



22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

WEST LINN REDEVELOPMENT AGENCY MEETING MINUTES

April 8, 2024

[Call to Order West Linn Redevelopment Agency Meeting](#)

Council Present:

Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, Councilor Leo Groner, and Interim Councilor Kevin Bonnington.

Staff Present:

City Manager John Williams, City Attorney Bill Monahan, City Recorder Kathy Mollusky, and Finance Director Lauren Breithaupt.

[Redevelopment Agency Meeting Information](#)

City Manager Williams stated in June 2022, Council adopted Ordinance 1738 creating the West Linn Redevelopment Agency (Agency). Under Oregon State law, a separate government agency is created to oversee the Tax Increment Financing District. Council named themselves as the governing members of the Agency which ensures cohesion between the projects, plans, and finances of the City and the Agency. It gives the community members confidence that money is being governed well. The meetings are convened separately and can be searched on the City's webpage. The Agency's procedures follow Council rules. The first action is to appoint a chair and vice chair for this year. Last year Mayor Bialostosky was appointed chair and Council President Baumgardner was appointed vice chair.

[Elect the West Linn Redevelopment Agency Chair and Vice Chair](#)

Councilor Leo Groner moved to nominate Rory Bialosky as Chair and Mary Baumgardner as Vice Chair of the Redevelopment Agency.

Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, Councilor Leo Groner, and Interim Councilor Kevin Bonnington.

Nays: None.

The motion carried 5 - 0

Establish the West Linn Redevelopment Agency Budget Committee

City Manager Williams stated the Agency is going to start receiving tax funds. In order to govern that correctly, a budget needs to be created and basically do all the steps the City does in approving a budget.

Finance Director Breithaupt informed Council they have to appoint a budget committee. Staff recommends appointing the City's Budget Committee. After the Budget Committee is appointed, they will have a couple of meetings in the next month and once the Budget Committee approves a budget, it will be sent to the Agency to adopt by June 30. Staff will submit it to the County. The City expects the first taxes to come in November; it is expected to be around \$180,000 the first year and \$300,000 the next year and it increases every year after that.

Mayor Rory Bialostosky moved to approve the West Linn Redevelopment Agency budget committee members to be the same members as selected for the City of West Linn's Budget Committee. Council President Mary Baumgardner seconded the motion.

In answer to Council questions, Finance Director Breithaupt responded:

- Staff brought it up with the Budget Committee last year so they know it's coming.
- Staff has not decided if it will be on the current City's Budget cycle or off cycle.
- It will be a biannual budget.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, Councilor Leo Groner, and Interim Councilor Kevin Bonnington.

Nays: None.

The motion carried 5 - 0

Approve Opening of a Local Government Investment Pool (LGIP) Account for the West Linn Redevelopment Agency

Finance Director Breithaupt stated the City participates in the government investment pool that is a fairly safe portfolio managed by the state treasury. It is offered to municipalities in Oregon. It is comingled with the short-term fund. The City is at the cap for amount allowed to invest. If the City receives money from the Agency and comingles with the City's money, we would not be able to put a lot of money it into the government investment pool so would have to keep in general checking. Staff recommends opening a separate investment pool and we already have Employer Identification Number (EIN) for the Agency.

Council President Mary Baumgardner moved to approve the opening of a separate Local Government Investment Pool account for the West Linn Redevelopment Agency. Interim Councilor Kevin Bonnington seconded the motion.

Councilor Bryck thinks this is an excellent idea and it makes it easier to track the funds separately. As the City is approaching the cap, they have to put the money elsewhere and this gives a better opportunity for a better return.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, Councilor Leo Groner, and Interim Councilor Kevin Bonnington.

Nays: None.

The motion carried 5 - 0

In response to Councilor questions, staff explained:

- The income and expenses will be in the budget document.
- The Agency allows for time to for the money to build and later, can issue debt for the projects that are in the urban renewal plan.
- The money may not generally be used for consultants. The money will be used for bricks & motor, actual construction.
- The City will wait to see how much money comes in for the first year, will look at the list of projects, and decisions will have to be made based on the Agency's bonding capacity.
- The money has to be spent on debt, you have to take on some debt.
- The City will be focusing on infrastructure projects that emerged from the waterfront plan.
- It will be years until the City has enough guaranteed revenue to secure a bond for a project.
- When Staff completes the budget, we will have better handle on what that will be and a sense of scale, what the bonding capacity will allow the City to do.
- It is a great tool to compliment what the City is doing in this area.

Adjourn

Minutes approved 5-20-24.



