

MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

MEETING PACKET

City of Milwaukie, Oregon



City Hall Council Chambers, 10501 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

AGENDA

SEPTEMBER 3, 2024

Council will hold this meeting in-person and by video conference. The public may come to City Hall, join the Zoom webinar, or watch on the [city's YouTube channel](#) or Comcast Cable channel 30 in city limits. **For Zoom login** visit <https://www.milwaukieoregon.gov/bc-rc/redevelopment-commission>.

Written comments may be delivered to City Hall or emailed to ocr@milwaukieoregon.gov.

Note: start times are estimates and are subject.

Page #

1. **CALL TO ORDER** (7:45 p.m.)
2. **APPROVE MINUTES** (7:46 p.m.)
 - A. **June 4, 2024, Commission Meeting.** **3**
3. **REGULAR BUSINESS**
 - A. **MRC Community Advisory Committee (MRCCAC) Youth Member Appointment – Resolution** (7:50 p.m.) **6**
Staff: Scott Stauffer, City Recorder
 - B. **Quarterly MRC Budget Review – Discussion** (7:55 p.m.) **9**
Staff: Michael Osborne, Finance Director
4. **INFORMATION**

The MRC executive director will provide reports on Commission business as necessary.
5. **ADJOURNMENT** (8:05 p.m.)

Executive Session.

After the MRC meeting, the Commission will meet in executive session as the City Council pursuant to Oregon Revised Statute (ORS) 192.660 (2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502. To request Spanish language translation services email espanol@milwaukieoregon.gov at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's YouTube channel](#) and Comcast Channel 30 in city limits.

Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a ocr@milwaukieoregon.gov o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a espanol@milwaukieoregon.gov al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

Executive Sessions

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



City Hall Council Chambers, 10501 SE Main Street
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MINUTES

SEPTEMBER 3, 2024

Present: Commissioners Adam Khosroabadi, Robert Massey, Will Anderson, Rebecca Stavenjord, and Lisa Batey

Staff: City Attorney Justin Gericke
City Manager Emma Sagor

City Recorder Scott Stauffer

Commissioner Batey called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 7:56 p.m.

1. CALL TO ORDER

2. APPROVE MINUTES

It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to approve the Minutes of the June 4, 2024, MRC Meeting. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

3. REGULAR BUSINESS

A. MRC Community Advisory Committee (MRCCAC) Youth Member Appointment – Resolution.

Stauffer explained that the Commission was asked to adopt a resolution appointing a youth community member to the MRCCAC.

It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to approve the resolution making an appointment to the MRCCAC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

Resolution 3-2024:

A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION MAKING AN APPOINTMENT TO THE MRC COMMUNITY ADVISORY COMMITTEE (MRCCAC).

B. Quarterly MRC Budget Review – Discussion

Sagor provided an overview of a proposal to use budgeted urban renewal funds to hire a staff person to support MRC activities. It was the Commission consensus that staff should proceed with the staff funding action as proposed.

4. INFORMATION

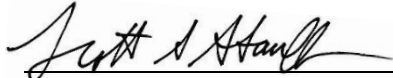
There was no executive director report.

5. ADJOURNMENT

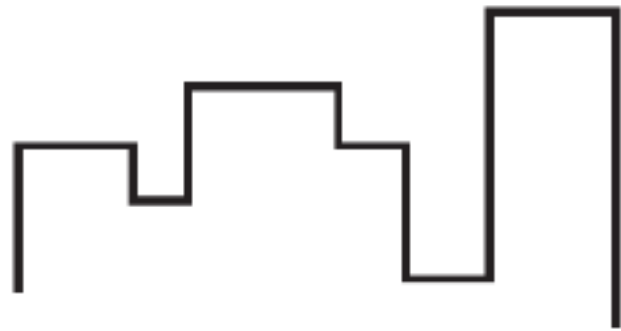
It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to adjourn the MRC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

Commissioner Batey adjourned the meeting at 8:02 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Stauffer", is written over a horizontal line.

Scott Stauffer, City Recorder



MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

Agenda Item 2.

