

**ROSEBURG URBAN RENEWAL AGENCY**  
**BOARD MEETING AGENDA**  
June 11, 2018



**7:00 p.m. City Hall Council Chambers**  
***(Immediately following City Council meeting)***

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1. **CALL TO ORDER:** Larry Rich, Chairperson
  
  2. **ROLL CALL OF BOARD MEMBERS**  
Alison Eggers      Linda Fisher-Fowler      Ashley Hicks      Steve Kaser  
John McDonald      Brian Prawitz      Tom Ryan      Andrea Zielinski
  
  3. **CONSENT AGENDA**  
A. Minutes of April 23, 2018 Special Meeting  
B. Minutes of April 23, 2018 Meeting
  
  4. **AUDIENCE PARTICIPATION**
  
  5. **PUBLIC HEARING**  
A. 2018-2019 Budget Adoption
  
  6. **ADJOURNMENT**
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Please contact the office of the City Recorder, 900 SE Douglas Avenue, Roseburg, Oregon, 97470; phone (541) 492-6866, at least 48 hours prior to the scheduled meeting time if you need an accommodation in accordance with the Americans With Disabilities Act. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

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**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD SPECIAL MEETING  
April 23, 2018**

A special meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 6:00 p.m. on Monday, April 23, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Alison Eggers (arrived at 6:48 p.m.), Linda Fowler-Fisher, Ashley Hicks, John McDonald (arrived at 6:51 p.m.), Brian Prawitz, Steve Kaser and Andrea Zielinski.

Absent: Tom Ryan

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Incoming City Recorder Amy Sowa, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Fire Chief Gregg Timm, Community Development Director Stuart Cowie, Finance Director Ron Harker, Management Assistant Koree Tate, Police Sergeant Gary Klopfenstein and John Dickey of the News Review.

URBAN RENEWAL - DIAMOND LAKE URBAN RENEWAL AREA

Elaine Howard, consultant for the project, reported the Diamond Lake Urban Renewal Plan (Plan) was developed for the Agency with input from an Advisory Committee that was formed for this purpose. The Advisory Committee was composed of representatives from the community, Douglas County, Roseburg School District #4, Oregon Department of Transportation, Roseburg City Council, Roseburg Planning Commission and City staff. The Advisory Committee met three times to discuss and refine the boundary, projects and financing of the Plan. In addition to the projects proposed by staff, the Advisory Committee requested a project for "Beautification" be added to the project list. Advisory Committee members noted there was very little "sense of place" in the Diamond Lake Urban Renewal Area (Area) and that condition could be improved through beautification projects.

The Plan also included input received from the community at the public Open House. The Open House was attended by members of the Advisory Committee, City staff, citizens and the consultant. Public meetings will be held before the Roseburg Urban Renewal Agency (Agency), the Roseburg Planning Commission and City Council. Pursuant to the Roseburg City Charter and Oregon Revised Statute (ORS) 457, this Plan must be adopted by ordinance by the City Council and will go into effect 30 days after adoption. The Plan is to be administered by the Agency.

Howard reviewed the Diamond Lake Urban Renewal Plan which will consist of over 711 acres. In response to Rich, Colley confirmed the Plan reached property just west of Sunshine Park. Howard reviewed Urban Renewal projects outlined in the Plan that addressed economic development, housing incentives, public safety, transportation, transportation – economic development, transportation – multimodal, transportation – safety and beautification. Projects heavily rely on transportation and are tied to development. Colley stated the development of Stewart Parkway and Edenbower began with a developer agreement. In response to Fisher-Fowler, Colley explained projects were prioritized by grouping into increments based on developer and construction needs, resources available, matching funds and incentives.

Howard added opportunities from developers could also arise and be brought forward by staff for Agency consideration. The Agency is not required to complete all projects listed and will have an opportunity to decide which are priorities.

In response to Rich, Howard explained tax increment financing consisted of using annual tax increment revenues to make payments on debt, usually in the form of bank loans or revenue bonds. The overall purpose was to overcome obstacles in developing the area. Tax increment revenues equal the annual property taxes imposed on the cumulative increase in assessed value within an urban renewal area over the total assessed value at the time an urban renewal plan is adopted.

Hicks sought information regarding underground utilities and if light poles would be removed. Messenger advised the City will work with ODOT to determine options, but did not have the funding to purchase multiple right-of-way properties to underground all utilities. Howard added light poles were being moved to alleviate the current sidewalk obstructions. Hicks inquired how the Douglas Avenue Bridge was chosen to be repaired. Messenger explained bridges were routinely inspected by a rating system. The Douglas Avenue Bridge has received a sufficiency rating drop and is functionally obsolete. Hicks added she would like traffic to move slower and asked if islands could be added to the center of the boulevard. Messenger advised this was a State highway and there were limitations to what could be achieved and maintained. Beautification was added as an option if funding was available.

