

ROSEBURG URBAN RENEWAL AGENCY
BOARD MEETING AGENDA
JUNE 9, 2025



U
6-5-2025

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

Public Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

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. April 14, 2025 Meeting Minutes
4. **Public Hearings**
 - A. Resolution No. UR-2025-03: Urban Renewal Agency 2025-26 Budget Adoption
5. **Audience Participation**
6. **Adjournment**

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**MINUTES OF THE ROSEBURG
URBAN RENEWAL AGENCY BOARD MEETING
April 14, 2025**

Chair Larry Rich called the meeting of the Urban Renewal Agency Board to order at 9:50 p.m. on April 14, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

Present: Board Members Larry Rich, Shelley Briggs Loosley (via Zoom), Tom Michalek, Ellen Porter, Ruth Smith, 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. February 10, 2025 Meeting Minutes.

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

4. Department Items

A. Nytes presented Resolution No. UR2025-02 – Approving a Property Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road in Roseburg, Oregon. There were no questions or discussion.

Member Smith moved to adopt Resolution No. UR-2025-02, approving a Property Tax Exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg, Oregon. The motion was seconded by Member Zielinski and approved with the following vote: Members Briggs Loosley, Michalek, Porter, Smith, 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 9:53 p.m.

ROSEBURG URBAN RENEWAL AGENCY AGENDA ITEM SUMMARY



RESOLUTION UR-2025-03 URBAN RENEWAL AGENCY 2025-26 BUDGET ADOPTION

Meeting Date: June 9, 2025
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the Urban Renewal Agency of the City of Roseburg to conduct a public hearing on the 2025-26 budget as approved by the Budget Committee on May 6, 2025.

A resolution is required to adopt the budget, authorize appropriations, and request the maximum amount of revenue that may be raised by "division of taxes."

BACKGROUND

A. Board Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

The budget document was distributed to members of the Budget Committee on April 30, 2025. The budget document was made public by posting on the City website and by making available a hard copy at City Hall on April 30, 2025. The Urban Renewal budget document was presented by staff on May 6, 2025. The Budget Committee deliberated on the proposed budget, sought public input, and approved the budget as presented on May 6, 2025, with no adjustments.

After the 2025-26 Budget was approved, and during the preparation of the approved budget for adoption, an equation error was identified with the summation of Total Revenues in the Urban Renewal General Fund (Fund 281). The equation failed to add the last revenue item of \$2,200. The error also impacts the Total Revenues and Beginning Fund Balance, Reserve for Future Expenditure, and the Total Expenditures and Ending Fund Balance accounts. The accounts identified above need to be increased \$2,200 with the final adoption of the budget to account for this error. The attached resolution includes these corrections.

C. Financial/Resource Considerations.

Total requirements for 2025-26 are \$5,298,914.

D. Timing Considerations.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2025.

BOARD OPTIONS

The Board has the following options:

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2025.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished, and a second public hearing is required prior to July 1, 2025.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that the Board adopt the attached resolution.

SUGGESTED MOTION

"I MOVE TO ADOPT URBAN RENEWAL RESOLUTION NUMBER UR-2025-03 ADOPTING THE 2025-2026 BUDGET, MAKING APPROPRIATIONS, AND DECLARING TAX INCREMENT FINANCING."

ATTACHMENTS:

Attachment #1 – Resolution UR-2025-03

RESOLUTION NO. UR-2025-03

A RESOLUTION ADOPTING THE 2025-2026 BUDGET AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the Urban Renewal Agency of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2025; and

WHEREAS, at a meeting of the Roseburg Urban Renewal Board held on June 9, 2025, a public hearing on said approved budget was duly held after the giving of notice thereof as required by statutes, proof of which is on file in the Office of the City Recorder of the City;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE URBAN RENEWAL AGENCY OF THE CITY OF ROSEBURG, a public body created under ORS 457.035, that:

Section 1. After public hearing conducted on June 9, 2025, the Roseburg Urban Renewal Agency hereby adopts the budget for the fiscal year 2025-2026 in the total of \$5,298,914, a copy of which is now on file at City Hall.

Section 2. The amounts designated for the purposes set forth in "Exhibit A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 3. The Recorder of City of Roseburg shall file with the State Treasurer and the Division of Audits of the Secretary of State of the State of Oregon a true copy of the budget as adopted.

Section 4. The Roseburg Urban Renewal Board hereby resolves to certify to the county assessor for the East / Diamond Lake Roseburg Urban Renewal Plan area a request 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 5. This resolution shall be effective immediately upon adoption by the Urban Renewal Agency of the City of Roseburg.

**ADOPTED BY THE ROSEBURG URBAN RENEWAL AGENCY BOARD AT ITS MEETING
ON THE 9TH DAY OF JUNE, 2025.**

**Larry Rich, Chair, Urban Renewal
Agency of the City of Roseburg, Oregon**

EXHIBIT "A"
2025-2026 BUDGET APPROPRIATIONS

URBAN RENEWAL GENERAL FUND

◆ Transfers	<u>1,000,000</u>	\$ 1,000,000
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URBAN RENEWAL CAPITAL PROJECTS-DIAMOND LAKE FUND

◆ Materials and Services	485,844	
◆ Capital Outlay	<u>2,137,406</u>	2,623,250

TOTAL BUDGET APPROPRIATIONS		<u>\$ 3,623,250</u>
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This budget also includes reserves
for expenditures as follows:

General Fund	501,418	
Capital Projects	<u>1,174,246</u>	1,675,664

TOTAL BUDGET		<u>\$ 5,298,914</u>
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