

**City of Madras  
Madras Redevelopment Commission  
Official Meeting Minutes  
November 15, 2011**

**I. Call to Order**

The Madras Redevelopment Commission's (MRC) regular meeting was called to order by Chair, Councilor Tom Brown at 5:34 p.m. on Tuesday, November 15, 2011 in the Madras City Council Chambers.

**Members in Attendance:**

Chair, City Councilor Tom Brown; Vice Chair, Mayor Melanie Widmer; Commissioners: Rob Berg; Doeshia Jacobs, City Councilor Kevin O'Meara; Blanca Reynoso and Patty Woll.

**Members Absent:**

Doug Lofting.

**There was one vacancy**

**Staff Members in Attendance were:**

Community Development Department: Director Nick Snead and Specialist Tammy McHaney; Assistant City Administrator/PW Director Gus Burrell.

**II. Consent Agenda**

- a. Adoption of Agenda
- b. Approval of Vouchers
- c. Approval of Minutes from October 18, 2011

Director Snead requested item VII "Main Street Power Point Presentation" be rescheduled to the December 20<sup>th</sup> agenda.

Commissioner Woll questioned the payment to Carl Sr. Landscaping and asked if this charge was a one time fee or for summer maintenance.

Director Snead explained that this maintenance was in response to a complaint from an adjacent property owner regarding tall weeds and therefore a onetime abatement.

Specialist McHaney noted that Mr. McCary of Carl Sr Landscaping had cleaned the back side of Mid Oregon Credit Union (adjacent to the MRC's lot) as well but did not charge for this service.

**A MOTION TO APPROVE THE CONSENT AGENDA WITH CHANGES WAS MADE BY VICE CHAIR MAYOR WIDMER AND SECONDED BY COMMISSIONER CITY COUNCILOR KEVIN O'MEARA. THE MOTION PASSED UNANIMOUSLY.**

**III. Visitor Comments**

There were no visitor comments.

#### **IV. Art Adventure Gallery Facade Improvement Loan Status**

Director Snead reported that the Art Adventure Gallery's' façade loan had been paid in full by the Bean Foundation. He noted that staff had returned an overpayment check along with a thank you letter to the Art Gallery. He informed the Commission that these monies could be reinvested and noted this was another successful downtown project.

Commissioner Woll said this was not a "usual" disbursement for the Bean Foundation, but had been paid in honor of Board Member, Diane Ramsey who was retiring after 26 years.

Consensus was to send a thank you note to the Bean Foundation. Director Snead would bring the "note" to the next meeting for signatures.

#### **V. Hennebery Eddy "On-Call" Professional Services Contract**

Director Snead informed the Commission that this contract had been in place since 2004 and was scheduled to expire in December 2011. He noted this contract was a convenience because it allowed the Commission to have access to an architect's services without going out for public bid. He said the contract had been extended 3 or 4 times since 2007, but their services had not been necessary for several years. Therefore minimal dollars had been budgeted next year for this type of service.

Commissioner O'Meara confirmed that under this contract there was a "set" contract price and that the contract itself did not cost the Commission money. He pointed out that architectural services could actually cost less now than when the contract was signed, due to the slow economy.

Chair Councilor Brown noted he preferred to let the contract expire. He commented that the Commission had spent a lot of money on designs for Reynoso Jewelry and the Bowling Alley and yet neither had used Hennebery Eddy's designs.

Commissioner Vice Chair Mayor Widmer said she thought their work was very good, but it did make sense to let the contract expire since the services would not be needed.

Commissioner Woll liked their services also, but noted a lot of money had been spent on travel expenses as they were in Portland.

Commissioner Councilor O'Meara asked if a motion was required.

Director Snead replied yes. He pointed out that when and if this type of service was ever needed, Hennebery Eddy would be considered and he would notify them.

**A MOTION WAS MADE BY COMMISSIONER COUNCILOR O'MEARA TO ALLOW THE HENNEBERY EDDY ON CALL PROFESSIONAL SERVICES CONTRACT TO EXPIRE. THE MOTION WAS SECONDED BY COMMISSIONER BLANCA REYNOSO AND PASSED UNANIMOUSLY.**

## **VI. LONG TERM FINANCING**

Director Snead told the Commission that their line of credit (\$2,200,000) needed to be converted to long term financing. He had contacted “Wedbush Securities” (the City of Madras’ issuers legal Counsel) with a request to initiate the process and they had provided two separate options.

He noted the process would convert the line of credit into a bond and later in the month, staff would have a discussion with Wedbush on their proposals. The discussion would be generally speaking on the annual cost but noted the principle and interest were pretty close to what had been budgeted/forecast for the next ten years.

