

URBAN RENEWAL AGENCY BOARD MEETING MINUTES

MAY 12, 2025

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MAY 12, 2025

CONVENED The meeting convened at 6:45 p.m. with Chair Lonergan presiding.

ROLL CALL

Chair Lonergan	Present
Member Cantu	Present
Member Cornwell	Present
Member Schaub	Present
Member Grijalva	Present
Member Wilk	Present

Staff Present: City Administrator Derickson, City Attorney Granum, Special Projects Director Wakeley, Community Development Director Kerr, Community Services Director Cuomo, Economic Development Director Johnk, Public Affairs and Communications Manager Guerrero, Finance Director Turley, Public Works Director Stultz, Police Chief Millican, Community Relations Manager Herrera, City Recorder Pierson

CONSENT AGENDA

A. Urban Renewal Agency minutes of February 24, 2025.

Motion: Schaub/Wilk... adopt the Consent Agenda.

The Motion passed with the following vote: Members Schaub, Grijalva, Cornwell, Wilk, and Cantu voting “aye.” [5-0]

URG #2025.02 – 523 N. FRONT STREET | LUIS’S TAQUERIA (JESUS GONZALEZ)

Economic Development Director Johnk provided a staff report. Mayor Lonergan expressed concern about awarding projects to the highest bidder, questioning the purpose of getting multiple bids and raising ethical concerns. He suggested the City revise its policy to fund only 50% of the lowest bid, with property owners covering any additional costs.

Economic Development Director Johnk noted that they did discuss this at a DARS Committee meeting and the DARS Committee decided that if an applicant was willing to pay the higher of the three quotes, they were okay with that choice. She also stated that while the DARS Committee makes funding recommendations, the Urban Renewal Agency has final authority and can choose to fund only a percentage of the lowest bid.

Councilor Wilk noted that the DARS Committee reviewed the criteria and there is no requirement that they just take the lowest bid.

Members discussed the bidding process, and it was suggested that more detailed bid specifications could improve consistency and address comparability concerns.

Economic Development Director Johnk stated that staff will revise the guidelines and present them to DARS.

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Motion: Schaub/Grijalva... approve allocation of Building Improvements Program (Program) funds in the amount of \$915; 50% of the cost for the replacement vinyl lettering on the windows of the building for a total project cost of \$1,830.

The Motion passed with the following vote: Members Schaub, Grijalva, Cornwell, Wilk, and Cantu voting “aye.” [5-0]

ADJOURNMENT

Motion: Schaub/Cornwell ... move to adjourn.

The Motion passed with the following vote: Members Schaub, Grijalva, Cornwell, Wilk, and Cantu voting “aye.” [5-0]

Chair Lonergan adjourned the meeting at 7:01 p.m.

APPROVED

FRANK LONERGAN, CHAIR

ATTEST _____

Heather Pierson, City Recorder
City of Woodburn, Oregon

June 9, 2025

TO: Woodburn Urban Renewal Agency Chair and Board through City Administrator

FROM: Tony Turley, Finance Director

SUBJECT: **Fiscal Year (FY) 2025-26 Woodburn Urban Renewal Agency Budget Adoption**

RECOMMENDATION:

Conduct a public hearing to consider the budget as approved by the Budget Committee, and upon completion of the hearing, approve the resolution adopting the budget and capital improvement plan, making appropriations, and imposing taxes for FY 2025-26.

BACKGROUND:

On April 26, 2025, the Woodburn Urban Renewal Agency (URA) Budget Committee approved the proposed FY 2025-26 Woodburn Urban Renewal Agency Budget. A financial summary of the Budget Committee's approved budget and a notice of the budget hearing before the Woodburn URA Board were published in the *Woodburn Independent* on May 28, 2025, in accordance with Oregon Local Budget Law (ORS 294.438).

DISCUSSION:

Under Oregon Budget Law (ORS 294.456) the URA Board may modify the Budget Committee's approved budget by an amount not to exceed \$5,000 or 10% of a fund's expenditures, whichever is greater, without publishing a notice of a second budget hearing. The Finance Department is proposing adoption of the budget as approved by the Budget Committee.

FINANCIAL IMPACT:

The resolution adopts the FY 2025-26 annual budget of \$5,511,860.

WOODBURN URBAN RENEWAL AGENCY RESOLUTION NO. 2025-01

A RESOLUTION ADOPTING THE CITY OF WOODBURN URBAN RENEWAL BUDGET FOR THE FISCAL YEAR (FY) 2025-26; MAKING BUDGET APPROPRIATIONS; AND IMPOSING THE TAXES

WHEREAS, the Woodburn Urban Renewal Agency Budget Committee met and approved the Proposed Budget on April 26, 2025; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* on May 28, 2025, as required by ORS 294.438; and

WHEREAS, a public hearing was held on June 9, 2025: **NOW, THEREFORE**,

THE WOODBURN URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. The Woodburn Urban Renewal Agency Board adopts the budget for the fiscal year 2025-26 in the sum of \$5,511,860. A copy of the budget document is now on file at City Hall, 270 Montgomery St, Woodburn, Oregon.

Section 2. The amounts for the fiscal year beginning July 1, 2025 and for the purposes shown below are hereby appropriated as follows:

Urban Renewal Fund	FY 2025-26
Administration	1,096,420
Debt Service	866,400
Transfers	2,750,000
Contingency	-
	<hr/> 4,712,820
Unappropriated & Reserves	799,040
Total Budget	5,511,860

Section 3. Pursuant to Article IX (Finance) Section 1c (Financing Redevelopment and Urban Renewal Projects) of the Oregon Constitution and ORS Chapter 457, the Woodburn Urban Renewal District, as an "Option 1" urban renewal agency, authorizes certification to the Marion County Assessor for the Woodburn Urban Renewal Agency Plan Area a request for

the maximum amount of revenue that may be raised by dividing the taxes under Article IX, Section 1c of the Oregon Constitution with none of this amount to be raised by a special levy.

Approved as to Form: _____
City Attorney Date

APPROVED: _____
Frank Lonergan, Mayor

Passed by the Council _____
Submitted to the Mayor _____
Approved by the Mayor _____
Filed in the Office of the Recorder _____

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon