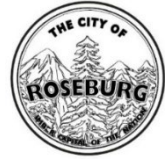


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12-7-2023



**ROSEBURG URBAN RENEWAL AGENCY BOARD MEETING AGENDA
DECEMBER 11, 2023
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470**

Public Online Access:

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

Facebook Live at 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**

Tom Michalek	David Mohr	Kylee Rummel
Andrea Zielinski	Ellen Porter	Ruth Smith
Patrice Sipos	Shelley Briggs Loosley	
3. **CONSENT AGENDA**
 - A. June 12, 2023 Meeting Minutes
4. **RESOLUTIONS**
 - A. Resolution No. UR2023-03 - Intergovernmental Agreement with City of Roseburg
5. **AUDIENCE PARTICIPATION**
6. **ADJOURNMENT**

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
June 12, 2023**

A meeting of the Roseburg Urban Renewal Agency Board was called to order by Chair Larry Rich at 9:22 p.m. on Monday, June 12, 2023, City Hall Council Chambers at 900 SE Douglas Avenue in Roseburg, Oregon.

ROLL CALL

Present: Board Members Shelley Briggs Loosley, Ellen Porter, Brian Prawitz, Kylee Rummel, Ruth Smith, Patrice Sipos, David Mohr, and Andrea Zielinski

Absent: None

Others Present: City Manager Nikki Messenger, Attorney Webb Kittinger, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Finance Director Ron Harker, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Communications Specialist Suzanne Hurt, and Management Assistant Autumn David.

CONSENT AGENDA

Board Member Zielinski moved to approve the minutes of the March 13, 2023, meeting. The motion was seconded by Board Member Prawitz and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Rummel, Smith, Sipos, and Zielinski voted yes. No one voted no.

PUBLIC HEARING - RESOLUTION NO. UR-2023-02 – 2023-2024 BUDGET ADOPTION

Board Chair Rich opened the public hearing regarding the 2023-2024 budget adoption at 9:23 p.m. Harker reported the budget document was distributed to members of the Budget Committee and was made public by posting on the City website and by making available a hard-copy at City Hall on May 2, 2023. The Urban Renewal budget document was presented by staff on May 9, 2023. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 9, 2023, with no adjustments. The total requirement for 2023-2024 Urban Renewal Agency budget was \$2,890,918.

As no one else wished to speak, Board Chair Rich closed the Public Hearing at 9:24 p.m.

Board Member Zielinski moved to adopt Urban Renewal Resolution No. UR-2023-02, entitled, "A Resolution Adopting the 2023-2024 Budget and Making Appropriations," and declaring tax increment financing. The motion was seconded by Board Member Briggs Loosley and approved with the following vote: Board Members Briggs Loosley, Mohr, Porter, Prawitz, Rummel, Smith, Sipos, and Zielinski voted yes. No one voted no.

ADJOURNMENT

The meeting adjourned at 9:24 p.m.

Autumn David

Autumn David
Management Staff Assistant



ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY

INTERGOVERNMENTAL AGREEMENT – CITY OF ROSEBURG RESOLUTION NO. UR2023-03

Meeting Date: December 11, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Roseburg Urban Renewal Agency does not have any dedicated staff. City staff manage and deliver all aspects of Urban Renewal projects and programs. The issue for the Board is whether to authorize by resolution an Intergovernmental Agreement (IGA) between the Agency and the City of Roseburg formalizing the Agency's ability to reimburse the City for delivery of projects and programs identified in the Diamond Lake Urban Renewal Plan.

BACKGROUND

A. Agency Action History.

The Agency authorized a similar agreement between the City and the URA for the North Roseburg Urban Renewal Area on January 8, 1980.

B. Analysis.

The Diamond Lake Urban Renewal Area was established in 2019. The Roseburg Urban Renewal Agency does not have any employees. All programs and projects that are funded via the URA are delivered by City staff. The Urban Renewal Fund budgets a transfer to the City General Fund in order to cover the costs associated with City employees performing functions on behalf of the URA. The amount of the transfer is based on a central service allocation (CSA) that is charged to each of the funds that require, but do not pay directly, for staff time.

This agreement allows the City to bill the Agency for any expenses related to the delivery of any projects or programs that are identified in the Urban Renewal Plan. This important mechanism could allow the City to potentially fund projects or programs that the URA cannot fund currently and seek reimbursement when the Agency has funding available. The agreement is similar to that signed between the agencies to deliver the projects in the North Urban Renewal Area. While that agreement did not have an end date, staff believes it is appropriate to replace that agreement with one specific to the Diamond Lake Urban Renewal Area.

C. Financial/Resource Considerations.

The agreement formalizes the ability of the Urban Renewal Agency to reimburse the City for expenses incurred delivering the Diamond Lake Urban Renewal Plan.

D. Timing Considerations.

Staff has been working with consultants to identify the appropriate time to begin incurring debt in order to fund projects in the Urban Renewal Area. As such, it would be appropriate to execute a new agreement between the agencies as soon as practical.

BOARD OPTIONS

The Board has the following options:

1. Adopt the attached resolution approving an Intergovernmental Agreement between the Agency and the City of Roseburg; or
2. Request additional information; or
3. Not authorize an agreement at this time.

STAFF RECOMMENDATION

Staff recommends the Board adopt the resolution approving a new agreement between the two agencies.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. UR-2023-03 APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF ROSEBURG AND THE ROSEBURG URBAN RENEWAL AGENCY."

ATTACHMENTS:

Attachment #1 – Resolution No. UR-2023-03

RESOLUTION NO. UR-2023-03

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT
BETWEEN THE ROSEBURG URBAN RENEWAL AGENCY AND THE CITY OF
ROSEBURG**

WHEREAS, the Diamond Lake Urban Renewal Area was established in 2019; and

WHEREAS, in order to deliver the projects and programs outlined in the Diamond Lake Urban Renewal Plan the Roseburg Urban Renewal Agency and the City of Roseburg desire to enter into an Intergovernmental Agreement.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF THE ROSEBURG URBAN RENEWAL AGENCY that:

Section 1. The Intergovernmental Agreement between the Roseburg Urban Renewal Agency and the City of Roseburg is approved.

Section 2. The City Manager is hereby authorized and directed to execute same on behalf of the Agency in as many counterparts as may be required.

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg Urban Renewal Agency.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY BOARD AT ITS REGULAR
MEETING ON THE ____ DAY OF _____, 2023.**

Patty Hitt, City Recorder