

**CITY OF CENTRAL POINT  
Development Commission Minutes  
December 8, 2016**

**I. REGULAR MEETING CALLED TO ORDER**

Chair, Mayor Hank Williams opened the meeting at 6:00 p.m.

**II. ROLL CALL**

Chair: Mayor Hank Williams

Commission Members: Bruce Dingler, Rick Samuelson, Brandon Thueson, Tanea Browning, Allen Broderick, and Mike Quilty were present.

City Manager Chris Clayton; Planning Manager Don Burt; and Community Planner I Molly Bradley, Community Planner Stephanie Holtey, IT Director Jason Richmond, Finance Director Steve Weber and Parks and Public Works Director Matt Samitore were also present.

**III. APPROVAL OF JUNE 9, 2016 MINUTES**

**Mike Quilty moved to approve the June 9, 2016 Development Commission minutes as presented.** Tanea Browning seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

**IV. DISCUSSION ITEMS**

**A. Fiscal Year 2016/17 Budget**

Planning Manager Don Burt explained that the City has received the Tax Assessors Notification of Taxes to be received in the amount of \$203,025 for FY 2016-2017. After adjusting for the difference between the budgeted and certified tax increment revenue and actual Beginning Cash Balance there is an approximate \$25,000 net loss in budgeted revenue. According to the Tax Assessors office the low growth in tax increment revenue was due to reductions in the utility account and a correction in last year's revenue on the part of the Oregon Department of Revenue.

Mr. Burt presented a power point with tables explaining the difference in budget resources and comparisons. The recommended action would be to adjust expenditures as necessary to complete Final Engineering for the East Pine Streetscape project and maintain a balanced budget. There was discussion regarding the need to complete the final engineering for the Streetscape project. As we get closer to construction we can adjust address project if needed.

No action is needed at this time.

**V. BUSINESS**

**A. Consideration of Resolution No. 2016-06, accepting the Preliminary Design Plans for the East Pine Streetscape Project and Authorizing the Urban Renewal Director to enter into a modified General Services Agreement with Adkins Engineering for Preparation of Final Engineered Plans for the East Pine Streetscape Project.**

Mr. Burt explained that the proposed resolution officially approves the preliminary design for the East Pine Streetscape Project. The design has been publically reviewed at several open houses and public hearings. The consensus was that the Preliminary Design was acceptable to the Development Commission and the Community. Approval of the preliminary design does not eliminate the ability to make minor adjustments to the design during final engineering stages

The next step in the design process is the preparation of final engineered plans and construction documentation. When the design contract was awarded it included final engineered plans for one phase only at an estimated cost of \$99,000. Preparation of final engineering plans for the entire project scope will necessitate modification of the contract to include additional funds for the final engineering task. To complete the final engineering task Adkins is proposing a fee adjustment for a total of \$360,000 to complete the final engineering task for the entire project scope.

Approval of the proposed resolution does not authorize costs, phasing or construction scheduling. Phasing and construction scheduling will be addressed as a separate item.

**Allen Broderick moved to approve Resolution No. 2016-06, accepting the Preliminary Design Plans for the East Pine Streetscape Project and Authorizing the Urban Renewal Director to enter into a modified General Services Agreement with Adkins Engineering for Preparation of Final Engineered Plans for the East Pine Streetscape Project.** Mike Quilty seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Tanea Brown, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

**B. Consideration of Resolution No. 2016-07, Authorizing the Urban Renewal Director to Proceed with Funding Options for the East Pine Streetscape Project.**

Mr. Burt explained that the Commission explored a range of cost estimates, and funding/financing options for construction of the East Pine Streetscape Project. It was agreed in November that the preference was to fund and construct the Project in a single phase. It was also agreed that the Development Commission should pursue participation with the City in using the pending Water Reservoir Bond refinancing as a source of funding for this project.

As discussed in November even with the savings provided by the Reservoir Bond the Commission would still need funding assistance from the Water and Street

Utility Funds for the water line replacement and traffic signal components. At that time the Commission was still willing to continue investigation and analysis of the Bond as a funding source, and that closure of the funding gap will be a continued discussion to be had prior to finalization of any funding commitments.

It has been explained that the Reservoir Bond is a time sensitive item given the current state of the general economy and the upward creep of interest rates and costs of construction. This opportunity needs to be aggressively pursued at this time. The Development Commission will need to enter into a written agreement with the City addressing the extent of the Development Commission's debt obligations and responsibility.

There was discussion regarding borrowing money that the Development Commission is not sure they can pay back or when they will be able to pay it back. Is it really necessary to complete all the stages at one time, or should they be phased in so that the Commission isn't borrowing money from the Water and Street Funds for what some thing would be of little benefit to Central Point. It was commented that the Downtown needs to be improved sooner than later as the costs will only continue to rise. The proposed streetscape will be a benefit to all the businesses downtown and give our citizens an inviting place to stay and shop.

**Brandon Thueson moved to approve Resolution No. 2016-07, Authorizing the Urban Renewal Director to Proceed with Funding Options for the East Pine Streetscape Project.** Bruce Dingler seconded. Roll call: Hank Williams, yes; Bruce Dingler, yes; Taneea Browning, yes; Brandon Thueson, yes; Allen Broderick, yes; Rick Samuelson, yes; and Mike Quilty, yes. Motion approved.

**C. Consideration of a Resolution Approving a Historic Façade Grant for the Property at 411-415 East Pine Street, Rhonda Broderick, Applicant.**

Council Member Allen Broderick explained an actual conflict of interest because the application under discussion for façade reimbursement is for his wife. He stepped down from the dais and left the Council Chambers.

Mr. Burt explained that the Development Commission has received an application for a Historic Façade Improvement Grant for the property at the northeast corner of East Pine and Fourth Street. Staff has not had time to complete a review of the application and is requesting that this item be continued to the January meeting for consideration.

There was discussion regarding the types of improvements that do not currently follow the Historic Façade Guidelines. There is concern among other businesses that this building would be considered when theirs had been denied reimbursement for the use of corrugated metal. There was discussion about removing the Historic requirement to the program in order to allow more options in the downtown.

This item will return to the Commission in January for further discussion.

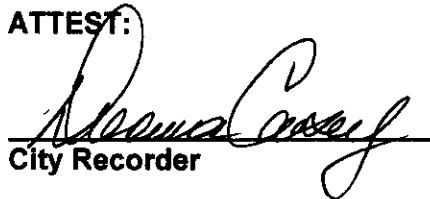
**VI. ADJOURNMENT**

Brandon Thueson moved to adjourn, Rick Samuelson seconded. All said "aye" and the meeting was adjourned at 6:32 p.m.

Dated: 1/27/17

  
Chair Mayor Hank Williams

ATTEST:

  
City Recorder