

URA

Forest Grove
Urban Renewal Agency



URBAN RENEWAL AGENCY MEETING AGENDA

MONDAY, JUNE 28, 2021

ZOOM WEBINAR

COMMUNITY AUDITORIUM, 1915 MAIN STREET

Zoom Video Conferencing

Public Webinar ID: 842 5686 9418

Pass Code: 06282021

Click Link: <https://us06web.zoom.us/j/84256869418?pwd=SkVURXZzQUZGOFhTM2hxOGpMQWd3dz09>

For help with Zoom: <https://support.zoom.us/hc/en-us/articles/115004954946>

9:10 PM URBAN RENEWAL AGENCY REGULAR MEETING

During the pandemic, all public meetings are held in a “hybrid” format allowing the public to attend meetings both virtual and in-person. The Community Auditorium is open and has limited availability and social distancing measures. The public can observe the meetings **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming or **LIVE Channel 30** on their website: <http://208.71.205.11/CablecastPublicSite/?channel=15>. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

PETER B. TRUAX, DIRECTOR BOARD CHAIR

Malynda H. Wenzl, Director Board President

Donna Gustafson, Director

Kristy L. Kottkey, Director

Timothy A. Rippe, Director

Elena Uhing, Director

Mariana Valenzuela, Director

All regular meetings of the Urban Renewal Agency are open to the public and persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Urban Renewal Agency Board as follows:

Public Hearings: Hearings are held on each matter required by state law or City policy. Sign in before the meeting on the Public Hearing form posted in the foyer. The presiding officer will review the hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Board, please use the witness table (center front of the room), provide your full name and please limit your remarks to three (3) minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Board action. All testimony is electronically recorded. Written testimony may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Public Comment: This is a time provided for anyone wishing to speak to the Board on an item not on the agenda or on the agenda, and not scheduled for a public hearing. Sign in before the meeting on the form posted in the foyer. The presiding officer will review the instructions prior to public comment. The presiding officer will call the individual or group by the name given on the sign-in form. When addressing the Board, please use the witness table (center front of the room), provide your full name. Please limit your comments to two (2) minutes unless the presiding officer grants an extension. All testimony is electronically recorded. Written comments may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.

Accommodations: In accordance with the Americans with Disabilities Act, the City of Forest Grove will make reasonable accommodations for participation in the meeting. Request for assistance can be made by contacting City Recorder's Office, aruggles@forestgrove-or.gov, 503-992-3235, at least 48-hours advance notice of the meeting.

FOREST GROVE URBAN RENEWAL AGENCY AGENDA

JUNE 28, 2021

Page 2 of 2

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- 9:10 1. **URBAN RENEWAL AGENCY REGULAR MEETING:**
Call to Order and Roll Call.
- 9:15 2. **PUBLIC COMMENT:** Anyone wishing to speak to the
5mins Board on an item not on the agenda or on the agenda but not scheduled for a public hearing may be heard at this time. **Please limit comments to two (2) minutes.** Written comment may be submitted by 3:00 p.m. the day of the meeting to: CityCouncilors@forestgrove-or.gov.
- **Zoom Attendees:** Please use the "Raise Hand" option. Please introduce yourself and ask your question or provide your comment. Click the "Chat" tab to type a question or comment.
- 9:20 3. **CONSENT AGENDA:** Items under the Consent Agenda
5mins are considered routine and will be adopted with a single motion, without separate discussion. Board members who wish to remove an item from the Consent Agenda may do so prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the remaining Consent Agenda item(s).
- A. Approve Urban Renewal Agency Executive Session (Property Transactions) Meeting Minutes of May 24, 2021.
- B. Approve Urban Renewal Agency Meeting Minutes of May 24, 2021.
4. **ADDITIONS/DELETIONS:**
- *Executive Director*
 - *Proposed by Directors*
5. **PRESENTATIONS:** None
- 9:25 6. **PUBLIC HEARING AND URA RESOLUTION NO. 2021-03 OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE TAX INCREMENT FOR FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022**
- 9:30 7. **ADJOURNMENT:**

Paul Downey, Administrative
Services Director
Jesse VanderZanden, City Manager

3A



**Urban Renewal Agency
Executive Session Minutes**

**Monday, May 24, 2021
6:00 p.m., Zoom Community Auditorium**

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA Executive Session to order at 6:04 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board of Directors conducted the Executive Session remotely by video conferencing.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM WEBINAR:

Donna Gustafson; Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Vice Chair; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Elena Uhing.

STAFF PRESENT: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; and Anna Ruggles, City Recorder (in the Community Auditorium).

2. EXECUTIVE SESSION:

The Urban Renewal Agency Board of Directors met in Executive Session in accordance with:

ORS 192.660(2)(E) to deliberate with persons designated by the governing body to negotiate in real property transactions.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA executive session at 6:36 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

3B



Monday, May 24, 2021

Urban Renewal Agency Meeting Minutes **6:30 p.m., Zoom Community Auditorium**

Minutes are unofficial until approved by the Urban Renewal Agency.

