

**CITY OF JOHN DAY
URBAN RENEWAL AGENCY
JOHN DAY, OREGON**

February 26, 2019

URA MEMBERS PRESENT

Steve Schuette
Shannon Adair
Greg Haberly
Ron Lundbom
Paul Smith
David Holland

URA MEMBERS ABSENT

Brandon Smith

STAFF PRESENT

Nicholas Green, City Manager
Anna Bass, Solutions CPA's

Chantal DesJardin, Secretary

GUESTS & VISITORS

Rick Hanners, Blue Mtn Eagle

Agenda Item No. 1—Open and Note Attendance

Mayor Lundbom called the Urban Renewal Agency meeting to order at 6:00pm and noting that Councilor Smith was absent and excused.

Agenda Item No. 2—Approval of May 22, 2018 Minutes

Councilor Holland noted a typographical error in the top paragraph on page 2, the word “money” should be “many” [times as needed].

Councilor Holland moved to approve the May 22nd, 2018 minutes as amended. The motion was seconded by Councilor Adair and passed unanimously.

Agenda Item No. 3—Appearance of Interested Citizens

Mayor Lundbom welcomed the audience.

Agenda Item No. 4— Draft Bylaws

City Manager Green reviewed the draft bylaws included in the agenda packet and recommended the agency pass resolutions sequentially by year since he does not expect them to pass many resolutions.

There was a consensus to have the mayor serve as the chair and council president as the vice-chair/secretary. It was also requested that the responsibility, under 3.4(b), to appoint and remove committee members be moved to powers of the board. There was a consensus to also make the fiscal agents, to act as co-signers of the Agency's checking accounts, the same as the current city fiscal agents. They agreed that quarterly meetings were sufficient and best scheduled before a regular council meeting.

There was discussion about Section 3.8 and clarifying the defined authority and repercussions of removal actions. There was further comments regarding Section 5, elaborating on the anticipated timing, terms, and conditions of loans between the Agency and City of John Day, including the repayment windows. City Recorder Bass noted that the loan and recapture process regarding system development charges needs to be well documented due to the limitations of the fund. Concerns were brought forward about the details regarding what happens once the program is self-funding and ownership of excess funds at the termination. City Manager Green noted he would further investigate some of the concerns and be sure the intent to under-levy and procedure regarding fund transfers, at the beginning of the program and once it is retired, will be properly documented. There was discussion about going through the budget process in parallel with the city, potentially utilizing their budget committee, but holding separate meetings. City Recorder Anna Bass noted if the budget was under \$150,000, they should only have to do simplified audit procedures of a single page report. Green recommended they utilize the same institutional support as the city, documented in Section 6, and the board discussed various professional services they may need. Green noted he would schedule a meeting in 4-6 weeks for them to formally adopted the bylaws with discussed changes.

Agenda Item No. 5— Request(s) for Minor Amendment

City Manager Green reviewed the information included in the agenda memo regarding the proposed amendments. He noted that including the Weaver building could incentivize the apartment renovations. There was discussion about the process for separating the residential from commercial to determine the rebate done by the tax assessor. Green noted that urban renewal laws require the URA to show up on everyone's tax bill in the city, whether they are included in the area or not. The URA does not increase taxes for anyone just changes the breakdown of distribution among taxing districts but because it appears on everyone's bill, it will be confusing for residents. The board discussed the importance of conveying this to the community and various avenues for facilitating this communication. Green noted he would put it on the next agenda to dissect the concern further and address it in the fall. He added they have interest that is on target with their goal for participants. There was a consensus from the board to have Green request a concurrence regarding whether the board is in favor of amended the two discussed properties into the urban renewal area. There was discussion about whether the properties around North East Elm and Dayton Streets might be rezoned so that they also could be included to incentivize development.

Agenda Item No. 6—Upcoming Meetings & Other Business

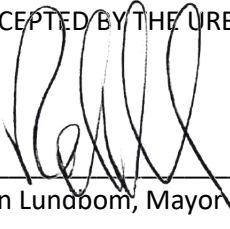
Mayor Lundbom noted City Manager Green would notify them once the next meeting was scheduled.

Councilor Holland moved to adjourn the meeting of the John Day Urban Renewal Agency at 6:50pm. The motion was seconded by Councilor Schuette and passed unanimously.

Respectfully Submitted:

Nicholas Green

ACCEPTED BY THE URBAN RENEWAL AGENCY ON APRIL 9, 2019



Ron Lundborn, Mayor