



City of Sutherlin  
Urban Renewal Agency  
Monday, November 14, 2022  
Civic Auditorium - 6:45 p.m.

## AGENDA

### Agency Members

Chair – Tom Boggs

Gary Dagel, Joe Groussman, Debbie Hamilton,  
Shawn Smalley, Michelle Sumner, and Larry Whitaker

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

[Citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply]

**5. CONSENT AGENDA**

a. September 12, 2022 Minutes

**6. AGENCY BUSINESS**

- a. Public Hearing – Supplemental Budget Adjustment
- b. Resolution UR-2022.05 – Supplemental Budget Adjustment

**7. REPORTS / DISCUSSIONS**

a. Old Bank Building Restoration Update

**8. ADJOURN**

*Members of the audience who wish to address the Agency will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Agency.*

Join Zoom

<https://us06web.zoom.us/j/89987931610?pwd=OWJpaVFpZk4zWXVSWG0rL3NBNFJJdz09>

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*

**CITY OF SUTHERLIN**  
**Urban Renewal Agency Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, September 12, 2022 – 6:45pm**

**AGENCY MEMBERS:**

Tom Boggs, Gary Dagle, Joe Groussman, Debbie Hamilton, Shawn Smalley, Michelle Sumner, Larry Whitaker

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director, Tami Trowbridge  
City Recorder, Diane Harris  
Community Development Director, Brian Elliott  
Community Development Supervisor, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Fire Chief, Mike Lane  
Livability Services Director/Library Director, Pat Lynch  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Wayne Ellsworth (President of Umpqua Heart), Michael Hogsett, Darb Camin, Dan Urban, Jim & Beth Houseman, Craig Hart, Mike & Cam Maurice, Joe Keady

**Via Zoom:** None

Meeting called to order by Agency Chair Boggs at 6:45 p.m.

**Roll Call:** Smalley - Excused; Whitaker – arrived at 6:49 p.m.

**Introduction of Media:** None

**\*\*Chair Boggs made an announcement for Zoom attendees.**

**PUBLIC COMMENT**

- None

**CONSENT AGENDA**

- **June 13, 2022 Minutes**

**MOTION** made by Hamilton to approve Consent Agenda as presented; second by Dagle.

Discussion: None

In favor: Agency Members Groussman, Hamilton, Sumner, Dagle and Boggs

Opposed: None

Motion carried unanimously.

**AGENCY BUSINESS**

- **Resolution UR-2022.04 – Downtown Land Acquisition**

Staff Report – Community Development Supervisor, Kristi Gilbert – The 0.51 acres of land located at the corner of S. Calapooia and W. Everett is being considered for purchase in the amount of \$279,000. With the location of this property being at an entrance to our downtown redevelopment area, many development opportunities are available. The City's Real Estate Agent has reviewed the information and feels that proposed price is fair and reasonable within the current market. Property owners have agreed to this purchase price.

**MOTION** made by Sumner to approve Resolution UR 2022.04 – Downtown Land Acquisition in the amount of \$279,000 as presented; second by Hamilton.

Discussion:

- Dagel – Where is the money coming from to purchase the land? *Finance Director, Tami Trowbridge – Urban Renewal funds which are being borrowed from the City’s General Fund. Gilbert added additional information.* What will be done with the land? *Gilbert – One suggestion made from the Urban Renewal Task Force is for food truck vendors.*
- Groussman – Will the current building be demolished? *Community Development Director, Brian Elliott – Staff’s recommendation is to demolish the building due to disrepair.*
- Boggs – Was there a public offering for this property? *Gilbert – The property has been listed for sale for quite some time.* Has a cost evaluation been done for a food truck venue? *No, per the Agency’s previous direction, staff was to research property uses and negotiate a purchase price.*
- *City Manager, Jerry Gillham, added further explanation of property use possibilities.*
- Dagel expressed disagreement for purchasing this property.
- Groussman expressed agreement for purchasing this property.

Further discussion ensued between Agency Members and staff.

In favor: Agency Members Groussman, Hamilton, Sumner, Dagel, Whitaker and Boggs

Opposed: Agency Members Dagel and Boggs

Motion carried.

#### **REPORTS/DISCUSSIONS**

- None

#### **ADJOURNMENT**

With no further business, meeting adjourned at 7:01 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Tom Boggs, Agency Chair



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363

## Urban Renewal Agency

STAFF REPORT					
<b>Re: Public Hearing for Supplemental Budget Adjustment</b>				Meeting Date:	11/14/2022
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Tami Trowbridge, City Finance Director</b>				Administrator Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Public Hearing Notice & Resolution UR-2022.05					

### WHAT IS BEING ASKED OF THE AGENCY?

This is a public hearing for Resolution UR-2022.05 for interested parties to speak regarding the proposed changes to the fiscal year 2022-23 budget. After the hearing, the Agency Board is being asked to consider approving Resolution UR-2022.05 to adopt the Supplemental Budget Adjustment for fiscal year 2022-23 as described herein

### EXPLANATION

This supplemental budget makes changes to the budget based on Agency decisions to move forward with the Everett Street property purchase and administration of the Mainstreet Grant for the Historic Bank Building Improvements. Both items were unforeseeable at the time that the budget was prepared.

