



City of Sutherlin
Urban Renewal Agency
Monday, February 12, 2024
Civic Auditorium - 6:45 p.m.

AGENDA

Agency Members

Chair – Debbie Hamilton
Gary Dagel, Joe Groussman, Shawn Smalley,
Michelle Sumner, Larry Whitaker, and Lisa Woods

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. November 13, 2023 Minutes

6. AGENCY BUSINESS

a. Budget Calendar Approval

7. 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.

Join Zoom

<https://us06web.zoom.us/j/82521155465?pwd=SSSY6vkGCmu85BD6Y9SjL1JzAOJj.1>

CITY OF SUTHERLIN
Urban Renewal Agency Meeting
Sutherlin Civic Auditorium
Monday, November 13, 2023 – 6:45 p.m.

AGENCY MEMBERS:

Gary Dagle, Joe Groussman, Debbie Hamilton, Shawn Smalley, Michelle Sumner, Larry Whitaker, and Lisa Woods

CITY STAFF: City Manager, Jerry Gillham

City Recorder, Melanie Masterfield
Finance Director, Tami Trowbridge
Finance & Administrative Asst., Lindsay Priest
Community Development Director, Kristi Gilbert
Public Works Director, Aaron Swan
Police Captain, Kurt Sorenson
Fire Chief, Mike Lane
Livability Services Director/Library Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Kristine Godbey, Dan Bartram, Chris Owens, Michelle & Wayne Ellsworth, Danielle Vallotten, Karl Kiese, Anita & Brent Hunsaker, Mike & Karen Meier, Bud Terry, Genevieve Lister, Dianne Good, Terry Brock, Barbara Irons, Gary Fadness, Del Rae Bodine, Heidi Gamboa, Maryanne Anderson, Sherman Hong, Carol Wilson, Kristine Godley, John Day, Kim & Darwyn Eder, Jim & Beth Houseman, David Mansfield, Kerry Miller, Sheri Esterbrook, Valerie Shepherd, Jessica Batchelor, Leon Reyes, John & Jean Herrmann, Gail Kuntz, Kevin Kline, Kathy McManis, Ralph McManis, Bob Moczowski, Gene Coufal, Angie Wallis, Lynda Whitaker, Anthony Rosa, Bruce Pettengill

Via Zoom: Larry Bahr

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

Roll Call: All present

Introduction of Media: None

****Chair Hamilton made an announcement for Zoom attendees.**

PUBLIC COMMENT

- None

CONSENT AGENDA

- **August 14, 2023 Minutes**

MOTION made by Whitaker to approve Consent Agenda as presented; second by Woods.

Discussion: None

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

Opposed: None

Motion carried unanimously.

AGENCY BUSINESS

- Grant Application Approval – North State Laundromat
Staff Report – Community Development Director, Kristi Gilbert – The Urban Renewal Task Force received two grant requests for 246 N. State Street for downtown improvements and a new business in the

amount of \$25,000 each. Construction will consist of an 800 sq ft laundromat and a 520 sq ft apartment with a covered carport.

MOTION made by Sumner to approve grant applications in the total amount of \$50,000 as presented; second by Whitaker.

Discussion:

- Woods – Asked for clarification of funds and construction. *Gilbert – This is one new building that will have an 800 sq ft laundromat on one side and a 520 sq ft apartment on the other. One grant is for the façade improvements and the other is for the new construction.*

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

Opposed: None

Motion carried unanimously.

REPORTS/DISCUSSIONS (verbal)

- **Urban Renewal/Tax Increment Financing Plan Report**

City Manager, Jerry Gillham, presented an annual Urban Renewal/Tax Increment Financing Plan Report explaining achievements and future goals. An Economic Development document for Stearns Ln was included for review.

- Sumner – Is Web Trax open at their new location? *Gilbert – Not yet but they have their Certificate of Occupancy.*

ADJOURNMENT

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

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, City Recorder, CMC

Debbie Hamilton, Chair

**Sutherlin Urban Renewal Agency - Revised
Proposed Budget Calendar (Fiscal Year 2024-25)**

Event	Attendees	Planned Date(s)	Latest Date
Requested budget prepared	Finance, City Mgr, Related Staff	Mar 29	Apr 5
Urban Renewal Task Force Meeting to discuss proposed budget	UR Task Force, Related Staff	Week of April 8-12	Week of Apr 22-26
Budget narratives completed	City Mgr, Finance, Related Staff	Apr 15	Apr 22
Provide proposed budget (ORS 294.408) and budget message to budget committee	UR Board, City Mgr, Budget Committee	May 13	May 13
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, Staff	May 20	May 20
Additional budget committee meetings (ORS 294.428)	Budget Committee, Staff	May 21, May 22	May 21, May 22
Budget committee approves budget (ORS 294.428)	Budget Committee	May 20	May 22
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448) UR1	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
UR Board hold public hearing; adopts budget; levies taxes (ORS 294.456)	UR Board	Jun 10	Jun 10
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor (UR50) and Department of Revenue (ORS 294.458)	Finance	Jul 15	Jul 15

PUBLIC NOTICE – CITY OF SUTHERLIN
URBAN RENEWAL AGENCY & CITY COUNCIL MEETINGS

The February 12, 2024, Urban Renewal Agency & City Council meetings will be held in Civic Auditorium at 175 E Everett beginning at 6:45 p.m. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

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

Topic: Urban Renewal Agency & City Council Meetings

Time: February 12, 2024 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82521155465?pwd=SSSY6vkGcmu85BD6Y9SjL1JzAOJj.1>

Meeting ID: 825 2115 5465

Passcode: 675372

Find your local number: <https://us06web.zoom.us/u/kdNmfpQt8w>

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, February 7, 2024 8:28 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin Agendas
Attachments: 2.12.24 URA Agenda.pdf; 2. CC FEB 12.24 Meeting.pdf

Good morning. I've attached our Urban Renewal and City Council meeting agendas for Monday, February 12, 2024.



Melanie Masterfield, CMC
City Recorder/Community Engagement Manager
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