



MINUTES

Wednesday, January 28, 2026
Meeting
Hybrid-Council Chambers, City Hall
Approved: April 22, 2026

Call to Order

Chair Newton called the meeting to order at 7:52 p.m.

Roll Call

Members present: Chair Steph Newton, and Members Carolyn McLeod, Marilyn Smith, Michael Thomson, Ramycia McGhee, Alex Johnson, and Chris Van Drimmelen

Members absent:

Election of 2026 Chair and Vice Chair

7:53 p.m.

VanDrimmelen moved to nominate Newton as chair. Johnson seconded the nomination. Nomination passed.
Johnson nominated McLeod as the vice-chair. Van Drimmelen seconded the nomination. Nomination passed.

Approval of Minutes:

7:54 p.m.

- November 19, 2025

MOTION: Thomson moved to approve the minutes. Smith seconded the motion which passed 7-0.

Public Comment

7:56 p.m.

Kristi Crawford and Trina Henderson accidentally signed up to provide public comment. Neither provided public comment.

Central Albany Revitalization Area (CARA) Grant Program

7:51 p.m.

Economic Development Manager Sophie Adams presented. She said the goal for this evening was for the agency to discuss materials in the packet, and give staff final direction. She said that staff took previous CARA grant materials and gave them a refresh. The program would require a match, establish maximum award amount and outline eligible projects. There are statutory and CARA-specific guidelines already in place for spending.

The ARA discussed funding totals, and possible limitations on grant amount sizes of \$50,000-\$100,000 with a full program total of \$545,000.

Adams detailed the proposed timeline of February to March for applications, April ARA meeting to hear from grant applicants and hopefully make awards. This would work out well for project completion by end of the current biennium.

The ARA discussed match amounts, application and program details and refinement to language in the materials.

MOTION: Smith move to amend proposed program to require 25% match, from grantee. Newton seconded the motion which passed 7-0.

The ARA discussed program requirements of work that has been commenced before contract award. Adams said that the best practice is to award grants on a reimbursement

basis with the work approved. She said if the work has already been completed without CARA assistance, it is difficult to make case that the grant funds are needed to incentive the project. The goal of ARA is to incentivize development and reinvestment and it ties into stewardship of public funds. Adams said that the ARA has granted funds to project based upon phases before. The first phase may be Façade, second and third could be seismic improvements. Awarding funds to start and fully complete a phase of an already ongoing project would work.

Brief discussion on holding a community open house to discuss possible projects.

MOTION: Johnson moved to establish the program. Smith seconded the motion, which passed 7-0.

Staff Updates

8:20 p.m.

None

Business from the Agency

8:20 p.m.

None

Next meeting dates

To be determined

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Reviewed by,

Signature on file

Signature on file

Erik Glover
City Recorder

Sophie Adams
Economic Development Manager

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing cityrecorder@albanyoregon.org.*