

REGULAR MEETING MINUTES  
SISTERS URBAN RENEWAL AGENCY BOARD  
520 E. CASCADE AVENUE  
MAY 07, 2015

**MEMBERS PRESENT:**

Chris Frye Board Chair  
David Asson Board Member  
Nancy Connolly Board Member

**ABSENT:**

Wendy Holzman Board Member

**STAFF PRESENT:**

Andrew Gorayeb Agency Manager  
Lynne Fujita-Conrads Finance Office  
Patrick Davenport CDD Director  
Paul Bertagna PW Director  
Darcy Reed Associate Planner

**ABSENT:**

Kathy Nelson Agency Recorder

**I. CALL TO ORDER**

The meeting was called to order by Chair Frye at 9:00 p.m.

**II. AGENCY BUSINESS**

**A. Discussion and Consideration of a Motion to Award a Design Assistance Façade Improvement Grant**

**Associate Planner Reed** explained that due to a clerical error the \$500 design assistance grant that should have been given to Life Love Yoga had not been and this action was to fix the oversight.

*Board Member Connolly moved to award a design assistance façade improvement grant. Board Member Asson seconded the motion. The motion carried unanimously.*

**B. Discussion and Consideration of a Motion to Amend the 2015 URA Contracts for Eligible Projects Between the City of Sisters Urban Renewal Agency and Applicants for Façade Improvement Grants to Allow Applicants to Modify their Scope of Work**

**Associate Planner Reed** stated the motion would allow façade grant applicants to reduce the scope of work for their projects to not less than 50% of the grant they would receive from the City. She explained that some applicants were unable to pay for the additional cost of their project when the grant awards were decreased to just 25% instead of the 50% match the applicants were hoping for. She stated this would allow some flexibility for the applicants to still complete a portion of their project but perhaps not all components of the proposed project. She confirmed that applicants could not add to or change the scope of work other than to reduce it and the City could still only be paying a maximum of up to 50% of the project cost.

**Board Member Connolly** asked how applicants would find out about the ability to change the scope of work for their projects and **Planner Reed** replied she would notify the applicants. She added the applicants would all need to sign a contract agreement in order to

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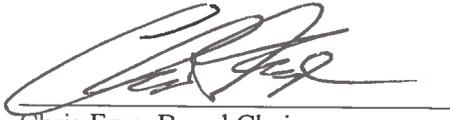
move forward with their projects. She stated she had two emails to add to the record regarding the urban renewal grants from Dennis Schmidding and Ken Scott.

*Board Member Asson moved to amend the 2015 URA contracts for eligible projects between the City of Sisters Urban Renewal Agency and applicants for façade improvement grants to allow applicants to modify their scope of work. Board Member Connolly seconded the motion. The motion carried unanimously.*

**III. ADJOURN – 9:15 p.m.**

Respectfully submitted,

  
Kathy Nelson, Agency Recorder

  
Chris Frye, Board Chair