



URBAN RENEWAL AGENCY AGENDA

October 06, 2025 at 7:25 PM

Wilsonville City Hall

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/cityofwilsonvilleor>

Zoom: <https://us02web.zoom.us/j/81536056468>

TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the City Recorder:

CityRecorder@wilsonvilleoregon.gov

Individuals may submit comments online at: <https://www.wilsonvilleoregon.gov/SpeakerCard>

via email to the address above, or may mail written comments to:

City Recorder – Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Urban Renewal Agency will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

CONSENT AGENDA

3. [URA Resolution No. 355](#)

[A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency. \(Katko\)](#)

4. [Minutes of the August 4, 2025 Urban Renewal Agency Meeting. \(City Recorder\)](#)

NEW BUSINESS

CONTINUING BUSINESS

PUBLIC HEARING

ADJOURN

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Kimberly Veliz, City Recorder at 503-570-1506 or CityRecorder@wilsonvilleoregon.gov: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo.

Com niquese al 503-570-1506.



**URBAN RENEWAL AGENCY MEETING
STAFF REPORT**

Meeting Date: October 6, 2025		Subject: URA Resolution No. 355 Intergovernmental Agreement (IGA) – City and Urban Renewal Agency/Coffee Creek Plan to Lend and Repay \$500,000	
		Staff Member: Keith Katko, Finance Director	
		Department: Finance Department	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE AGENCY:

Agency action is needed to approve an Intergovernmental overnight loan agreement between the City and the Urban Renewal (UR) Agency for \$500,000.

EXECUTIVE SUMMARY:

Under state law for urban renewal (ORS 457.435 and ORS 457.440), tax increment collections may only be spent to pay principal and interest on indebtedness. A General Fund overnight loan to the Urban Renewal (UR) Agency serves to release the tax collections for urban renewal funded capital projects. The overnight loan moves the taxes collected in the debt service fund to the capital fund for use in future projects. This strategic financing arrangement allows the City to save on the expenses associated with outside bonding. While there are not any current year projects, transferring the funds to the capital fund allows for interest earnings to compound in the capital fund for future use for the projects outlined in the Coffee Creek Urban Renewal Plan.

The City's General Fund has the capacity to loan the funds on an overnight basis and the Coffee Creek Plan District will have sufficient cash balances in its debt service fund to allow for repayment. The UR Agency is able to borrow from the City's General Fund provided both the City and Agency agree to the terms of the borrowing and it serves a public purpose. The terms of the borrowing are as follows:

- The City will lend the Agency \$500,000 at the existing Oregon Short Term Fund Local Government Investment Pool (LGIP) savings rate at date of overnight loan.
- The overnight loan will take place before fiscal year end (FYE) 2026 and upon collection of adequate UR tax proceeds to pay back the loan the next day. The Agency will repay the amount from tax increment funds on hand the day after receipt of the loan.
- Total borrowing is subordinate to outstanding senior lien debt.

EXPECTED RESULTS:

Authorizing the Intergovernmental Agreement (IGA) by the respective Resolution of the City and the UR Agency will provide cash resources of \$500,000 to pay for Coffee Creek related expenses.

TIMELINE:

The IGA anticipates the loan and repayment occurring before FYE 2026; upon collection of adequate UR tax proceeds to pay back the loan the next day.

CURRENT YEAR BUDGET IMPACTS:

This loan and the repayment were included in the adopted fiscal year (FY) 2025-26 UR Agency budget.

COMMUNITY INVOLVEMENT PROCESS:

This loan and the repayment were discussed as part of the adopted FY 2025-26 UR Agency budget.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The borrowing will not directly impact local businesses or neighborhoods, however, the construction projects to be funded will have significant positive impact on both.

ALTERNATIVES:

Engage in borrowing from a financial institution. Using this process would take more time and cost the Urban Renewal Agency significantly more money.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. URA Resolution No. 355
 - A. Intergovernmental Agreement between the City and the Urban Renewal Agency

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE
URA RESOLUTION NO. 355

A RESOLUTION OF THE CITY OF WILSONVILLE URBAN RENEWAL AGENCY AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF WILSONVILLE PERTAINING TO SHORT TERM SUBORDINATE URBAN RENEWAL DEBT FOR THE COFFEE CREEK PLAN DISTRICT FOR THE PURPOSE OF FUNDING THE CONSTRUCTION OF CAPITAL IMPROVEMENT PROJECT BY THE AGENCY.

