 2021 - 6:00 PM -- Via Zoom

URAL BUDGET COMMITTEE
MEMBERS:
Marlo Eckert, James Fage, Cindy Hirst, Robert Kindel, Teri Lenahan, Cameron Martinez, Trista Papen, Russ Sheldon, Sherrie Simmons, Rickey Smith, Nathan Speulda, Kurtis Walton

MEMBERS ABSENT:
All members in attendance

STAFF PRESENT:
City Manager Andy Varner, Finance Director Bill Reid, Library Director Robin Doughty, Public Works Director Blake Boyles, Police Chief James Haxton, City Recorder Lori Lesmeister

LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting
https://us02web.zoom.us/j/88201741753?pwd=QzIwU0xiU3VhalhlZ0pVMEYzcGxQZz09 Meeting ID: 882 0174 1753
Passcode: 306888

Call in - no internet
253-215-8782
Meeting ID: 882 0174 1753
Passcode: 306888

CALL TO ORDER at 6:01 pm

PLEDGE OF ALLEGIANCE

a) Dispensed with the pledge as the meeting was virtual

ROLL CALL All Budget Committee members in attendance

OFFICER ELECTIONS - First Meeting of the year

a) Nomination and Election of URA Budget Committee Chairperson. Nominate Teri Lenahan as Chair of the URA Budget Committee. Moved by Commissioner Sheldon. Second by Commissioner Kindel. Motion was approved unanimously.

b) Nomination and Election of URA Budget Committee Vice Chairperson.
b) **Nominate Rickey Smith as Vice-Chair of the URA Budget Committee**
   Moved by Commissioner Lenahan. Second by Commissioner Sheldon. Motion was approved unanimously.

6 **CONSENT AGENDA:**
(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the URA Budget Committee.)

   a) **Approval of the April 21, 2021 URA Budget Committee Special Session Agenda**
   
   b) **Approval of minutes of April 22, 2020 URA Budget Committee Special Session.**

   **Motion to approve the Consent Agenda.**
   Moved by Commissioner Martinez. Second by Commissioner Simmons. Motion was approved unanimously.

7 **PUBLIC COMMENT:**
We encourage those wishing to comment to do so in advance of the meeting by emailing comments to info@northplains.org. Comments will be read into the record. Persons wishing to speak on matters not on the agenda may be recognized at this time.

   a) No public in attendance via Zoom

8 **PUBLIC HEARING:**

   a) **Proposed 2021 - 2023 URA Budget**

   1. **URA Budget Message Presentation and Fund Budget Review**

   Open Public Hearing at 6:08 pm
   City Manager Andy Varner and Finance Director Bill Reid presented the 2021-2023 URA Budget. Questions and Discussion ensued.

   **Move to make recommendation of approval of the 2021-2023 URA Budget to City Council at their June 7, 2021 City Council meeting.**
   Moved by Commissioner Sheldon. Second by Commissioner Simmons. Commissioners Fage, Hirst, Kindel, Lenahan, Martinez, Papen, Sheldon, Simmons, Smith, Speulda and Walton all voted Aye. Commissioner Eckert voted Nay. Motion passes.

9 **ADJOURNMENT: 6:40 pm**
Teri Lenahan  
URA Budget Committee Chairperson

Lori Lesmeister, City Recorder  
Date Approved ________________
Date: June 3, 2021
To: Mayor and City Council
From: City Manager Andy Varner and Finance Director Bill Reid
Subject: Resolution 2152: Adoption of 2022-2023 Biennial URA Budget

Request: Approve Resolution 2152 to adopt the URA budget, make appropriations, and declare to collect the tax increment revenue for fiscal year 2021-2022.

Background: The Urban Renewal Agency must hold a public hearing and adopt the budget before July 1, 2021. The draft budget was released on April 16, and the Budget Committee approved the URA budget on April 28. Their recommended budget is reflected in this resolution.

Fiscal Impact: The budget for the 2022-2023 biennium is $5,807,245, including all Urban Renewal appropriations, debt service, contingency, and reserve for future expenditures.

Recommendation: Adopt the resolution approving the 2022-2023 biennial budget for the North Plains Urban Renewal Agency.

