



**City of Sutherlin
Urban Renewal Agency
Monday, June 14, 2021 at 6:45 p.m.
Civic Auditorium**

AGENDA

Agency Members

Chair – Todd McKnight
Tom Boggs, Joe Groussman, Debbie Hamilton,
Michelle Sumner, Seth Vincent, 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. March 8 & 16, 2021 minutes

6. AGENCY BUSINESS

- a. Public Hearing – 2021-22 Budget Approval
- b. Resolution UR-2021.01 – 2021-22 Urban Renewal Budget Approval

7. REPORTS / DISCUSSIONS

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.

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Monday, March 8, 2021

AGENCY MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Todd McKnight, Michelle Sumner, Seth Vincent, Larry Whitaker

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge
Urban Renewal Administrator, Pat Lynch
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
City Attorney, Chad Jacobs (via zoom)

Audience: Lynda Whitaker

Via Zoom: Rachel Anglin, Jim Houseman

Meeting called to order by Agency Chair McKnight at 6:30 p.m.

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT

- None

CONSENT AGENDA

- January 29, 2021 Minutes

MOTION made by Hamilton to approve the Consent Agenda as presented; second by Vincent

Discussion: None

In favor: Agency Members Groussman, Sumner, Boggs, Vincent, Whitaker, Hamilton and McKnight.

Oppose: None

Motion carried unanimously.

AGENCY BUSINESS

- **Schedule the Next Meeting**
- **\$1 Million Line of Credit Approval**
- **Downtown Pilot Project Guideline Approval**
- **Wetland Credit Acquisition Approval**
- **Exit 136 Consultant Approval**

Staff Report – Urban Renewal Administrator, Pat Lynch, asked City Manager, Jerry Gillham to address scheduling another meeting to discuss these agency items more in depth. Lynch - These items come directly from the UR Task Force. Lynch asked the Agency to approve the \$1 Million Line of Credit at this meeting so that it can be brought to City Council for authorization.

Agency members scheduled a meeting for March 16, 2021 in Civic Auditorium at 3:30 p.m.

MOTION made by Whitaker to approve \$1 Million Line of Credit as presented; second by Hamilton

Discussion:

- Sumner – If we have questions, who should we direct them too? *Lynch – During URA meetings. How is the money returned to the reserves? Through the Tax Increment Financing (TIF) Plan. Can it be defaulted on? Not really. What's the repayment timeframe? Funds won't start coming in for a year from property tax increases. This \$1 Million Line of Credit can be paid off in 3-5 years depending on the flow of funds coming in.*
- Groussman – What's the interest rate? *Currently it's at 2¼%, but it'll be estimated when money is borrowed.*

In favor: Agency Members Groussman, Sumner, Vincent, Whitaker, Hamilton and McKnight.

Oppose: Boggs

Motion carried.

REPORTS / DISCUSSIONS

- Further discussion ensued between staff and agency members regarding the other Agency Business items.
 - \$350,000 allocated for Downtown Improvements
 - \$350,000 allocated for Industrial Park Wetland Credit Acquisition
 - \$300,000 allocated for Exit 136 Improvements

Agency members requested a periodic update from the Task Force to keep informed.

ADJOURNMENT

With no further business, meeting adjourned at 6:55 p.m.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Tom Boggs, Agency Vice-Chair

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Tuesday, March 16, 2021

AGENCY MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Todd McKnight, Michelle Sumner, Seth Vincent, Larry Whitaker

CITY STAFF: City Manager, Jerry Gillham – Arrived @ 3:35pm
Finance Director, Tami Trowbridge - Absent
Urban Renewal Administrator, Pat Lynch
City Recorder, Diane Harris
Deputy City Recorder, Melanie Masterfield
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan

Audience: None

Via Zoom: None

Meeting called to order by Agency Chair McKnight at 3:33 p.m.

Roll Call: Absent - Seth Vincent & Joe Groussman

Introduction of Media: None

PUBLIC COMMENT

- None

AGENCY BUSINESS

- **Downtown Pilot Project Guideline Approval**
- **Wetland Credit Acquisition Approval**
- **Exit 136 Consultant Approval**

Staff Report – Urban Renewal Administrator, Pat Lynch, stated that all information was in the staff report and was available for questions. Handed out draft copies of Storefront Grant Application and the Storefront Improvement Grant Guidelines.

MOTION made by Boggs to approve Agency Business as presented; second by Hamilton.

