



# URBAN RENEWAL AGENCY

Wednesday, February 07, 2024 at 6:00 PM

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## APPROVED MINUTES

### PRESENT

Vice Chair Jessica Chilton (via ZOOM)  
Agency Member Rick Scholl  
Agency Member Brandon Sundeen  
Agency Member Russell Hubbard  
Agency Member Mark Gundersen

### STAFF PRESENT

Agency Administrator John Walsh  
Community Development Project Manager Jennifer Dimsho  
Finance Director Gloria Butsch  
Deputy City Recorder Lisa Scholl

### OTHERS PRESENT

Elaine Howard  
Steven Toschi  
Tina Curry  
Brady Preheim  
Greg and Lynne Pettit (via ZOOM)

### ROLL CALL

Agency Member Rick Scholl was asked by Vice Chair Jessica Chilton to run the meeting because she was under the weather participating on ZOOM. Agency Member Scholl called the meeting to order at 6:01 p.m.

### CONSENT AGENDA FOR APPROVAL

1. Draft Minutes dated April 6, 2022

**Motion:** Motion made by Agency Member Gundersen and seconded by Agency Member Sundeen to approve the draft minutes dated April 6, 2022. **Vote:** Yea: Agency Member Scholl, Vice Chair Chilton, Agency Member Sundeen, Agency Member Hubbard, and Agency Member Gundersen.

### PUBLIC COMMENT

**Preheim, Brady.** His job is to hold the Council accountable. He's not here to be their friend. He feels they have not done a good job, and he cited examples of why he feels that way. The levy is not enough to do what they need, and he does not think it will pass.

**Toschi, Steve.** He has a few questions for the Urban Renewal Agency (URA). How much potential debt can they borrow? What has been spent? He would like to see budgeting for the URA during the City Budget process. He feels there needs to be a mechanism for money management.

**DISCUSSION/ACTION ITEMS**

## 2. Chair/Vice Chair Selection

**Motion:** Motion made by Agency Member Scholl and seconded by Agency Member Hubbard to elect Vice Chair Chilton to Chair and Agency Member Sundeen to Vice Chair. **Vote:** Yea: Agency Member Scholl, Vice Chair Chilton, Agency Member Sundeen, Agency Member Hubbard, and Agency Member Gundersen.

## 3. Urban Renewal Basics &amp; Upcoming Budget Process Presentation

Agency Administrator John Walsh introduced Elaine Howard. Elaine helped write the City's plan back in 2016-2017. She has been doing Urban Renewal planning across the state since 2006. She reviewed a presentation which is included in the packet for this meeting. She explained what an URA is, how it works, the lifespan, and reviewed a best practices manual that is available on the City's website.

There was a small discussion on how to amend the URA boundary.

Agency Administrator Walsh and Project Manager Jennifer Dimsho talked about the adoption process of the City's URA in 2017, the purpose and goals, the URA project categories, and specific projects within the plan. Dimsho also reviewed the original URA boundary, and the boundary as amended in 2020. Walsh reviewed an updated URA assessed value forecast and revenue forecast with the closure of Cascades Tissue.

Finance Director Gloria Butsch talked about the biennial budget process which was used for FY 22-23 and FY 23-24. A supplemental budget hearing is tentatively scheduled for March 20, 2024, for FY-23-24 because we anticipate having expenditures. Currently the budget has all funds placed in contingency. She recommends returning to an annual budget process (as opposed to a biennial budget) due to the current economic climate. The URA agreed that an annual budget allows more opportunity to revisit projections and budget more accurately. For FY 24-25, a URA Budget Committee is tentatively scheduled for May 16, 2024, with an anticipated URA adoption on June 5, 2024.

Agency Administrator Walsh talked about how the URA could fund pay for the administrative costs and the staff time spent on work related to the URA. Dimsho added that they have a spreadsheet showing all of the consulting fees related to URA and financial projections dating back to the plan creation in 2017. Butsch said the supplemental budget will likely include those costs. This could help with some with the shortfalls in the City's FY 24-25 General Fund.

Butsch talked about the URA documents, including all the required audits, budgets, and reports. They are all uploaded on the City's URA website.

Steve Toschi asked if 100% of the assessed value from a condo built in the Waterfront Development area would go to URA? Agency Member Scholl said yes. Project Manager Dimsho clarified that it is 100% because it's currently owned by the city and currently has no taxable value.

There was a discussion about when and how a façade improvement grant and/or loan program could kick off.

**ADMINISTRATOR REPORT**

There was no administrator report.

**ADJOURNMENT**

Agency Member Scholl adjourned the meeting at 7:18 p.m.