Sample Motion: I move to approve Resolution 2152 to adopt the URA budget, make appropriations, and declare to collect the tax increment revenue for fiscal year 2021-2022.
RESOLUTION NO. 2152-URA

RESOLUTION OF THE NORTH PLAINS URBAN RENEWAL AGENCY,
ADOPTING THE BUDGET, MAKING APPROPRIATIONS AND DECLARING TO
COLLECT THE TAX INCREMENT REVENUE FOR THE 2022-2023 FISCAL
BIENNium

BE IT RESOLVED BY THE BOARD OF THE NORTH PLAINS URBAN
RENEWAL AGENCY AS FOLLOWS:

Section 1: That the Board of Directors of the North Plains Urban Renewal Agency
hereby adopts the budget for the 2022-2023 fiscal biennium in the total amount of $5,807,245
now on file in the office of the City Manager.

Section 2: That the Board of Directors of the North Plains Urban Renewal Agency
hereby resolves to certify to the county assessor for the North Plains Urban Renewal Agency
Plan Area request 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.

Section 3: That the amount for the fiscal biennium beginning July 1, 2021, and for the
purposes shown, are hereby appropriated as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Urban Renewal</td>
<td>$2,912,000</td>
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<tr>
<td>Debt Service</td>
<td>671,216</td>
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<tr>
<td>Contingency</td>
<td>200,000</td>
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<td><strong>Total Appropriation</strong></td>
<td><strong>3,783,216</strong></td>
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<td>Reserve for Future</td>
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<td>Expenditure</td>
<td>2,024,029</td>
</tr>
<tr>
<td><strong>Total Adopted Budget</strong></td>
<td><strong>$5,807,245</strong></td>
</tr>
</tbody>
</table>

Section 4: This Resolution shall become effective immediately upon adoption by the
Board of Directors.

INTRODUCED AND ADOPTED this 7th day of June, 2021.

CITY OF NORTH PLAINS, OREGON

BY: ___________________________________________________________
Russ Sheldon, Chairperson

Res. #2052-URA
Adopting 2022-23 Biennium URA Budget
Adopted June 7, 2021
Page 1 of 2
Page 9 of 17
## Budget Committee

<table>
<thead>
<tr>
<th>URA Board Members</th>
<th>Term Expires</th>
<th>Citizen Members</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Mayor Teri Lenahan</td>
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<td>Kurtis Walton</td>
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<td>James Fage</td>
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<td>Cindy Hirst</td>
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<td>Robert Kindel</td>
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<td>Nathan Speulda</td>
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<td>Cameron Martinez</td>
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<td>Trista Papen</td>
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<td>Rickey Smith</td>
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<tr>
<td>Russ Sheldon</td>
<td>December 31, 2024</td>
<td>Vacancy</td>
<td>April 15, 2025</td>
</tr>
</tbody>
</table>

### Budget Officer

Executive Director Andy Varner  
Finance Director Bill Reid

Document prepared by the Finance Department.
Budget Message

April 21, 2021

Urban Renewal Board and Budget Committee Members,

The Urban Renewal Agency was created in 2006 to accomplish a series of goals and objectives which were established by the community. Projects of the URA include:

**Completed Projects:**
- Purchase of the 5.07-acre Glencoe Opportunity Area (GOA) property and environmental due diligence
- Glencoe Road Gateway Improvements: Installation of spires and street furniture
- Purchase of property at 31311 Commercial Street for future economic development
- Development of the lot at Kaybern and Main Streets for parking
- City Center Entrance Signage and wall

**Current Projects:**
- Environmental Assessment and Request for Proposals process for development of the GOA

**Future Projects:**
- Downtown corridor action plan
- Glencoe corridor study
- Glencoe Opportunity Area development process
- City hall and government center
- Economic development strategy
- Substantial amendment to the URA plan
- Further small business programs

Urban Renewal Agency property tax revenues are expected to increase again in the 2022-2023 biennium, due to regular growth in value of existing properties under Measure 50 along with additional development added to the assessment rolls by January 1 of each year.

Professional services have been increased to allow for additional planning for projects that could be funded with Urban Renewal money, as shown above. In addition, a more appropriate portion of the City Manager (also the URA Executive Director), Finance Director, and City Recorder salaries and materials and supplies is being charged to the Urban Renewal Agency this biennium.
The URA successfully assumed a $2.9 million borrowing to purchase the Glencoe Opportunity Area and have adequate resources to facilitate its development as well as other efforts as outlined in this budget. This is the sole outstanding debt for the Agency with no plan in this budget to assume additional debt.

