

MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

MEETING PACKET

City of Milwaukie, Oregon



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

REVISED AGENDA

MARCH 4, 2025

(Revised February 28, 2025)

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-1>.

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** (8:00 p.m.)
2. **APPROVE MINUTES** (8:02 p.m.)
 - A. **September 17, 2024, Commission Meeting.** 2
3. **REGULAR BUSINESS**
 - A. **Quarterly MRC Budget Review and Adjustment – Resolution Report** 5
(item title revised) (8:05 p.m.)
Staff: Michael Osborne, Finance Director (assigned staff revised)
4. **INFORMATION** (8:25 p.m.)

The MRC executive director will provide reports on Commission business as necessary.
5. **ADJOURNMENT** (8:30 p.m.)

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

MARCH 4, 2025

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

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

Michael Osborne, Finance Director
Emma Sagor, City Manager
Scott Stauffer, City Recorder

Commissioner Batey called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 8:08 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 September 17, 2024, MRC Meeting. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

3. REGULAR BUSINESS

A. Quarterly MRC Budget Review and—Adjustment – Resolution Discussion (agenda title revised)

Osborne provided an overview of a staff recommended MRC budget reallocation from capital outlay to personnel services to cover city staff time for Commission-related work.

Council President Anderson, Mayor Batey, and Osborne noted how much revenue the MRC generated annually, and that the reallocation was for the current fiscal year.

Mayor Batey, Osborne, and Sagor explained that because the reallocation did not change the overall total of the MRC fund, and were adjustments within the same fund, the Commission did not need to formally approve the action.

Councilor Stavenjord and Osborne remarked on whether there were limits on how much MRC funds could be spent on personnel and if the MRC fund could sustain personnel cost increases over time. **Osborne** noted staff would monitor personnel costs.

4. INFORMATION

Sagor and Briglio reported on the recent activity of the MRC Community Advisory Committee (MRCCAC) related to the City Council’s economic development goal.

The group noted that the Commission had written a letter in support of a Main Street grant application for a downtown business.

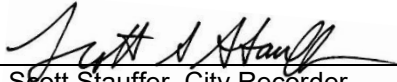
Sagor, Briglio, and Councilor Khosroabadi noted the Main Street infrastructure improvements project and the short-term impacts that construction would have on downtown businesses.

5. ADJOURNMENT

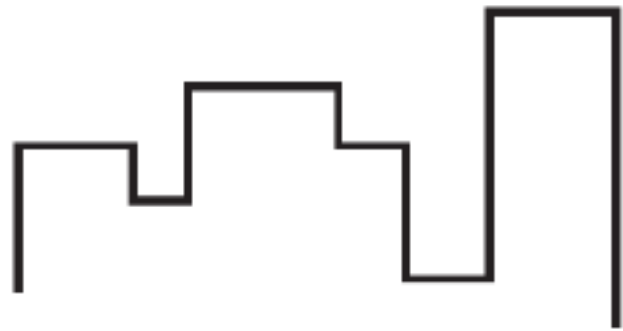
It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to adjourn the MRC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

Commissioner Batey adjourned the meeting at 8:25 p.m.

Respectfully submitted,



Scott Stauffer, City Recorder



MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

Agenda Item 2.

MINUTES



**MRC 2. A.
3/4/25**

MINUTES

SEPTEMBER 17, 2024

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

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

Staff: Joseph Briglio, MRC Executive Director
Justin Gericke, City Attorney

Emma Sagor, City Manager
Scott Stauffer, City Recorder

Commissioner Batey called the meeting of the Milwaukie Redevelopment Commission (MRC) to order at 9:29 p.m.

1. CALL TO ORDER

2. APPROVE MINUTES

It was moved by Commissioner Anderson and seconded by Commissioner Massey to approve the Minutes of September 3, 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 Grant Program – Discussion

Briglio reported on the MRC grant assistance program, noting that four applications had been received and 12 other businesses had expressed interest.

The group discussed whether the grant program should allow businesses to seek funds to support projects completed during the previous 12-month period, instead of the 6-month period noted in the current grant application.

Councilor Anderson, Briglio, and Sagor remarked on the number of pages of the grant application form and staff suggested the form remain as-is for now.

Mayor Batey and Briglio noted the status of applications on file and applications expected to be submitted and noted the impact of allowing businesses to seek grant funds for projects completed in the previous 12 months. **Council President Massey** suggested the Commission only make one more change to the timeframe for grants and try not to make more changes later. **Councilor Stavenjord** believed the intent of the MRC Community Advisory Committee (MRCCAC) had been to allow businesses to include projects from the previous 12 months. The group discussed how far back businesses could seek funding for projects.

