

**City of St. Helens**  
**Urban Renewal Agency Meeting**  
**September 5, 2018**  
**6:30 p.m.**  
**Agenda**

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1. **Roll Call**
  2. **Consent Agenda for Approval**
    - A. Minutes dated January 17, 2018
  3. **Public Comment**
    - A. 6:30 p.m. - Public Hearing for FY 2018-2019 Urban Renewal Agency Budget Adoption
  4. **Discussion/Action Items**
    - A. **Resolution No. UR-003** - Adopting The Budget For The 2018-2019 Fiscal Year, Making Appropriations, Declaring The Tax Increment, And Collecting The Maximum Amount Of The Division Of The Tax
  5. **Administrator Report**
  6. **Adjournment**
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# City of St. Helens Urban Renewal Agency

Draft Minutes

January 17, 2018

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**Members Present:** Ginny Carlson, Vice Chair  
Doug Morten, Agency Member  
Rick Scholl, Agency Member  
Susan Conn, Agency Member  
Keith Locke, Chair

**Members Absent:** None

**Staff Present:** John Walsh, City Administrator  
Matt Brown, Finance Director  
Margaret Jeffries, Library Director  
Sue Nelson, Public Works Engineering Director  
Jennifer Dimsho, Associate Planner

**Others:** Mark Kreutzer  
Al Petersen  
Sarah Sparks

- 1) **Call to Order - 6:00 p.m.**
- 2) **Election of Officers: Chair & Vice Chair**

Agency Member Carlson asked if there would be additional community representation on the Urban Renewal Agency (URA). City Administrator John Walsh said the URA was established in 2008 originally, and it did not include membership outside of City Council. He said as the URA moves forward, additional membership can be considered. Associate Planner Jennifer Dimsho noted that the bylaws proposed for adoption today are flexible and allow for the creation of Advisory Committees to allow input from the community on certain projects or issues.

Agency Member Morten asked how long the terms last for Vice Chair and Chair. Dimsho said terms are for one year.

Agency Member Locke said since this is his last year on City Council, he would not mind serving as Chair this year. Morten proposed Agency Member Carlson or Agency Member Conn as a Vice Chair. Carlson said she would be happy to serve as Vice Chair.

**Motion:** Upon Agency Member Scholl's motion and Agency Member Carlson's second, the Urban Renewal Agency unanimously approved Agency Member Locke to serve as Chair. [AYES: Agency Member Carlson, Agency Member Morten, Agency Member Scholl, Agency Member Conn; Nays: None]

**Motion:** Upon Chair Locke's motion and Agency Member Conn's second, the Urban Renewal Agency unanimously approved Agency Member Carlson to serve as Vice Chair. [AYES: Agency Member Morten, Agency Member Scholl, Agency Member Conn; Nays: None]

3) **Consent Agenda for Approval**  
3.A URA Minutes dated May 5, 2017

**Motion:** Upon Agency Member Conn's motion and Vice Chair Carlson's second, the Urban Renewal Agency unanimously approved the Urban Renewal Agency minutes dated May 5, 2017. [AYES: Agency Member Morten, Agency Member Scholl, Agency Member Conn, Vice Chair Carlson; Nays: None]

4) **Public Comment**

**Kreutzer, Mark.** Kreutzer is concerned about the makeup of the Urban Renewal Agency (URA). He knows it is convenient to have City Council make up the URA, but he feels it would not represent those who are impacted by the URA decisions. Kreutzer would like to propose two members of City Council, one County Commissioner, two members from special districts, and two citizens at large. He feels that this would represent the wider public in decisions. He said Advisory Committees will not have the power to make decisions.

Vice Chair Carlson also wants wider participation because she feels it results in better outcomes. She explained that the City's Budget Committee is made up of equal representation of the community and City Council. Kreutzer said he is on the Board of Directors for Columbia River Fire & Rescue and their Budget Committee includes five board members and five citizens at large. Morten asked if Kreutzer would like to see a makeup similar to the St. Helens Budget Committee on the Urban Renewal Agency. Kreutzer said yes. Five members of City Council and five members of the public would be a fair compromise, so long as the other five members represent taxing districts, citizens, and a County Commissioner. Morten said he would like this to be added to the next URA agenda. Chair Locke and Vice Chair Carlson agreed.

Chair Locke added that the City Council is elected by the whole community. He feels the current Council makeup is very diverse and represents the public. Morten also said when additional members are added, there is a risk of the makeup of the agency being weighted towards one concern over another. This topic warrants further discussion at the next URA meeting.

Agency Member Scholl said he originally thought City Council would have too much power if they made up the URA. He said the history of urban renewal has been negative because City Councils abused the power. Scholl said legislation now requires strict use of urban renewal funds on projects that are defined in the adopted Urban Renewal Plan. Morten said there is a benefit of having the City Council serve as the URA because it is more cohesive. He said if the URA and City Council disagree, there can be serious problems.

