



URBAN RENEWAL AGENCY City of Forest Grove

Monday, May 11, 2015 Meeting Agenda

7:00 PM – Urban Renewal Agency

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

PETER B. TRUAX, CHAIR

Thomas L. Johnston, Vice Chair
Richard G. Kidd III
Victoria J. Lowe

Ronald C. Thompson
Elena Uhing
Malynda H. Wenzl

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

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete 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 URA Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any URA Board action.

➔ **Citizen Communications** – Anyone wishing to address the URA Board on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the URA Board, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the URA Board, please contact the City Recorder at 503-992-3235.

The URA Board meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

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- 7:00
1. **URBAN RENEWAL AGENCY (URA) MEETING:** Roll Call
 2. **CITIZEN COMMUNICATIONS:** Anyone wishing to speak to Urban Renewal Agency Board on an item not on the agenda may be heard at this time. *Please sign-in before the meeting on the Citizen Communications form posted in the foyer.* In the interest of time, please limit comments to two minutes. Thank you.
 3. **CONSENT AGENDA:**
 - A. *Approve Urban Renewal Agency Meeting Minutes of August 11, 2014.*
 - B. *Approve Urban Renewal Agency Executive Session (Real Property) Meeting Minutes of March 16, 2015.*
 4. **ADDITIONS/DELETIONS:**
 5. **RESOLUTION NO. 2015-01 ESTABLISHING THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY BUDGET COMMITTEE**
 6. **RESOLUTION NO. 2015-02 DESIGNATING THE EXECUTIVE DIRECTOR OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY TO SERVE AS BUDGET OFFICER OF THE FOREST GROVE URBAN RENEWAL AGENCY**
 7. **ADJOURNMENT:**

Paul Downey, Administrative
Services Director
Tom Gamble, City Manager
Pro Tem

Paul Downey, Administrative
Services Director
Tom Gamble, City Manager
Pro Tem

7:10

3A

**FOREST GROVE URBAN RENEWAL AGENCY MEETING
AUGUST 11, 2014 – 6:30 P.M.
COMMUNITY AUDITORIUM
PAGE 1**

Minutes are unofficial until approved by Urban Renewal Agency.

1. ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Chair, called the regular URA meeting to order at 6:40 p.m. **ROLL CALL: URA BOARD MEMBERS PRESENT:** Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Camille Miller; Ronald Thompson; and Peter Truax, Chair. **URA BOARD MEMBERS ABSENT:** Elena Uhing, excused. **STAFF PRESENT:** Michael Sykes, City Manager; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; and Anna Ruggles, City Recorder.

2. CITIZEN COMMUNICATIONS: None.

3. CONSENT AGENDA: Items under the Consent Agenda are considered routine and will be adopted with a single motion, without separate discussion. Urban Renewal Agency 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 Consent Agenda item(s).

A. Approve Urban Renewal Agency Meeting Minutes of May 27, 2014.

MOTION: Board Member Kidd moved, seconded by Board Member Lowe, to approve the Consent Agenda as presented. **ABSENT:** Board Member Uhing. **MOTION CARRIED 6-0 by voice vote.**

4. ADDITIONS/DELETIONS: None.

5. URA RESOLUTION NO. 2014-04 ACKNOWLEDGING URBAN RENEWAL AGENCY RECEIPT OF THE CITY OF FOREST GROVE ORDINANCE NO. 2014-07 APPROVING THE FOREST GROVE URBAN RENEWAL PLAN

Staff Report:

Holan and Riordan presented the above-proposed resolution to fulfill the legal requirements of ORS, Chapter 457, which requires the Urban Renewal Agency to acknowledge receipt of Ordinance No. 2014-07

**FOREST GROVE URBAN RENEWAL AGENCY MEETING
AUGUST 11, 2014 – 6:30 P.M.
COMMUNITY AUDITORIUM
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Before proceeding with Board discussion, Chair Truax asked for a motion to adopt URA Resolution No. 2014-05.

Sykes read URA Resolution No. 2014-05 by title.

MOTION: Board Member Kidd moved, seconded by Board Member Thompson, to adopt URA Resolution No. 2014-05 Authorizing Urban Renewal Agency of the City of Forest Grove Chair and Executive Director to Execute an Intergovernmental Agreement between the Agency and City of Forest Grove for the Provision of Administrative and Development Services.

Board Discussion:

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

ROLL CALL VOTE: AYES: Board Members Vice Chair Johnston, Kidd, Lowe, Miller, Thompson, and Chair Truax. NOES: None. ABSENT: Board Member Uhing. MOTION CARRIED 6-0.

7. ADJOURNMENT:

Chair Truax adjourned the URA regular meeting at 6:50 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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**FOREST GROVE URBAN RENEWAL AGENCY EXECUTIVE SESSION
ORS 192.660(2)(E) REAL PROPERTY TRANSACTION
MARCH 16, 2015 – 6:00 P.M.
COMMUNITY AUDITORIUM – CONFERENCE ROOM
PAGE 1**

Minutes are unofficial until approved by Urban Renewal Agency.

1. ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Chair, called the Executive Session to order at 6:00 p.m. **ROLL CALL: URA BOARD MEMBERS PRESENT:** Thomas Johnston, Vice-Chair; Richard Kidd; Victoria Lowe; Ronald Thompson; Elena Uhing, Malynda Wenzl, and Peter Truax, Chair. **STAFF PRESENT:** Thomas Gamble, City Manager Pro Tem; Paul Downey, Administrative Services Director; Jon Holan, Community Development Director; Dan Riordan, Senior Planner; Jeff King, Economic Development Manager; and Anna Ruggles, City Recorder.