MINUTES



MINUTES

JUNE 4, 2024

City Hall Council Chambers, 10501 SE Main Street
& Zoom Video Conference(www.milwaukieoregon.gov)

Present: Commissioners Adam Khosroabadi, Robert Massey, Desi Nicodemus, Rebecca Stavenjord, and Lisa Batey

Staff: Joseph Briglio, Executive Director
Matt Deeds, Assistant Finance Director
Justin Gericke, City Attorney
Brent Husher, Library Director

Brandi Leos, Human Resources Director
Michael Osborne, Finance Director
Emma Sagor, Acting City Manager
Scott Stauffer, City Recorder

Commissioner Batey called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 7:38 p.m.

1. CALL TO ORDER

2. APPROVE MINUTES

It was moved by **Commissioner Massey** and seconded by **Commissioner Abma** to approve the Minutes of the March 19, 2024, MRC Meeting. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Abma, Stavenjord, and Batey voting “aye.” [5:0]

3. REGULAR BUSINESS

A. Appointments to the MRC Community Advisory Committee (MRCCAC) – Resolution

Stauffer noted the committee recruitment and interview process and that the Commission was asked to appoint the individual named in the resolution to the MRCCAC. **Commissioner Batey** thanked the Commission, staff, board and committee members, and applicants for participating in the interview process and **Stauffer** thanked Deputy City Recorder Nicole Madigan for leading the city through the process.

It was moved by **Commissioner Abma** and seconded by **Commissioner Khosroabadi** to approve the resolution making appointments to the MRC Community Advisory Committee (MRCCAC). Motion passed with the following vote: Commissioners Khosroabadi, Massey, Nicodemus, Stavenjord, and Batey voting “aye.” [5:0]

MRC Resolution 1-2024:

A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION MAKING APPOINTMENTS TO THE MRC COMMUNITY ADVISORY COMMITTEE (MRCCAC).

B. 2024-2025 MRC Budget Adoption Hearing – Resolution

Call to Order: **Commissioner Batey** called the hearing to order at 7:44 p.m. and announced that the purpose of the hearing was to hear the report, take public comment, and consider adopting the Commission’s budget.

Conflict of Interest: No Commissioner wished to declare a conflict of interest.

Staff Presentation: **Osborne** provided an overview of the MRC biennial budget and projects the MRC could fund. **Mayor Batey** expressed support for the noted projects.

Councilor Stavenjord reported that a youth community member had expressed interest in serving on the MRCCAC.

Correspondence: No correspondence had been received on the hearing topic.

Audience Testimony: No audience member wished to comment on the hearing topic.

Close Public Comment: **It was moved by Massey and seconded by Abma to close the public hearing on the MRC biennial budget. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Stavenjord, Abma, and Batey voting “aye.” [5:0]**

Commissioner Batey closed the public testimony part of the hearing at 7:47 p.m.

Commission Decision: **It was moved by Khosroabadi and seconded by Commissioner Abma to approve the resolution adopting the budget for the biennium commencing July 1, 2024, making appropriations and declaration of tax increment. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Stavenjord, Abma, and Batey voting “aye.” [5:0]**

MRC Resolution 2-2024:

**A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION
ADOPTING THE BUDGET FOR THE BIENNIUM COMMENCING JULY 1, 2024,
MAKING APPROPRIATIONS AND DECLARATION OF TAX INCREMENT.**

4. INFORMATION

Briglio reported staff would follow-up with the youth community member interested in serving on the MRCCAC and remarked on the ongoing work to develop a grant program.

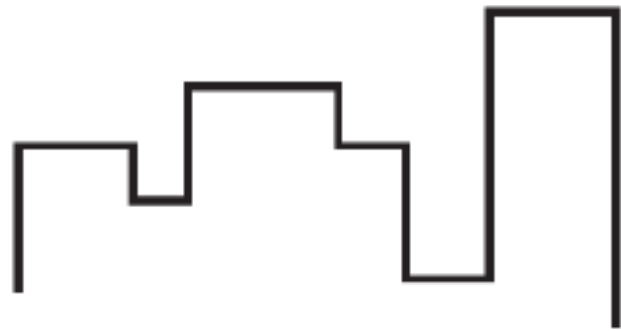
5. ADJOURNMENT

It was moved by Commissioner Stavenjord and seconded by Commissioner Abma to adjourn the MRC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Nicodemus, Stavenjord, and Batey voting “aye.” [5:0]

Commissioner Batey adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Scott Stauffer, City Recorder



MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

Agenda Item 3.

