

**John Day Urban Renewal Agency**  
**October 8, 2019**  
**8:30 PM Agency Meeting (Following City Council Meeting)**  
**Fire Station, 316 S. Canyon Blvd**  
**AGENDA**

1. **OPEN AND NOTE ATTENDANCE**
2. **CONSENT AGENDA AND APPROVAL OF PRIOR MEETING MINUTES**
3. **APPEARANCE OF INTERESTED CITIZENS** – At this time Chair Lundbom will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

**ACTION ITEMS**

4. **RESOLUTION 2019-03, A RESOLUTION OF THE JOHN DAY URBAN RENEWAL AGENCY APPROVING AND ADOPTING AGENCY BYLAWS**  
Attachments:
  - Resolution No. 2019-03
5. **RESOLUTION 2019-04, A RESOLUTION OF THE JOHN DAY URBAN RENEWAL AGENCY APPROVING AND ADOPTING STANDARD OPERATING PROCEDURES**  
Attachments:
  - Resolution No. 2019-04
6. **RESOLUTION 2019-05, A RESOLUTION APPROVING A LOAN FROM THE CITY OF JOHN DAY & ESTABLISHING A CHECKING ACCOUNT**  
Attachments:
  - Resolution No. 2019-03
7. **APPROVAL OF 2018-2018 INCENTIVE PAYMENTS**  
Attachments:
  - 2019 CPR for URA Participants
8. **REQUESTS FOR DISTRICT BOUNDARY AMENDMENTS & PROCEDURES**  
Attachments:
  - None

**NEW & MISC. BUSINESS**

9. **MISC. BUSINESS AND UPCOMING MEETINGS**
  - Annual Report
  - November 12 URA Meeting, 8:30 P.M.

**TO:** John Day Urban Renewal Agency

**FROM:** Nicholas Green, Executive Director

**DATE:** October 8, 2019

**SUBJECT:** Agenda Item #4: Resolution 2019-03, A Resolution of the John Day Urban Renewal Agency Approving and Adopting Agency Bylaws  
Attachment(s)

- Resolution No. 2019-03

## **BACKGROUND**

Resolution 2019-03 approve and adopts the URA bylaws.

Note: Resolution 2019-01 was a resolution of the budget committee approving receipt of tax increment financing from the county assessor. Resolution 2019-02 adopted the budget, declared tax increments, and made budget appropriations for FY20.

## **DISCUSSION**

Our attorneys revised the URA bylaws based on feedback from the board during the last session. The bylaws accurately reflect the decisions and discussions of the board held during the meeting.

## **RECOMMENDED MOTION**

“I move to approve Resolution 2019-03, A Resolution of the John Day Urban Renewal Agency Approving and Adopting Agency Bylaws.”

**TO:** John Day Urban Renewal Agency

**FROM:** Nicholas Green, Executive Director

**DATE:** October 8, 2019

**SUBJECT:** Agenda Item #5: Resolution 2019-04, A Resolution of the John Day Urban Renewal Agency Approving and Adopting Standard Operating Procedures Attachment(s)

- Resolution No. 2019-04

## **BACKGROUND**

This resolution approves and adopts standard operating procedures for the URA.

## **DISCUSSION**

SOPs are needed to document the procedures the URA management and staff will use in implementing the URA. These procedures may be amended from time to time as the needs of the program change.

Key point from the SOP include:

- Procedures for evaluating applications
- Adjudication procedures
- Incentive payment procedures
- Process for minor amendments

## **RECOMMENDED MOTION**

“I move to approve Resolution 2019-04, A Resolution of the John Day Urban Renewal Agency Approving and Adopting Standard Operating Procedures.”

**TO:** John Day Urban Renewal Agency

**FROM:** Nicholas Green, Executive Director

**DATE:** October 8, 2019

**SUBJECT:** Agenda Item #6: Resolution 2019-05, A Resolution Approving a Loan from the City of John Day and Establishing a Federal Tax ID Number and Checking Account  
Attachment(s)

- Resolution No. 2019-05

**BACKGROUND**

Resolution No. 2019-05 approves the loan from the City of John Day to finance the initial rebate and SDC payments for the Agency. It also authorizes the Agency to establish a federal tax identification number and checking account with Bank of Eastern Oregon.

**RECOMMENDED MOTION**

“I move to approve Resolution 2019-05, A Resolution Approving a Loan from the City of John Day and Establishing a Federal Tax ID Number and Checking Account.”

