



MADRAS REDEVELOPMENT COMMISSION

125 SW "E" Street Madras, OR 97741
Phone: 541-475-2344 Fax: 541-475-7061

Agenda

City Hall
Council Chambers

July 13, 2016
5:30 P.M.

1. Call to Order
2. Consent Agenda
 - A. Adoption of Agenda
 - B. Approval of June 22, 2016 MRC Meeting Minutes
 - C. Approval of July Vouchers
3. Visitors Comments
4. Commercial Development Recruitment:
 - A. Local Commercial Development Recruitment Specialist Services Status Report
 - B. The Retail Coach National Retailer Status Report

Nicholas Snead, Community Development Director
5. Commissioner Request to Develop Special Public Contracting Rules for the Madras Redevelopment Commission

Nicholas Snead, Community Development Director
6. Authorization of Sidewalk Repair Funds from FY 2016-17 MRC Budget

Nicholas Snead, Community Development Director

7. Reports:
 - A. US Highway 97/J Street Hanging Flower Baskets
 - B. Potter Property Blight Removal Update

Nicholas Snead, Community Development Director

8. Additional Discussion

9. Adjourn

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the Madras Redevelopment Commission to consider additional subjects. Meetings are subject to cancellation without notice. This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Madras Redevelopment Commission. **Anyone wishing to address the Commission will need to register prior to the meeting.** The meeting will be audio taped; minutes of this and all public meetings are available for review at the Madras City Hall. The meeting place is handicapped accessible; those needing assistance please contact the City of Madras Community Development two (2) days in advance of the meeting.

City of Madras
Madras Redevelopment Commission
Special Meeting
June 22, 2016

I. Call to Order

The Madras Redevelopment Commission Special meeting was called to order by Vice Chair Tom Brown at 5:30 p.m. on Wednesday June 22, 2016 in the Madras City Council Chambers.

Members in Attendance:

Chuck Schmidt
Royce Embanks
Don Reeder
Tom Brown
Doeshia Jacobs
Blanca Reynoso

Members Absent Were:

Doug Lofting
There are two membership vacancies.

Staff Members in Attendance:

Nick Snead
Michele Quinn
Kristal Hughes
Gus Burrell

Visitors

No visitors

II. Consent Agenda

- A. Adoption of Agenda
- B. June 1, 2016 MRC Meeting Minutes

A MOTION WAS MADE BY CHUCK SCHMIDT TO APPROVE THE CONSENT AGENDA. THE MOTION WAS SECONDED BY COMMISSIONER ROYCE EMBANKS AND PASSED UNANIMOUSLY. 6/0

III. Visitor Comments None.

IV. Authorization of Sidewalk Repair Funds from FY 2015-16 MRC Budget

Community Development Director Nicholas Snead explained to the Commission that the City did not receive the anticipated amount of grant applications for the program. Business owners were having difficulty getting contractors to give quotes for the sidewalks. The Public Works Department went out and identified the sidewalks that were in the greatest need for repair. The Public Works Department would like to use the MRC's money to have one contractor go through downtown and repair several sidewalks. Staff is asking for your formal authorization.

Commissioner Reeder asked about the work that has already been done is this going to be ratification?

Community Development Director Nicholas Snead explained that there hasn't been any grant funds awarded from the MRC.

Commissioner Reeder said since you are talking about the repair that was done outside of our office I will declare a conflict on that respect.

City Administrator Gus Burril told the Commission that we had budgeted for MRC and we also took it to City Council, but I don't remember if we took it to MRC to say are you ok for these sidewalk areas. Some of these sidewalks are started and several are still getting done this month. We are close to ratification but you did budget for this year towards the sidewalk grant program. The goal was to be in a 50/50 format with the Street Fund and the MRC for their portion.

Community Development Director Nicholas Snead told the Commission after July 1, 2016 our fiscal 2016-2017 budget also has \$10,000 dollars for sidewalk repair. We will likely come back to you and request authorization so we can use the MRC funds with the City's funds for additional sidewalk repair.

There was a discussion about if there will be new tree grates put around the trees, there was a continued discussion about the sidewalks and how the businesses are receiving the repairs.

A MOTION WAS MADE BY CHUCK SCHMIDT TO APPROVE THE DOWNTOWN SIDEWALK REPLACEMENT PROJECT IN THE AMOUNT OF \$10,000. THE MOTION WAS SECONDED BY COMMISSIONER BLANCA REYNOSO AND PASSED UNANIMOUSLY. 5/0 DON REEDER ABSTAINED DUE TO A CONFLICT OF INTEREST.

