



City of Sutherlin  
Urban Renewal Agency  
Monday, June 12, 2023 at 6:30 p.m.  
Civic Auditorium

## 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. March 13, 2023 Minutes

6. AGENCY BUSINESS

- a. Public Hearing – Approval of 2023-24 Budget
- b. Resolution UR-2023.01 – Adoption of 2023-24 Budget

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.*

### Join Zoom Meeting:

<https://us06web.zoom.us/j/84087552838?pwd=Z3lpaDIvcFh3MWloM3huTGpFUjRkUT09>

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*

**CITY OF SUTHERLIN**  
**Urban Renewal Agency Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, March 13, 2023 – 6:45pm**

**AGENCY MEMBERS:**

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

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director, Tami Trowbridge

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Deputy Fire Chief, Scott McKnight

City Attorney, Chad Jacobs (via Zoom)

**Audience:** Kyle, Makylie, Sadie & Dawson David, Maryanne Anderson, Kristine Godbey

**Via Zoom:** Larry Bahr

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

**Roll Call:** Whitaker – arrived at 6:47 p.m.

**Introduction of Media:** None

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

**PUBLIC COMMENT**

- None

**CONSENT AGENDA**

- **November 14, 2022 Minutes**

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

Discussion: None

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

Opposed: None

Motion carried unanimously.

**AGENCY BUSINESS**

- **Agency Chair & Vice Chair Appointments**

Groussman nominated Hamilton for Chair; Sumner nominated Woods for Vice Chair. Both accepted; Second by Sumner.

Discussion: None

In Favor: Agency Members Sumner, Woods, Dagel, Whitaker, Smalley, Groussman, and Hamilton

Opposed: None

Motion carried unanimously.

- **Grant Application Approvals – Rootz Salon & Rootz Skin & Wellness Studio**

Staff Report – Community Development Supervisor, Kristi Gilbert – Two businesses have applied for façade improvement grants. They have both qualified for \$25,000 each and architectural design requirements to meet the downtown design theme.

**MOTION** made by Whitaker to approve Grant Applications – Rootz Salon & Rootz Skin & Wellness Studio in the amount of \$25,000 each as presented; second by Smalley.

Discussion: Dagel – The building already looks nice. ***Gilbert – The building is painted but is showing wear, the owner wants to move forward with the new architectural design.***

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

Opposed: None

Motion carried unanimously.

**REPORTS/DISCUSSIONS (verbal)**

- **W First Avenue Parking Lot Development Update & Park (behind Fire Station) Recreation Update**

Community Development Director, Brian Elliott – The project is moving forward for the two parking lots behind Central Plaza Park to include sidewalk down N State Street with one ADA ramp. The alley behind Central Plaza Park will be paved from N State Street to Calapooia Street.

A design for use of the lot behind the Fire Department has not been identified at this time. However, the ingress/egress will be completed.

**ADJOURNMENT**

With no further business, meeting adjourned at 6:54 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy City Recorder

\_\_\_\_\_  
Debbie Hamilton, Vice Chair



126 E. Central Avenue  
Sutherlin, OR 97479  
541-459-2856  
Fax: 541-459-9363

## Urban Renewal Agency

STAFF REPORT					
Re: Public Hearing for Budget Adoption for fiscal year 2023-24				Meeting Date:	6/12/2023
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: Public Hearing Notice & Resolution UR-2023.01					

### WHAT IS BEING ASKED OF THE AGENCY?

This is a public hearing for Resolution UR-2023.01 for interested parties to speak regarding the approved budget for 2023-24. After the hearing, the Agency Board is being asked to consider approving Resolution UR-2023.01 to adopt the budget for fiscal year 2023-24 as approved by the Budget Committee, authorize appropriations and request to receive tax increment financing as set forth in the plan.

