



City of Central Point
Development Commission
Agenda

Members: Hank Williams
Tanea Browning
Neil Olsen
Kelley Johnson
Melody Thueson
Michael Parsons
Rob Hernandez

June 11, 2020
6:30 p.m.

Central Point
Central Point City Hall
140 South 3rd Street
Central Point, Oregon

Staff Liaison: Chris Clayton

Meeting time, date, or location may be subject to change. Please contact the City Recorder at 541-423-1026 for additional information.

I. MEETING CALLED TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. Community Development Commission - Regular Meeting - Jan 9, 2020 6:30 PM

IV. DISCUSSION ITEMS

- A. Facade Improvement Application - Montgomery Meats(Presented by Humphrey)
- B. Development Commission Resolution No. 2020-01, Adopting the Budget, Making Appropriations, and Declaring Tax Increment for Fiscal Year 2020-21(Presented by Weber)

V. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-423-1026 (voice), or by e-mail to Deanna.casey@centralpointoregon.gov.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta publica de la ciudad por favor llame con 72 horas de anticipación al 541-664-3321 ext. 201

CITY OF CENTRAL POINT

Oregon

Community Development Commission

Regular Meeting Minutes
Thursday, January 9, 2020

I. MEETING CALLED TO ORDER

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Tanea Browning	Ward IV	Present	
Neil Olsen	Ward I	Present	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

Staff members present: City Manager Chris Clayton; Finance Director Steve Weber; Police Chief Kris Allison; Police Captain Dave Croft; Community Development Director Tom Humphrey; Principle Planner Stephanie Holtey; and City Recorder Deanna Casey.

III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Nov 14, 2019 6:15 PM

Kelley Johnson moved to approve the November 14, 2019 Community Development Commission minutes as presented.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Tanea Browning, Kelley Johnson
SECONDER:	Rob Hernandez, At Large
AYES:	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

IV. DISCUSSION ITEMS

- A. Accept Audit Report for Fiscal Year 2018-19(Presented by Weber)

Finance Director Steven Weber presented the 2018/2019 Financial Audit of the financial records. Isler CPA from Eugene rendered their opinion.

Minutes Acceptance: Minutes of Jan 9, 2020 6:30 PM (APPROVAL OF MINUTES)

Gatlin Hawkins, Isler Audit Partner stated that they have audited the financial statements for the Central Point Community Development Commission for the year ending June 30, 2019. He explained the Managements responsibilities and the Auditor’s responsibilities. In their opinion, the financial statements represent a true and accurate picture of the finances of the activities and the general fund of the Community Development Commission. There were no significant audit findings. They had full access to the records they needed to complete their work. The city makes the process easy and quick allowing them access to the records they require to do a complete audit.

City Manager Chris Clayton explained how the urban renewal district works, where the money comes from and the debt finance options. Urban Renewal is predicated on a set of goals and plan for Central Point. This provides a guide for where the funds would be spent.

Tanea Browning moved to accept the annual audit report for fiscal year 2018-19 as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tanea Browning, Ward IV
SECONDER:	Melody Thueson, Ward III
AYES:	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

V. ADJOURNMENT

Rob Hernandez moved to adjourn. Tanea Browning seconded and the meeting was adjourned at 6:46 p.m.

The foregoing minutes of the January 9, 2020, Development Commission meeting were approved by the Development Commission at its meeting of _____.

Dated:

Chair Hank Williams

ATTEST:

City Recorder

Minutes Acceptance: Minutes of Jan 9, 2020 6:30 PM (APPROVAL OF MINUTES)



City of Central Point Staff Report

ISSUE SUMMARY

TO: Community Development Commission **DEPARTMENT:**
Community Development

FROM: Tom Humphrey, Community Development Director

MEETING DATE: June 11, 2020

SUBJECT: Facade Improvement Application - Montgomery Meats

ACTION REQUIRED: Information/Direction **RECOMMENDATION:**
Approval

The Community Development Department received an inquiry from Montgomery Meats who is considering the construction of a new fixed canopy in front of their North 1st Street property. Staff asked whether they would like to participate in the City's Façade Improvement Program as added incentive to making building improvements and we are awaiting their decision.