Kreutzer thanked the URA for the opportunity to speak on this.

**Petersen, Al.** Petersen agrees with Mark Kreutzer. He noted that concerns about the URA makeup were made multiple times throughout the planning process. He said there are multiple ways to structure how the public can be involved. He said the citizen at large or special district representation could be on rotation. Petersen said the URA should be sensitive to the perception that the special districts have given up revenues to the URA. Petersen thinks that

having special district representation on the URA with voting power can help with any potential negative perception.

Next, Petersen asked what is going on with the agency. He asked if the URA would be prioritizing projects prior to revenues coming in. He said the URA should start having more regular meetings so that when money comes in, the City is ready to implement projects. Scholl said there is at least a couple of years until the URA has enough money to leverage a loan for the first project.

**Sparks, Sarah.** Sparks said school facilities need to be re-done. She said the bathrooms are in terrible condition. Scholl agreed that the conditions of the restrooms are terrible. Scholl said the school bond that recently passed should help with school facilities. Morten said UR can also help provide safe passage to and from school. Chair Locke recommended that Sparks consider joining the Youth City Council.

5) **Discussion/Action Items**

5.A **Resolution No. UR-001 - Adopting Bylaws of the Urban Renewal Agency of the City of St. Helens**

Morten said the URA can amend the bylaws at any time by a vote. Vice Chair Carlson asked if there will be any predictability to the meeting schedule for the public who want to attend. Chair Locke would like to add a discussion of meeting dates and times to the next agenda.

**Motion:** Upon Agency Member Morten's motion and Agency Member Conn's second, the Urban Renewal Agency unanimously adopted Resolution No. UR-001 Adopting Bylaws of the Urban Renewal Agency of the City of St. Helens. [AYES: Vice Chair Carlson, Agency Member Morten, Agency Member Scholl, Agency Member Conn; Nays: None]

5.B **Resolution No. UR-002: Proposing a Minor Amendment to the St. Helens Urban Renewal Plan**

Walsh explained that when the approved urban renewal boundary went to the County Assessor's office, they requested that the boundary be amended to reflect full parcels because it would make assessment more difficult. Walsh said the changes make up less than half of a percent in total boundary acreage. Dimsho said that when the boundary was originally drawn, it went about three to four blocks back from street corridors where improvements were proposed. This method included bisected tax lots. Dimsho said we did not know this would be an issue until the adopted boundary went to the County Assessor, and they let us know that people would be receiving two separate tax bills for the same property. The boundary would not change how much their property taxes are, but the boundary determines how the money is allocated. Instead of creating a hassle for citizens, we want to correct the boundary to follow exact property lines. Dimsho said she verified with the County Assessor that the new boundary proposed with this minor amendment would solve the issue.

**Motion:** Upon Vice Chair Carlson's motion and Agency Member Morten's second, the Urban Renewal Agency unanimously adopted Resolution No. UR-002 Proposing a Minor Amendment to the St. Helens Urban Renewal Plan. [AYES: Vice Chair Carlson, Agency Member Morten, Agency Member Scholl, Agency Member Conn; Nays: None]

## 6) **Administrator Report**

Walsh said the URA is in its infancy stage. We cannot leverage any money at this point for projects unless the City loans the agency seed money. He said other Cities sometimes create the URA before plans have been adopted. In this case, we have multiple adopted plans with very specific projects. Walsh said the City is in a great position with all of our adopted plans, many of which have been funded by state and federal grant programs. Walsh said discussing agency representation and a regular schedule of meetings are great future agenda items.

Morten would like members of the URA to make clarifying statements after yes or no vote so that citizens understand the reasons for their vote. Chair Locke said this should be added to the next agenda. Chair Locke proposed April 18 at 6 p.m. for the next URA meeting. Vice Chair Carlson asked how the notice for meetings would be distributed. Dimsho said it follows the same notification process as our Planning Commission. The agenda and packet were sent out to our mass distribution list, which includes the press, a week in advance of the meeting. The meeting agenda and packet was uploaded to the City's website on the Public Meetings Calendar. Chair Locke asked if the agenda and packet could be sent to the Chair of each taxing district. Dimsho said if the URA eventually includes membership of the taxing districts, additional notification may be unnecessary. Dimsho recommended discussing rules for notification of meetings within the larger discussion of a Public Involvement Plan for the URA.

Morten recommended that the URA not deliberate on the spot when issues are brought up by the community. He suggested that items be placed on the next agenda for discussion so that members have time to do the research in advance of deliberations in order to make thoughtful decisions.