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA meeting to order at 6:42 p.m. via Zoom Webinar Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the Urban Renewal Agency Board of Directors conducted the meeting in a "hybrid" format allowing the public to attend both virtual and in-person in the Community Auditorium as spaced allowed. Members of the public could observe the meeting **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming Channel 30. Written comments were accepted by 3:00 p.m. the day of the meeting.

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Vice Chair; and Peter Truax, Chair. **URA DIRECTORS ABSENT:** Elena Uhing.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, Executive Director; Paul Downey, Administrative Services Director; Bryan Pohl, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder (in the Community Auditorium).

ZOOM ATTENDEES: 1

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- A. Approve Urban Renewal Agency Meeting Minutes of April 12, 2021.
- B. Approve Urban Renewal Agency Work Session (Festival Street) Meeting Minutes of April 12, 2021.

MOTION: Director Rippe moved, seconded by Director Gustafson, to approve the Consent Agenda as presented. **ROLL CALL VOTE:** **AYES:** Directors Gustafson, Kottkey, Rippe, Valenzuela, Director Vice Chair Wenzl, and Director Chair Truax. **NOES:** None. **ABSENT:** Director Uhing. **MOTION CARRIED 6-0.**

4. ADDITIONS/DELETIONS: None.

5. **PRESENTATIONS:** None.
6. **URA RESOLUTION NO. 2021-02 AUTHORIZING APPROVAL OF AMENDMENT NO. 1 TO EXCLUSIVE NEGOTIATING AGREEMENT WITH WELSHCORP, D.B.A. FRESHFOODS AND MFF PROPERTIES, LLC, (DEVELOPER), FOR PROPERTY KNOWN AS SITE B AND AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE AGREEMENT ON BEHALF OF URBAN RENEWAL AGENCY**

Staff Report:

Downey presented the above-proposed resolution for Urban Renewal Agency (URA) Board consideration, noting the resolution is authorizing the Executive Director to execute Amendment No. 1 to the Exclusive Negotiating Agreement (ENA), between the URA and WelshCORP, D.B.A. FreshFoods and MFF Properties, LLC (Developer). Downey advised the Developer is working to finalize the project on Agency-owned Site B (Times-Litho), a 0.96-acre site located in downtown at the corner of Pacific Avenue and B Street. The Developer received an automatic 120-day extension as provided by Article 2 of the Agreement, which expired on May 28, 2021. In conclusion of the above-noted staff report, Downey advised staff is recommending the URA Board approve the proposed resolution as outlined in Exhibit A, noting Amendment No. 1 grants an extension of time until October 31, 2021, for the Developer to finalize the project, including approval of the affordable housing component of the project from Washington County. The Agency is agreeable to an additional extension of time to complete the Disposition and Development Agreement (DDA) as the project has a good probability of success. The current proposed project is an approximate 2,000 square-foot grocery store with up to 20 affordable-housing apartments above the grocery store. Half the units are projected to be for up to 60 percent of the County's Area Median Income (AMI) with the other half of the units for up to 80 percent of AMI.

Before proceeding with Board discussion, Director Chair Truax asked for a motion to adopt URA Resolution No. 2021-02.

VanderZanden read URA Resolution No. 2021-02 by title.

MOTION: Director Vice Chair Wenzl moved, seconded by Director Valenzuela, to approve URA Resolution No. 2021-02 Authorizing Approval of Amendment No. 1 to Exclusive Negotiating Agreement with Welshcorp, D.B.A. Freshfoods and MFF Properties, LLC, (Developer), for Property Known as Site B and Authorizing Executive Director to Execute Agreement on behalf of Urban Renewal Agency.

Board of Directors Discussion:

Hearing no concerns from the Board, Director Chair Truax asked for a roll call vote on the above motion.

ROLL CALL VOTE: AYES: Directors Gustafson, Kottkey, Rippe, Valenzuela, Wenzl and Director Chair Truax. NOES: None. ABSENT: Director Uhing. MOTION CARRIED 6-0.

7. ADJOURNMENT:

Director Chair Truax adjourned the URA regular meeting at 6:49 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder



CITY RECORDER USE ONLY:	
AGENDA ITEM #:	6.
MEETING DATE:	06/28/2021
FINAL ACTION:	URA RESO 2021-03

URBAN RENEWAL AGENCY STAFF REPORT

TO: *Urban Renewal Agency Board of Directors*

FROM: *Jesse VanderZanden, Executive Director*

MEETING DATE: *June 28, 2021*

PROJECT TEAM: *Paul Downey, Administrative Services Director*

SUBJECT TITLE: *Adoption of FY 2021-22 URA Budget and Levying of Property Taxes*

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

ISSUE STATEMENT: The Forest Grove Urban Renewal Budget Committee approved on June 8, 2021, the Proposed FY 2021-22 Budget of \$1,022,287 and declared the tax increment to be collected. The Urban Renewal Agency (URA) Board now needs to adopt the FY 2021-22 Approved Budget, make the appropriations that set the legal expenditure level, and declare the tax increment to be collected for FY 2021-22. Staff has prepared a resolution that includes all three actions for the Board's consideration.