The East Pine Street Building Façade Grant program will cover 50% of the qualifying expenses to a maximum of \$10,000. The Façade Grant program has sufficient funds to cover this and other grant applications this year.

The Council previously authorized staff to make determinations regarding the building façade grant program but this situation is unique. Staff thought it prudent to present this situation to the Development Commission in order for them to make a determination and to provide their direction. This proposal, when submitted, would be on property adjacent to but not within the boundaries of the Commercial Façade Improvement Area.

Program guidelines define facades as any portion of the exterior of a structure visible from the public right-of-way. In this case both the building and the fixed canopy would fit into that category. Unfortunately, the improvement area boundary ends at the alley between Front and North 1st Streets (refer to Attachment 1). This property is located on the North 1st Street side of the alley.

If the Development Commission favors expanding the limits of the Façade Improvement Area then planning staff will accept and application(s) and administer the grant funds.

ATTACHMENTS:

1. ATTACHMENT 6-11-20 Montgomery Meats



Attachment: ATTACHMENT 6-11-20 Montgomery Meats (1279 : Facade Improvement Application - Montgomery Meats)



City of Central Point

Staff Report

ISSUE SUMMARY

TO: Community Development Commission **DEPARTMENT:** Finance

FROM: Steven Weber,

MEETING DATE: June 11, 2020

SUBJECT: Development Commission Resolution No. 2020-01, Adopting the Budget, Making Appropriations, and Declaring Tax Increment for Fiscal Year 2020-21

ACTION REQUIRED:

Motion
Public Hearing
Resolution

RECOMMENDATION:

Approval

BACKGROUND INFORMATION:

On April 9, 2020, the Central Point Development Commission Budget Committee met to review the proposed budget. After some discussion, the budget was approved to move forward to the Board of Directors for formal adoption.

FINANCIAL ANALYSIS:

The appropriations approved for the 2020-21 fiscal year budget are as follows:

General Fund

Materials & Services	\$	57,150
Capital Outlay	\$	85,000
Debt Service	\$	514,005
Contingency	\$	50,000
Ending Fund Balance	\$	469,245
Total General Fund	\$	<u>1,175,400</u>

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

STAFF RECOMMENDATION:

Make a motion to approve the resolution as presented.

RECOMMENDED MOTION:

I move to approve Resolution No. 2020-01 a resolution adopting the budget for the fiscal year 2020-21, making appropriations and declaring tax increment.

ATTACHMENTS:

1. Resolution 2020-01

Resolution No. 2020-01

**BEFORE THE
CENTRAL POINT DEVELOPMENT COMMISSION
A
RESOLUTION ADOPTING THE BUDGET, MAKING
APPROPRIATIONS,
AND DECLARING TAX INCREMENT**

The Central Point Development Commission resolves as follows:

Section 1. The budget for fiscal year 2020–21 in the total of \$1,175,400 is adopted. This budget is now on file at the City of Central Point Finance Offices, 140 South Third Street, Central Point, OR 97502.

Section 2. The amounts for the fiscal year beginning July 1, 2020; and for the purposes shown below are appropriated:

GENERAL FUND	
Personal Services	\$0
Materials & Services	\$57,150
Capital Outlay	\$85,000
Debt Service	\$514,005
Contingency	\$50,000
Ending Fund Balance	\$469,245
TOTAL GENERAL FUND	\$1,175,400

Section 3. The Board of Directors certify to the county assessor a request for the Downtown & East Pine Street Corridor Revitalization Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 11th day of June, 2020.

Hank Williams, Chair
Central Point Development Commission

ATTEST

Deanna Casey, Recorder

Attachment: Resolution 2020-01 (1276 : Adopting Budget for Fiscal Year 2020-21)