## 7) **Adjournment**

There being no further business before the Urban Renewal Agency, the meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Jennifer Dimsho  
Associate Planner

*City of St. Helens*  
**RESOLUTION NO. UR-003**

A RESOLUTION ADOPTING THE BUDGET FOR THE 2018-2019 FISCAL  
YEAR, MAKING APPROPRIATIONS, DECLARING THE TAX INCREMENT, AND  
COLLECTING THE MAXIMUM AMOUNT OF THE DIVISION OF THE TAX

**ADOPTING THE BUDGET**

**BE IT RESOLVED**, that the City of St. Helens Urban Renewal Agency hereby adopts the budget for the fiscal year 2018-2019 in the total of \$190,931, on file at the City of St. Helens, 265 Strand Street, St. Helens, Oregon.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED**, that the amounts shown in Exhibit A, City of St. Helens Urban Renewal Agency Proposed Budget 2018-2019 Budget are hereby appropriated for the fiscal year beginning July 1, 2018.

**DECLARING TAX INCREMENT**

**BE IT RESOLVED**, that the City of St. Helens Urban Renewal Agency hereby elects to certify to the County Assessor that a request for the St. Helens Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes on Section 1e, Article IX of the Oregon Constitution and ORS Chapter 457.

Passed and adopted by the St. Helens Urban Renewal Agency this 5<sup>th</sup> day of September, 2018, by the following vote:

Ayes:

Nays:

\_\_\_\_\_  
Keith Locke, Chair

ATTEST:

\_\_\_\_\_  
Kathy Payne, City Recorder



# *ATTACHMENT A*

## **City of St. Helens Urban Renewal Agency Proposed Budget FY 2018-2019**



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### **URBAN RENEWAL AGENCY BOARD**

Keith Locke	Board Chair
Ginny Carlson	Board Vice Chair
Rick Scholl	Board Member
Doug Morten	Board Member
Susan Conn	Board Member

### **BUDGET COMMITTEE**

Rachael Barry	Budget Committee Member
Brian Vaerewyck	Budget Committee Member
Leah Tillotson	Budget Committee Member
Bill Eagle	Budget Committee Member
Garrett Lines	Budget Committee Member

### **CITY STAFF**

John Walsh	Agency Administrator
Jenny Dimsho	Agency Secretary
Matt Brown	Agency Finance Director