2. EXECUTIVE SESSION:

The Urban Renewal Agency Board 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:

Chair Truax adjourned the URA regular meeting at 6:55 p.m.

Respectfully submitted,

Anna D. Ruggles, CMC, City Recorder

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May 11, 2015

REPORT ON RESOLUTIONS ESTABLISHING THE FOREST GROVE URBAN RENEWAL AGENCY BUDGET COMMITTEE AND DESIGNATING THE EXECUTIVE DIRECTOR OF THE FOREST GROVE URBAN RENEWAL AGENCY TO SERVE AS THE BUDGET OFFICER

Project Team: Paul Downey, Director of Administrative Services
Anna Ruggles, City Recorder
Tom Gamble, City Manager Pro-Tem

ISSUE STATEMENT: The recently established Forest Grove Urban Renewal Agency (FGURA) needs to appoint a Budget Committee and a Budget Officer. Staff has prepared resolutions for the FGURA approving the appointment of the Budget Committee and designating a Budget Officer.

DISCUSSION: The FGURA is a separate entity and the City Council also serves as the Board of Directors for the FGURA. The Agency needs to appoint a Budget Committee and the agency bylaws state in Article 5.2 “the committee that reviews the Agency budget shall consist of the members of the City of Forest Grove Budget Committee. The Agency also needs to designate a Budget Officer.

By Article 3.6 of the Agency’s bylaws, the position of Executive Director shall be filled by the City Manager. By City charter, the City Manager is the Budget Officer for the City. Since the City performs the administrative functions of the FGURA, the Executive Director of the Agency should be designated to be the Budget Officer.

FISCAL IMPACT: These resolutions have no fiscal impact.

STAFF RECOMMENDATION: Staff recommends the Urban Renewal Agency Board approve the attached resolutions.

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URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE



URA RESOLUTION NO. 2015-01

RESOLUTION ESTABLISHING THE CITY OF FOREST GROVE
URBAN RENEWAL AGENCY BUDGET COMMITTEE

WHEREAS, ORS 294.414 requires that the governing body of each municipal corporation shall establish a budget committee; and

WHEREAS, Article 5.2 of the Forest Grove Urban Renewal Agency Bylaws states the Agency shall establish a Budget Committee, consisting of the members of the City of Forest Grove Budget Committee, for adopting annual budgets for the operation and administration of the Forest Grove Urban Renewal Agency; and

WHEREAS, the City of Forest Grove currently has a 14-member Budget Committee that reviews, approves, and recommends the City's budget to the Forest Grove City Council, consistent with Oregon Local Budget Law; and

WHEREAS, for reasons of efficiency and transparency, the Forest Grove Urban Renewal Agency Board finds that it is appropriate for members of the City of Forest Grove Budget Committee to also serve as members of the Forest Grove Urban Renewal Agency Budget Committee.

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

Section 1: The Forest Grove Urban Renewal Agency Board hereby approves establishing the Forest Grove Urban Renewal Agency Budget Committee in accordance with ORS 294.414 and provides that members of the City of Forest Grove Budget Committee shall also be appointed as members of the Forest Grove Urban Renewal Agency Budget Committee.

Section 2: This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 11th day of May, 2015.

Thomas E. Gamble, City Manager Pro Tem
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 11th day of May, 2015, and filed with the Forest Grove City Recorder this date.

Peter B. Truax, Mayor
Urban Renewal Agency Chair

URBAN RENEWAL AGENCY OF THE CITY OF FOREST GROVE



URA RESOLUTION NO. 2015-02

RESOLUTION DESIGNATING THE EXECUTIVE DIRECTOR OF THE CITY OF FOREST GROVE URBAN RENEWAL AGENCY TO SERVE AS BUDGET OFFICER OF THE URBAN RENEWAL AGENCY

WHEREAS, ORS 294.331 requires that the governing body of each municipal corporation shall designate one person to serve as budget officer; and

WHEREAS, Article 3.6 of the Forest Grove Urban Renewal Agency Bylaws states the position of Executive Director shall be filled by the City Manager; and

WHEREAS, the City Manager is the Budget Officer for the City of Forest Grove, consistent with City Charter and Oregon Local Budget Law; and

WHEREAS, for reasons of efficiency and transparency, the Forest Grove Urban Renewal Agency Board finds that it is appropriate for the budget officer of the City of Forest Grove to also serve as budget officer of the Forest Grove Urban Renewal Agency.

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

Section 1: The Forest Grove Urban Renewal Agency Board hereby approves designating the Executive Director of the City of Forest Grove Urban Renewal Agency to serve as Budget Officer of the Forest Grove Urban Renewal Agency in accordance with ORS 294.331.

Section 2: This resolution is effective immediately upon its enactment by the Urban Renewal Agency of the City of Forest Grove.

PRESENTED AND PASSED this 11th day of May, 2015.

Thomas E. Gamble, City Manager Pro Tem
Urban Renewal Agency Executive Director

APPROVED by the Urban Renewal Agency of the City of Forest Grove at a regular meeting thereof this 11th day of May, 2015, and filed with the Forest Grove City Recorder this date.

Peter B. Truax, Mayor
Urban Renewal Agency Chair