

**AGENDA**  
Reedsport Urban Renewal District Agency  
Regular Meeting, 7:00 p.m., City Council Chambers  
451 Winchester Avenue  
Monday, December 5, 2022

**Regular Session:**

*In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing [cdavis@cityofreedsport.org](mailto:cdavis@cityofreedsport.org) by 4:00 p.m. on the day of each regularly scheduled council meeting.*

*Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>*

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. CITIZENS COMMENTS

*This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.*

3. APPROVAL OF THE AGENDA

4. CONSENT AGENDA

*Routine items of business that require a vote but are not expected to require a discussion by the Agency are placed on the Consent Agenda and voted upon as one item. In the event that an Agency Member or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under Regular Business.*

A. Approve the minutes of the Urban Renewal Agency Meeting of June 20, 2022.

B. Shall the Urban Renewal Agency adopt a meeting schedule for Urban Renewal Agency meetings for the 2023 calendar year? (Urban Renewal Letter 022-005)

C. Accept Quarterly Financial Report.

D. Motion to approve the Consent Agenda.

5. REGULAR BUSINESS

A. Shall the Reedsport Urban Renewal District Agency adopt Resolution UR2022-003 authorizing a supplemental budget and budget revisions to the 2022-23 FY budget? (Urban Renewal Letter 022-006)

B. Shall the Reedsport Urban Renewal District Agency appoint persons to fill vacancies on the Urban Renewal Advisory Committee? (Urban Renewal Letter 022-007)

6. MISCELLANEOUS ITEMS

*(Agency Members, City Manager)*

7. ADJOURN

The Council meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting, to Deputy City Recorder Courteney Davis at (541) 271-3603.

MINUTES OF THE REEDSPORT URBAN RENEWAL AGENCY  
JUNE 20, 2022, AT 7:00 PM, CITY COUNCIL CHAMBERS & VIA ZOOM

PRESENT:

Chair Linda McCollum  
Agency Members Jeffrey Vanier, DeeDee Murphy,  
Joe Liedtky, Mark Bedard, Rich Patten, and Debby  
Turner

City Manager Deanna Schafer

City Attorney Stephen H. Miller (attended via zoom)

OTHERS PRESENT:

Deputy City Recorder Courtney Davis, Public Works  
Director Kimberly Clardy, Finance Director Michelle  
Fralely, Fire Chief Tom Anderson, Interim Police Chief  
Bob Gross, Bob Gray

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair McCollum called the meeting to order at 7:00 P.M.

2. CITIZENS COMMENTS

*This time is reserved for citizens to comment on items that are not on the Agenda.  
Maximum of five minutes per item, please.*

None.

3. APPROVAL OF THE AMENDED AGENDA

City Manager Deanna Schafer asked to amend regular business item A. to read "Shall the Reedsport Urban Renewal Agency authorize staff to apply for a grant to fund a part-time main street coordinator?"

Agency Member Murphy motioned to approve the amended agenda.

Agency Member Turner seconded the motion.

MOTION:

that the Urban Renewal Agency approve the amended agenda

VOTE:

AYES 7 NAYES 0

(Chair Linda McCollum, Agency Members Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion).

4. PUBLIC HEARING

A. A public Hearing to adopt municipal operating budget for Fiscal year 2022-2023.

Shall the Urban Renewal Board of Directors approve Resolution UR2022-001 adopting Fiscal Year 2022-23 Operating Budget?

Madam Mayor opened the public hearing at 7:04 p.m.

STAFF REPORT:

The Reedsport Urban Renewal District Agency Budget Committee met on April 11<sup>th</sup>, 2022 and approved a budget totaling \$1,221,200 for fiscal year budget 2022 / 2023

A summary of the approved budget and a notice of the public hearing to consider the budget which was published in The World on June 14, 2022.

This public hearing is being held for the Urban Renewal Board of Directors to consider final adoption of the budget for the fiscal year 2022 / 2023. State statute requires that a budget be adopted before June 30<sup>th</sup>. The Board of Directors has the authority to make adjustments to the budget at this time.

They can increase expenditures of any fund up to \$5,000 or 10% whichever is greater or can reduce expenditures. Any changes greater than the \$5,000 or 10% must be re-advertised and a second public hearing held. Additional meetings can be scheduled if the Council wishes to consider any additional information.

Staff is recommending adopting the budget as approved by the Budget Committee on April 11, 2022.

The budget is as follows:

Revenue:	
Beginning fund balance:	\$320,000
Current Property Tax	\$140,000
Delinquent Property Tax:	\$4,500
Revenue from other sources	\$756,700

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Total Revenue	\$1,221,200
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Expenditures:	
Materials & Services	\$59,140
contracted	(budget legal notices, audit & filing fees,
	Services (MainStreet)
Capital Outlay	\$1,107,060

	(includes property purchase, capital projects reserve)	
Debt		<u>\$55,000</u>
	(Cash Advance/Loan \$55,500)	
<u>Total Expenditures</u>		<u>\$1,221,200</u>

PUBLIC TESTIMONY:

None.

