

**MEETING MINUTES AND NOTES OF
TILLAMOOK URBAN RENEWAL AGENCY
Tuesday, February 13, 2007, 6:00 p.m.**

Agency Members in Attendance: Chairman Rick Adams, Vice-Chairman Sally Clay, Councilor Member Carolyn Decker, Member at Large Christy Vail, Councilor Member Joe Martin:

City Staff in Attendance: Administrator Mark Gervasi

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

Roll Call

Chairman Rick Adams
Vice-Chairman Sally Clay
Councilor Member Carolyn Decker
Councilor Member Joe Martin
Member at Large George Lewis (absent)
Member at Large John Main (absent)
Member at Large Christy Vail

A motion was made by Christy Vail to approve the Minutes of the Agency meeting on January 17, 2007. Joe Martin seconded the motion. Chairman Adams called the motion to a vote and the motion passed.

Old Business

Agency Legal Counsel

Chairman Adams referred to the previous meetings discussion on starting the process for selecting legal counsel. Adams did make contact with Andy Jordan of Jordan Schrader and asked about legal counsel for the Agency. Jordan indicated that he is not interested in being legal counsel for the Agency as his company does not provide counsel for urban renewal agencies. Jordan did recommend that the Agency utilizes the City of Tillamook's current legal counsel. He could provide a list of names of alternatives if the Agency did not wish to use the City's counsel.

Sally Clay talked with the city attorney for Newport who stated that he was not interested in being a regular legal counsel for the Agency. He did say that he would be able to provide counsel for an at need basis and recommended that the Agency not use the City of Tillamook's legal counsel as this may cause a conflict of interest.

Chairman Adams recommended that the Agency put out an RFP for legal counsel. The Agency would not need to have monthly counsel but for an at need basis. Adams suggested that we submit RFPs along the coast to half a dozen or more people

representing agencies that have experience in urban renewal to secure a representative for legal counsel. Mark Gervasi suggested that the Agency put an RFP in the League of Oregon Cities monthly publication.

Budget Committee

Chairman Adams recommended that the Agency look at the applicants who did not make the Board selection and recruit them for the Budget Committee. The Agency may have to replace Member at Large John Main as his work and busy schedule have kept him from attending the last two or three meetings. John's replacement could be one of the applicants from the list who did not make the Board. Adams said he would entertain a motion to utilize the City of Tillamook's current Budget Committee.

Adams and Gervasi will draft and submit a resolution to utilize the City of Tillamook's Budget Committee for the 2007-2008 fiscal year. The Agency will go with a joint-resolution to use the committee signed by the Board Chair of the Agency and the City Mayor. Gervasi said he will put the request before the City Council for their February 20, 2007 meeting. Adams said he will send a request to the members of the City's Budget Committee in regard to the Agency's Budget Committee.

For the 2007-2008 budget, Adams received a copy of the 91-92 budget from Kurt Olson as well as the 2006-2007 budget. These copies will be forwarded to the Board members so that a budget for the 2007-2008 fiscal year can be drafted and modeled from the City's budget.

New Business

Member at Large John Main has indicated that he does not have time to fulfill his obligation as a Board Member. Adams suggested that we need to replace John as mentioned earlier in the meeting. According to the Agency's resolution found in Section 3, Officers and Personnel, the Agency shall fill vacancies as needed and have the authority to do so.

Adams will send an email request to the applicants who did not make the Agency Board to submit a letter indicating why they would like to be on the Board. The Agency will review their responses and make their selection to fill the vacancy.

The Agency went on a field trip to Lincoln City to see how the urban renewal was accomplished. Adams mentioned that he felt that he came back with more questions than answers. Adams also stated that the differences between Lincoln City's urban renewal and Tillamook's, is that we will be community based and not tourist based. The Agency feels that the benefit with the Tillamook Urban Renewal Agency is that being community based will give us a larger return back on our investment. The community will benefit from the renewal versus just the businesses.

The Agency needs to schedule a day to identify some workshop and project lists. Adams recommended that some small cost projects be identified first to show the community that the Agency is doing something, taking into consideration that whichever projects done also show a return for the community. Sally Clay already has a list of projects which should be reviewed at the workshop, defined, and potentially included in the Agency's project list. Caroline Decker said that the Beautification Committee would like to meet with the Agency to discuss some of their projects that they would like to have done. Adams along with members of the Board felt that the Agency should meet with the Street Committee, Beautification Committee, and any other viable committee to discuss potential projects to avoid having to look for or identify projects that have already been discussed.

Adams stated that currently the Agency does not have any money, in order to spend any money the Agency will have to have a budget in place. Adams told Mark Gervasi that the Agency is going to have to ask the City Council to appropriate funds from their budget to cover the Agency's expenses until the budget is established and monies are received the next fiscal year to pay back those funds. The money appropriated would be used for legal expenses and advertising until next fall when the first revenue from taxes is received.

Administrators Report

Mark Gervasi said that there is a transition occurring with the City's Budget Committee. One of the committee members was on a three year term and not coming back. The City has received two applications to fill the committee vacancy. The Mayor and City Council will appoint two committee members to bring the committee up to five. Adams said that if the City's Budget Committee is still only five then the Agency will still want to select two of the applicants to the Budget Committee for the Agency.

Concerns of Agency Members

As there was no further business to discuss the meeting was adjourned.

Scheduling of Next Meeting

The next meeting of the Tillamook Urban Renewal Agency was scheduled for March 13, 2007, at 6:00 p.m., at the Tillamook Fire Station.

Minutes reduced to typewritten form by:

Approved as to form:

Rueben P. Descloux

Rick Adams, Chairman
Tillamook Urban Renewal Agency