

REGULAR MEETING MINUTES  
SISTERS URBAN RENEWAL AGENCY BOARD  
520 E. CASCADE AVENUE  
APRIL 09, 2015

**MEMBERS PRESENT:**

Chris Frye	Board Chair
McKibben Womack	Board Member
David Asson	Board Member
Wendy Holzman	Board Member
Nancy Connolly	Board Member

**STAFF PRESENT:**

Andrew Gorayeb	Agency Manager
Steve Bryant	City Attorney
Patrick Davenport	CDD Director
Lynne Fujita-Conrads	Finance Office
Paul Bertagna	PW Director
Darcy Reed	Associate Planner
Kathy Nelson	Agency Recorder

**I. CALL TO ORDER**

The meeting was called to order by Chair Frye at 8:12 p.m.

**II. AGENCY BUSINESS**

**A. Discussion and Consideration of a Motion to Award Façade Improvement Grants**

**Associate Reed** stated she was in attendance to answer any questions relating to the applications for Urban Renewal grants the Council had discussed on two previous occasions.

**Board Member Connolly** asked if there would be a balance at the end of the seven year term of the loan. **Mayor Frye** explained if the City paid as much as allowed, taking the prepayment penalty into account, at the end of the seven years, the City would owe approximately \$250,000 and still have reserves of \$50,000. He stated the City would have one year to refinance its debt. He added that was assuming the Urban Renewal Board approved all the applications before them this evening. **Finance Officer Fujita-Conrads** stated if the agency did not approve the grants, the extra \$100,000 would go towards paying off as much as possible of the loan as per the prepayment provisions. She stated the provision allowed the City to pay up to an additional 10% on the principal balance for the first three years without penalty.

**Board Member Connolly** stated one applicant had remarked that what the Board Members were doing might not be legal but after looking over all the documents related to the grant applications, she didn't agree and asked City Attorney Bryant to comment. **City Attorney Bryant** replied she was correct and the grant awards amounts were at the Board's discretion.

**Finance Officer Fujita-Conrads** reported that the Debt Service Fund was anticipated to have a balance of \$280,000 at the end of the fiscal year. She stated next year the City could make a principal payment of approximately \$188,000 without penalty.

**Board Member Connolly** stated she had researched how urban renewal funds had been used for past projects such as Fir Street Park and the paving around Village Green Park. She

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stated the City needed another \$60,000 to complete paving all around Village Green Park and asked if the City had another funding source to do so. **Director Bertagna** explained it was a matter of prioritization and before the Board allocated funds to pave the Elm Street side of Village Green Park, he would recommend taking it to the Urban Forestry Board, City Parks Advisory Board and public for comment. He stated there were a number of trees on the Elm Street side and paving could damage those trees. He stated if the project was approved, there were other funding options such as the Street Fund. **Board Member Connolly** stated it would be her preference to not carry the debt past the 20 year term of the urban renewal agency and **Board Chair Frye** agreed.

The **Board** discussed all the projects and decided some did not qualify per the criteria. The **Board** decided to limit the grant amounts to 25% of the total cost of the project for those projects they felt did qualify which reduced the total amount to be granted to \$42,480.25. **Finance Officer Fujita-Conrads** explained that applicants had one year to use their grant funds from the time they signed their agreement. **Manager Gorayeb** added there were still grant funds available for trash enclosures

*Board Member Holzman moved to approve the grants as amended, deny grants to three applicants, condition one grant to make a fence lower and reduce the amount granted to 25% of the project cost for a total of \$42,480.25. Board Member Womack seconded the motion. The motion carried unanimously.*

**III. ADJOURN** -8:47 p.m.

Respectfully submitted,

  
Kathy Nelson, Agency Recorder

  
Chris Frye, Board Chair