### OPTIONS

- 1) Adopt Resolution UR-2022.05 Supplemental Budget Adjustment
- 2) Do not adopt Resolution UR-2022.05 Supplemental Budget Adjustment

### SUGGESTED MOTION(S)

After considering any public comment, move that Resolution UR-2022.05 Supplemental Budget Adjustment be adopted as presented.

## NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for Sutherlin Urban Renewal Agency, Douglas County, State of Oregon  
(District Name)  
for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave), Sutherlin, Oregon  
(Location)

The hearing will take place on November 14, 2022 at 6:45 ☐ AM ☒ PM .  
(Date) (Time)

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after November 7, 2022 at

126 E Central Ave, Sutherlin, OR, between the hours of 9:00 a.m.-5:00 p.m.  
(Location) (Time)

### SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

#### FUND: Urban Renewal General Fund

1 Line of Credit-CoS	590,000
2 MainStreet Prog Grant	200,000
3	

Revised Total Fund Resources **825,000**

1 Downtown Property Purchase	280,000
2 Historic Bank Bldg Improvements	260,000
3	

Revised Total Fund Requirements **825,000**

#### Comments:

This supplemental budget makes changes based on Agency decisions to move forward with the Everett Street property purchase and administration of the Mainstreet Grant for the Historic Bank Building Improvements. Both of these items were unforeseeable at the time that the budget was prepared. All loan proceeds will be repaid as Revenues from the TIF flow into the Agency

## **RESOLUTION NO. UR-2022.05**

### **A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET ADJUSTMENT, AMENDING THE 2022-2023 BUDGET.**

#### **The Sutherlin Urban Renewal Agency finds that:**

- A. That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budget adjustments when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget adjustment.
- B. The procedure includes the municipal corporation providing notice of a supplemental budget adjustment hearing and holding a public hearing on the supplemental budget adjustment prior to adopting a resolution to change the budget by more than ten percent.
- C. Public notice has been provided as required by ORS 294.473 and a public hearing related to the supplemental budget adjustment was held on November 14, 2022, and
- D. Due to unforeseen events at the time of adoption, fiscal year 2022-23 budget requires adjustment including but not limited to the following:
  - a. Urban Renewal General Fund
    - i. This supplemental budget makes changes based on Agency decisions to move forward with the Everett Street Property Purchase and administration of the Mainstreet Grant for the Historic Bank Building Improvements. Both these items were unforeseeable at the time that the budget was prepared.

**NOW, THEREFORE, based upon the above findings,**

**BE IT RESOLVED by the Sutherlin Urban Renewal Agency as follows:**

**Section 1.** That the budget for the Sutherlin Urban Renewal Agency for the fiscal year 2022-2023, which was adopted by the Agency on June 13, 2022 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

Urban Renewal General Fund: Resource	Adjustment	As Amended
Line of Credit-CoS	\$240,000	\$590,000
MainStreet Program Grant	\$200,000	\$200,000

**ADOPTED BY THE SUTHERLIN URBAN RENEWAL AGENCY,**

**ON THIS \_\_\_\_ DAY OF \_\_\_\_, 2022**

\_\_\_\_\_  
Tom Boggs, Agency Chair

ATTEST:

\_\_\_\_\_  
Diane Harris, City Recorder, CMC



# **Old Bank Building Restoration Report**





**PUBLIC NOTICE – CITY OF SUTHERLIN**  
**URBAN RENEWAL AGENCY & CITY COUNCIL MEETING**

The November 14, 2022, City of Sutherlin’s Urban Renewal Agency & City Council Meetings, will begin at 6:45 p.m. with Urban Renewal and City Council will follow at 7:00 p.m. in Civic Auditorium at 175 E Everett. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: Sutherlin Urban Renewal Agency & City Council Meetings

Time: Nov 14, 2022 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89987931610?pwd=OWJpaVFpZk4zWXVSWG0rL3NBNFJJdz09>

Meeting ID: 899 8793 1610

Passcode: 230975

Find your local number: <https://us06web.zoom.us/u/kwklK2UYo>

## Melanie Masterfield

---

**From:** Melanie Masterfield  
**Sent:** Wednesday, November 9, 2022 2:04 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** City of Sutherlin UR & CC meeting Agendas  
**Attachments:** CC NOV 14.22 Agenda.pdf; 11.14.22 URA Agenda.pdf

Good afternoon. Attached are the agendas for our Urban Renewal and City Council meetings on Monday, November 14, 2022 starting at 6:45 p.m.



**Melanie Masterfield, CMC**  
*Deputy City Recorder/Community Engagement Manager*  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)  
City of Sutherlin  
126 E Central Ave.  
Sutherlin, OR. 97479  
541.459.2857 x 208

**\*\*NOTICE\*\*** This email is a public record of the City of Sutherlin, Oregon, and is subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This email, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please send a reply email to let the sender know of the error and destroy all copies of the original message.

**\*\*DO NOT REPLY ALL\*\***