He reminded them of the five year plan they had discussed at the last meeting where one of the assumptions had been this bond. He said the proposal was reasonable and generally consistent with what was budgeted and that they would see future agenda items related to this bond. If anyone had questions, please contact him.

Commissioner Woll noted that originally, this Commission didn’t qualify for a bond due of the lack of experience. She asked if that had changed.

Director Snead said he was not sure, but explained it was based on organizational history and financial capacity, hence the term “bond rating”. He noted this would definitely roll into a bond; the question was what type of bond. He noted tax exempt bonds may not be an option due to the nature of the organizational structure.

Chair Councilor Brown asked for a timeline.

Director Snead replied he should have it completed by March.

Commissioner Councilor O’Meara asked why the MRC would not qualify for tax exempt.

Director Snead was not sure, but he would find out.

## **VII. Additional Discussion**

### **a. Business Liaison**

Chair Councilor Brown noted his attendance at the “Main Street” conference where the focus was removing “city” barriers for businesses. He explained that “barriers” kept businesses from locating in a city. Also discussed was what could be done to help.

He mentioned a “new business liaison” position and explained that this person assisted new businesses with finding, following and advising on government requirements. He thought maybe an MRC member, A Councilor and a Planning Commissioner could assist.

Commissioner Councilor O’Meara noted that should be the role of the Chamber of Commerce.

Commissioner Jacobs agreed.

Chair Councilor Brown said currently that was not happening, and to make it happen, the City may have to do it themselves.

Director Snead noted he had similar thoughts; but he thought it should be more of a marketing tool and maybe staff could be that “liaison”, one who already provides that type of communication to new businesses but with a more official capacity.

Vice Chair Mayor Widmer noted that Bend had created a similar position when they hired Jon Skidmore.

Commissioner Jacobs thought that was what Wayne Pearson, Economic Development provided.

Vice Chair Mayor Widmer said his focus was on “traded sector” which was geared more towards industrial and manufacturing not retail or restaurants.

Chair Councilor Brown agreed.

Commissioner Councilor O’Meara said he didn’t think a Redevelopment Commissioner had the experience to provide the correct information such as “change of occupancy” requirements.

Director Burril noted the Development Team might be an option for an initial point of contact as they already have pre development meetings that include the Building Official, the Fire Marshall, Public Works and Community Development.

Chair Councilor Brown thought it should be a marketing tool for the City, where support is provided to help new businesses, not place barriers. He noted that whoever took on that role may have to learn, but at the same time it would be beneficial to have someone to call who is part of the organization and there to help.

Commissioner Councilor O’Meara agreed with the service but had concerns about all the information not being provided.

Vice Chair Mayor Widmer asked how a business would find out about this service.

Chair Councilor Brown said a decision didn’t have to be made tonight this was just a successful tool other communities were using. A process needed to be considered.

Commissioner Jacobs again noted most businesses go to the Chamber of Commerce for this service.

City of Madras Business Licenses was discussed and it was noted that most people would try and figure out the issues prior to application.

Director Snead suggested a “business information” page on the City’s web page in addition to other things, all using a multi approach. He said he didn’t think this was a big change for the City because he thought the existing resources could be used in a more efficient manner.

Commissioner Jacobs said this was a good idea.

Commissioner Berg said this was some of the information they had gleaned from the “Main Street” conference and noted there had been business owners there speaking about the stumbling blocks cities or counties put in their way. It appeared a typical issue for businesses.

He noted the reference to the “Development Team” and thought that was a great tool for developers. He said this could be a similar process for businesses, a way to streamline the confusing process to start a business.

Consensus was this was a great idea.

Commissioner Councilor O’Meara again expressed his concerns about someone not getting all the information to the person.

Chair Councilor Brown noted that they as City Officials were a minority at this conference, most were volunteer main street groups.

**b. Letter from Oregon Department of Transportation**

Director Snead presented a letter dated October 21, 2011 from Robert Bryant , Oregon Department of Transportation that responded to the City’s inquiry about the removal of street trees at the north “y”. The letter apologized for the removal of the trees and noted that ODOT would replace the trees in kind and bear all necessary cost to restore the trees.

**c. City of Redmond Plan of Action-Rob Berg**

Commissioner Berg noted he was a member of the Redmond Airport Commission. He said at their last meeting the City of Redmond had presented their proposed action plan. He commented on how open they were about acquiring as much business from surrounding cities as they possibly could. He noted some of their goals were similar to Madras’. He will provide a copy for staff.

A discussion took place on slogans and it was suggested one be created for Madras.

**VIII. Adjourn**

**The meeting adjourned at 6:11 p.m.**

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Tom Brown, Chair

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Tammy McHaney, Specialist