

**ROSEBURG URBAN RENEWAL AGENCY**  
**BOARD MEETING AGENDA**  
**June 14, 2021**



✓  
6-14-2021

**Electronic Meeting**

**Public Access:**

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at [www.Facebook.com/CityofRoseburg](https://www.Facebook.com/CityofRoseburg)

**(Immediately Following the 7:00 p.m. City Council Meeting)**

1. **CALL TO ORDER:** Larry Rich, Chairperson
2. **ROLL CALL OF BOARD MEMBERS**  
Beverly Cole                      Bob Cotterell                      Alison Eggers  
Sheri Moothart                      Brian Prawitz                      Patrice Sipos                      Andrea Zielinski
3. **CONSENT AGENDA**  
A. Minutes of April 12, 2021 Meeting
4. **PUBLIC HEARING**  
A. Resolution No. UR2021-02 – 2021-2022 Budget Adoption
5. **AUDIENCE PARTICIPATION**
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.

**MINUTES OF THE ROSEBURG  
URBAN RENEWAL AGENCY BOARD MEETING  
April 12, 2021**



A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 8:26 p.m. on Monday, April 12, 2021, electronically via Zoom in Roseburg, Oregon.

**ROLL CALL**

**Present:** Board Members Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski

**Absent:** None

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Finance Director Ron Harker, Community Development Director Stuart Cowie, Public Works Director Brice Perkins, Public Works Design and Construction Manager Ryan Herinckx and Management Assistant Koree Tate.

**CONSENT AGENDA**

Board Member Cotterell moved to approve the minutes of the January 25, 2021 Meeting. The motion was seconded by Board Member Cole and approved with the following vote: Board Members Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

**2021-2026 CAPITAL IMPROVEMENT PLAN**

Mr. Perkins reported that the City of Roseburg had an established goal to review and update the Capital Improvement Plan (CIP) at least every two years to reflect the needs of the community and changes in resources for financing capital projects. However, in the case of this plan, it had been three years due to a leadership transition in the Public Works Department. The plan was presented to the Airport, Parks, and Public Works Commissions prior to being presented to City Council and the Urban Renewal Agency Board.

When preparing an update to the plan, staff reviewed the existing master plans and various other studies previously prepared to better define future projects. "Other" plans included documents such as storm drainage studies, traffic corridor studies, etc. Consideration was given to existing problem areas, as well as to new funding opportunities. The CIP was divided into several different funds, including the Urban Renewal Fund. Board Member Moothart asked if the Deer Creek Bridge replacement project would be widened to include sidewalks to protect pedestrians from vehicles. Mr. Perkins explained that he did not think the bridge could be widened, but the sidewalk would be the standard size, brought up to current regulations, and would be higher than the bridge deck. Ms. Messenger noted they would also have bike lanes.

In response to Board Member Moothart, Mr. Herinckx confirmed the width of Douglas Avenue would be thirty-four feet and the City did not need to acquire property from land owners along the road. Sidewalks would be included on both sides with a rapid flashing

CONSENT AGENDA A

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crosswalk to Eastwood Park. Ms. Messenger added they did not yet have a design, and part of a grant was to help with the design. The project would also include slopes and easements. Mr. Herinckx noted the improvements on Douglas Avenue would only go to Patterson Street; beyond that point was outside city limits.

Councilor Cotterell moved to adopt the 2021-2026 Urban Renewal Capital Improvement Plan for the City of Roseburg as presented. The motion was seconded by Board Member Eggers and approved with the following vote: Board Members Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ADJOURNMENT

The meeting adjourned at 8:33 p.m.



Koree Tate  
Management Assistant

## ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



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### RESOLUTION UR-2021-02 URBAN RENEWAL AGENCY 2021-22 BUDGET ADOPTION

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Meeting Date: June 14, 2021  
Department: Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Public Hearing  
Staff Contact: Ron Harker  
Contact Telephone Number: 541-492-6710

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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 2021-22 budget as approved by the Budget Committee on May 11, 2021.

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 budget document was distributed to members of the Budget Committee on May 4, 2021. The budget document was made public by posting on the City website and by making available a hard copy at City Hall on May 4, 2021. The Urban Renewal budget document was presented by staff on May 11, 2021. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 11, 2021, with no adjustments.

##### C. Financial/Resource Considerations.

Total requirements for 2021-22 are \$1,457,836.

##### D. Timing Considerations.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2021.

#### 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, 2021.

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, 2021.

**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 Urban Renewal Resolution Number UR-2021-02 adopting the 2021-2022 Budget, making appropriations, and declaring tax increment financing."***

**ATTACHMENTS:**

Attachment #1 – Resolution UR-2021-02

Attachment #2 – Exhibit A

**RESOLUTION NO. UR-2021-02**

**A RESOLUTION ADOPTING THE 2021-2022 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, 2021; and

**WHEREAS**, at a meeting of the Roseburg Urban Renewal Board held on June 14, 2021, 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 a public hearing conducted on June 14, 2021, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2021-2022 in the total of \$1,457,836, 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 City Recorder 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 East / Diamond Lake 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  
14<sup>TH</sup> DAY OF JUNE, 2021.**

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

EXHIBIT "A"  
2021-2022 BUDGET APPROPRIATIONS

URBAN RENEWAL GENERAL FUND

◆ Transfers	<u>400,000</u>	\$	400,000
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URBAN RENEWAL CAPITAL PROJECTS-DIAMOND LAKE FUND

◆ Materials and Services	182,616		
◆ Capital Outlay	<u>100,000</u>		282,616

TOTAL BUDGET APPROPRIATIONS		\$	<u>682,616</u>
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This budget also includes reserves  
for expenditures as follows:

General Fund	341,170		
Capital Projects	<u>434,050</u>		775,220

TOTAL BUDGET		\$	<u>1,457,836</u>
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