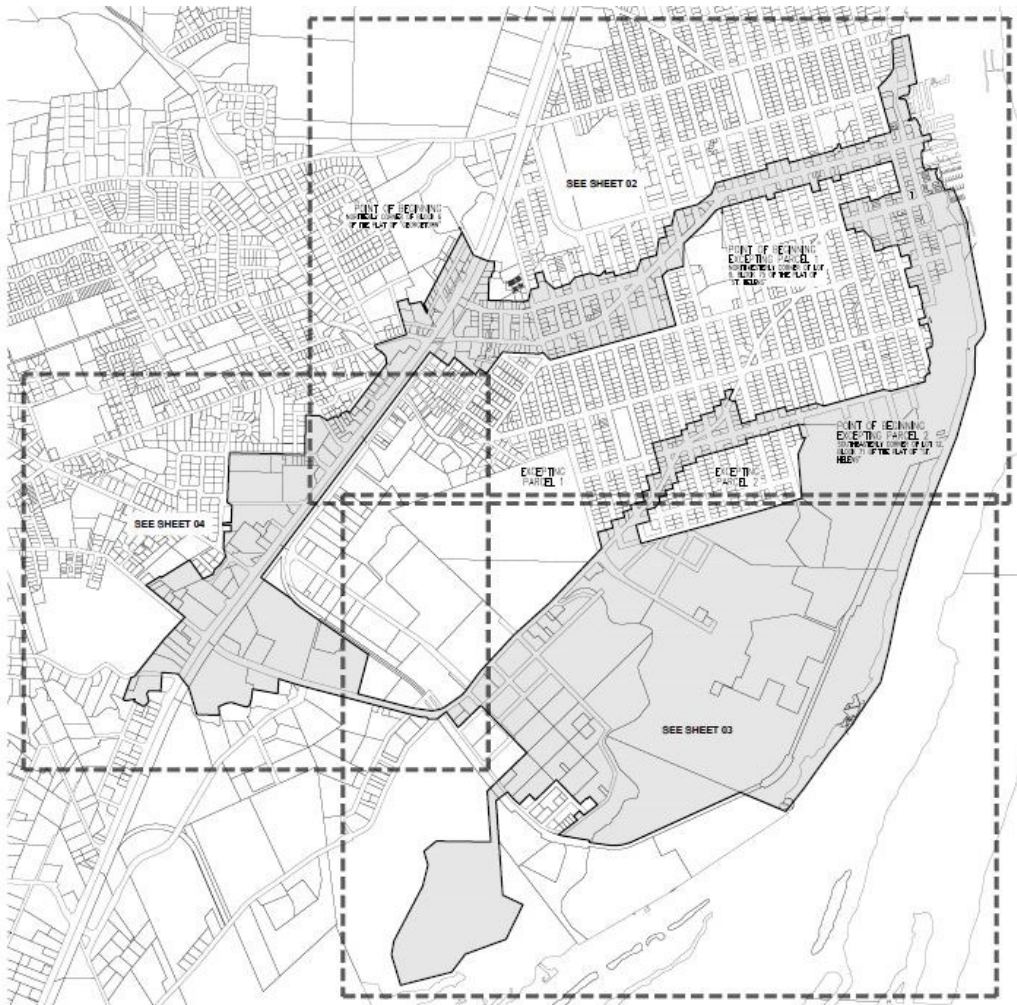
## ABOUT THE AGENCY

The City of St. Helens Urban Renewal Agency (URA) is a separate entity from the City. The City of St. Helens City Council serves as the Board of Directors for the URA and is financially accountable for its operations. In accordance with Oregon budget law, the URA prepares its own budget, and the Board of Directors approves its annual appropriations.

Urban Renewal Agencies capture a portion of the tax base from growth to make investments to revitalize and improve economic and community development projects included in the Urban Renewal Plan. When the St. Helens Urban Renewal Plan was adopted in 2017, property values within the district boundary were frozen. The taxes collected on that frozen value continue to flow to the taxing authorities (City, County, Schools, Fire, etc.). Any growth and appreciation amount over the frozen base funds the Urban Renewal Agency and Urban Renewal Plan.

Urban Renewal Tax Collections are not an additional tax, rather it is a division of the existing taxes where the greater portion is directed towards funding projects within the Urban Renewal boundary. Urban Renewal Tax Collections are used to initiate development that would not be financially feasible without infrastructure improvements made possible by urban renewal financing.

The diagram below shows the URA Boundary that was approved in 2017. The adopted Urban Renewal Plan is available on the City's website at [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us) under the Planning Department.



## **FY 2018-2019 BUDGET MESSAGE**

It is my pleasure to present to the URA Budget Committee and URA Board the first URA Budget to begin collecting the tax increment in FY 2018-2019. This first year's budget is truly about starting the process of collecting and not necessarily about spending those funds right away.

You will see in the budget document that 100% of the funds are placed in a Contingency account within the URA expenses. There are a couple different reasons for this. The first is that the URA is not 100% sure what amount will be collected through the tax increment in FY 2018-2019. Through specific studies and estimates from the County Tax Assessor we have an estimated amount for the first year, which is shown in the Property Tax Revenue line item. However with the current development within the URA Boundary and ongoing economic changes in the community, the amount collected for FY 2018-2019 may change slightly by the time collection begins.

As far as expenses for the URA in the first year, we do not anticipate to reimburse the City of St. Helens for current URA expenses in the first year. The City of St. Helens can request reimbursement of certain expenses from previous years that were related to the URA, however at this time, City staff is recommending that it wait until at least year 2 to seek any reimbursement of URA expenses from previous years. These certain expenses can include URA planning fees and professional services along with a percentage of staff time that was used to create the URA. These expenses are easily tracked in our financial system if the City chooses to seek reimbursement at any time in the future from the URA.

No URA specific projects are expected to begin in FY 2018-2019, however ongoing planning and tax collection that will begin this year will help assist in the upcoming borrowing/lending amounts that the URA anticipates taking out to begin projects that are identified in the adopted Urban Renewal Agency plan. This plan and project list is available on the City's website at [www.ci.st-helens.or.us](http://www.ci.st-helens.or.us) and located on the Planning Department's web page.

The City recently applied to the 2018 US DOT BUILD Program (Formally TIGER), for funding significant transportation infrastructure on the Waterfront Redevelopment site. This is the first opportunity for the City's URA to leverage federal funding by using URA funds as a portion of the City's local match. The City will be notified by December 2018, and if successful, the earliest that the URA would obligate funds for this project will be FY 2020-2021.

City Staff is excited and looking forward to the Agency's progress and achievements that will be coming within the next several years.

Respectfully submitted,

Matt Brown  
Finance Director

## FY 2018-2019 BUDGET

	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>LOCAL TAXES</b>						
801-000-031001 Property Tax - Current	-	-	-	190,931	190,931	
801-000-031002 Property Tax - Previous	-	-	-	-	-	
<b>TOTAL CHARGES FOR SERVICES</b>	-	-	-	<b>190,931</b>	<b>190,931</b>	
<hr/>						
<b>TOTAL RESOURCES</b>	-	-	-	<b>190,931</b>	<b>190,931</b>	

	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
EXPENDITURES	Actual	Actual	Budget	Proposed	Approved	Adopted
<b>CONTINGENCY</b>						
801-000-058001 Contingency	-	-	-	190,931	190,931	
<hr/>						
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>190,931</b>	<b>190,931</b>	