



CITY OF LA PINE, OREGON

URBAN RENEWAL AGENCY

Tuesday January 3rd, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/86908724712>

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

MINUTES

1. CALL TO ORDER

Meeting was called to order at 3:05 p.m. by Vicki Russell.

2. ESTABLISH QUORUM

PRESENT

Ann Gawith, Scott Asla, Andrea Hine

STAFF

Agency Director Geoff Wullschlager
SLED Executive Director Patricia Lucas
Administrative Assistant Stacie Skeeters
Administrative Assistant Amanda Metcalf

3. PLEDGE OF ALLEGIANCE

4. 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.

None.

5. APPROVAL OF MEETING MINUTES

The December 6, 2022 Meeting Minutes were unanimously approved.

6. OLD BUSINESS

1. Storefront Improvement Program (Dermatology Health Services)

The Urban Renewal Agency proposed an application fee which would cover the cost of legal review. Staff has drafted the proposed amendments for review. Dermatology Health Services must enter into a contractual agreement with the Agency, ensuring that they will follow the program provision and complete the project within a year of contract execution.

Motioned made by Ann Gawith to approve the agreement. Seconded by Scott Asla. The agreement was unanimously approved.

2. Urban Renewal Archway Project (Update)

Wullschlager updated the Urban Renewal Agency on the archway project. He stated that the project is a difficult RFP due to the break down in three different cost categories of design, fabrication and installation. The RFP will be ready by the third week in January.

3. Storefront Improvement Program (Application language – proposed amendment)

The Agency discussed the following updates for the grant application:

“If applicant is other than an individual, evidence of authorization to enter into the grant agreement (e.g., corporate resolution, partnership agreement, bylaws, and articles of incorporation or other as approved by the Urban Renewal Agency legal counsel).” This puts the financial burden of any the associated legal review of a corporate or formal entity on the agency, for action initiated by an applicant.

During the December meeting several concepts were discussed in addressing this expense and the solution of an application fee, of \$250.00 was proposed. This fee can be utilized for up to 1 (one) hour of legal expense. It was further suggested that this expense can be folded into the reimbursement funds upon the date of project disbursement, to not create a hardship for any applicant, and any additional legal fees would be at the sole expense to the applicant.

As such, within the project application the following language will be added at the terminus of the application form (proposed).

“Application Fee of \$250.00 will be assessed at disbursement of award funds and can absorbed as a reduction of overall award. This fee, when appropriate, will be used for up to 1 (one) hour of Agency legal counsel review. Any legal costs in application review incurred by La Pine Urban Renewal Agency in excess of this expense will be born solely by applicant and assessed as a reduction of overall award.”

Motion was made by Ann Gawith to approve the application language-proposed amendment. Seconded by Andrea Hine. The proposed amendment was unanimously approved.

4. NEW BUSINESS

None.

5. OTHER MATTERS

None.

6. PUBLIC COMMENTS

None.

STAFF COMMENTS:

Patricia Lucas announced that Mark Miller will submit two applications for his project. There has been no new information from the new Mexican restaurant.

BOARD MEMBER COMMENTS

Vicki Russell thanked the lighting company and Ann Gawith for the tree lighting ceremony.

ADJOURN MEETING

Colleen Scott adjourned the meeting at 3:29 p.m.

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

