



AGENDA PHILOMATH URBAN RENEWAL AGENCY BUDGET COMMITTEE

May 13, 2020

6:00 PM

Council Chambers; Philomath City Hall

1. ROLL CALL
2. MINUTES APPROVAL – April 15, 2020
3. VISITORS/PUBLIC COMMENTS
4. FINAL DISCUSSION
5. MOTION TO ADOPT BUDGET AND PROPERTY TAX COLLECTION
6. ADJOURN

Meeting Access Information

This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:

Video: <https://zoom.us/j/2065507670?pwd=eTJqL3Nubk83ODJkTy9ldUQvYXg5Zz09>
Phone: 312-626-6799
Meeting ID: 206 550 7670
Password: Philomath

Meeting Conduct

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

Opportunities to Comment

The following options are available for the public to provide comment:

- 1) Sign up by contacting the City Recorder at ruth.post@philomathoregon.gov or by calling 541-929-6148 no later than 4:00 p.m. on the day of the meeting.
- 2) Submit written comments by email to the City Recorder at ruth.post@philomathoregon.gov no later than 12:00 p.m. the day of the meeting.
- 3) Submit written comments in the City Hall parking lot drop box no later than 12:00 p.m. the day of the meeting.
- 4) Mail written comments to PO Box 400, Philomath, OR 97370 3-4 days prior to the day of the meeting.

NOTICE: Given 2 business days' notice, an interpreter will be made available for the hearing impaired or those with limited English proficiency. Contact person: Ruth Post, (541) 929-6148.

1
2
3
4
5
6
7
8
9
10
11

**PHILOMATH URBAN RENEWAL AGENCY
BUDGET COMMITTEE
MINUTES
April 15, 2020**

The Budget Committee of the Philomath Urban Renewal Agency was called to order by Mayor Eric Niemann on Wednesday, April 15, 2020, at 6:00 p.m. Due to the Oregon Governor's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public also allowed to attend in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

12
13

1. **ROLL CALL**

Present:

City Council Members: Mayor Eric Niemann, City Councilors Ruth Causey, Doug Edmonds, Chas Jones, Matt Lehman, David Low, and Matthew Thomas (6:13 p.m.)

Citizen Members: Catherine Biscoe, Margie Brown, Julie Conner (6:13 p.m.) Noelle Cummings, Robert Glathar, Chris Kastella (6:05 p.m.), and Brian Noakes.

18
19
20
21
22

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

23
24

Absent: None.

25
26

2. **ELECTION OF CHAIR**

27
28

Councilor Edmonds nominated Noelle Cummings for Chair.

29
30
31
32
33

MOTION: Councilor Edmonds moved, Councilor Lehman second, to appoint Noelle Cummings as 2020 Philomath Urban Renewal Agency Budget Committee Chair. Motion APPROVED 11-0 (Yes: Biscoe, Brown, Causey, Cummings, Edmonds, Glathar, Jones, Lehman, Low, Niemann, and Noakes. No: None).

34
35

3. **MINUTES**

36
37
38
39

MOTION: Councilor Edmonds moved, Councilor Low second to approve the minutes of May 15, 2019 as presented. Motion APPROVED 11-0 (Yes: Biscoe, Brown, Causey, Cummings, Edmonds, Glathar, Jones, Lehman, Low, Niemann, and Noakes. No: None).

40
41

4. **VISITORS/PUBLIC COMMENTS**

None.

42
43
44

(Chris Kastella arrived at 6:05 p.m.)

45
46
47
48
49

Mayor Niemann noted that a letter was received from Committee member Catherine Biscoe. She requested the budget take a holistic and conservative approach due to the COVID-19 situation.

1 **5. BUDGET MESSAGE**

2 Mr. Workman read the budget message as included in the proposed budget document.
3 Councilor Causey noted she had previously raised a concern at the recent City Council
4 meeting regarding the potential impact on the Downtown Streetscapes Project of
5 reduced highway taxes due to COVID-19. Mr. Workman explained the three-year
6 funding cycles used by ODOT and that the funding has been allocated for this project.
7 He reviewed the funding process of the project. He stated the funding sources are
8 secure and he is confident that the project can move forward.
9

10 *(Julie Conner and Matthew Thomas arrived at 6:13 p.m.)*

11
12 **6. REVIEW BUDGET**

13 Ms. Swanson explained that the Agency will sunset after the streetscapes project is
14 completed and all the debt is paid off. She estimated that it would be in the 2026-27
15 fiscal year; and she explained the additional property tax revenue after that sunset that
16 will go back to the area taxing districts that are contributing to the agency, including over
17 \$200,000 that will go into the City's General Fund. She reviewed the proposed 2020-21
18 budget revenues, including an estimated 6% increase in property tax revenues due to
19 growth. She explained the timing of property tax revenue receipts in November and the
20 impact of possibly reduced receipts due to people being potentially late on payment of
21 their property taxes.
22

23 Ms. Swanson reviewed the projects anticipated in the budget, including the Downtown
24 Streetscape Improvements budget. She reviewed the timeline for that project with
25 engineering completed approximately September 2021. She reviewed the funding
26 sources from ODOT, Benton County and the Urban Renewal Agency. She provided the
27 estimated timeline of construction beginning in April 2022.
28

29 Mr. Fear reviewed the 13th Street Waterline Railroad Crossing project that has now been
30 combined with another project and was just recently bid.
31

32 Councilor Jones questioned if it is necessary to take a 6% increase in the property taxes.
33 Ms. Swanson explained that the 6% is based on growth and development of property
34 within the community, including apartment and housing construction. Councilor Jones
35 questioned the City's \$5.30 per thousand tax rate. Ms. Swanson explained that the rate
36 is set and can't be changed.
37

38 Councilor Causey questioned the interest revenue expectation. Ms. Swanson explained
39 that she tries to budget conservatively and the interest revenue is an estimate. Mr.
40 Workman reviewed the engineering work on the Streetscapes project that has been
41 completed to this point and the contract with MurraySmith has just been updated with a
42 maximum expenditure. Councilor Causey requested clarification on the \$300,000
43 property acquisition allocation in the budget. Mr. Workman explained the City has had its
44 eye on property for additional downtown parking for several years but nothing has been
45 attained as of yet.
46

47 Mayor Niemann emphasized the role of the Urban Renewal Agency funds in
48 constructing the Downtown Streetscapes project. Ms. Swanson described the timeline of
49 completion of the engineering that will be completed prior to moving forward with
50 construction.
51

1
2
3
4
5
6
7
8
9

Ms. Swanson reminded the Committee that the Urban Renewal Agency Budget Committee would meet again in four weeks to approve the budget.

7. **ADJOURNMENT:**

There being no further business, Chair Cummings adjourned the meeting at 6:30 p.m.

SIGNED: Noelle Cummings, 2020 Chair

ATTEST: Ruth Post, MMC, City Recorder

**PHILOMATH URBAN RENEWAL AGENCY
MEMO TO BUDGET COMMITTEE**

RE: ADOPTION OF 2020-21 BUDGET

ACTION REQUESTED: Adopt Budget

INITIATED BY: Joan Swanson, Budget Officer

I. BACKGROUND:

II. LEGAL CONSIDERATION:

III. RECOMMENDATION:

Recommend adoption.

IV. SUGGESTED MOTION:

I move the Budget Committee approve the 2020-21 budget for the Philomath Urban Renewal Agency as presented. Furthermore, I move the Budget Committee approve the collection of the maximum allowed from Division of Taxes using Taxing Option 1 with no special levy.