Respectfully submitted,

Andy Varner,
Executive Director
2022-2023 Budget Calendar

April 16 – City Manager releases proposed budget
April 21 – First Budget Committee meeting
April 28 – Second Budget Committee meeting
May 19 – Third Budget Committee meeting, if necessary

The Budget Committee will approve the budget.

June 7 – URA Board meeting to hold public hearing on the approved 2022-2023 budget.
June 30 – URA Board must adopt the budget by June 30.

July 15 - The adopted budget is filed with the County Clerk and State of Oregon, and the property tax levy is certified to the County Assessor.

The Budget Amendment Process

The budget is not a fixed document. It is constantly monitored and regular updates are presented to the URA Board by the Contract Accountant. Oregon Budget Law allows for amendments to the City budget for reasons unforeseen at the time of adoption. Adjustments between appropriation levels may be adopted via resolution. Adjustments that exceed certain thresholds require additional action by the Board, including holding a hearing on the proposed budget changes.

The Budget Committee

The Budget Committee is composed of the Urban Renewal Board, and seven citizen members appointed by the Board. The appointed members:

Must live in the City of North Plains and be registered to vote
Cannot be officers, agents, or employees of the local government,
Serve four-year terms, beginning this year due to transition to a biennial budget. Terms are staggered so approximately one-third of the terms end each year.

Accounting

The budget is prepared using the modified accrual method of accounting. This means that obligations of the Agency are budgeted as expenses when the related goods or services are available for use rather than when invoices are paid. The URA manages its finances according to Generally Accepted Accounting
Principles (GAAP) for local governments in the United States. During the year, expenditures and revenues are closely monitored to ensure compliance with the adopted budget and State law.

Monthly reports are prepared by office staff and reviewed by department heads and provided to the Board. These reports are public records and available for the general public to review.

**Budget Detail Pages**

**URBAN RENEWAL FUND 113** – The Urban Renewal Agency has a single fund to account for all revenues and expenditures of the Agency.

**Resources**

**Beginning Fund Balance** – The Agency has accumulated resources as property taxes have continued to grow and projects have been completed. The Agency expects to begin the two-year biennium with approximately $2,058,800 of beginning fund balance.

**Property Taxes** – The 22-23 biennial budget assumes property taxes will grow by 4% annually.

**Debt Proceeds** – After successfully borrowing $2.9 million in FY 2021 to purchase the Glencoe Opportunity Area, the Agency is not planning to borrow additional money in the 2022-23 biennium.

**Requirements**

**Capital Outlay** – Two major types of capital outlays that combine for $1.4 million during the biennium are planned. First, $400,000 are set aside for capital projects that will likely result from the new North Plains Downtown Plan. Second, $1.0 million is set aside for potential property purchase(s) that will also likely be recommended by the downtown planning process. The Board will need to decide what specific projects and purchases will occur after the Downtown Plan is complete and its strategic action plan identifies Agency investment priorities.

**Debt Service** – The Urban Renewal Agency successfully borrowed $2.9 million in FY 2020-21 for purchase of the Glencoe Opportunity Area property. Annual debt service during the biennium will total roughly $671,200. The Agency has no other outstanding debt.

**Glencoe Opportunity Area Development Loan** – The Agency anticipates that as part of seeking successful development of the Glencoe Opportunity Area property, it may likely need to offer a low-cost/no-cost loan to the developer for expensive, upfront costs such as the Transportation Development Tax and/or System Development Charges. This biennial budget sets aside $1.0 million for a loan to the eventually selected GOA developer that would be paid back within ten years. If a loan to a developer is even deemed necessary after completed due diligence, the Board will need to decide whether to offer such an incentive and if so, the terms of such a loan. This $1.0 million is a set-aside in case such an incentive is needed.
### Future Debt

The Urban Renewal Agency does not plan to take on new debt issue in addition to the 2021 borrowing to purchase the Glencoe Opportunity Area.

#### URBAN RENEWAL AGENCY 113

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<tr>
<th>Account Description</th>
<th>HISTORICAL DATA</th>
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<th>FYs 2022-2023 Biennium</th>
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