REGULAR BUSINESS



**MRC 3. A.
9/3/24**

OCR USE ONLY

STAFF REPORT

To: Redevelopment Commission
Emma Sagor, City Manager

Reviewed: Scott Stauffer, City Recorder

From: Nicole Madigan, Deputy City Recorder

Subject: **Youth Appointment to City Committee**

Date Written: August 24, 2024

ACTION REQUESTED

The Milwaukie Redevelopment Commission (MRC) is asked to adopt a resolution to appoint a new member to the MRC Community Advisory Committee (MRCCAC).

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[November 5, 2019](#): Milwaukie City Council adopted Resolution 69-2019 initiating a board and committee (BC) youth member program.

[November 17, 2020](#): Seven youth applicants were appointed to BCs.

On [May 3, 2022](#), and [March 21, 2023](#), Council directed staff to continue youth recruitment efforts.

In the fall and winter of 2023, several BC youth applications were received, and a panel of Council members, BC staff liaisons, and BC chairs interviewed applicants.

[June 4, 2024](#): During an MRC meeting it was mentioned that the nominated individual had expressed interest in joining the MRCCAC.

ANALYSIS

As outlined in the Milwaukie Urban Renewal Plan and the MRC Bylaws, the Commission has the authority to appoint eligible and qualified individuals to the MRCCAC. Appointed individuals serve for a term length determined by the MMC. BC appointments are made when a term has expired or when a position has been vacated. BC terms expire on June 30, but appointments are also made as needed to fill vacancies.

In 2019, the city initiated a youth BC member pilot program that resulted in Council appointing seven youth members to select BCs in November 2020. About half of the youth members appointed remained active until resigning due to attending college. Youth recruitment after the COVID-19 pandemic proved to be difficult and slow going.

In May 2022 and March 2023, Council directed staff to focus recruitment on three specific BCs - the Arts Committee, Library Board, and the Parks and Recreation Board (PARB). Staff recruitment efforts included attending school functions and contacting faculty, engaging the Ledding Library Teen Advisory Board (TAB), and using social media. During the January work session, Council directed staff to proceed with interviews before the annual recruitment process.

As of March 2024, a total of six applications from five youth applicants had been received. Interviews were held on March 28 and interview panels consisted of Mayor Batey, Councilor Khosroabadi, the chair from each of the three BC's, and staff liaisons from the Ledding Library Board and PARB. All youth applicants were nominated and appointed. After the interviews, Councilor Stavenjord connected with the nominated individual who expressed interest in serving on the MRCCAC. The individual submitted an application that was reviewed by the MRCCAC staff liaison.

BUDGET, CLIMATE, & WORKLOAD IMPACTS

There are no fiscal, climate, or workload impacts associated with the recommended actions.

EQUITY IMPACT

Staff strive to make participation with the city's BC's as accessible as possible by holding hybrid meetings and offering BC applications translated into other languages. The addition of youth members on the city's BCs will help to build relations with our younger community members and provide a space for youth to have a voice in local government.

COORDINATION, CONCURRENCE, OR DISSENT

The office of the city recorder worked with BC staff liaisons, BC chairs, and members of Council to interview and nominate the following individuals.

STAFF RECOMMENDATION

Staff recommends making the following appointment:

MRCCAC: three-year terms, limit of three consecutive terms.

Position	Name	Term Start Date	Term End Date
Y1	Natalie Bouldin	9/3/2024	6/30/2027

ALTERNATIVES

Council could decline to make the recommended appointment, which would result in no youth members on the MRCCAC.

ATTACHMENTS

1. Resolution



RESOLUTION No.

A RESOLUTION OF THE MILWAUKIE REDEVELOPMENT COMMISSION (MRC), MAKING AN APPOINTMENT TO THE MRC COMMUNITY ADVISORY COMMITTEE (MRCCAC).

WHEREAS in November 2019, the Milwaukie City Council, which acts as the Commission, initiated a youth board and committee member pilot program and in May 2022 and March 2023 Council directed that the program be extended, and

WHEREAS the Commission has the authority to appoint eligible and qualified individuals to the MRCCAC as outlined in the Milwaukie Urban Renewal Plan and the MRC Bylaws, and

WHEREAS staff and the MRCCAC chair recommends the following individual be appointed.