COUNCIL QUESTIONS TO STAFF:

None.

COUNCIL DELIBERATION:

None.

Madam Mayor closed the public hearing at 7:07 p.m.

Councilor Bedard motioned that the Urban Renewal Agency adopt Resolution UR2022-001, accepting the Fiscal Year 2022-23 Operating Budget as approved by the Reedsport Urban Renewal Agency District Budget Committee.

Councilor Vanier seconded the motion.

MOTION:

that the Urban Renewal Agency adopt Resolution UR2022-001, accepting the Fiscal Year 2022-23 Operating Budget as approved by the Reedsport Urban Renewal Agency District Budget Committee.

VOTE:

AYES 7 NAYES 0

(Chair Linda McCollum, Agency Members Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion).

5. CONSENT AGENDA

*Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Agenda and voted upon as one time. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Agenda and placed under General Business.*

- A. Approve the minutes of the Urban Renewal Agency Meeting of February 7, 2022.
- B. Motion to approve the Consent Agenda.

Agency Member Murphy motioned to approve the consent agenda.

Agency Member Patten seconded the motion.

MOTION:

that the Urban Renewal Agency approve the consent agenda.

VOTE:

AYES 7 NAYES 0

(Chair Linda McCollum, Agency Members Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion).

## 6. REGULAR BUSINESS

- A. Shall the Reedsport Urban Renewal District Agency authorize staff to apply for a grant to fund a part-time main street coordinator?

City Manager Deanna Schafer stated that the Reedsport Main Street Program was founded in 2014, under the operating umbrella of the Urban Renewal District. The program was created to encourage development, support existing businesses and improve the district through projects and grant writing. The City has continuously supported the main street program through urban renewal dollars and over the last 9 years, the program has not been successful in establishing a more permanent source of revenue. The current urban renewal district is set to expire in the next 4 years; at that time there will be no more direct funding for the program.

The program has succeeded with many projects over the years with the dedicated help of a main street coordinator through RARE AmeriCorps. Unfortunately, the city is no longer able to rely on that assistance as the RARE program has shifted focus away from main street programs.

Staff has identified a grant opportunity through REDI for potential funding to hire a part-time coordinator. The position would not have the same responsibility as past interns have been. This person would be responsible for social media postings, business resource assistance and completing a strategic plan to establish our main street program as a 501(c)(3) prior to the ending of the current urban renewal district and explore the idea of a regional program.

Matching funds have been budgeted in 150-600, Urban Renewal District.

Agency Member Murphy motioned to authorize staff to apply for a grant to fund a part-time main street coordinator.

Agency Member Turner seconded the motion.

MOTION:

that the Reedsport Urban Renewal District Agency authorize staff to apply for a grant to fund a part-time main street coordinator.

VOTE:

AYES 7 NAYES 0

(Chair Linda McCollum, Agency Members Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion).

7. MISCELLANEOUS ITEMS  
(Agency Members, City Manager)

None.

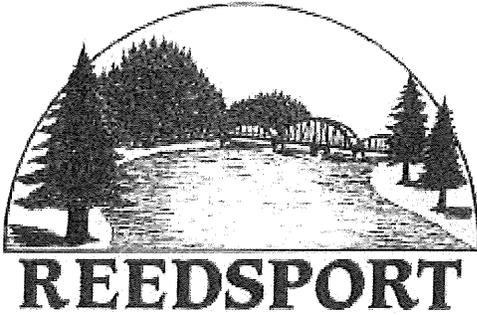
8. ADJOURN

Chair McCollum adjourned the meeting at 7:15 P.M.

\_\_\_\_\_  
Chair Linda McCollum

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder



## CITY OF REEDSPORT

451 Winchester Avenue  
Reedsport, OR 97467-1597  
Phone (541) 271-3603

Honorable Chair and  
Members of the Reedsport  
Urban Renewal Agency  
Reedsport, Oregon

Agency Letter 022-005  
Agenda of December 5, 2022  
RE: 2023 Meeting Calendar

### ISSUE:

Shall the Urban Renewal District Agency adopt a meeting schedule for Urban Renewal Agency meetings for the 2023 calendar year?

### BACKGROUND:

Staff is asking that the Agency review the proposed meeting schedule (attached) for the 2023 calendar year.

During the previous fiscal years the meeting dates were moved to the same night as the City Council meetings. This change was made in an attempt to eliminate the redundancy of presenting the same information at multiple meetings, this change continues for the 2023 schedule.