Discussion:

- Sumner – If a business submits an application for storefront upgrades, do they have to pay it back? **Lynch – No, it's a grant.**
- Whitaker – What happens if a business closes after the improvements are made? ***The intent of Urban Renewal is to improve the overall look of downtown.*** Will all the storefronts be designed the same? ***About 40% of the storefronts have already been designed and most likely not change. There won't be uniformity, but a color palate for which the business owners can choose from will be provided.***

City Manager, Jerry Gillham – Part of the application process requires business owners to submit a conceptual design/plan and it must fit with the character of the new developments that have already occurred. Sutherlin/Oakland Rotary Club, Gary Fadness (Buglin' Heights Drafting & Design), Terry Brock (The Body Shop), and the Sutherlin Liquor Store have been the driving force behind the downtown theme and design. Fadness submitted a design concept from the liquor store to the athletic club that mimics Mobile Diesel and Buglin' Heights natural facades and character.

- Boggs asked for clarification and referenced the Central Avenue Storefront Improvement Grant Guidelines draft handout. ***Gillham – In 2019, a survey was sent to community citizens regarding a variety of downtown improvements such as:***

- More business variety
- Downtown “look & feel” theme
- Downtown areas needing improvement
- Most liked features of downtown
- Least liked features of downtown
- Connections to downtown Sutherlin

In favor: Agency Members Sumner, Boggs, Whitaker, Hamilton and McKnight.

Oppose: None

Motion carried unanimously.

REPORTS / DISCUSSIONS

- **Pegasus Project at Heaven’s Gate Ranch, Metz Hill Exit 142**

Gillham – Information will be sent to Council as it becomes available. A letter was written on behalf of the City of Sutherlin, in support of this project for review at the April 12th Council meeting. Stressed that the City would not be involved but that we would be supportive. This will be a \$120 million equestrian development.

- Hamilton asked for more information about the Pegasus project. ***Gillham – Dave Conway owns Heavens Gate Ranch located in Oakland, Oregon and the 2,400 acres have been approved for a destination resort. His vision was to create high-end equestrian facilities and condos on the west coast, for people to train and compete. Exit 136 in Sutherlin will have the highest, positive economic impact if this project moves forward.***

Further discussion ensued among agency members.

- **Parking Lot Behind Backside Brewing, Central Plaza Park & Sol De Sutherlin**

Community Development Director, Brian Elliott, stated that Roger Johnson (parking lot owner) wants to move forward with negotiating a purchase price with the City. Johnson provided input stipulating that it was strictly for downtown parking, not to be used for structures.

- Lynch – Submitting a grant with Travel Oregon to help offset either some or all of the cost.

ADJOURNMENT

With no further business, meeting adjourned at 3:54 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Tom Boggs, Agency Vice-Chair

Sutherlin Urban Renewal Agency

STAFF REPORT					
Re: Public Hearing for Budget Adoption for fiscal year 2021-22				Meeting Date:	6/14/2021
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Tami Trowbridge, City Finance Director				Administrator Review	<input checked="" type="checkbox"/>
Attachments: Staff Report and Resolution No. UR-2021.01					

WHAT IS BEING ASKED OF THE AGENCY?

This is a public hearing for Resolution UR-2021.01 for interested parties to speak regarding the approved budget for 2021-22. After the hearing, the Agency Board is being asked to consider approving Resolution UR-2021.01 to adopt the budget for fiscal year 2021-22 as approved by the Budget Committee, authorize appropriations and request to receive tax increment financing as set out in the plan.

EXPLANATION

The Budget Committee deliberated and approved the budget in the amount of \$1,110,600 on May 17, 2021. Budget adoption is required before the beginning of the new fiscal year on July 1, 2021, per Oregon Revised Statutes.

OPTIONS

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2021

SUGGESTED MOTION(S)

Move that Resolution UR-2021-01 be adopted as presented (or as amended).

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the Sutherlin Urban Renewal Agency Board will be held on June 14, 2021 at 6:45 pm at Council Chambers, 175 E Everett Ave, Sutherlin, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Sutherlin Urban Renewal Agency Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained online at www.ci.sutherlin.or.us. This budget is for an annual budget period. This budget was prepared on a modified accrual basis of accounting consistent with generally accepted accounting standards.