WHEREAS, the Urban Renewal Agency of the City of Wilsonville, Oregon (the “Agency”) finds it desirable to authorize an intergovernmental agreement with the City of Wilsonville, Oregon which is to provide short term borrowing proceeds in the amount of \$500,000 for its Coffee Creek Plan District for the construction cost for approved capital projects within the district; and,

WHEREAS, ORS 190.010 provides legal authority for the two entities to enter into a binding intergovernmental agreement (the “Agreement”); and,

WHEREAS, the use of an Agreement is efficient and less costly than other means of obtaining financing for the Agency; and,

WHEREAS, the Coffee Creek Plan District debt service fund has sufficient cash balances to allow for repayment of the amounts borrowed without violation of terms of outstanding senior debt liens.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. To enter into the Agreement with the City of Wilsonville for the purpose of funding the construction of the public projects and for the receipt and repayment of \$500,000 plus interest at an interest rate set to the Oregon Short Term Fund (LGIP) rate at the date of the overnight. Borrowing will be deposited in the Agency’s capital project fund and repayment will be made from the Agency’s debt service fund. The loan will take place before FYE 2026 upon collection of adequate UR tax proceeds to pay back the loan the next day. A copy of the Loan Agreement is marked as Exhibit A, attached hereto and incorporated by reference as if fully set forth herein.
2. To authorize the Agency Director, or designee, to negotiate any and all documents to complete the Agreement and transaction related to the borrowing and repayment.
3. Effective Date. This Resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regular meeting thereof this 6th day of October 2025 and filed with the Wilsonville City Recorder this date.

Shawn O’Neil, Chair

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

- Chair O’Neil
- Vice Chair Berry
- Member Cunningham
- Member Dunwell
- Member Shevlin

EXHIBIT:

- A. Intergovernmental Agreement between the City and the Urban Renewal Agency

**INTERGOVERNMENTAL LOAN AGREEMENT
IN AN AMOUNT NOT TO EXCEED \$500,000; FROM THE CITY OF WILSONVILLE TO THE URBAN
RENEWAL AGENCY OF THE CITY OF WILSONVILLE FOR THE PURPOSE OF FUNDING APPROVED
PROJECTS IN THE COFFEE CREEK PLAN**

THIS INTERGOVERNMENTAL AGREEMENT (“Agreement”) is entered into between the City of Wilsonville, an Oregon municipal corporation (the “City”), and the Urban Renewal Agency of the City of Wilsonville, Oregon, an Oregon quasi-municipal corporation (the “Agency”).

RECITALS

WHEREAS, the Agency is a public body, corporate and politic, duly activated by the City, exercising its powers to engage in urban renewal activity as authorized by ORS Chapter 457; and

WHEREAS, the Coffee Creek Urban Renewal District (the “District”) was formed with the adoption of the Coffee Creek Urban Renewal Plan on October 17, 2016 via Ordinance No. 796, which set out goals, objectives and projects (the “Projects”) for the District; and

WHEREAS, the Board of the Urban Renewal Agency has determined that a need exists to borrow funds for the Projects, to be repaid with tax increment financing; and

WHEREAS, Oregon Revised Statutes 457 and Oregon Constitution Article IX, Section 1(c) authorize the Urban Renewal Agency to incur debt for the purpose of financing projects of an urban renewal plan, and to repay the debt and related costs with tax increment revenue; and

WHEREAS, the City of Wilsonville has approved a maximum indebtedness for the District of \$67,000,000. The Agency has previously issued \$4,800,000 of long- and short-term indebtedness that is subject to the maximum indebtedness limitation, and there is no other indebtedness outstanding for the District to which the maximum indebtedness limitation applies. As a result, the Agency has \$62,200,000 of capacity (before issuance of the referenced borrowing of this Agreement) to incur indebtedness for the District, and

WHEREAS, ORS 294.468 authorizes a municipality to lend unrestricted money from its general fund to other funds of the municipal corporation if authorized by resolution of the governing body, and

WHEREAS, the City and Agency have determined that financing the Projects through an intergovernmental agreement, as allowed by ORS 190.010 *et seq.*, is more cost efficient than external financing methods, is financially feasible, and is in the best interest of both parties.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1: Term and Termination. This Agreement shall become effective upon the date of the last signature hereon, and shall continue in full force and effect until the loan is paid in full.

Section 2: Delegation. The Designated Representatives, or a person(s) assigned by the Designated Representatives, may, on behalf of the City or Agency, act without further action by the Council, to establish the final principal amounts.

Section 3: Duties of the City. The City shall authorize all actions and execute all documents necessary or desirable to loan up to \$500,000 from the City's General Fund to the Agency's capital project funds as delineated in Section 5, and comply with the laws of the State of Oregon, including the terms and conditions contained within this Agreement. The Agency shall reimburse the City for its expenses incurred in the performance of this Agreement.

Section 4: Duties of the Agency. The Agency shall authorize all actions and execute all documents necessary or desirable to accept the loan, authorize repayment of the loan under the terms and conditions stated herein, and comply with the laws of the State of Oregon and applicable Urban Renewal Plan(s). The Agency shall be responsible for its expenses incurred in the performance of this Agreement and of its activities contemplated herein.