BACKGROUND: This is the seventh operating budget for the URA. The principal revenues that will be available in FY 2021-22 are the taxes collected on the incremental increase in the assessed value of the URA. The Budget includes funds to pay principal and interest to the City's Capital Project Fund for debt for the land purchase and the loan for development costs. Staff has not proposed any changes to the Budget approved by the URA Budget Committee.

FISCAL IMPACT: The projected property taxes on the increase in incremental assessed value for the URA will be sufficient to repay the debt service and operating costs of the URA. Proposed projects include continuing storefront improvement grants, parklet pilot projects, and public art in the downtown area. Also included in the budget are funds to continue to review the proposed development on Site B at the corner of Pacific Avenue and "B" Street.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board of Directors approve the attached resolution to adopt the FY 2021-22 Budget, set the legal appropriations for FY 2021-22, and declare the tax increment for FY 2021-22.

ATTACHMENT(s): Resolution of the City Of Forest Grove Urban Renewal Agency Adopting the Budget, Making Appropriations, and Declaring the Tax Increment For Fiscal Year Commencing July 1, 2021, And Ending June 30, 2022

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Forest Grove Urban Renewal Agency will be held on June 28, 2021 at 7:00 pm at the Community Auditorium, 1915 Main Street, Forest Grove, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the City of Forest Grove URA Budget Committee. The public may attend and observe in the Community Auditorium, 1915 Main Street, as space allows (no more than 25 persons total at one time). However, the public is encouraged to observe the meetings through Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE on Channel 21 or through the ZOOM link listed on the agenda. Comments may be submitted in writing by 3 pm on June 28, 2021, via email to bmaughan@forestgrove-or.gov or in person if attending the meeting in the Community Auditorium.

A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 1924 Council Street, Forest Grove, Oregon, between the hours of 9:00 a. m. and 5:00 p. m. or online at www.forestgrove-or.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Paul Downey, Director of Administrative Services

Telephone: 503-992-3200

Email: pdowney@forestgrove-or.gov

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-20	Adopted Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance/Net Working Capital	346,190	338,917	453,787
Federal, State and All Other Grants	127,519		
Revenue from Bonds and Other Debt			
Interfund Transfers			
All Other Resources Except Division of Tax & Special Levy	15,125	4,950	8,500
Revenue from Division of Tax	418,895	434,963	560,000
Revenue from Special Levy			
Total Resources	907,729	778,830	1,022,287

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services			
Materials and Services	189,388	460,139	703,596
Capital Outlay			
Debt Service	335,673	318,691	318,691
Interfund Transfers			
Contingencies			
All Other Expenditures and Requirements			
Unappropriated Ending Fund Balance	382,668		
Total Requirements	907,729	778,830	1,022,287

FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
FTE			
Not Allocated to Organizational Unit or Program	907,729	778,830	1,022,287
FTE	0	0	0
Total Requirements	907,729	778,830	1,022,287
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The main focus of the URA for this coming year is working with a developer to complete a proposed project on Site B. The current proposed project is the construction of a 20,000 square foot grocery store and 20 affordable-housing apartment units. The developer hopes to begin construction in late 2021. The URA will negotiate a Disposition and Development Agreement which would outline all financial, construction, and disposition terms and conditions. That agreements requires URA Board approval.

The other focus of the URA in the coming year will be determining the next steps in the festival street project after the concept design is completed.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$1,213,487	
Total	\$1,213,488	

6

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE

URA RESOLUTION NO. 2021-03

RESOLUTION OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY
ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING
THE TAX INCREMENT FOR FISCAL YEAR COMMENCING
JULY 1, 2021, AND ENDING JUNE 30, 2022

WHEREAS, the Budget Committee of the City of Forest Grove Urban Renewal Agency has approved a budget and the collection of the tax increment for the Urban Renewal Agency for the fiscal year commencing July 1, 2021, pursuant to the provisions of the Oregon Local Budget Law; and

WHEREAS, staff has not proposed any change to the Budget approved by the Budget Committee, and

WHEREAS, a hearing has been held before the Urban Renewal Agency Board of Directors as required by law, and

WHEREAS, it appears to the Board that the Budget approved by the Budget Committee and the tax increment set by the Budget Committee should be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1: That the City of Forest Grove Urban Renewal Agency Board hereby adopts the FY 2021-22 Budget in the total amount of \$1,022,278. The Budget is on file with City Recorder's Office.

Section 2: That the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2021, and for the purposes hereby appropriated as follows:

<u>General Fund</u>	
Materials and Services	\$703,596
Debt Service	<u>318,691</u>
Total Appropriations	<u>\$1,022,287</u>

Section 3: That the City of Forest Grove Urban Renewal Agency certifies to the Washington County Assessor's Office a request for the Forest Grove Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 4: This resolution is effective immediately upon its enactment by the Urban Renewal Agency Board.

PRESENTED AND PASSED this 28th day of June, 2021.

Jesse VanderZanden
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting on this 28th day of June, 2021, and filed with the Forest Grove City Recorder this date.

Peter B. Truax
Urban Renewal Agency Board Chair