It was moved by Commissioner Stavenjord and seconded by Commissioner Anderson to set the look back period for the grant program to January 1, 2023. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Anderson, Stavenjord, and Batey voting “aye.” [5:0]

Sagor remarked on the excitement being generated among downtown Milwaukie businesses by the MRC grant program.

4. INFORMATION

No report.

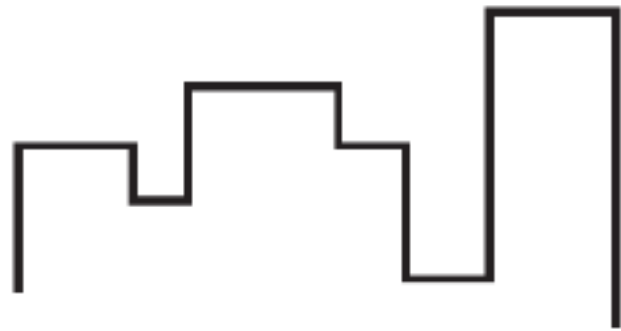
5. ADJOURNMENT

It was moved by Commissioner Anderson and seconded by Commissioner Massey 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 9:46 p.m.

Respectfully submitted,

Scott Stauffer, City Recorder



MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

Agenda Item 3.

REGULAR BUSINESS



STAFF REPORT

MRC 3. A.
3/4/25

OCR USE ONLY

To: Mayor and City Council
Emma Sagor, City Manager

Date Written: Feb. 27, 2025

Reviewed: Joseph Briglio, Assistant City Manager and MRC Executive Director

From: Michael Osborne, Finance Director

Subject: **MRC Budget Review**

ACTION REQUESTED

The Commission is asked to review the fiscal year (FY) 2025-26 budget adjustment for Milwaukie Redevelopment Commission (MRC) related activities.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[June 4, 2024:](#) The Commission adopted the FY 2025-26 MRC Budget.

[November 18, 2024:](#) The Budget Committee discussed billing the MRC for Joseph Briglio's time.

[February 10, 2024:](#) The Budget Committee discussed billing the MRC for two FTE's, the economic development coordinator and the Parks Coordinator.

ANALYSIS

Staff are seeking to reallocate the following budget amounts to reflect the current priorities and work of the MRC. The primary budget change would add a personnel services line to the MRC budget reflecting that staff are spending time on urban renewal area (URA) specific efforts. This adjustment allocates funds to support certain full-time employees (FTEs) that are tasked with fulfilling the MRC Plan and Five-Year Action Plan. This adjustment also will ensure continuance of the URA business improvement grant program into FY 26 as well as support other materials and services expenditures related to implementing the Action Plan.

Staff plan to transfer \$480,000 to personnel services to support parts of three city positions that support the work of the MRC over the biennium.

- Assistant City Manager, Joseph Briglio, to charge 25% of his salary and benefits, to serve as the Executive Director of the MRC.
- The future economic development coordinator to charge 100% of their salary and benefits, to support operations of the MRC.
- The parks development coordinator to charge up to 50% of their salary and benefits, to assist in project coordination for development of Milwaukie Bay Park and the Kellogg Dam Removal Project, both of which are in the URA.

This transfer of \$480,000 will come from the MRC's capital outlay budget. The original capital outlay budget over the biennium was \$5.2 million. The projects that were identified in the original budget for capital outlay continue to be important to the city and the MRC. However, some project timelines have changed, and the budget can be reallocated within the MRC. City

staff continue to monitor projects and may come back to the MRC in future quarterly updates to discuss any further adjustments needed to support implementation of the Action Plan.

Below is an updated budget summary with these additions.

- Personnel services increases from \$0 to \$480,000.
- Capital outlay decreases from \$5,182,000 to \$4,702,000.

BUDGET IMPACT

These budget transfers will have no impact on the overall MRC budget. This is a reallocation of \$480,000 from capital outlay to personnel services. This addition of salaries in the MRC will also help reduce costs to the city's General Fund.

CLIMATE & EQUITY IMPACT

None.

WORKLOAD IMPACT

This budget reallocation will create salary for three employees in the URA. These three positions will help do the work of the URA.

COORDINATION, CONCURRENCE, OR DISSENT

City staff are working with different departments to define the future needs and goals of the MRC and are working to make the MRC successful for the city.

STAFF RECOMMENDATION

This is not a request to adopt a resolution. The noted actions do not increase the total budget, but through this report staff are notifying the Commission about the reallocation of budget within the MRC.

ALTERNATIVES

None.

ATTACHMENTS

None.