



Urban Renewal Agency

210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

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MEETING MINUTES AND NOTES OF TILLAMOOK URBAN RENEWAL AGENCY Tuesday, October 23, 2007, 6:00 p.m.

Agency Members in Attendance: Chairman Rick Adams, Vice-Chair Sally Clay, Member at Large Tom Jayred, Councilor Member Joe Martin

Chairman Adams called the meeting to order at 6:00 p.m.

Roll Call

Rick Adams	Chairman
Sally Clay	Vice-Chairman
Carolyn Decker (absent)	Councilor Member
Joe Martin	Councilor Member
George Lewis (absent)	Member at Large
Christy Vail (absent)	Member at Large
Tom Jayred	Member at Large
Mark Gervasi	Tillamook City Manager

A motion was made by Joe Martin to approve the Minutes of the September 18, 2007 meeting as typed and was seconded by Sally Clay. The motion passed unanimously.

Old Business

Agency Legal Counsel:

Chairman Adams met with Tom Jayred to discuss the legal counsel contract submitted with revisions to reflect the needs of the Agency. Tom stated that he had no further questions about the contract and recommended that the Agency approve it. Sally Clay made a motion to accept the personal service contract as written with the primary contractor being Tom Jayred and the secondary being Rick Adams with the Chairman signing the document. Seconded by Joe Martin and the motion passed unanimously.

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Agency Board Members:

Chair, Rick Adams - Vice-Chair, Sally Clay - Carolyn Decker - Joe Martin - Christy Vail - George Lewis
Mark Gervasi, Administrator



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Scheduled Workshop Date:

Sally has not had time to work on setting up the workshop. The agenda will be left on the agenda.

Intergovernmental Agreement:

Mark Gervasi and Rick Adams met and produced updated copies of the agreement between the City and the Agency. Changes were made in the document to reflect agency specific information. Small changes to the document such as typing errors were corrected by Mark and Rick during their last meeting. A motion to accept the IGA as written with typo corrections and having Mark and Rick work out monthly accounting was made by Tom Jayred and seconded by Joe Martin. The motion passed unanimously.

Local Government Investment Pool:

Chairman Adams has everything in order for the LGIP account but is missing George Lewis's signature and left Carolyn Decker's name off the list. The list can be updated once the account is open. Prior to establishing the account a bank account must be established for checking.

Board Vacancy:

There has been no direct contact with individuals in regard to filling the board vacancy. Sally discussed a few individuals within the community who might be approachable about the Agency vacancy. Tom Jayred and Chairman Adams mentioned that we should consider individuals who have something valuable to bring to the Agency such as expertise in a specific field or area such as grant writing. No current applicants were identified and the item is to remain on the agenda.

Transit Center:

Mark Gervasi stated that the Council and the Transit District put out a call for bids in two different sources like the previous bid process. The mandatory pre-bid meeting was held October 18, 2007 with 18 people present. The bids are due at City Hall 9:55 a.m. November 1, 2007.

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New Business

Review Legal Counsel Memo:

Chairman Adams forwarded copies of the email from the attorney with the hit list identifying things that the Agency must do before June 30, 2008. The item will remain on the agenda.

AORA:

Tom Jayred submitted an email to Chairman Adams suggesting that the Agency join the Association of Oregon Redevelopment Agencies. Membership with the association will cost .0005 x Tax Revenue, the overall cost to the Agency will be around \$250 for the first year. Tom Jayred made a motion to join AORA and was seconded by Sally Clay. The motion passed unanimously.

Checking Account:

The IGA with the City states that the Agency should have one or more checking or savings accounts of the Agencies choice to hold the assets of its general fund. The general fund is not the State Pool rather the checking or the savings account. Chairman Adams stated that the account should be setup with the most conveniently located institution. If the City will be handling the Agency books via the IGA that institution should be the same that the City uses. Mark Gervasi stated that the City banks with US Bank in Tillamook. Joe Martin made a motion to use US Bank and was seconded by Tom Jayred. Sally Clay preferred TLC and abstained from voting. Chairman Adams voted to approve the motion along with the rest of the Agency members for a quorum and the motion carried.

Administrators Report:

Mark Gervasi stated that the waste water treatment facility project is underway and the City website is being updated and modernized. Mark also stated that the City would like to include some information and potential bios about the Agency and its members.

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Concerns of Agency Members

Sally stated that if there are any signatures required to get the ball rolling don't hesitate to contact her, Tom Jayred stated the same.

Scheduling of Next Meeting

The next meeting of the Tillamook Urban Renewal Agency is scheduled for November 20, 2007, at 6:00 p.m., at the Tillamook Fire Station.

As there was no further Agency business to discuss, the meeting was adjourned at 7:06 p.m.

Minutes prepared by:

Approved as to form:

Rueben P. Descloux

Rick Adams, Chairman
Tillamook Urban Renewal Agency

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