BURNS URBAN RENEWAL AGENCY
Wednesday, April 13, 2022 at 5:15 p.m.
242 S. Broadway
Burns, Oregon 97720

AGENCY MEMBERS AND CITIZENS ARE WELCOME TO JOIN THE MEETING ON ZOOM IF YOU WOULD RATHER NOT ATTEND IN PERSON. THE MEETING ID IS: 425 359 5001

MEMBERS:
JEN KEADY, CHAIR
JEN HOKE
HEATHER SMITH
JERRY WOODFIN
JUDY ERWIN
CHRISTY RIVERA
DANIEL PORTER

I. Call to Order

II. Pledge of Allegiance

III. Establish Quorum (Roll Call)

IV. Items of Discussion
1. Review/Approve Minutes – February 9, 2022
2. High Desert Park and Rec -Brandy Branstetter – Swimming Pool Discussion
3. Follow up on items of concern from last meeting
4. URA Bylaws Review and Adoption
5. Standard Operating Procedures Review and Adoption
6. Proposed Budget - Discussion
7. Open Discussion

V. Adjourn

Burns Urban Renewal Agency

February 9, 2022

The Burns Urban Renewal Agency met on February 9, 2022, at 5:30 p.m. Members present were as follows:

Chairperson: Jen Keady - Zoom
Jen Hoke
Heather Smith - Zoom
Jerry Woodfin - Excused
Judy Erwin
Christy Rivera
Daniel Porter

Also in attendance were City Manager Dan Brown and City Clerk Dawn Crafts.

Jen Keady called the meeting to order at 7:15p.m. and turned it over to Dan Brown.

ITEMS OF DISCUSSION

1. Minutes – January 12, 2022

Jen Hoke moved to approve the minutes as presented. Christy Rivera seconded. All ayes.

2. Follow up on items of concern from last meeting – Dan Brown stated that he did send an email to HC Tax Assessor Karen Zabala addressing her concern that we need to re-record the URA ordinance, but he never received a response back from her. He stated that the city attorney does not think we need to re-record anything anyways. He also stated that if there is an issue with the data then we can do plan amendments.

3. Resolution No. 22-001 – A RESOLUTION OF THE BURNS URBAN RENEWAL AGENCY APPROVING AND ADOPTING AGENCY BYLAWS.URA Bylaws.

Dan Brown stated that he emailed a copy of Resolution No. 22-001 to everyone and didn't get any feedback from anyone except Jen Keady.

Jen Keady asked for any questions or comments about the bylaws. There were none.

Judy Erwin moved to read Resolution No. 22-001 by title only. Jen Hoke seconded. All ayes.

Chairperson Keady read it by title only.

Jen Hoke moved to approve Resolution No. 22-001. Christy Rivera seconded. All ayes.

4. Resolution No. 22-002 – A RESOLUTION OF THE BURNS URBAN RENEWAL AGENCY STANDARD OPERATING PROCEDURES. - Review

There was discussion about how the figures were determined in 2.2(b) and (d).

CM Brown stated that the figures are just a starting point and whether it's $10,000 or greater, it still has to be approved by the Board.

Jen Hoke stated that she doesn't want to discourage people.

There was discussion about the Incentives.

CM Brown stated that the tax assessor will have to verify that the property assesses for a higher value after the renovations are made, then the incentive payments can be made.

Brad Erby stated that the assessed value is not going to outweigh the cost of the project, so it wouldn't be worth the time.

After reviewing the resolution, the following changes were made:

Page 1: Remove "WHEREAS, the Board adopted SOPs in Resolution 22-001; and"

Page 3, Section 1.4, second line: Remove the word: "home" that is in parenthesis.

Page 4, Section 3.1 Incentive payments: Change the word "four" to "five"

Councilor Smith moved to read Resolution No. 22-002 by title only. Judy Erwin seconded. All ayes.

Chairperson Keady read the resolution by title only.

Hearther Smith moved to approve Resolution No. 22-002 with the changes. Judy Erwin seconded. All ayes.

The Board then reviewed the Burns Urban Renewal Agency Incentive Program Property Application.

CM Brown stated that they can't take on any projects and go through the approval process until the budget is approved and adopted. He stated that nothing can come out until after July 1, 2022.

Jen Keady stated that we won't even get any revenue until November.

CM Brown agreed, and stated that in the meantime, they can borrow from the city's LID Fund or go out for other loans from places like Business Oregon. He stated that they will need a financing mechanism in place.

There was no further discussion.

Next meeting will be on March 9th after the city council meeting.

ADJOURN

Judy moved to adjourn at 8:52p.m. Jen Hoke seconded. All ayes.