Now, Therefore, be it Resolved by the Milwaukie Redevelopment Commission that the following appointment is made to the MRCCAC:

Position	Name	Term Start Date	Term End Date
Y1	Natalie Bouldin	9/3/2024	6/30/2027

Introduced and adopted by the Commission on **September 3, 2024.**

This resolution is effective immediately.

ATTEST:

Lisa M. Batey, Commission Chair

APPROVED AS TO FORM:

Scott S. Stauffer, City Recorder

Justin D. Gericke, City Attorney



REDEVELOPMENT COMMISSION STAFF REPORT

**MRC 3. B.
9/3/24**

OCR USE ONLY

To: Milwaukie Redevelopment Commission

Date Written: Aug 29, 2024

Reviewed: Michael Osborne, Finance Director, and
Joseph Briglio, Acting Assistant City Manager

From: Emma Sagor, City Manager

Subject: **MRC – Quarterly Supplemental Budget Adjustment: Personnel Costs**

ACTION REQUESTED

Council is asked to review and discuss the supplemental budget adjustment related to adding 1 FTE – Economic Development Program Manager funded by the Milwaukie Redevelopment Commission (MRC) budget and to account for time spent by the MRC Executive Director when working on MRC exclusive business.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[May 4, 2024](#) – The acting assistant city manager stated to the budget committee that supplemental budget adjustments over the next biennium would be aligned with quarterly updates to the Budget Committee to ensure the budget document stays up to date as we advance our fiscal stability strategy. Subsequently, quarterly Council discussions and adoptions of supplemental budget adjustments were added to the Council forecaster for the two regular sessions following each quarterly Budget Committee meeting.

[August 26, 2024](#) – This supplemental budget ask was presented to and discussed by the Budget Committee.

ANALYSIS

As progress is made on the Urban Renewal Area (URA) Action Plan, staff have seen an increase in economic development-related workload. Today, the city has no economic development-focused staff, and most of this workload has been absorbed by the MRC Executive Director who is also the city's Community Development Director. As more MRC-directed work rolls out, including the administration of business improvement grants, the city needs to identify more staff capacity to support these efforts.

The MRC fund is healthy, with a current fund balance of \$7.1 million. The fund has seen 3% growth in the last fiscal year and the city projects an additional 3% growth in FY25. MRC funds are restricted for use on expenses that support the goals of the URA, work within the URA geographic boundaries, and the focus areas identified in the Urban Renewal Plan, including economic development, transportation, and public amenities.

Staff are requesting the addition of 1 FTE – economic development program manager, to support this work. This position would be on range 63 of the AFSCME salary schedule.

Additionally, staff are requesting to add up to \$100,000 in personnel costs to the MRC budget to allow for the MRC Executive Director to bill MRC-related to time to this fund rather than the general fund. This will help offset general fund costs.

Budget committee input

This proposal was presented to the Budget Committee for consideration on August 26. No opposition was noted.

BUDGET IMPACT

The Economic Development Program Manager position is at range 63 on the AFSCME salary schedule, starting at an annual salary of \$69,786 at step 1 up to \$89,089 at step 6. The MRC personnel budget would be adjusted to include the increased salary and benefits costs of this position, as well as up to \$100,000 of expected personnel expenses that will be billed by the MRC Executive Director when working on MRC-specific tasks.

CLIMATE IMPACT

None.

EQUITY IMPACT

None.

WORKLOAD IMPACT

This will improve the ability of the building division to manage its current and projected future workload without having to utilize outside contracts or IGAs to the extent they do today.

COORDINATION, CONCURRENCE, OR DISSENT

This proposal has been developed and approved by the city's finance department, community development department, and City Manager's office.

STAFF RECOMMENDATION

Staff recommend Council approve this supplemental budget ask and adopt the budget adjustment at its September 17 meeting.

ALTERNATIVES

Council could deny this supplemental budget ask. This would result in slower roll out of economic development work directed by the MRC and further general fund usage for time spent on MRC related tasks.

ATTACHMENTS

1. None.