



City of Central Point
Development Commission
Agenda

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

July 8, 2021
6:30 AM

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 - Jun 24, 2021 6:00 PM

IV. DISCUSSION ITEMS

A. Accept Fiscal Year 2019-20 Audit Report(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, June 24, 2021

I. MEETING CALLED TO ORDER

II. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Remote	
Tanea Browning	Ward IV	Remote	
Neil Olsen	Ward I	Late	6:15 PM
Kelley Johnson	Ward II	Remote	
Melody Thueson	Ward III	Excused	
Michael Parsons	At Large	Remote	
Rob Hernandez	At Large	Remote	

Staff members present: City Manager Chris Clayton; City Attorney Sydnee Dreyer; Finance Director Steve Weber; Police Captain Dave Croft; Parks and Public Works Director Matt Samitore; Community Development Director Tom Humphrey; Planning Department Director Stephanie Holtey; and City Recorder Deanna Casey.

III. APPROVAL OF MINUTES

- A. Community Development Commission - Regular Meeting - Apr 22, 2021 6:00 PM

Mike Parsons moved to approve the minutes as presented.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Kelley Johnson, Ward II
AYES:	Williams, Browning, Johnson, Parsons, Hernandez
ABSENT:	Neil Olsen
EXCUSED:	Melody Thueson

IV. DISCUSSION ITEMS

Minutes Acceptance: Minutes of Jun 24, 2021 6:00 PM (APPROVAL OF MINUTES)

- A. Public Hearing Development Commission Resolution No. 2021-____, Adopting the Budget, Making Appropriations, and Declaring Tax Increment for Fiscal Year 2021-22(Presented by Weber)

Finance Director Steven Weber presented the Resolution to approved the proposed budget for the Central Point Development Commission Budget for the Fiscal Year 2021-22. The Budget Committee recommended approval of the budget and there have been no changes to that recommendation.

Chairman Hank Williams opened the Public Hearing. No one came forward and the public hearing was closed.

Kelley Johnson moved to approve Resolution No. 2021-01 Adopting the Budget, Making Appropriations, and Declaring Tax Increment.

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

- B. Resolution No. 2021 - _____, Modifying the East Pine Street Building Façade Grant Program Revisions(Presented by Humphrey)

Community Development Director Tom Humphrey reminded the Commission at its last meeting they received a request from a business owner to fund the entirety of an awning totaling \$1,740. The property owner supported the improvement but was not willing to pay for the awning. The Building Façade Grant program normally covers 50% of qualifying expenses initiated by a property owner to a maximum of \$10,000.

The Commission made an exception to the Façade Program guidelines in this case as a business incentive for the renter who has made other independent improvements to the building. At that time a suggestion was made to revise the program to offer grants up to \$2,500 outright as further incentive to businesses in order to stimulate overall improvements in the qualification area. This would be a one-time grant offered per property with the intention of attracting further investment by the property owner.

The map has been updated to include properties on North 1st. Staff felt it was important to update the map with the new boundaries with this round of program revisions. There was discussion regarding moving the boundary from the alleys along Pine Street to a block on both sides. Staff reminded the commission that they would have the authority to make concessions for properties outside the boundary if necessary.

Minutes Acceptance: Minutes of Jun 24, 2021 6:00 PM (APPROVAL OF MINUTES)

Michael Parsons moved to approve Development Commission Resolution 2021-02, Modifying the East Pine Street Building Façade Grant Program Revisions.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Parsons, At Large
SECONDER:	Rob Hernandez, At Large
AYES:	Williams, Browning, Olsen, Johnson, Parsons, Hernandez
EXCUSED:	Melody Thueson

V. ADJOURNMENT

Michael Parsons moved to adjourn the meeting at 6:30 p.m.

The foregoing minutes of the June 24, 2021, 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 24, 2021 6:00 PM (APPROVAL OF MINUTES)



City of Central Point Staff Report

ISSUE SUMMARY

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

FROM: Steven Weber,

MEETING DATE: July 8, 2021

SUBJECT: Accept Fiscal Year 2019-20 Audit Report

ACTION REQUIRED: Motion **RECOMMENDATION:**
Approval

BACKGROUND INFORMATION:

In accordance with Oregon Revised Statutes 297.425 as specified in Oregon Administrative Rules 162-10-000 through 162-010-320 of the Minimum Standards for Audits of Municipal Corporations, an audit of the financial records of the Central Point Development Commission for the fiscal year 2019-20 was required.

The accounting firm of Isler CPAs from Eugene performed the audit of the fiscal year 2019-20 and rendered the opinion that the financial statements present fairly, in all material aspects, the respective financial position, changes in financial position, and respective budgetary comparison of the Central Point Development Commission.

Due to the COVID-19 pandemic and the inability to have the auditors perform their work onsite at City Hall, multiple delays have led to the audit report being presented later than prior years.

FINANCIAL ANALYSIS:

N/A

LEGAL ANALYSIS:

N/A

COUNCIL GOALS/STRATEGIC PLAN ANALYSIS:

N/A

STAFF RECOMMENDATION:

Accept the fiscal year 2019-20 audit report as presented.

RECOMMENDED MOTION:

I move to accept the fiscal year 2019-20 audit report as presented.