Contact: Tami Trowbridge

Telephone: 541-459-2856

Email: t.trowbridge@ci.sutherlin.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2019-2020	Adopted Budget This Year 2020-2021	Approved Budget Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	0	0	0
Federal, State and all Other Grants, Gifts, Allocations and Donations	0	0	0
Revenue from Bonds and Other Debt	0	0	1,034,000
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	0	0	1,000
Revenue from Division of Tax	0	0	75,600
Revenue from Special Levy	0	0	0
Total Resources	0	0	1,110,600

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials and Services	0	0	384,000
Capital Outlay	0	0	650,000
Debt Service	0	0	56,500
Interfund Transfers	0	0	0
Contingencies	0	0	20,100
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Fund Balance	0	0	0
Total Requirements	0	0	1,110,600

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Fund	0	0	1,034,000
FTE	0.0	0.0	0.0
Debt Service Fund	0	0	76,600
FTE	0.0	0.0	0.0
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	0	0	1,110,600
Total FTE	0.0	0.0	0.0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING	

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$1,034,000
Total	\$0	\$1,034,000

RESOLUTION NO. UR-2021.01

**A RESOLUTION ADOPTING THE 2021-2022 BUDGET AND MAKING
APPROPRIATIONS.**

WHEREAS, the Budget Committee of the Sutherlin Urban Renewal Agency has approved a proposed budget for the fiscal year commencing July1, 2021; and

WHEREAS, at a meeting of the Sutherlin Urban Renewal Agency Board held on June 14, 2021, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City:

Now, therefore, it is hereby resolved by the Sutherlin Urban Renewal Agency that:

Section 1. After public hearing conducted on June 14, 2021, the Sutherlin Urban Renewal Agency hereby adopts the budget for fiscal year 2021-2022 in the sum of \$1,110,600, a copy of which is now on file at City Hall.

Section 2. That for the fiscal year beginning July 1, 2021, the amounts for the purposes shown below are hereby appropriated:

General Fund-URA

Materials and services	384,000
Capital Outlay	650,000
Total	\$ 1,034,000

Debt Services Fund-URA

Materials and Services	
Debt Service	56,500
Contingency	20,100
Total	\$ 76,600.00

SUMMARY:

Materials and services	384,000
Capital Outlay	650,000
Debt Service	56,500
Contingency	20,100
Total	\$ 1,110,600

Section 3. That the Finance Director of said city shall certify to the County Clerk and County Assessor a request for the maximum amount of revenue that may be raised by dividing the taxes under Section 1C, Article IX, of the Oregon Constitution and ORS Chapter 457.

Section 4. That the Finance Director of said city shall file with the State Treasurer and the Division of Audits of the Secretary of State of the State of Oregon a true copy of the budget as adopted.

Section 5. This resolution shall be effective immediately upon adoption by the Sutherlin Urban Renewal Agency.

ADOPTED BY THE SUTHERLIN URBAN RENEWAL AGENCY,

ON THIS _____ DAY OF _____, 2021

Todd McKnight, Agency Chair

ATTEST:

Diane Harris, City Recorder

PUBLIC NOTICE – CITY OF SUTHERLIN

URBAN RENEWAL AGENCY AND CITY COUNCIL MEETING

The June 14, 2021, City of Sutherlin's Urban Renewal Agency Meeting will begin at 6:45, followed by the City Council Meeting at 7:00pm in the Civic Auditorium at 175 E Everett. The Urban Renewal Agency and City Council will be considering the adoption of URA and City Budgets, as well as other City business. This meeting will be a teleconference style meeting with City Council and staff facilitating. The City has taken steps to utilize current technology to make meetings available to the public without increasing the risk of exposure. To maintain compliance with both state rulings, physical distancing, and Oregon public meeting laws, a limited number of staff and city officials will be present. We encourage and welcome citizens that are able to use the video link or phone number provided, to join the meeting from your home.

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

Topic: Urban Renewal Agency and City Council Meeting

Time: Jun 14, 2021 at 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83113686855?pwd=VUE5OUFBZlRWdC9valZYczk4bVhZZz09>

Meeting ID: 831 1368 6855

Passcode: 371946

One tap mobile

+12532158782,,83113686855#,,,,*371946# US (Tacoma)

+13462487799,,83113686855#,,,,*371946# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 720 707 2699 US (Denver)

Meeting ID: 831 1368 6855

Passcode: 371946

Find your local number: <https://us06web.zoom.us/j/kcdGIL4JRi>

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, June 9, 2021 9:07 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: Sutherlin Urban Renewal Agency Agenda and Zoom Link
Attachments: 6.14.21 URA Agenda.pdf; 6.14.21 Zoom Public Mtg Notice with links.pdf

Good morning. Attached is the City of Sutherlin's Urban Renewal Agency meeting Agenda and Zoom Link.



Melanie Masterfield
Deputy City Recorder
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