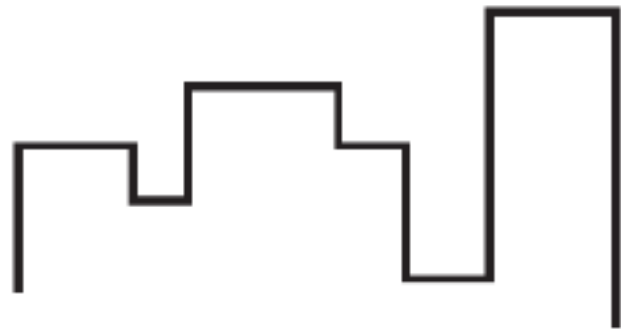




MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

MEETING PACKET

City of Milwaukie, Oregon



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

AGENDA

JUNE 3, 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-2>.

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

City Council Meeting. Before this meeting, the MRC will meet as the City Council; the end time of the Council meeting may impact the start time of the MRC meeting. For information about the Council meeting visit <https://www.milwaukieoregon.gov/citycouncil/city-council-regular-session-8>.

Note: start times are estimates and are subject.

Page #

1. **CALL TO ORDER** (8:15 p.m.)
2. **APPROVE MINUTES** (8:17 p.m.)
 - A. **March 4, 2025, Commission Meeting.** 2
3. **REGULAR BUSINESS**
 - A. **Quarterly MRC Budget Review – Report** (8:20 p.m.) 5
Staff: Joseph Briglio, MRC Executive Director
4. **INFORMATION** (8:40 p.m.)

The MRC executive director will provide reports on Commission business as necessary.
5. **ADJOURNMENT** (8:45 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

JUNE 3, 2025

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

Staff: 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 8:56 p.m.

1. CALL TO ORDER

2. APPROVE MINUTES

Sagor and **Stauffer** clarified that MRC meetings did not include guaranteed public comment time, but the chair could allow comment on any topic.

It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to approve the Minutes of the March 4, 2025, 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 – Report

Sagor provided a report on the MRC’s budget, noting that revenue had exceeded budgeted expectations and that there were several applications for Commission-funded business improvement grant requests. Staff are likely to request an increase in the business improvement grant fund in future MRC budgets. **Mayor Batey** and **Sagor** noted that the grant funds could be used by new businesses in the urban renewal area.

Sagor reported on the MRC Community Advisory Committee (MRCCAC) work to review the Commission’s grant programs, and briefly noted the MRC’s capital budget was likely to decrease in the next year due to planned expenses.

4. INFORMATION

There was no 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]

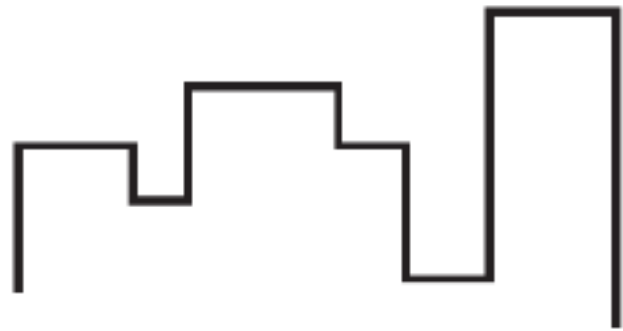
Commissioner Batey adjourned the meeting at 9:04 p.m.

Respectfully submitted,

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

Scott Stauffer, City Recorder

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MRC

MILWAUKIE
REDEVELOPMENT
COMMISSION

Agenda Item 2.

MINUTES



MRC 2. A.
6/3/25

MINUTES
MARCH 4, 2025

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, 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.

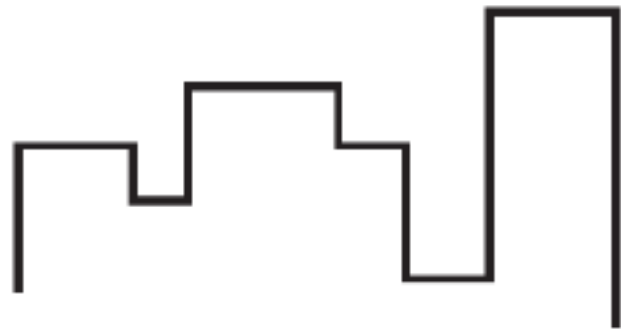
5. ADJOURNMENT

It was moved by Commissioner Stavenjord and seconded by Commissioner Khosroabadi to adjourn the MRC. Motion passed with the following vote: Commissioners Khosroabadi, Massey, Nicodemus, 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 3.

REGULAR BUSINESS

STAFF REPORT

MRC 3. A.
6/3/25

OCR USE ONLY

To: Mayor and City Council
Emma Sagor, City Manager

Date Written: May 27, 2025

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

From: Michael Osborne, Finance Director

Subject: **MRC Update and Budget Review**

ACTION REQUESTED

The Commission is asked to receive an update and review future budget adjustments to continue ongoing support for Milwaukie Redevelopment Commission (MRC) related activities.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[June 4, 2024:](#) The Commission adopted the fiscal year (FY) 2025-2026 MRC Budget.

February 10, 2025: The city Budget Committee discussed billing the MRC for two full-time employees (FTEs), the economic development coordinator and parks development coordinator and the parks coordinator.

March 4, 2025: The Commission approved a budget transfer of \$480,000 from the FY 2025-2026 biennial budget from capital outlay to personal services.

ANALYSIS

Staff are bringing forward an update and quarterly budget review for the MRC. Through April 30, 2025, the MRC has exceeded its budgeted revenue collection of \$790,000 to have collected \$1,063,250. In addition, the MRC has earned \$105,127 in interest income. This is a 35% increase in budget. As of the last audited financial statement, ending June 30, 2024, the MRC's Fund Balance was \$7,467,247. With the transactions in FY 2025 to date, staff estimate the fund balance to be just more than \$8 million dollars.

Looking at expenditures, for the same time period, the MRC has spent \$402,000 in business improvement grants, with another \$83,000 pending in May 2025. The biennial budget for business improvement grants is \$600,000. Staff will be proposing an increase to the grant program in the next quarterly adjustment to add another \$600,000 to \$1,000,000 based on the increase in collected property tax revenue and maintain the success the in redeveloping the downtown and urban renewal area. Staff believes that continued investment in the grant program is imperative to the development of an attractive local economy and customer experience.

Staff also want to update the MRC on scheduled capital improvement projects. The MRC currently has spent \$100,000 of the budgeted \$4,702,000 for capital outlay. Staff are projecting the projects associated with this budget not beginning to FY 2027 and being pushed into the next biennium. Staff are seeking other smaller projects that could be moved up in FY 2026 to expense these funds.

Finally, in April 2025 the city welcomed Ciara Williams as its new economic development coordinator. As a reminder of what was approved in February, staff time and a portion of the Executive Director, Joseph Briglio, time will be expensed to MRC.

BUDGET IMPACT

This is a budget update to the MRC. There is no budget impact at this time.

CLIMATE, EQUITY, & WORKLOAD IMPACTS

None.

COORDINATION, CONCURRENCE, OR DISSENT

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

STAFF RECOMMENDATION

This is not a request to adopt a resolution. This is a staff update about the MRC budget to date; the Commission is asked to provide input on increasing the budget for the storefront grant program.

ALTERNATIVES

None.

ATTACHMENTS

None.