



## CITY OF LA PINE URBAN RENEWAL AGENCY MEETING MINUTES

Tuesday, February 05, 2019

**3:00 p.m. Regular Session**

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Vicki Russell as Vice Chair opened the meeting at 3:04pm

2. Establish Quorum

Present: Vicki Russell, Andrea Hine, Jean Spetter-Sutton, Donald Greiner and Michael Harper

Absent w/ Prior Notice: Daniel Richer and Ann Gawith

Staff Present: Melissa Bethel, City Manager and Kelly Notary, Admin Assistant

3. Pledge of Allegiance

Led by Don Greiner

4. Appointment of Chairperson and Vice Chairperson

Chair Appointment: Andrea Hine made a motion to nominate Vicki Russell as Chair. Don Greiner seconded. No objections, unanimously approved.

Vice Chair Appointment: Don Greiner made a motion to nominate Michael Harper as Vice Chair. Vicki Russell seconded. No objections, unanimously approved.

5. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the Urban Renewal Agency.

6. Approval of December 04, 2018 Meeting Minutes

Andrea Hine made a motion to approve the December 4<sup>th</sup>, 2018 minutes. Jean Spetter-Sutton seconded. No objections, unanimously approved.

7. Discussion and Resolution of the La Pine Urban Renewal Agency Establishing and Adopting a Façade Improvement Funding Program

a. Staff Report

Melissa went over the staff report in the packet and opened the floor to comments.

b. Resolution

Reviewed and notes made by committee members

Michael Harper made a motion to accept Resolution No. 2019-02 with the deletion of Section 8(b). Don Greiner seconded. No objections, unanimously approved.

c. Brochure

Reviewed brochure w/ no comments from the committee

Andrea Hine made a motion to accept the brochure as presented. Don Greiner seconded. No objections, unanimously approved.

d. Discussion on Application Selection

For this year the application process is going to be in development and Melissa will work with each person/company that would like to apply and assist them in getting an application together. This will aide in setting up guidelines for the future.

8. Other Matters: Only those matters properly added to this Agenda under line item No. 4

None

9. Public Comments

None

10. Staff Comments

Brochure will be handed out at the next Chamber meeting on 2/15/2019 and Melissa will present to the members.

Melissa asked about everyone's preference about the presentation of the brochure (i.e. glossy, professionally folded, etc.). Consensus was glossy paper, tri-fold and Notary will get quotes for review.

11. Board Member Comments

Vicki welcomed Don and Michael and feels like we are really moving in a wonderful direction.

Michael is very excited to be a part of the process and this committee.

Andrea suggests everyone take notes of names and numbers at the meeting to have contacts for follow-up.

Don is appreciative of the work that has been done to get this URA up and running so quickly.

12. Adjourn Meeting

Meeting adjourned @ 3:38pm