Kaser moved to forward the Diamond Lake Urban Renewal Plan to the Planning Commission for its review of the Plan's conformance to the Roseburg Comprehensive Plan, to the Douglas County Commission for briefing and then to the Roseburg City Council for public hearing and adoption. Motion was seconded by Hicks and carried unanimously.

#### ADJOURNMENT

The meeting adjourned at 6:53 p.m.



Koree Tate  
Management Assistant

**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
April 23, 2018**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:18 p.m. on Monday, April 23, 2018, in the Roseburg City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Board Members Alison Eggers, Linda Fowler-Fisher, Ashley Hicks, John McDonald, Brian Prawitz, Steve Kaser, Andrea Zielinski.

Absent: Tom Ryan

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Incoming City Recorder Amy Sowa, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Police Chief Jim Burge, Fire Chief Gregg Timm, Community Development Director Stuart Cowie, Finance Director Ron Harker, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Gary Klopfenstein, and John Dickey of the News Review.

CONSENT AGENDA

Kaser moved to approve Consent Agenda items:

- A. Minutes of February 12, 2018
- B. Bid Award – Downtown Roseburg Corridor Improvements, Phase 2
- C. Bid Award – Downtown Roseburg Corridor Improvements, Phase 2 Construction Management Services
- D. Bid Award – Black Avenue Improvements

Motion was seconded by Hicks and approved unanimously.

GARDEN VALLEY BOULEVARD – FAIRMOUNT TO STEPHENS BID AWARD

Messenger reported in March 2017, Murraysmith, Inc. (MS) was awarded a task order to provide study and design services required to prepare biddable construction documents for this project. The design was completed in May 2017 and bids were opened on June 1, 2017. The Engineer's Estimate for the project was \$560,000 and the City received one bid for \$831,696 from Knife River Materials. Due to lack of funding the bids were rejected and staff was directed to rebid the project in 2018. Multiple changes were made to the plans and specifications based on contractor input related to cost savings opportunities.

Two Bids were received on April 10, 2018. The project costs for fiscal years FY17-18 and 18-19 total \$1,021,114. If the project savings on the Stewart Parkway/Edenbower Phase 2 projects are applied to this project, there is adequate funding in the Urban Renewal Fund to complete the project. Kaser moved to award the Garden Valley Boulevard Fairmount to Stephens Project to the lowest responsible bidder Brown Contracting, Inc. for \$833,832. Motion was seconded by Hicks and carried unanimously.

GARDEN VALLEY BOULEVARD – FAIRMOUNT TO STEPHENS CONSTRUCTION MANAGEMENT SERVICES

As reviewed in the prior item, Murraysmith, Inc. (MS) served as the design engineer for this project and later provided the needed updates to make the project financially feasible. Considering their role as the design engineer, previous construction management (CM) experience with the City, qualifications, and availability, staff negotiated directly with MS for the construction management services required for this project. The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, testing and start up, preparation of record drawings, and other miscellaneous services. A memo regarding additional resident observation services to be provided by i.e. Engineering through a master resident observation contract was included in the April 23<sup>rd</sup> Council agenda packet. The intent is to utilize the i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of ADA ramps and storm drainage work. MS would provide inspection during the nighttime paving work. In response to Hicks, Messenger added MS was in the fourth year of their five year contract with the City.

Kaser moved to award the construction management contract for the Garden Valley Boulevard – Fairmount to Stephens Street project to Murraysmith, Inc. for an amount not to exceed \$59,368. Motion was seconded by Prawitz and carried unanimously.

EDENBOWER/STEWART PARKWAY LEFT TURN LANE BID AWARD

Messenger stated the project had been in development for multiple years. After receiving direction from the City Council in August of 2017, staff worked with i.e. Engineering, Inc. to design and bid the improvements. Negotiations with all impacted property owners have been ongoing over the past year and all necessary right-of-way has been obtained or will be obtained shortly. The project was advertised for bid in March. Three bids were received. On September 25, 2017, the Urban Renewal Agency adopted an updated Capital Improvement Program for the Urban Renewal Fund. The adopted CIP included \$1.5 million for this project. Total Project cost (pre-construction plus construction) is estimated at \$1,275,266. Messenger responded to Hicks adding the project would take 120 days and could begin mid-May or early June. Kaser moved to award the Edenbower/Stewart Parkway Left Turn Project to the lowest responsible bidder Knife River Materials, Inc. for \$811,811. Motion was seconded by Hicks and carried unanimously.

