



City of Central Point  
**Development Commission**  
Agenda

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

**August 13, 2020**  
**6:30 p.m.**

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

Staff Liaison: Chris Clayton

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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 - Jun 11, 2020 6:30 PM

**IV. DISCUSSION ITEMS**

A. Resolution No. \_\_\_\_\_, A Resolution of the Central Point Development Commission Approving a Transfer of Appropriations(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](mailto: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, June 11, 2020

### I. MEETING CALLED TO ORDER

### II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Taneea 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; Community Development Director Tom Humphrey; Information Technology Director Jason Richmond; and City Recorder Deanna Casey.

This was a virtual meeting via ZOOM. Council member Rob Hernandez lost connection around 6:45 pm. He drove to the Council Chambers to be present for the 7:00 pm Council meeting.

### III. APPROVAL OF MINUTES

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

**Kelley Johnson moved to approve the Minutes as presented.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kelley Johnson, Ward II
<b>SECONDER:</b>	Michael Parsons, At Large
<b>AYES:</b>	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

### IV. DISCUSSION ITEMS

- A. Façade Improvement Application - Montgomery Meats(Presented by Humphrey)

Community Development Director Tom Humphrey stated that Montgomery Meats is considering the construction of a new fixed canopy in front of their N. 1<sup>st</sup> Street property. Staff asked if they would like to participate in the City's Façade Improvement Program. The Building Façade Grant program will cover 50% of the

Minutes Acceptance: Minutes of Jun 11, 2020 6:30 PM (APPROVAL OF MINUTES)

qualifying expenses to a maximum of \$10,000. The program has sufficient funds to cover this and other grant applications this year.

The Commission has given the department authorization to approve most applications for the program. However this building is just outside the current boundaries. The current boundary line goes down the alley in back of the building. Staff is asking the council to reconsider the boundaries to include businesses on the west side of N. 1<sup>st</sup> Street from Pine Street to Laurel Street.

Commission members stated they are in favor of moving the boundary to N. 1st Street to allow for all businesses to qualify for the program allowing the Planning Department to approve when appropriate.

**Michael Parsons moved to authorize the Façade Improvement Application for Montgomery Meats and move the boundary for the City’s Façade Improvement Program to include the businesses on the west side of N. 1<sup>st</sup> Street between Pine Street and Laurel Street.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Parsons, At Large
<b>SECONDER:</b>	Taneea Browning, Ward IV
<b>AYES:</b>	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

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

Finance Director Steven Weber explained that the Development Commission Budget Committee met on April 9th to review the proposed budget. The budget was approved to move forward for Board of Directors formal adoption.

City Manager Chris Clayton explained that they have been working on available grants to be used to help businesses during this pandemic. One opportunity requires matching funds but they do not want to use the General Fund and are working on alternatives so that we can still help the businesses in Central Point recover from their recent closures. Staff is working on criteria and an application process that will be brought before the commission for approval. If we are able to receive any of the funds we may be returning to the Commission with a supplemental budget adjustment.

**Kelley Johnson moved to approve Resolution 2020-01 A Resolution Adopting the Budget, Making Appropriations, and Declaring Tax Increment.**

Minutes Acceptance: Minutes of Jun 11, 2020 6:30 PM (APPROVAL OF MINUTES)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kelley Johnson, Ward II
<b>SECONDER:</b>	Michael Parsons, At Large
<b>AYES:</b>	Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

**V. ADJOURNMENT**

**Tanea Browning moved to Adjourn.** Michael Parsons seconded and the meeting was adjourned at 6:55 p.m.

The foregoing minutes of the June 11, 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 Jun 11, 2020 6:30 PM (APPROVAL OF MINUTES)



# City of Central Point

## Staff Report

### ISSUE SUMMARY

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

**FROM:** Steven Weber,

**MEETING DATE:** August 13, 2020

**SUBJECT:** Resolution No. \_\_\_\_\_, A Resolution of the Central Point Development Commission Approving a Transfer of Appropriations

**ACTION REQUIRED:** Resolution      **RECOMMENDATION:**  
Approval

#### **BACKGROUND INFORMATION:**

ORS 294.463 (1) allows that transfers of appropriations may be made within in a fund when authorized by ordinance or resolution of the governing body. The ordinance or resolution must state the need for the transfer, the purpose for the authorized expenditure, and the amount transferred.

During the fiscal year 2020-21 budget adoption process at the June 11, 2020 Commission meeting, staff discussed a dollar for dollar matching emergency small business assistance grant opportunity through Business Oregon. After some discussion, the Board directed staff to apply for the grant and that \$50,000 of contingency could be used as matching funds if the grant was awarded.

On July 23<sup>rd</sup>, staff received a notice of intent to award letter from Business Oregon stating that the grant proposal was approved. Contingency funds will be transferred to the Materials & Services budget category to make a \$50,000 grant to the City as matching funds for the emergency small business assistance grant program, which will be reimbursed through CARES Act funding.

#### **FINANCIAL ANALYSIS:**

N/A

#### **LEGAL ANALYSIS:**

N/A

#### **COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:**

N/A

#### **STAFF RECOMMENDATION:**

Approve resolution as presented

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**RECOMMENDED MOTION:**

I move to approve Resolution No. 2020-02, a resolution of the Central Point Development Commission approving a transfer of appropriations.

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**ATTACHMENTS:**

1. RESO Transfer of Appropriations - FY2020-21

RESOLUTION NO. 2020-02

A RESOLUTION OF THE CENTRAL POINT DEVELOPMENT COMMISSION  
APPROVING A TRANSFER OF APPROPRIATIONS

Recitals:

- A. ORS 294.463 (1) allows that transfers of appropriations may be made within in a fund when authorized by ordinance or resolution of the governing body. The ordinance or resolution must state the need for the transfer, the purpose for the authorized expenditure, and the amount transferred.
- B. During the fiscal year 2020-21 budget adoption process at the June 11, 2020 Commission meeting, the Board was made aware of an emergency small business assistance grant program through Business Oregon. After some discussion staff was directed by the Board to apply for the grant and that \$50,000 contingency could be used as matching funds if the grant application was approved by Business Oregon.
- C. On July 23<sup>rd</sup>, staff received a notice of award letter from Business Oregon stating that the grant proposal was approved. Contingency funds will be transferred to the Materials & Services category to make a \$50,000 grant to the City as matching funds for the emergency small business assistance grant program which will be reimbursed through CARES Act funding.

The Central Point Development Commission resolves as follows:

Section 1.

	<u>Appropriation</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Adjusted Appropriation</u>
<b>General Fund</b>		<b>\$ 1,175,400</b>	<b>\$ 1,175,400</b>	
Materials & Services	\$ 57,150		\$ 50,000	\$ 107,150
Contingency	\$ 50,000		\$ (50,000)	\$ -
<b>General Fund - Revised</b>		<b>\$ 1,175,400</b>	<b>\$ 1,175,400</b>	

Passed by the Council and signed by me in authentication of its passage this 13th day of August 2020.

\_\_\_\_\_  
 Hank Williams, Chair  
 Central Point Development Commission

ATTEST

\_\_\_\_\_  
 Deanna Casey, Recorder

Attachment: RESO Transfer of Appropriations - FY2020-21 (1300 : Transfer of Appropriations)