

CITY OF CENTRAL POINT

Oregon

Community Development Commission

Regular Meeting Minutes
Thursday, January 27, 2022

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	Remote	
Kelley Johnson	Ward II	Present	
Melody Thueson	Ward III	Present	
Michael Parsons	At Large	Present	
Rob Hernandez	At Large	Present	

Also present: City Manager Chris Clayton; Finance Director Steven Weber; City Attorney Sydnee Dreyer; IT Director Jason Richmond; and Account Specialist Rachel Neuenschwander.

III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Sep 23, 2021 6:00 PM

Tanea Browning moved to approve the Minutes as presented.

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Tanea Browning, Ward IV

SECONDER: Melody Thueson, Ward III

AYES: Williams, Browning, Olsen, Johnson, Thueson, Parsons, Hernandez

IV. DISCUSSION ITEMS

- A. Resolution No. 2022 - _____, A Resolution of the Central Point Development Commission Adopting Findings Authorizing an Exemption from Competitive Solicitation for Sole Source Procurement and Awarding a Contract to Elaine Howard Consulting (Presented by Dreyer)

City Manager Chris Clayton presented the approval of a contract with Elaine

Howard Consulting, LLC to pursue a significant amendment to its Urban Renewal plan adding property and projects and make other updates. The project includes hearings before the Planning Commission; City Council; consultation with taxing districts; and public involvement.

The City is seeking a sole source exemption from competitive solicitation to award the contract to Elaine Howard Consulting, LLC, based on the determination that the consultant has more than 30-years' experience assisting Oregon jurisdictions in such matters, and has been used by neighboring cities. in pursuing similar matters. The 2021-2022 City of Central Point Development Commission Budget includes a \$50,000 appropriation for professional services. The proposed consulting contract would be funded from the current year professional services budget line item.

The Development Commission may authorize a sole source exemption upon a finding that the professional services are available from only one source or other factors or circumstances that support the conclusion that the services are available from only one source.

Kelley Johnson moved to approve Resolution No 2022-01 A Resolution of the Central Point Development Commission Adopting Findings Authorizing an Exemption from Competitive Solicitation for Sole Source Procurement and Awarding a Contract to Elaine Howard Consulting.

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

V. ADJOURNMENT

Mike Parsons moved to adjourn the meeting. All said aye and the meeting was adjourned at 6:40 p.m.

The foregoing minutes of the January 27, 2022, Development Commission meeting were approved by the Development Commission at its meeting of March 10, 2022.

Dated: 3/10/22


Chair Hank Williams

ATTEST:

