

URBAN RENEWAL AGENCY
BUDGET MINUTES
April 18, 2018

2017 Chair Robert Boss called the meeting of the Urban Renewal Agency Budget Committee to order at 6:00 p.m. on Wednesday, April 18, 2018, in the City Hall Council Chambers, 980 Applegate Street, Philomath.

1. ROLL CALL

Present:

City Council Members: Mayor Rocky Sloan, City Councilors Doug Edmonds, Jerry Jackson Sr., Charla Koeppe, Candy Koetz, and David Low.

Citizen Members: Robert Boss, Margie Brown, Matthew Lehman, Brian Noakes, and Mark Rasmussen.

Staff: Chris Workman, City Manager; Joan Swanson, Finance Director; Ken Rueben, Chief of Police; Kevin Fear, Public Works Director; Ruth Post, City Recorder, and Garry Black, Public Works Operations Supervisor.

Absent: Councilor Eric Niemann and Citizen Member Robert Glathar.

2. ELECTION OF CHAIR

MOTION: Jerry Jackson Sr. moved, David Low second, to nominate Robert Boss as 2018 Urban Renewal Agency Budget Committee Chair. Motion APPROVED 11-0.

Chair Boss requested the Committee review the proposed Budget Committee Code of Conduct distributed to the Committee. He noted this document was a compilation from staff and members of the Committee last year.

MOTION: Doug Edmonds moved, David Low second, the Committee adopt the Budget Committee Code of Conduct as presented. Motion approved 11-0.

3. MINUTES

MOTION: David Low moved, Candy Koetz second to approve the minutes of May 30, 2017. Motion seconded and APPROVED 11-0.

4. VISITORS/PUBLIC COMMENTS

None.

5. BUDGET MESSAGE

Mr. Workman read the budget message as included in the proposed budget document.

6. REVIEW BUDGET

Ms. Swanson reviewed the \$3.4 million in bonds that were sold previously in preparation for the first phase of the Downtown Safety and Streetscape Project. She noted the first phase of that project was completed this year under budget and extended thanks to the Public Works Director and staff and the contractor for efforts to keep that project on track and under budget. Ms. Swanson explained that the 2018-19 year is something of a holding year with some expenditure for engineering on the next phase. Mr. Workman described timelines of construction of the second phase in either 2019-20 or 2020-2021.

He explained that once the project is completed, the Urban Renewal Agency will continue to exist to pay back the debt over the years until it is completely paid off and the Agency is closed. Ms. Swanson explained the engineering that is anticipated to be paid out of the 2018-19 budget. She noted the financial savings from the decision to hold off on paving the pipeline repairs on North 12th Street until the entire street could be chip-sealed later this summer. She noted this decision was a substantial savings and thanked Mr. Fear and Mr. Black for the foresight to make that decision.

There was additional discussion about the North 12th Street paving. Councilor Jackson requested more information from staff about the amounts of money saved. Mr. Fear stated that approximately \$60,000 was saved on North 12th Street and offered to get more precise figures.

Councilor Low requested additional information about the year-end balance compared to the cash carryforward. Ms. Swanson explained the effect of large construction projects that can impact the estimation of cash carryforward when a project falls into the same time period the budget is being developed. She stated the \$2.8 million estimated for 2018-19 is based on the most available data.

Mr. Noakes questioned what properties the Agency might be interested in using the \$300,000 in capital outlay on. Mr. Workman stated there is nothing specific but there are some properties within the Agency boundaries that could end up being a project the City would be interested in. Ms. Swanson explained that money cannot be expended that is not budgeted and that is why the funds were allocated into capital outlay.

7. **ADJOURNMENT:**

There being no further business, Chair Boss adjourned the meeting at 6:19 p.m.

SIGNED: Robert Boss, Chair

ATTEST: Ruth Post, MMC, City Recorder