

**CITY OF SUTHERLIN**  
**Urban Renewal Agency Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, March 14, 2022 – 6:45pm**

**AGENCY MEMBERS:**

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

**CITY STAFF:**

City Manager, Jerry Gillham  
Finance Director, Tami Trowbridge  
Urban Renewal Administrator, Pat Lynch  
City Recorder, Diane Harris  
Community Development Director, Brian Elliott  
Community Development Supervisor, Kristi Gilbert  
Public Works Director, Aaron Swan  
Police Chief, Troy Mills  
Deputy Fire Chief, Scott McKnight  
City Attorney, Chad Jacobs (via Zoom)

**Audience:** Wayne Ellsworth and Terry Brock

**Via Zoom:** Jim Houseman and Larry Bahr

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

**Roll Call:** All present

**Introduction of Media:** None

**PUBLIC COMMENT**

- None

**CONSENT AGENDA**

- **October 11, 2021 Minutes**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**AGENCY BUSINESS**

- **Urban Renewal Budget Calendar Approval**

Staff Report – Finance Director, Tami Trowbridge presented the 2022 Urban Renewal Budget Calendar for approval.

**MOTION** made by Hamilton to approve the 2022 Urban Renewal Budget Calendar as submitted; second by Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Resolution No. UR – 2022.01 – Property Acquisition Approval**

Staff Report – Community Development Specialist, Kristi Gilbert, reported this property is adjacent and similar to the last parking lot purchase. Owners are willing to sell for the same value (\$40,000) based on comparable assessment of surrounding properties.

**MOTION** made by Whitaker to approve Resolution No. UR – 2022.01 – Property Acquisition as submitted; second by Groussman.

Discussion: Ownership, location, and references to the attached parking lot map were discussed.

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

Opposed: None

Motion carried unanimously.

- **Resolution No. UR – 2022.02 – Oregon Revitalization Grant**

Staff Report – Gilbert explained the Urban Renewal Agency (URA) is being asked to support the Oregon Revitalization Grant application that will be submitted by SDDI (Sutherlin Downtown Development, Inc) for improvements to the Historic Bank Building. This reimbursement grant will allow funding up to \$200,000 with a 30% match. Improvements would include a new roof, HVAC system removal and installation, sprinkler system installation, and interior demo/asbestos abatement. SDDI's funding request for grant match dollars from the URA will require an agreement between SDDI and URA.

**MOTION** made by Hamilton to approve Resolution No. UR – 2022.02 – Oregon Revitalization Grant as submitted; second by Sumner.

Discussion: Confirmed that URA would be paying the grant match in the amount of \$60,000. The project will bring this building up to code, therefore, making it habitable and available for commercial use. Contractors will not be paid until their work is completed. Since Radio Days Museum building is attached and shares a roof with the bank building, their roof will be part of the roof replacement. Discussion regarding the basement's water issues were discussed.

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

Opposed: None

Motion carried unanimously.

### **REPORTS/DISCUSSIONS**

- **Expenditure Report Update**

Finance Director, Tami Trowbridge, explained and updated the URA's current fiscal year finance report.

### **ADJOURNMENT**

With no further business, meeting adjourned at 7:04 p.m.

*Jerry Gillham*

Approved:

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Jerry Gillham, City Manager

Respectfully submitted by,

*Diane Harris*

*Tom Boggs*

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Diane Harris, CMC, City Recorder

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Tom Boggs, Agency Chair

**APPROVED BY AGENCY ON JUNE 13, 2022**