Section 5: Loan Terms. The Loan shall be made from the City's General Fund to the Agency's Coffee Creek Plan Capital Improvement Fund in the principal amount of \$500,000 on or before June 29, 2026. Interest on the loan, at a rate equal to the Oregon Short-Term Bond fund (LGIP) savings rate at date of the overnight loan shall begin to accrue on the date of transfer and the corresponding loan plus accrued interest shall be repaid by the District not later than June 30, 2026.

Section 6: Consideration. In consideration of the terms and conditions set forth herein, the City agrees to loan up to \$500,000 in exchange for the Agency's obligation to repay the loan solely from the tax increment revenues of the corresponding urban renewal districts. The lien of this pledge shall be subordinate to the lien of any currently outstanding senior lien bonds and to any requirement to fund or maintain debt service funds, reserve funds or similar funds or as part of minimum balances or similar requirements for those senior lien bonds.

Section 7: Indemnification. Subject to the limitations in the Oregon Constitution and the Oregon Tort Claims Act, the parties agree to defend, indemnify and hold each other, its officers, agents and employees harmless from all claims, suits, or actions of whatsoever kind, which arise out of or result from the transfer of funds.

Section 8: Modification. This Agreement may not be altered, modified, supplemented or amended in any manner whatsoever except by mutual agreement of the parties in writing. Any such alteration, modification, supplementation, or amendment, if made, shall be effective only in the specific instance and for the specific purpose given, and shall be valid and binding only if signed by the parties.

Section 9: Waiver. No provision of this Agreement may be waived except in writing by the party waiving compliance. No waiver of any provision of the Agreement shall constitute waiver of any other provision, whether similar or not, nor shall any one waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or of any other provision.

Section 10: Severability. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term and provision held to be invalid.

Section 11: Designated Representative. The City authorizes the City Manager or the City Manager’s designee to act on behalf of the City under this Agreement. The Agency authorizes the Executive Director of the Agency or the Executive Director’s designee to act on behalf of the Agency under this Agreement.

IN WITNESS WHEREOF, the execution of which having been first duly authorized according to law.

CITY OF WILSONVILLE

Bryan Cosgrove
City Manager of the City of Wilsonville, Oregon

Date

URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE, OREGON

Bryan Cosgrove
Executive Director of the Urban Renewal
Agency of the City of Wilsonville, Oregon

Date



URBAN RENEWAL AGENCY MINUTES

August 04, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER

1. Roll Call

The Urban Renewal Agency held a regular meeting at the Wilsonville City Hall beginning on Monday, August 4, 2025. The Chair called the meeting to order at 8:37 p.m., followed by a roll call.

PRESENT:

Chair O'Neil

Member Berry

Member Dunwell - Excused

Member Cunningham

Member Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney

Andrew Barrett, Capital Projects Engineering Manager

Arush Goswami, Admin Intern

Bryan Cosgrove, City Manager

Bill Evans, Communications & Marketing Manager

Jeanna Troha, Assistant City Manager

Kimberly Veliz, City Recorder

Everett Wild, Government Affairs Manager

Marissa Rauthause, Civil Engineer

Zoe Mombert, Assistant to the City Manager

2. Motion to approve the following order of the agenda.

Motion: Moved to approve the following order of the agenda.

Motion made by Member Berry, Seconded by Member Shevlin.

Voting Yea:

Chair O'Neil, Member Berry, Member Cunningham, Member Shevlin

Vote: Motion carried 4-0.

CITIZEN INPUT

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There was none.

CONSENT AGENDA

The City Attorney read the title of the URA Consent Agenda into the record.

1. Minutes of the June 2, 2025 Urban Renewal Agency Meeting.

Motion: Moved to approve the URA Consent Agenda.

Motion made by Member Berry, Seconded by Member Cunningham.

Voting Yea:

Chair O'Neil, Member Berry, Member Cunningham, Member Shevlin

Vote: Motion carried 4-0.

NEW BUSINESS

The City Attorney read the title of URA Resolution No. 354 into the record.

2. **URA Resolution No. 354**

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Brown Road Improvements Project, Capital Improvements Project (CIP) #4216.

The Agency was reminded that they had heard the presentation for this item during the City Council meeting as presented for Resolution No. 3205.

Motion: Moved to adopt URA Resolution No 354.

Motion made by Member Berry, Seconded by Member Shevlin.

Voting Yea:

Chair O’Neil, Member Berry, Member Cunningham, Member Shevlin

Vote: Motion carried 4-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

ADJOURN

The Chair adjourned the meeting at 8:40 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Shawn O’Neil, Chair