EDENBOWER/STEWART PARKWAY LEFT TURN LANE CONSTRUCTION MANAGEMENT SERVICES

Messenger reported the City recently received construction bids for this project designed by i.e. Engineering, Inc. Considering their role as the design engineer, their previous CM experience with the City on several projects, and their qualifications and availability, staff negotiated directly with i.e. Engineering for the construction management services required for this project. The proposed scope of work includes contract administration, pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, construction progress meetings, agency and utility consultation, testing and start up, preparation of record drawings, and other miscellaneous services. Kaser moved to award a construction management contract for the Edenbower/Stewart Parkway Left Turn project to i.e. Engineering, Inc. for an amount not to exceed \$81,424. Motion was seconded by Hicks and carried unanimously.

ADJOURNMENT

The meeting adjourned at 8:29 p.m.



Koree Tate  
Management Assistant

*6/15/18*



# ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY

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## URBAN RENEWAL AGENCY 2018-19 BUDGET ADOPTION

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**Meeting Date:** June 11, 2018  
**Department:** Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Public Hearing  
**Staff Contact:** Ron Harker  
**Contact Telephone Number:** 492-6710

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### ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the Urban Renewal Agency of the City of Roseburg to conduct a public hearing on the 2018-19 budget as approved by the Budget Committee on May 15, 2018.

A resolution is required to adopt the budget, authorize appropriations, and request the maximum amount of revenue that may be raised by "division of taxes."

### BACKGROUND

#### A. Board Action History.

The budget is adopted before June 30<sup>th</sup> and effective July 1<sup>st</sup> of each year.

#### B. Analysis.

The Urban Renewal budget document and message was presented by City Manager Colley on May 1, 2018. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 15, 2018 with no adjustments.

#### C. Financial and/or Resource Considerations.

Total requirements for 2018-19 are \$9,188,833.

#### D. Timing Issues.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2018.

### AGENCY BOARD OPTIONS

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2018.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2018.

**STAFF RECOMMENDATION**

Upon conclusion of the Public Hearing, it is Staff's recommendation that the Board adopt the attached resolution.

**SUGGESTED MOTION**

"I MOVE TO ADOPT RESOLUTION NO. UR-18-01 ADOPTING THE 2018-2019 BUDGET, MAKING APPROPRIATIONS, AND DECLARING TAX INCREMENT FINANCING."

**ATTACHMENTS**

Resolution  
Appropriations Exhibit

**RESOLUTION NO. UR-18-01**

**A RESOLUTION ADOPTING THE 2018-2019 BUDGET AND MAKING APPROPRIATIONS**

**WHEREAS**, the Budget Committee of the Urban Renewal Agency of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2018; and

**WHEREAS**, at a meeting of the Roseburg Urban Renewal Board held on June 11, 2018, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statutes, proof of which is on file in the Office of the City Recorder of the City;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, a public body created under ORS 457.035, that:**

- Section 1.** After public hearing conducted on June 11, 2018, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2018-2019 in the total of \$9,188,833, a copy of which is now on file at City Hall.
- Section 2.** The amounts designated for the purposes set forth in "Exhibit A" are appropriated for the purposes and in the amount set forth in that Exhibit.
- Section 3.** The Recorder of said City shall file with the State Treasurer and the Division of Audits of the Secretary of State of the State of Oregon a true copy of the budget as adopted.
- Section 4.** The Roseburg Urban Renewal Board hereby resolves to certify to the county assessor for the North Roseburg Urban Renewal Plan area a 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 5.** This resolution shall be effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY AT ITS MEETING ON THE  
11<sup>TH</sup> DAY OF JUNE, 2018.**

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**Larry Rich, Chair, Urban Renewal  
Agency of the City of Roseburg, Oregon**

**EXHIBIT "A"**  
**2018-2019 BUDGET APPROPRIATIONS**

**URBAN RENEWAL GENERAL FUND**

◆ Materials and Services	\$	725,000	
◆ Transfers		<u>3,500,000</u>	\$ 4,225,000

**URBAN RENEWAL CAPITAL PROJECTS FUND**

◆ Materials and Services		498,598	
◆ Capital Outlay		<u>4,275,000</u>	<u>4,773,598</u>

TOTAL BUDGET APPROPRIATIONS			\$ 8,998,598
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This budget also includes reserves  
for expenditures as follows:

General Fund		160,038	
Capital Projects		<u>30,197</u>	<u>190,235</u>

TOTAL BUDGET			<u>\$ 9,188,833</u>
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