

**MEETING MINUTES AND NOTES OF  
TILLAMOOK URBAN RENEWAL AGENCY  
Tuesday, April 10, 2007, 6:00 p.m.**

**Agency Members in Attendance:** Chairman Rick Adams, Vice-Chairman Sally Clay, Member at Large George Lewis, Member at Large Christy Vail, Councilor Member Joe Martin, Member at Large Tom Jayred:

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 (absent)  
Councilor Member Joe Martin  
Member at Large George Lewis  
Member at Large Christy Vail  
Member at Large Tom Jayred  
Tillamook City Staff Mark Gervasi

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**

Mark Gervasi stated that he has a part time hire who may be able to assume the responsibility for Agency minutes if Chairman Adams would like Secretary Descloux to cease with minute reduction. Adams stated that as long as there are not multiple or lengthy meetings that Descloux could continue with typing the minutes.

**Agency Legal Counsel**

Chairman Adams received an email from Mark Gervasi in regard to a gentleman who is willing to provide Agency counsel named Rob Sullivan. Adams emailed Mr. Sullivan and requested a short bio which he has not yet received. Adams suggested that he will make a follow up phone call with the individual the next business day. It was brought to attention that the urban renewal agency for Newport is disbanding and that their attorney will probably be available for counsel on a needs basis. The Newport attorney will also be contacted to see if he is interested in providing counsel for the Agency.

**Budget Committee**

Chairman Adams met with Mark Gervasi to discuss the budget process. The City's budget committee may be utilized this year to approve the budget but dates for the

meetings have not yet been set. If the City's budget committee is willing to meet on May 14<sup>th</sup>, 2007 then the legal requirements for posting could be met. The meeting will be scheduled for 5:30 p.m. on May 14<sup>th</sup> at City Hall.

A budget draft has been prepared by Chairman Adams and was distributed amongst the Agency members. Due to the fact that there are no expenditures identified on the budget draft a supplemental draft will have to be submitted and approved at a later date during the fiscal year. Chairman Adams will contact the state to check on the legal requirements for the draft budget.

Chairman Adams and Mark Gervasi discussed an interagency agreement between the Agency and the City. This would allow the administrative work to be performed by city staff. The Agency must also decide on which facility to bank with, join the state local government investment pool, and decide who will do the financial bookwork for the Agency. If the city cannot perform the bookkeeping then the budget draft will have to be amended to include a line item for a designated bookkeeper. Chairman Adams told the Agency that he cannot be the bookkeeper due to his busy work schedule and favors the Agency's proposal to ask the City to perform the bookkeeping for the first year.

### **New Business**

Tom Jayred introduced himself as the new Member at Large for the Agency. Mr. Jayred is a retired civil engineer and has been involved in construction management. Jayred had a little involvement with an urban renewal agency in southern California. The only difference with the agency in California was that they had sales tax revenue.

Christy Vail has a broad timeframe for the workshop to determine and prioritize projects set during the month of May. Christy also presented a conference opportunity available for the Agency in Astoria with early bird registration due in April. The drawback to the conference / seminar is that there is no funding available from the Agency and members who wished to participate would have to pay expenses out of pocket or apply for a grant for two people. The workshop could be scheduled after two people attended the seminar.

### **Administrators Report**

Mark Gervasi stated that the City now has a website with the capability to include information about the Agency. Some Agency members thought that they would like to include pictures and bios about the members along with information about the Agency and proposed projects.

Mark said he will call Roger Jordan from Dallas, OR to compare the proposed budget and get some potential recommendations for the first year budget.

### **Concerns of Agency Members**

### **Scheduling of Next Meeting**

The next meeting of the Tillamook Urban Renewal Agency along with the Tillamook City Budget Committee is scheduled for May 14<sup>th</sup>, 2007, at 5:30 p.m., at Tillamook City Hall.

As there was no further Agency business to discuss, the meeting was adjourned at 7:00 p.m.

Minutes reduced to typewritten form by:

Approved as to form:

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Rueben P. Descloux

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Rick Adams, Chairman  
Tillamook Urban Renewal Agency