

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Friday, January 29, 2021

AGENCY MEMBERS:

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

CITY STAFF: City Manager, Jerry Gillham

Assistant CM/Finance Director, Dan Wilson
Urban Renewal Administrator, Pat Lynch
Deputy City Recorder, Melanie Masterfield
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
City Planner, Jamie Chartier

Audience: Stan McKnight, Morgan Leatherman

Via Zoom: Michelle Sumner

Meeting called to order by Agency Member McKnight at 3:30 p.m.

Roll Call: All present

CONSENT AGENDA

- July 13, 2020 Minutes

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

Discussion: None

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

Oppose: None

Motion carried unanimously.

AGENCY BUSINESS

- **Appoint an Agency Chair**

McKnight asked for nominations.

- McKnight volunteered to be Agency Chair.

MOTION made by Hamilton to appoint McKnight as Urban Renewal Agency Chair as nominated; second by Whitaker.

Discussion: None

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

Oppose: None

Motion carried unanimously.

- **Verify Vice Chair Position**

Chair McKnight asked if current Vice Chair Boggs would like to remain or if another member had nominations.

- Vice Chair Boggs volunteered to remain Vice Chair.

MOTION made by Groussman to re-appoint Boggs as Urban Renewal Agency Vice Chair as nominated; second by Vincent.

Discussion: None

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

Oppose: None

Motion carried unanimously.

- **Appoint Agency Member(s) to the Urban Renewal Task Force**

Chair McKnight called for nominations. Boggs is currently on the committee. If he remains, one more member is needed.

- Chair McKnight nominated Hamilton.
- Vice Chair Boggs nominated Whitaker.
- Boggs volunteered to stay on the Task Force.
- Whitaker withdrew from nominations.

MOTION made by Sumner to appoint Hamilton and re-appoint Boggs as Urban Renewal Agency Task Force Members as nominated; second by Groussman.

Discussion: None

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

Oppose: None

Motion carried unanimously.

- **Approval of the Urban Renewal District Task Force and Use**

City Manager, Jerry Gillham, announced that Chief of Staff is Pat Lynch and Vice Chief is Kristi Gilbert. The purpose of this Task Force is to develop project possibilities within the Urban Renewal (UR) Area; then prioritize, budget, refine and present to the Agency Board for approval. The Task Force will serve in an advisory role to UR staff, consultants and community volunteers in the completion of plans, projects and actions approved by the Agency. This advisory group consists of Agency Members, staff, property owners and local business owners. Three initial areas of focus are:

- Downtown Development
- Industrial Park Development
- Exit 136 Improvements

MOTION made by Whitaker to approve the Urban Renewal District Task Force, Use, and Roles as presented; second by Vincent.

Discussion: None

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

Oppose: None

Motion carried unanimously.

- **Initial Project Funding**

Urban Renewal Administrator, Pat Lynch, requested initial funding to keep projects moving forward. \$1,000,000 is the first amount proposed and will be provided from the City's General Fund.

MOTION made by Chair McKnight to approve Initial Project Funding as presented; second by Vincent.

Discussion:

- Whitaker – Are we approving to spend \$1,000,000? *Lynch – Yes, it will be a line of credit drawn from the City's General Fund and used on an as needed basis.*
- Groussman – Are we going through a bank? *Finance Director, Dan Wilson – We opted out of using a bank; interest rates were high, they required immediate payback, and the City would receive the full amount upfront - which isn't needed. Our idea is to borrow from the City's reserves, only use what's needed, and the City can benefit from the interest. It will also be more flexible. Lynch – No expenditures will be made without the Task Force and Agency's approval. This seems the most effective way.*
- Hamilton – It's a smart way to do this.
- Chair McKnight – Council has final approval.
- Whitaker – I'm new to this and there's a lot I don't know but if projects and funding have to be approved by Council then I agree. *Lynch offered to set a meeting time to discuss UR.*

- Vice Chair Boggs – Will there be a projected range of expenditures for the Agency and Council to approve? **Lynch – The Task Force will create that and report back for approval.**

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

Oppose: None

Motion carried unanimously.

- **Budget Calendar Approval**

Wilson presented a proposed Urban Renewal Agency (URA) budget calendar. Meetings will be done in conjunction with the City’s budget meetings. The same members for the City’s Budget Committee will also be on the URA Budget Committee. The Task Force will help design the budget and bring back for final approval.

MOTION made by Hamilton to approve the Urban Renewal Agency Budget Calendar as presented; second by Whitaker.

Discussion: None

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

Oppose: None

Motion carried unanimously.

REPORTS / DISCUSSIONS

- **Progress Project Report**

Lynch discussed downtown projects. A large part of moving forward is access to funding and approval of the Task Force. We feel this will have a positive response from property and business owners and having a funding source available will help expedite these projects as well as giving staff information to present to those owners.

Gilbert discussed the Industrial Park. I.E. Engineering is currently working with a developer and wetland consultants to create a layout (site plan). The site plan will be utilized to submit a joint application to the Army Corp of Engineers and the Dept. of State Lands. This will help facilitate the buying of credits for the wetlands.

Lynch – Are there any updates for Exit 136 interchange? **Community Development Director, Brian Elliott – Not at this time.** Our goal is to keep moving forward with development to help bring in new business.

ADJOURNMENT

With no further business meeting adjourned at 3:58 p.m.

Approved: *Jerry Gillham*

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield *Tom Boggs*

Melanie Masterfield, Deputy City Recorder Tom Boggs, Agency Vice-Chair

APPROVED BY AGENCY ON MARCH 8, 2021