

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
DECEMBER 8, 2025



CA
12-4-2025

City Hall Council Chambers
900 SE Douglas Avenue
Roseburg, Oregon 97470

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Facebook Live at www.Facebook.com/CityofRoseburg

(Immediately Following the 7:00 p.m. City Council Meeting)

1. **Call to Order:** Larry Rich, Chair
2. **Roll Call**

Tom Michalek	Andrea Zielinski	Jason Tate
Ruth Smith	Ellen Porter	Katie Williams
Zack Weiss	Shelley Briggs Loosley	
3. **Consent Agenda**
 - A. June 9, 2025 Meeting Minutes
 - B. June 9, 2025 Work Study Minutes
4. **Department Items**
 - A. Contract Authorization – Engineering Design Services For Douglas Avenue Safe Routes to School Project
5. **Audience Participation**
6. **Adjournment**

*** AMERICANS WITH DISABILITIES ACT NOTICE ***

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**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
June 9, 2025**

Chair Larry Rich called the meeting of the Urban Renewal Agency Board to order at 9:31 p.m. on June 9, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

Present: Board Members Larry Rich, Shelley Briggs Loosley, Tom Michalek, Ellen Porter, Ruth Smith (in at 9:32 p.m.), Jason Tate, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and The News Review Reporter Patick Moore

3. Consent Agenda

A. April 14, 2025 Meeting Minutes.

Member Porter moved to approve the consent agenda. The motion was seconded by Member Briggs Loosley and approved with the following vote: Members Briggs Loosley, Michalek, Porter, Tate, Weiss, Williams, and Zielinski voted yes. No Members voted no. The motion passed unanimously.

4. Public Hearing

A. Chair Rich opened the public hearing at 9:31 p.m. Harker provided an overview of Resolution No. UR-2025-03, A Resolution Adopting the 2025-26 Budget and Making Appropriations.

As no one wished to speak, Chair Rich closed the public hearing at 9:34 p.m.

Member Porter moved to adopt Urban Renewal Resolution No. UR-2025-03 adopting the 2025-26 Budget, Making Appropriations, and declaring Tax Increment Financing. The motion was seconded by Member Zielinski and approved with the following vote: Members Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Members voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Adjourn

Chair Larry Rich adjourned the meeting at 9:34 p.m.

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD WORK STUDY
June 9, 2025**

Chair Larry Rich called the work study of the Urban Renewal Agency Board to order at 5:31 p.m. on June 9, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

Present: Board Members Larry Rich, Shelley Briggs Loosley, Tom Michalek, Ellen Porter, Ruth Smith, Jason Tate, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, Former Roseburg City Manager Lance Colley, and Principal / Owner Elaine Howard Consulting

3. Presentation

A. Elaine Howard, Lance Colley, Harker, and Messenger presented Urban Renewal Agency Work Study.

Eliane Howard opened with a PowerPoint presentation explaining the impacts of Urban Renewal Districts, the impacts to taxing districts, limitations of Urban Renewal Districts, and the differences between minor and major plan requirements.

Member Weiss' comments and questions included whether tax incremental funding is the only funding source for urban renewal and 1% restriction for the life of the urban renewal area.

Member Porter's comments and questions included clarification of the terminology of area and district and if they are interchangeable, whether most grants or investors will require a matching dollar amount, dedicated right-of-way as a requirement, and property development will provide increment because they will stay on the tax rolls, and requested the a copy of the PowerPoint presentation be forwarded to the Board after the meeting.

Member Smith's comments and questions included whether homeowners will be responsible for sidewalk installation during the Safe Routes to Schools project, projects that are paid for using the Sidewalk Fund, and 15% maximum property development acreage in the district.

Chair Rich's comments and questions included whether all taxing districts are contributing equally to urban renewal and tax revenue recapture.

Howard and Colley clarified that the tax increment is the only funding source for the urban renewal district. The urban renewal area can gain other money if you acquire property and then resell it to a developer, then that would funding that comes in, but would have different restrictions, but would be considered a

funding source, program income has different restrictions than property sales, there was a 90% grant that paid for the Douglas Avenue bridge and urban renewal matched the remaining 10%, grant money maximizes urban renewal dollars for projects, urban renewal had originally planned to cover the cost for the Safe Routes to Schools project before the City applied for and was awarded a grant from ODOT for approximately \$2 million dollars, urban renewal money will cover basic infrastructure and grant money will pay for the upgrades, most grants have matching requirements, grant money allows urban renewal funding to stretch further and allows you to use other City revenues (utility and transportation revenues) to help fund projects outside of the urban renewal area that may not have been funded if they were needed for projects that didn't have sufficient funding in the urban renewal district, urban renewal board is the body that has decision-making power over what happens in the area or district, there is not a direct dollar match, developers will ask about incentives before starting a project, the city provided the land and put in infrastructure in the previous urban renewal area so that developers would build housing and stores, developers had to guarantee there would be enough assessed value when they finished their development to recapture the cost in tax revenue, right-of-way dedication can be used as an incentive depending on the individual circumstances, being mindful of development needs compared to agency needs, paying SDC's is a tool used to assist developers that are going to build, urban renewal can cover the match requirement so that the Sidewalk Fund can be used to cover other needs in the community, Local Improvement District funding helps reduce the cost to the homeowner for frontage improvements, the analyst is working on updating projections, the Urban Renewal Plan and Annual Reports are available on the website, the plan can be updated to accurately reflect community needs and funding requirements, we can only add 1% to 710 acres by Council resolution, the minor and substantial plan amendment process can take 18 months to complete, consideration for whether adding property to district will provide the increment necessary to pay for improvements, downtown is fully developed and only substantial improvements will provide the necessary increment, many projects were completed and coming off the development plan, we thought the old Rite Aid and Safeway properties had the potential for substantial improvements, the maximum for the life of the urban renewal is 1%, the amount of the increment will stay at 3% above the existing base unless there is a big renovation project, the land value is the frozen base, being mindful that adding projects in one area means eliminating projects in other areas due to budget restrictions, clarification of the tax percentages paid by each district, and the legislature calculates the School Fund Revenue that includes urban renewal.