**TO:** John Day Urban Renewal Agency

**FROM:** Nicholas Green, Executive Director

**DATE:** October 8, 2019

**SUBJECT:** Agenda Item #7: Approval of 2018-2019 Incentive Payments Attachment(s)

- 2019 CPR for URA Participants

**BACKGROUND**

Five properties participated in the URA Incentive Programs during its first year of operations. The Grant County Assessor provided the enclosed official tax statements for each participating property. Incentive payments are summarized in the table below.

In addition to these payments, new system development charge (SDC) connections were made by 2019-2020 program participants that will be authorized by the executive director upon receipt of invoices from the City of John Day.

**DISCUSSION**

Table 1 shows the five participating properties. These project improvements resulted in \$588,903 in new construction and property improvements within the city, as shown in the “Exception Value” column.

Owner(s)	Address	Map & Lot No.	2017-18 Frozen AV	Exception Value	Percent Complete
John Brazil	167 NW Charolais Hts	13S31E23BD00200	91,443	174,536.00	100%
Sally & Jeffrey Knowles	603 NW Canton St. #2A/2B	13S31E23CA02600	32,330	87,681.00	50%
Nicholas & Morgan Green	205 NW Valley View Dr.	13S31E22A03400	29,090	252,549.00	85%
Jesse & Michal Madden	313 NW Bridge St.	13S31E23CD06100	70,111	43,694.00	100%
Olivia Cornell	244 NW 1st Ave	133123CD4900 Act#861		30,443.00	100%
				<b>588,903.00</b>	

Table 2 shows the incentive payments (Rebate and SDC payments) for these properties.

Owner(s)	Qualifying Program	Rebate	SDC (Water)	SDC (Sewer)
John Brazil	New Home	12,217.52		
Sally & Jeffrey Knowles	New Home	6,137.67	3,682.00	8,430.00
Nicholas & Morgan Green	New Home	17,678.43		
Jesse & Michal Madden	Major Remodel	6,554.10		
Olivia Cornell	Major Remodel	4,566.45		
		<b>47,154.17</b>	<b>3,682.00</b>	<b>8,430.00</b>

**RECOMMENDED MOTION**

“I move to approve the rebate and system development charge payments to the five participating property owners based on the exception values documented by the Grant County Assessor’s Office.”

**TO:** John Day Urban Renewal Agency  
**FROM:** Nicholas Green, Executive Director  
**DATE:** October 8, 2019  
**SUBJECT:** Agenda Item #8: Request for District Boundary Amendments and Procedures Attachment(s)

- None

## **BACKGROUND**

District boundaries amended during the current year are only eligible for property improvements documented in the following year. We are coordinating with the Grant County Assessor's office to determine the best way to structure amendments so as not to delay construction for property owners who wish to participate but are not currently in the district boundaries.

## **DISCUSSION**

State law limits the percentage of both a municipality's total assessed value and the total land area that can be contained in an urban renewal area at the time of its establishment to 25% for municipalities under 50,000 in population.

The adopting ordinance identified approximately 12.98% of the city's land area and 17.81% of its assessed value for inclusion in the urban renewal plan area. This area was legally described and recorded upon adoption of the ordinance in 2018.

Any amendments or changes to the area are made to the Plan by either a resolution or through an ordinance, as stipulated in the Amendments Section of the Plan. The Plan area consists of approximately 178.56 total acres: 133.93 acres of land in tax lots and 44.63 acres of public rights-of-way. The Plan assessed value consists of \$17,814,116 in total assessed value at time of adoption, from the total assessed value of the City of John Day of \$100,015,746 at time of adoption.

A minor amendment can add up to 1% land area for each amendment. This means we can add 1.785 acres with each amendment, provided the total assessed value of these additions remains below 25% of the assessed value at time of adoption, or \$25 million.

## **RECOMMENDATION**

The Board previously approved the addition of two properties into the URA:

- Weaver building (0.18302 acres)
- Jim and Sandy bay property (1.50806 acres)

Neither property has been legally incorporated into the URA by resolution. Given the only portion of the Bay property that has been approved was the site of the former manufactured home they replaced (apx. 0.1 acres), my recommendation is that we describe only that portion of their property, which would result in a minor amendment of 0.28 acres. We could then add additional properties at the next meeting for amendments to take effect on January 1, 2020.

**TO:** John Day City Council  
**FROM:** Nicholas Green, City Manager  
**DATE:** October 8, 2019  
**SUBJECT:** Agenda Item #9: Other Business and Upcoming Meetings  
Attachment(s)

- None

**OTHER BUSINESS**

- URA Annual Report

An urban renewal annual report is required to be prepared and a notice placed in the newspaper as required by ORS 457.460. The report for 2019 will be submitted for the November 12 URA meeting.

**UPCOMING MEETINGS**

- November 12 – URA Meeting, 8:30 P.M. in Fire Hall (following city council meeting)