### AGENCY ALTERNATIVES:

- \*1. Adopt a 2023 Calendar for Urban Renewal District Agency meeting dates.**
2. Amend and then adopt a 2023 Calendar for Agency meeting dates.
3. Decline to adopt a 2023 Calendar for Agency meeting dates.

Courteney Davis  
Dep. City Recorder

# CITY COUNCIL, URBAN RENEWAL & BUDGET COMMITTEE

## MEETING SCHEDULE 2023

Meeting Date	Type of Meeting
<b>January 9, 2023</b>	<b>Urban Renewal Agency Meeting 7:00 p.m.</b>
January 9, 2023	City Council Meeting - 7:15 p.m.
February 6, 2023	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
February 6, 2023	Quarterly Budget Committee Meeting - 6:15 p.m.
February 6, 2023	City Council Meeting – 7:00 p.m.
March 6, 2023	City Council Meeting – 7:00 p.m.
April 3, 2023	City Council Meeting - 7:00 p.m.
April 10, 2023	Urban Renewal Budget Committee – 6:00 p.m.
April 10, 2023	Budget Committee Meeting – 6:15 p.m.
<i>April 17, 2023</i>	<i>Budget Committee Meeting – 6:00 p.m. (optional)</i>
<i>April 24, 2023</i>	<i>Budget Committee Meeting – 6:00 p.m. (optional)</i>
May 1, 2023	City Council Meeting – 7:00 p.m.
<b>June 5, 2023</b>	<b>Urban Renewal Agency Meeting – 7:00 p.m.</b>
June 5, 2023	City Council Meeting - 7:15 p.m.
<i>June 19, 2023</i>	<i>City Council Meeting – 7:00 p.m. (Optional)</i>
July 10, 2023	City Council Meeting - 7:00 p.m.
August 7, 2023	City Council Meeting - 7:00 p.m.
August 28, 2023	City Council Meeting - 7:00 p.m.
October 2, 2023	City Council Meeting - 7:00 p.m.
November 6, 2023	Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m.
November 6, 2023	Quarterly Budget Committee Meeting – 6:15 p.m.
November 6, 2023	City Council Meeting - 7:00 p.m.
<b>December 4, 2023</b>	<b>Urban Renewal Agency Meeting – 7:00 p.m.</b>
December 4, 2023	City Council Meeting - 7:15 p.m.

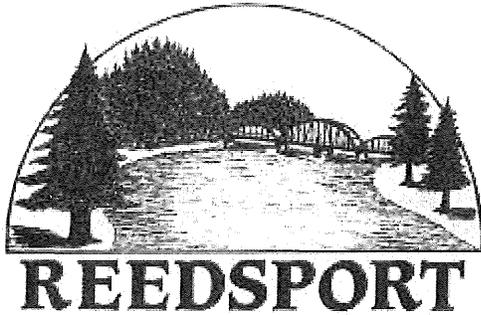
Note: All regular City Council meetings are preceded by a 6:00 p.m. work session (6:30 p.m. when a quarterly budget meeting is scheduled).

# Financial Report - December 5, 2022 Urban Renewal District Meeting

Period ending 09.30.2022

Q1 (2022/23) Target: 25%

Reedsport Urban Renewal District Fund 150				
	Budget	Actual		
Beginning Fund Balance	\$258,000	\$178,419	69%	
Revenue	\$528,100	\$1,932	0%	Rcv
*Expenditures	\$786,100	\$50	0%	Exp
URD MainStreet Fund 151				
	Budget	Actual		
Beginning Fund Balance	\$62,000	\$61,258	99%	
Revenue	\$373,100	\$1,217	0%	Rcv
*Expenditures	\$435,100	\$2,928	1%	Exp



## CITY OF REEDSPORT

451 Winchester Avenue  
Reedsport, OR 97467-1597  
Phone (541) 271-3603  
Fax (541) 271-2809

Honorable Chair and  
Members of the Reedsport  
Urban Renewal Agency  
Reedsport, Oregon

Agency Letter 022-006  
Agenda of December 5, 2022  
RE: Budget Revision

### ISSUE:

Shall the Reedsport Urban Renewal District Agency adopt Resolution UR2022-003 authorizing a supplemental budget and budget revisions to the 2022-23 FY budget?

### BACKGROUND:

A resolution has been drafted (attached) which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2022-23 fiscal year budget.

According to ORS a local government may prepare a supplemental budget if a condition that was not known at the time of the budget requires a change in financial planning. The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2022-23 budget.

None of the recommended adjustments increase the property tax levy.

### **Budget Change for Fund 150 Urban Renewal Agency Fund**

Miscellaneous Revenue	\$54,646.25
Capital Outlay Capital Projects Reserve	\$54,646.25

This is from the sale of 1241 Highway Avenue

### **Budget Change for Fund 151 Urban Renewal Agency Main Street Fund**

Materials & Services	
Rare Intern Supplies	\$3,860
Main Street Coordinator	\$8,640

Capital Outlay	
Steam Donkey Project	\$(5,000)
Other Projects	\$(7,500)

To appropriate budgeted capital outlay projects to actual and increase for ROI contract services and supplies.

