

**MEETING MINUTES AND NOTES OF
TILLAMOOK URBAN RENEWAL AGENCY
Tuesday, March 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:

Chairman Adams called the meeting to order at 6:05 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 Christy Vail

A motion was made by Joe Martin to approve the Minutes of the Agency meeting on February 13, 2007 and was seconded by Christy Vail. Chairman Adams called the motion to a vote and the motion passed.

Old Business

Agency Legal Counsel

Chairman Adams submitted multiple emails to agencies that the Agency had discussed in regard to seeking legal counsel. As of yet Adams has received only one reply in an informational type response stating what they did to receive legal counsel. Mark Gervasi from the City said Mr. Cupper has a contact name of an individual who will provide counsel on a per call basis. The Agency agreed to obtain references from the individual to determine if they would like to utilize his services.

Budget Committee

Chairman Adams met with the City's Finance Committee last month to discuss the Agency's need for money to develop a budget. The City has agreed to front \$2,000 to the Agency to meet the legal requirements for posting the advertisement for budget documents for the 2007-2008 fiscal year. The City's Budget Committee may be utilized for the Agency but has not been brought forward to the City Council yet.

Chairman Adams just received the paper work from Mark Gervasi in regard to the 2007-2008 budget draft. Before the draft can be started Budget Officers must be nominated. Currently the only two members affiliated with the Agency who have drafted municipal budgets are Mark Gervasi and Chairman Adams. Adams stated that he would prefer not

to be the one to draft the budget or at least not alone. There is a separate packet strictly for urban renewal agencies which has subtle differences from that of educational or municipal budgets. Joe Martin made a motion that Chairman Adams and Mark Gervasi be the budget officers for the 2007-2008 fiscal year and was seconded by Carolyn Decker. Chairman Adams called the motion to a vote and the motion passed.

New Business

Agency Vacancies – Chairman Adams sent emails to every applicant who had submitted an application to fill an Agency seat. The only correspondence received was from Mr. Jerod who lives on Skyline Drive. Carolyn Decker made a motion to appoint Mr. Jerod to the Agency vacancy and was seconded by Sally Clay. Chairman Adams called the motion to a vote and the motion passed.

Christy Vail stated that Sally Clay and her met to identify the top three items that they would like to work on prior to the workshop. The list of items came from the Urban Renewal Plan along with goals and objectives. Christy stated that they would like help prioritizing items of the plan with help from members of the Agency. It was brought up that there are multiple agencies in Tillamook who may share similar project goals and that communication amongst the agencies will help to not duplicate projects.

A date for the workshop for determining and prioritizing projects has not yet been scheduled. Christy Vail will forward some proposed dates for the workshop sometime in late April.

Chairman Adams presented a copy of a letterhead for the Agency available in both color and black and white.

Administrators Report

Mark Gervasi was absent for the meeting.

Concerns of Agency Members

George Lewis was not able to attend the meeting and may not be able to meet the minimum requirements for meeting attendance. If George is not able to continue as a member of the Agency he may need to be replaced as John Main. 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 April 10, 2007, at 6:00 p.m., at the Tillamook Fire Station.

Minutes reduced to typewritten form by:

Rueben P. Descloux

Approved as to form:

Rick Adams, Chairman
Tillamook Urban Renewal Agency