V. Resolution No. MRC 2016-04

Community Development Director Nicholas Snead told the Commission this resolution is to transfer \$5,000.00 from the MRC's reinvestment fund to material and services. This \$5,000 will be used to hire an irrigation contractor to extend the irrigation up through the new decorative light poles that were installed in the US 97 J Street Project. This will allow the 31 flower baskets that we have purchased, to be irrigated through the automated irrigation system that was also installed during that project. Staff did solicit for 3 quotes and the lowest bidder was for \$4,200 dollars and we will use the whole \$5,000.00 in case there are any overages.

Commissioner Doeshia Jacobs asked if the irrigation was part of the project when they installed the poles.

Community Development Director Nicholas Snead told the Commission we did discuss this in March or April. If you recall the US 97 J Street Project planned to only extend the irrigation up through the base of the poles. The original plan was to have the Public Works Department complete that work however due to the project being completed and transferred to the City in a much later time than expected. The Public Works Department is unable to do that so we need to hire a contractor, so the flowers we purchased can have the irrigation.

A MOTION WAS MADE BY ROYCE EMBANKS TO APPROVE THE RESOLUTION 2016-04 TO AUTHORIZE A TRANSFER OF APPROPRIATIONS WITHIN A FUND FOR FISCAL YEAR 2015-2016. THE MOTION WAS SECONDED BY COMMISSIONER CHUCK SCHMIDT AND PASSED UNANMOUSLY. 6/0

VI. Resolution No. MRC 2016-05

Community Development Director Nicholas Snead explained to the Commission that in the June 1st meeting we approved the budget however on passing of that budget. Staff realized we did not provide proper notice in the newspaper. This will supersede and replace Resolution MRC 2016-03 to ensure we have properly adopted the budget.

City Administrator Gus Burrell told the Commission to clarify for the Commission our notice to the paper did not have the minimum five days required.

A MOTION WAS MADE BY CHUCK SCHMIDT TO APPROVE RESOLUTION NO. MRC 2016-5 ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND PROVIDING FOR THE DECLARATION OF TAX INCREMENT FOR FISCAL YEAR 2016-2017 IN ACCORDANCE WITH ORS 294.456. (SUPERSEDES AND REPLACES RESOLUTION NO. MRC 2016-03). THE MOTION WAS SECONDED BY COMMISSIONER BLANCA REYNOSO AND PASSED UNANMOUSLY. 6/0

VII. Additional Discussion

Commissioner Doeshia Jacobs commented to the Commission that she believes that the government owns the Rock shop.

Community Development Director Nicholas Snead we have not proposed taking that on this fiscal year, if there are not fiscal resources we will take that on in fiscal year 2017-18.

There was a discussion of who owns the rock shop and also the mini storages.

Commissioner Chuck Schmidt commented that he went by the burn to learn and what a transition all the weeds and everything are gone.

Community Development Director Nicholas Snead I would complement the Commission we had discussion and took on some risk and solved a community issue.

City Administrator Gus Burrell told the Commission we will continue conversations with the next property that has been in the Commissions sight the property that is behind

DISBURSEMENTS LIST - May 23, 2016-June 30, 2016

Madras Redevelopment Commission Review and Approval

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
6/9/2016	Fessler Nursery	Pots, Iron Hangers, Delivery Charges for Downtown Flowers	\$ 4,145.00
5/23/2016	Phils Hardware	Credit for Potting Soil	\$ (0.02)
5/23/2016	Phils Hardware	5 Gallon Buckets for Hanging Flower Baskets	\$ 170.67
5/27/2016	Madras Garden Depot	Downtown Flower Pots	\$ 344.25
6/1/2016	Erickson's	Snack for MRC Meeting	\$ 8.99
6/1/2016	Phils Hardware	Irrigation Supplies for Downtown Flowers	\$ 134.42
6/9/2016	Bryant, Lovlien and Jarvis	RFQ for Local Commerican Dev. Recruitment	\$ 828.00
6/9/2016	Bryant, Lovlien and Jarvis	World of Treasures Property Sale	\$ 288.00
6/9/2016	Bryant, Lovlien and Jarvis	Misc. Legal Matters	\$ 485.34
6/15/2016	Earth20	Water for City Hall	\$ 190.61
Total			\$ 6,595.26

** Committee Review and approval of checks cut in the previous month**

Report Criteria:

Report type: Summary
Bank Bank number = 2

GL Period	Check Issue Date	Check Number	Payee	Description	Check Amount	
06/16	06/09/2016	4000	FESSLER NURSERY	Pots, Iron Hanger, Delivery Charge for DT Flow	4,145.00	V
Grand Totals:					<u>4,145.00</u>	

I authorize the MRC Accounts Payable checks ranging from check # _____ through check # _____ to be paid.

Authorized Signature: _____

Date: _____

