



**URBAN RENEWAL AGENCY**  
**Wednesday, May 15, 2019**  
265 Strand Street, St. Helens, OR 97051  
[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

---

**Welcome!**

1. **6:15 p.m. - Roll Call**
2. **Election of Officers: Chair and Vice Chair**
3. **Consent Agenda for Approval**
  - 3.A. Draft Minutes dated September 5, 2018  
[090518 DRAFT URA Minutes](#)
4. **Public Comment**
5. **Discussion/Action Items**
  - 5.A. Resolution No. UR-004 - Adopting the 2019-2020 Budget  
[UR-004 Adopting the 2019-2020 Budget](#)
6. **Administrator Report**
7. **Adjournment**

---

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!  
For more information or for an application, stop by City Hall or call 503-366-8217.

# City of St. Helens Urban Renewal Agency

Draft Minutes

September 5, 2018

---

**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  
Jennifer Dimsho, Associate Planner

**Others:** Mark Kreutzer  
Patrick Birkle  
Shauna Harrison  
Frank Brandon  
Kristina & Alana Saul  
Hailey Chatterley

- 1) **Roll Call** - 6:30 p.m.
- 2) **Consent Agenda for Approval**
  - 2.A Draft Minutes dated January 17, 2018

**Motion:** Upon Scholl's motion and Conn's second, the Urban Renewal Agency unanimously approve Draft Minutes dated January 17, 2018. [AYES: Vice Chair Carlson, Conn, Scholl, Morten, Chair Locke; Nays: None]

- 3) **Public Comment**
  - 3.A Public Hearing - FY 2018-2019 Urban Renewal Agency Budget Adoption

**Kreutzer, Mark.** Kreutzer said he would like to comment on the Urban Renewal Agency (URA) Board makeup, not the budget. He would like to see more representation on the Agency than just City Council. He feels there should be special district representation and private citizens on the board. Kreutzer said the Fire District is expected to maintain the same level of service, despite the loss in funding caused by the URA. He feels if the makeup of the board includes other taxing districts, there will be more trust.

Scholl said that the money spent on urban renewal has to be used on the adopted list of projects. Walsh said the URA's makeup was established in 2008 by resolution. Once the URA starts to make and spend money, changing the makeup may make sense. Locke asked if a liaison would help. Kreutzer said that sounds like public comment. Locke said he has seen public comment change Council's decisions. Morten asked who Kreutzer would like to be on the URA. Kreutzer said a similar makeup to the budget committee, with five members of Council

and five other members of the public. It would be City Council's decision to pick the members, but he would like to see more representation on the URA, particularly with special districts.

**Birkle, Patrick.** Birkle would like to echo Kreutzer's comments. Birkle said his issues are with communication with the community at large. If the URA board contains wider membership, more of the community would be involved in communicating decisions to the public. He had a hard time finding information about the URA on the website. He is not against urban renewal and future development, but a lot of people are. Birkle said the more transparent the URA is, the less negativity the City will see.

**Harrison, Shauna.** Harrison would like the URA to be transparent. She would like to echo the previous two speakers. She said other communities bring in Parks & Recreation into their Urban Renewal Agency. She would like the URA to be made up of locals.

4) **Discussion/Action Items**

- 4.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

Finance Director Brown said the proposed 2018-2019 budget was approved by the Budget Committee last month. Brown said staff believed URA funds would be set aside and collection could occur at a later date. However, the state and county require that we have a formal budget before we can collect funds. Brown said the County and the State ensured us that if we adopted a budget as soon as possible, we could collect the 2018-2019 tax increment. Walsh said it is his recommendation to adopt the budget and begin collecting the 2018-2019 tax increment.

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

5) **Administrator Report**

Walsh said the URA is in its infancy. Priorities have been established in previously adopted plans. The makeup of the agency and refinement of the adopted plans may change throughout the life of the URA, but the purpose of this meeting is to begin collecting increment revenues. Chair Locke suggested that URA information be added to our website, Facebook page, and sent to the newspaper and radio station.

**Motion:** Upon Morten's motion and Conn's second, the Urban Renewal Agency unanimously recommended that the Communications Officer share information regarding the URA. [AYES: Vice Chair Carlson, Conn, Scholl, Morten, Chair Locke; Nays: None]

6) **Adjournment**

There being no further business before the Urban Renewal Agency, the meeting was adjourned at 6:52 p.m.

*Respectfully submitted,*

*Jennifer Dimsho  
Associate Planner*

**City of St. Helens**  
**RESOLUTION NO. UR-004**

A RESOLUTION ADOPTING THE BUDGET FOR THE 2019-2020 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 2019-2020 in the total of \$105,000, 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 2019-2020 Budget are hereby appropriated for the fiscal year beginning July 1, 2019.