FISCAL IMPACT:

The total budget will be increased by \$54,646.25 with no increase or decrease in property taxes.

COUNCIL ALTERNATIVES:

1. Adopt Resolution UR2022-003 authorizing a supplemental budget and budget revisions to the FY 2022-23 budget.
2. Amend and then adopt Resolution UR2022-003 authorizing a supplemental budget and budget revisions to the FY 2022-23 budget.
3. Decline to adopt Resolution UR2022-003 authorizing a supplemental budget and budget revisions to the FY 2022-23 budget.

RECOMMENDATION:

Staff recommends alternative #1.

Michelle Fraley  
Finance Director

**RESOLUTION UR2022-003**

**A RESOLUTION REVISING THE FISCAL YEAR 2022-23 OPERATING BUDGET.**

WHEREAS, Oregon Revised Statutes (ORS) provides for revision of a municipal operating budget; and

WHEREAS, a revision to the municipal operating budget for Fiscal Year 2022-23 is required.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Reedsport Urban Renewal Agency hereby adopts the 2022-23 budget revisions now on file in the office of the City Recorder, which increases the budget by \$54,646.25; and

BE IT FURTHER RESOLVED that in accordance with ORS a local government may prepare a supplemental budget if a condition that was not known at the time of the budget adoption requires a change in financial planning; and

BE IT FURTHER REOLVED that the Reedsport Urban Renewal Board of Directors hereby adopts the amended FY 2022-23 budget total as \$1,275,846; and

BE IT FURTHER RESOLVED that the Reedsport Urban Renewal Board of Directors hereby appropriates the amended amounts for the fiscal year beginning July 1, 2022, as follows:

**Urban Renewal Agency**

Revenues – Miscellaneous	+\$54,646
Capital Outlay – Capital Projects Reserve	\$54,646

**Urban Renewal Agency Main Street Fund (151)**

**Materials & Services**

Rare Intern Supplies	+\$3,860
Main Street Coordinator	+\$8,640

**Capital Outlay**

Steam Donkey Project	\$(5,000)
Other Projects	<u>\$(7,500)</u>

Net Change	\$54,646
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<b>TOTAL AMENDED FY 2021-22 BUDGET</b>	<b><u>\$1,275,846</u></b>
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PASSED, AND MADE EFFECTIVE, BY THE URBAN RENEWAL AGENCY this 5th day of December 2022 by the following vote:

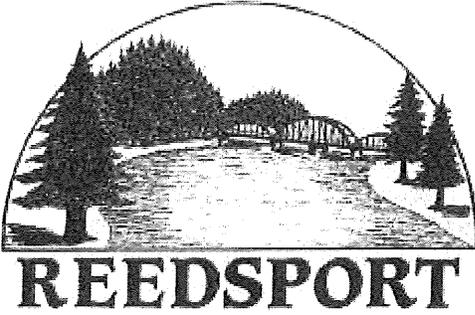
AYES \_\_\_\_\_ NAYS \_\_\_\_\_

APPROVED BY THE CHAIR this 5th day of December 2022.

\_\_\_\_\_  
Linda McCollum, Chair

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder



## CITY OF REEDSPORT

451 Winchester Avenue  
Reedsport, OR 97467-1597  
Phone (541) 271-3603

Honorable Chair and  
Members of the Reedsport  
Urban Renewal Agency  
Reedsport, Oregon

Agency Letter 022-007  
Agenda of December 5, 2022  
RE: Advisory Committee  
Appointment

### ISSUE:

Shall the Urban Renewal District Agency appoint members to the Urban Renewal Advisory Committee?

### BACKGROUND:

Resolution UR2007-002 established an advisory committee for the Reedsport Urban Renewal District Agency to fulfill the duties described therein. The membership is made up of seven staggered terms of appointment at four years each.

There are currently two positions (Position #2 and Position #7) open on the committee with both terms expiring on December 31, 2026

Applicant: Lee Bridge – incumbent position #2  
Garry Baker

The applicants are residents of Douglas County within the Lower Umpqua Hospital District Boundaries, the only requirement for the position.

### AGENCY ALTERNATIVES:

1. Appoint citizen members to the Urban Renewal District Advisory Committee.
2. Decline to appoint members to the Urban Renewal District Advisory Committee.
3. Table this issue and direct city staff to conduct additional research.

### STAFF RECOMMENDATION:

Staff recommends appointing citizens to serve on the Urban Renewal District Advisory Committee at the agency's own discretion.

Courteney Davis  
Dep. City Recorder