### EXPLANATION

The Budget Committee deliberated and approved the budget in the amount of \$1,231,822 on May 15, 2023. Budget adoption is required before the beginning of the new fiscal year on July 1, 2023, 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, 2023

### SUGGESTED MOTION(S)

Move that Resolution UR-2023.01 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 12, 2023 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, 2023 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 at Sutherlin City Hall 126 E Central Ave, Sutherlin, OR between the hours of 9:00 a. m. and 5:00 p. m. or online at [www.ci.sutherlin.or.us](http://www.ci.sutherlin.or.us). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as was used the preceding year.:

Contact: Tami Trowbridge

Telephone: 541-459-2856

Email: [t.trowbridge@ci.sutherlin.or.us](mailto:t.trowbridge@ci.sutherlin.or.us)

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount 2021-2022</b>	<b>Adopted Budget This Year 2022-2023</b>	<b>Approved Budget Next Year 2023-2024</b>
Beginning Fund Balance/Net Working Capital	0	54,500	175,822
Federal, State and All Other Grants	0	0	0
Revenue from Bonds and Other Debt	457,111	285,000	651,000
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	523	750	5,000
Revenue from Division of Tax	101,543	109,000	400,000
Revenue from Special Levy	0	0	0
<b>Total Resources</b>	<b>559,177</b>	<b>449,250</b>	<b>1,231,822</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	0	0	0
Materials and Services	72,497	110,000	401,000
Capital Outlay	384,515	175,000	250,000
Debt Service	41,215	75,000	82,500
Interfund Transfers	0	0	0
Contingencies	0	89,250	498,322
All Other Expenditures and Requirements	0	0	0
Unappropriated Ending Fund Balance	0	0	0
<b>Total Requirements</b>	<b>498,227</b>	<b>449,250</b>	<b>1,231,822</b>

<b>FINANCIAL SUMMARY-REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
<b>Name of Organizational Unit or Program</b>			
<b>FTE for that unit or program</b>			
General Fund	457,012	374,250	651,020
FTE	0.0	0.0	0.0
Debt Service Fund	41,215	75,000	580,802
FTE	0.0	0.0	0.0
Not Allocated to Organizational Unit or Program			
FTE			
<b>Total Requirements</b>	<b>498,227</b>	<b>449,250</b>	<b>1,231,822</b>
<b>Total FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *</b>	
Other Sources of Financing will be used in this fiscal year.	

<b>STATEMENT OF INDEBTEDNESS</b>		
<b>LONG TERM DEBT</b>	<b>Estimated Debt Outstanding July 1</b>	<b>Estimated Debt Authorized, But Not Incurred on July 1</b>
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$902,030	\$651,000
<b>Total</b>	<b>\$902,030</b>	<b>\$651,000</b>

## RESOLUTION NO. UR-2023.01

### A RESOLUTION ADOPTING THE 2023-2024 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, 2023; and

**WHEREAS**, at a meeting of the Sutherlin Urban Renewal Agency Board held on June 12, 2023, 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 12, 2023, the Sutherlin Urban Renewal Agency hereby adopts the budget for fiscal year 2023-2024 in the sum of \$1,231,822, a copy of which is now on file at City Hall.

**Section 2.** That for the fiscal year beginning July 1, 2023, the amounts for the purposes shown below are hereby appropriated:

#### General Fund-URA

Materials and services	401,000
Capital Outlay	250,000
Contingency	20
<b>Total</b>	<b>\$651,020</b>

#### Debt Services Fund-URA

Materials and Services	0
Debt Service	82,500
Contingency	498,302
<b>Total</b>	<b>\$580,802</b>

#### SUMMARY:

Materials and services	401,000
Capital Outlay	250,000
Debt Service	82,500
Contingency	498,322
<b>Total</b>	<b>\$ 1,231,822</b>

**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 \_\_\_\_, 2023**

\_\_\_\_\_  
Debbie Hamilton, Agency Chair

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder, CMC

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

The June 12, 2023, Urban Renewal Meeting, will begin at 6:30 p.m. in Civic Auditorium at 175 E Everett. The City Council meeting will follow at 7:00 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: June 12, 2023 6:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84087552838?pwd=Z3lpaDlVcFh3MWloM3huTGpFUjRkUT09>

Meeting ID: 840 8755 2838

Passcode: 921846

Find your local number: <https://us06web.zoom.us/j/kcD0sMOetU>



## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Wednesday, June 7, 2023 1:40 PM  
**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:** Sutherlin URA & City Council Meeting Agendas  
**Attachments:** URA Agenda 6.12.23.pdf; CC JUNE 12, 2023 AGENDA.pdf

Good afternoon. Attached are the agendas for Urban Renewal and City Council for June 12, 2023.



**Melanie Masterfield, CMC**  
*Deputy City Recorder/Community Engagement Manager*  
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