

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Monday, October 11, 2021

AGENCY MEMBERS:

Tom Boggs, 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
Deputy City Recorder, Melanie Masterfield
Community Development Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan
Police Chief, Troy Mills
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Zoom)

Audience: Gary Dagel, Larry Bahr, Jeanette Sumner, Jack Chostner

Via Zoom: Ken Sumner, Eileen Smalley

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

Roll Call: Chair Boggs - Excused

Introduction of Media: None

PUBLIC COMMENT

- None

CONSENT AGENDA

- **September 13, 2021 Minutes**

MOTION made by Sumner to approve Consent Agenda as presented; second by Groussman.

Discussion: None

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

Opposed: None

Motion carried unanimously.

AGENCY BUSINESS

- **Business Improvement Grant Application Approvals**

Staff Report – Urban Renewal Administrator, Pat Lynch – Four business applications are seeking approval for improvement grant funding after being reviewed by the Task Force. One from The Body Shop Total Fitness for \$25,000; and three from Jeremy White for the Rotary Building, Sutherlin Liquor Store/Smoke Shop and C & G’s Computer Repair Service – each in the amount of \$25,000. Community Development Supervisor, Kristi Gilbert, further explained façade changes for each business.

- Vice Chair Hamilton – Two Agency representatives that also serve on the Task Force Committee, approved these four grant applications.

MOTION made by Whitaker to approve business improvement grant applications as submitted; second by Sumner.

Discussion:

- Whitaker – Will the façade improvements be followed up on by the Task Force? *Lynch – Complete documentation is required by each applicant and reimbursements will be disbursed. Gilbert – Each applicant will only receive reimbursements for funds actually spent, not to exceed the approval amount.*
- Groussman – Are receipts required for reimbursement? *Lynch – Yes, applicants will be reimbursed for completed work, not estimates.*

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

Opposed: None

Motion carried unanimously.

REPORTS/DISCUSSIONS

- Finance Director, Tami Trowbridge – \$300,000 was paid to Douglas County for wetlands mitigation for an Industrial Park to be located off Taylor Road.
- Lynch thanked Agency members and the Task Force for their efforts in getting these projects underway.

ADJOURNMENT

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

Approved: *Jerry Gillham*

 Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield

 Melanie Masterfield, Deputy City Recorder

Debbie Hamilton

 Debbie Hamilton, Agency Vice Chair

APPROVED BY AGENCY ON MARCH 14, 2022