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WEST LINN REDEVELOPMENT AGENCY AGENDA

Monday, April 8, 2024

7:30 p.m. – Business Meeting – Council Chambers & Virtual*
(immediately following the City Council Meeting)

1. Call to Order West Linn Redevelopment Agency Meeting
 - a. Elect the West Linn Redevelopment Agency Chair and Vice Chair
 - b. Establish the West Linn Redevelopment Agency Budget Committee
 - c. Approve Opening of a Local Government Investment Pool (LGIP) Account for the West Linn Redevelopment Agency
2. Adjourn

**West Linn Redevelopment Agency meetings will be conducted in a hybrid format with some members, staff, presenters, and members of the public attending virtually and others attending in person. The public can watch all meetings online via <https://westlinnoregon.gov/meetings> or on Cable Channel 30.*

Submit written comments by email to the West Linn Redevelopment Agency at citycouncil@westlinnoregon.gov. We ask that written comments be provided before noon on the day of the meeting to allow members time to review your comments.

If you cannot attend the meeting in person and would like to speak live at a public meeting by videoconferencing software or by phone, please complete the form located at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 4:00 pm the day of the meeting to be input into our system. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting. If you miss the deadline and would like to speak at the meeting, please fill out the form and staff will send you a link as time allows.

If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.

Agenda Bill

Date: April 2, 2024

For Meeting: April 8, 2024

To: Chair Bialostosky and West Linn Redevelopment Agency Board

From: Lauren Breithaupt, Finance Director *LB*
John Williams, City Manager *JRW*

Subject: Required actions to adopt West Linn Redevelopment Agency (WLRA) first budget

Purpose

Take required steps to adopt WLRA's first budget: appointing 2024 officers, establishing a budget committee, and opening a Local Government Investment Pool (LGIP) account.

Question(s) for Council:

Who shall serve as WLRA officers and who should be on the budget committee? Should the WLRA open an LGIP account?

Public Hearing Required:

None

Background & Discussion:

The West Linn Redevelopment Agency was established in June 2022 by Ordinance 1738. The Agency is a separate entity from the City, so meetings are convened separately from Council meetings. According to Ordinance 1738 the WLRA follows adopted Council Rules. Three actions are now required to move towards adoption of the WLRA's first budget.

Officers

The Redevelopment Agency follows the Council Rules, so a Chair and Vice-Chair should be appointed for 2024 as a first action at the first meeting of the year. At the April 10, 2023 WLRA meeting, Mayor Bialostosky and Council President Baumgardner were selected as Chair and Vice Chair, respectively.

Budget Committee

Now that we are entering into our first budget season, we need to establish a budget committee. The simplest approach would be to have the City's budget committee act as the Urban Renewal Agency budget committee, similar to how the City Council acts as the Agency Board.

Local Government Investment Pool

To keep the WLRA finances separate from the City's finances, we propose opening a separate LGIP account. The [LGIP](#) is an open-ended, no-load diversified portfolio offered to municipalities and public corporations in Oregon. The LGIP is commingled with state funds in the Oregon Short Term Fund (OSTF) and the policy of the pool is to provide a safe environment for the short-term investment of public funds. The LGIP enables participants to manage their funds in a manner that seeks to maximize the yield on their investments while meeting the safety and liquidity requirements for their funds. Treasury

manages the LGIP in the same manner it oversees the management of state funds and in accordance with the prudent investor rule (ORS 293.726).

Having a separate account will be helpful in tracking WLRA maximum indebtedness. Currently, the City's LGIP accounts are close to the maximum allowed and therefore, if we kept the money commingled, we would not be able to invest WLRA money in the LGIP. The WLRA has been issued an Employee Identification Number (EIN) from the IRS. The second step of opening an LGIP account is the WLRA Board approval.

Budget Impact:

The LGIP return is currently 5.20%. If we do not open a separate LGIP account, the funding would be deposited in the City's general checking accounts. Therefore, we would be forgoing approximately a 5.20% return on Tax Increment funds.

Staff is currently working on assembling budget materials and will have more information on first year revenues and future year projections soon. We expect to schedule Budget Committee/WLRA meetings and hearings similar to the usual timeline for the City's budget, in May and June.

Sustainability Impact:

Not applicable.

Council Options:

1. Establish a budget committee with the same members as the City's Budget Committee and/or approve opening a LGIP account for the WLRA.
2. Do not establish a budget committee with the same members as the City's Budget Committee and/or do not approve opening a LGIP account for the WLRA.
3. Request additional information or options.

Staff Recommendation:

Staff recommends establishing a budget committee with the same members as the City's Budget Committee and approving the opening of a LGIP account for the WLRA.

Potential Motions:

- 1) Move to appoint (name) as Chair and (name) as Vice Chair of the West Linn Redevelopment Agency.
- 2) Move to approve the West Linn Redevelopment Agency budget committee members to be the same members as selected for the City of West Linn's Budget Committee.
- 3) Move to approve the opening of a separate Local Government Investment Pool account for the West Linn Redevelopment Agency.