

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Monday, September 13, 2021

AGENCY MEMBERS:

Tom Boggs, Joe Groussman, Debbie Hamilton, Shawn Smalley, 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 Supervisor, Kristi Gilbert
Public Works Director, Aaron Swan
City Attorney, Chad Jacobs (via Zoom)

Audience:

Via Zoom: Council President, Michelle Sumner; Media & Communications Coordinator, Nancy Rodriguez; Amber Vincent

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

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT

- None

CONSENT AGENDA

- **August 16, 2021 Minutes**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

AGENCY BUSINESS

- **Resolution UR-2021.02 – Parking Lot Purchase**

Staff Report – Urban Renewal Administrator, Pat Lynch, this resolution request is to authorize acquisition of the 0.13 acre vacant lot, located downtown (behind Central Park Plaza and Backside Brewing Co.), as described during the August 16, 2021 Urban Renewal Agency meeting, in the amount of \$40,000.

MOTION made by Whitaker to approve Resolution UR-2021.02 – Parking Lot Purchase; second by Sumner

Discussion:

- Whitaker questioned the purchase price. *Community Development Supervisor, Kristi Gilbert – As stated in the Staff Report from August 16, 2021, the vacant lot sole purchase price is \$40,000. The additional \$63,510 is for title/recording fees, surveying, engineering, construction, storm drainage, grading, asphalt and concrete.* Will another resolution be brought before the Agency for the balance of the purchase? *Lynch - The resolution is required for the*

purchase of real property. City Manager, Jerry Gillham – The other portion of work will be brought before the Agency for a contractual agreement.

➤ Groussman – How many purchases will be made to complete the project? *Gilbert – It's unknown at this time. Each individual property purchase will be brought before the Agency for approval when available. Community Development Director, Brian Elliott further clarified.*

➤ Boggs – Questioned specific verbiage in the resolution. *Lynch – The 0.13 acre lot development will only use specified funds that have been approved by the Agency. Gillham further explained.*

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

Opposed: None

Motion carried unanimously.

REPORTS/DISCUSSIONS

- A business application has been received for the facade improvement grant from The Body Shop Total Fitness for additional improvements.

ADJOURNMENT

With no further business, meeting adjourned at 6:41 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 OCTOBER 11, 2021