

Minutes

Redevelopment Commission

February 10, 2026

6:00 P.M.

THE REGULAR MEETING OF THE REDEVELOPMENT COMMISSION FOR THE CITY OF CHARLESTOWN WAS HELD ON TUESDAY, FEBRUARY 10, 2026 IN THE CITY COUNCIL CHAMBERS AT CITY HALL.

Mr. Derek Coombs called the meeting to order at 6:00PM. Board members present in person: Mr. Derek Coombs, Ms. Benita Pate, Mr. John Spencer, Mr. Chuck Deaton and Mr. Robert Brooks. Also present were Mayor Treva Hodges, Perry McCall, City Attorney, Amy Burnette with FBT Gibbons, and Ms. Jill Saegesser and Nate Smith with The Wheatley Group, LLC.

Minutes

Mr. Coombs indicated that the minutes from the Regular Session held on January 6, 2026 and the Executive Session held on January 15, 2026, were distributed for review and inquired whether there were any questions or amendments. Mr. Spencer made a motion to approve the January 6, 2026 Regular Session and January 15, 2026 Executive Session minutes, seconded by Ms. Pate. Approved 5-0.

Claims

Mr. Coombs stated that the claims were provided prior to the meeting for review and asked if there were any questions related to the claims. Mr. Deaton made a motion to approve the claims, seconded by Mr. Brooks. Approved 5-0.

Public Comment

None.

The Wheatley Group Report

Ms. Jill Saegesser with The Wheatley Group stated that her full report was included in the meeting packet and that she would highlight some projects within the report:

High Jackson and Cristiani Parkway – The environmental SEPA document has been completed and was sent to the City for review. The Geotech report was also provided to the City for review. The project schedule will be revisited once a Notice to Proceed is issued to move forward with the design to final plans. United Consulting would like to discuss some proposed cost savings measures with the City

Façade Program – The City anticipates a new application for one building with 4 separate addresses to consider at the March meeting.

501 Market Street – American Structurepoint and Temple & Temple are working to reschedule the final walkthrough. Temple & Temple submitted the final pay request in December of 2025, but it won't be processed until after the final walkthrough.

The Wheatley Group will begin to put together the 2025 annual report for the Clerk/Treasurer to upload to the DLGF on or before April 15, 2026.

Old Business

Springville Manor – 101 Jackson Way – There are two properties that are currently being addressed by the Commission's legal counsel – 101 Jackson Way and 107 Jackson Way. Ms. Saegesser asked the Commission to authorize the Commission President to execute the letter to send to the beneficiaries of 101 Jackson Way. Ms. Saegesser stated that once the estate for 107 Jackson Way is established, the Commission's legal counsel will prepare a letter for that address as well. Mr. Spencer made a motion to authorize the Commission President to sign and send the letter via certified mail to 101 Jackson Way, seconded by Ms. Pate. Approved 5-0.

New Business

Gazebo Restoration – Review Schematic

Mr. Benjamin White introduced himself to the Commission and explained that he would like to demolish the existing gazebo on the square and replace it. Mr. White stated that he is asking local vendors to donate materials, where possible, and that he would donate his time to the project. After further discussion, Mr. White stated that if the Commission was amenable, he will provide a schematic to Ms. Saegesser. Ms. Saegesser will then send the schematic to the Commission members for their review. The Commission thanked Mr. White for his willingness to help the City with this project.

Charlestown Gateway Signage – Ms. Saegesser presented the proposal from Taylor Siefker Williams Design Group in the amount of \$28,070.00 to design, bid and inspect the new Highway 62 and Highway 3 Charlestown gateway sign. Mr. Spencer made a motion to approve the proposal from Taylor Siefker Williams Design Group in the amount of \$28,070.00 and authorize the Commission President to execute the agreement outside of a meeting upon review by the Commission's legal counsel, seconded by Mr. Brooks. Approved 5-0.

Charlestown Public Works – American Structurepoint Conceptual Design Proposal – Ms. Saegesser explained that the City was given an opportunity to submit an application for READI 2.0 funds in the amount of \$4M. If awarded the re-allocation funds, the City will need to have a detailed cost estimate and schematic design to submit to the local RDA and the IEDC by June of 2026. American Structurepoint submitted a proposal or conceptual design and cost estimates for a \$4M budget and an \$8M budget for \$21,800.00 + \$500.00 maximum in reimbursable expenses. Ms. Saegesser explained that the Commission's legal counsel asked American Structurepoint to make some revisions to the agreement. Mr. Deaton made a motion to award the agreement with American Structurepoint for the conceptual design of the proposed public works facility for an amount not to exceed \$22,300.00 and authorize the Commission President to execute the agreement outside of a meeting upon approval by the Commission's legal counsel, seconded by Mr. Brooks. Approved 5-0.