**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 15<sup>th</sup> day of May, 2019, 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 2019-2020



## **TABLES OF CONTENTS**

About the District	3
FY 2018-2019 Budget Message	4
FY 2018-2019 Budget	5
FY 2018-2019 Budget Notices & Filings	6

---

### **URBAN RENEWAL AGENCY BOARD**

Keith Locke	Board Chair
Ginny Carlson	Board Vice Chair
Rick Scholl	Board Member
Doug Morten	Board Member
Stephen Topaz	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

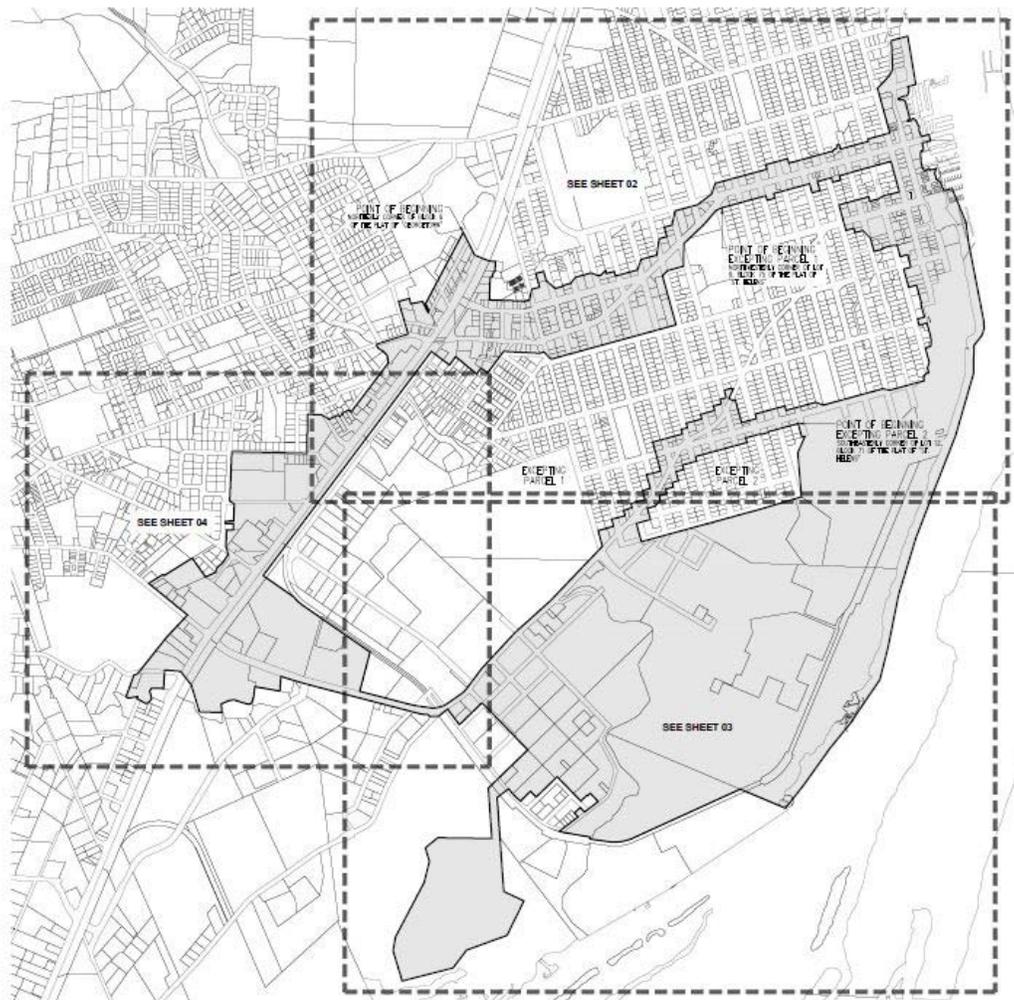
## ABOUT THE AGENCY

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 2019-2020 BUDGET MESSAGE**

You will see in the budget document that 100% of the funds are placed in a Contingency account within the URA expenses. As far as expenses for the URA, we do not anticipate to reimburse the City of St. Helens for current URA expenses this upcoming 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 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 2019-2020, 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.

Respectfully submitted,

Matt Brown  
Finance Director

# FY 2019-2020 BUDGET

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>RESOURCES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>LOCAL TAXES</b>							
801-000-031001	Property Tax - Current	0	0	190,931	55,000	55,000	0
<b>FUND BALANCE AVAILABLE</b>							
801-000-027500	Fund Balance Available	0	0	0	50,000	50,000	0
<b>TOTAL RESOURCES</b>		<b>0</b>	<b>0</b>	<b>190,931</b>	<b>105,000</b>	<b>105,000</b>	<b>0</b>

		2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>EXPENDITURES</b>		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
<b>CONTINGENCY</b>							
801-000-058001	Contingency	0	0	190,931	105,000	105,000	0
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>190,931</b>	<b>105,000</b>	<b>105,000</b>	<b>0</b>