Messenger clarified homeowners will not be charged for sidewalk installation along the Safe Routes to Schools project, grant funding will pay for most of the infrastructure for that project. This project will not only include sidewalks, but will also be replacing water lines and storm drainage lines along with replacement of the center of the street, which is not paid for as part of this project. Urban Renewal can pick up those costs, so there is no intent to charge the homeowners or the property owners for those projects.

Harker clarified that the taxing districts serve as economic development partners with the Urban Renewal that cost participating in urban renewal, they are leveraging future revenues they would have otherwise received to make an

investment in long-term growth. a The goal of urban renewal is to spur development and increase property values, Resulting in significantly higher property tax revenues for the taxing districts once the urban renewal district sunsets.

4. Adjourn

Chair Larry Rich adjourned the work study at 6:54 p.m.

ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



CONTRACT AUTHORIZATION – ENGINEERING DESIGN SERVICES FOR DOUGLAS AVENUE SAFE ROUTES TO SCHOOL PROJECT

Meeting Date: December 8, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for additional design services for the Douglas Avenue Safe Routes to School project. The issue for the Board is whether to authorize the contract for engineering design services.

BACKGROUND

A. Board Action History.

On March 11, 2019, Council authorized a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements Project for an amount not to exceed \$98,081.

On July 27, 2020, Council adopted Resolution No. 2020-16 exempting the engineering design contract from competitive bidding and awarding the final design services contract for the Douglas Avenue Improvements Project to Century West Engineering for an amount not to exceed \$91,910.

On February 24, 2025, Council adopted Resolution No. 2025-03 authorizing acceptance of a Safe Routes to School Grant from the Oregon Department of Transportation in the amount of \$2,750,000.

B. Analysis.

There are two contracts that precede the work described in this engineering design contract. The first contract was signed in April 2019, and it authorized Century West Engineering to provide survey and preliminary design work necessary for submitting for a Safe Routes to School grant. The scope included roadway improvements on Douglas Avenue from Rifle Range Street to Patterson Street. This contract was for design only up to the 75% completion milestone.

The second contract was to bring the design to the 100% completion point. To provide continuity, the design work was authorized to Century West Engineering, and the contract

was signed in August 2020. This phase of work included designing water, stormwater, and utility facilities as well as sub-surface explorations and a rapid flash crossing device.

The design work under this contract ensures that the City's plans align with ODOT's Safe Route to School requirements and current engineering standards. These provisions include adding curb and driveway ramp improvements along Rifle Range Road between Douglas Avenue and Highway 138 curb ramp improvements for the intersection of Rifle Range Road and Highway 138, and other minor updates as needed to reflect current conditions. This work was not included in the project as originally envisioned, but was added into the latest grant application in order to better align with the criteria. The design contract will also include the section from Rifle Range Street west to the Deer Creek Bridge. The bridge is being replaced under a separate grant funded project.

C. Financial/Resource Considerations.

The proposed cost for this design contract is \$98,980. The FY 25-26 Urban Renewal Fund includes \$100,000 for the design phase of the project. The SRTS grant that was awarded for construction totals \$2,750,000.

D. Timing Considerations.

If the Board authorizes the contract, work will begin in January. The project has five years to be completed after the grant award date, or May 2030. Construction is planned for 2028, after the Douglas Avenue Deer Creek Bridge replacement project is complete in 2027.

BOARD OPTIONS

The Board has the following options:

1. Authorize the contract for engineering design services with Century West Engineering for an amount not to exceed \$98,980; or
2. Request more information; or
3. Not authorize the contract at this time, which may delay the project.

STAFF RECOMMENDATION

The adopted FY 25-26 Urban Renewal budget includes funding for this contract. The Public Works Commission discussed this contract at their November 13, 2025, meeting and unanimously recommended awarding the engineering contract to Century West Engineering. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE A DESIGN CONTRACT WITH CENTURY WEST ENGINEERING FOR \$98,980 FOR THE DOUGLAS AVENUE SAFE ROUTES TO SCHOOL PROJECT."

ATTACHMENTS:

None.