

April 21<sup>st</sup>  
2009

URBAN RENEWAL AGENCY  
TILLAMOOK FIRE HALL  
TILLAMOOK, OREGON  
5:30 PM

Present: Mark Gervasi, Sally Clay Carolyn Decker, Suzanne Weber, Don Hurd, Sean  
• Guests: Doug Henson, Aaron Zimmerman, Tom Jared, Aileen Allen

Reading of Minutes from March 2009- No questions or revisions; Don Hurd made motion to approve Minutes for March 2009 Minutes, second Suzanne Weber.

Financial Report:

Marilyn Phaegly was to come and explain report, but not able to do so. Presented Financial Statements-Noted in report by Baertlein and Phaegly stating that they do not audit our statements. Put in \$2000.00 in General fund. Received notice from state that our account would go dormant if we did not reinstate. Called state and got straightened out and reinstated. We did not have the correct PIN number. Funds that were transferred came from Government Pool in Salem to our General Fund. Carolyn questioned if we needed to keep money in the account and do we need to transfer funds periodically. Co-Chair, Sally confirmed that funds do need to be transferred periodically. Motion made to approve the the financial report through March made by Caroline and seconded by Suzanne. Vote unanimous in favor, motion passed.

Bills- Co-chair was not certain who else had signing rights for the checks since Tom Jared has resigned. If approved, will sign by Sally and get out. Bills to sign for Debby at the city, Baertlein and Phaegly. Motion made to approve the bills by Don made the motion to approve the bills and Caroline seconded the motion. All in favor- motion passed.

Auditors- Mark sent e-mail to Polly Rogers Auditors-the City's auditors and the Urban Renewal agency auditors. they responded that we did not need to have an audit last year as we did not receive over 100,000.00. This was in response to the question asked by Don at the previous meeting. Question asked by Don what the estimates to receive this year. Information not readily available. Mark suggested that we look at the estimates done in the original Plan for the Agency that have been pretty accurate, as a measure of what we will receive.

Notebooks orientation-Sally wants to get the notebooks done so that the board may have an orientation of the Agency for the new board members and a refresher for the present board members. Have given Debbie some notebooks to do with more coming.

OLD BUSINESS

Administrative Position-

Sean and Sally met and refined the job description and made it into two descriptions. The position would start at one description and work into the final description. Sean discussed the levels and copies of the job description was given out. He explained that we really need the clerical right now. The person would work into the position. The person chosen for the position would be employed by a staffing agency and pay all payroll costs. That would free the agency to deal with the costs of payroll such as SAIF and taxes. Mark pointed out that the City, according to the IGA, was to provide the services presented by Sean.

IGA- Mark thinks there needs to be some discussion what is in the IGA and it is very clear that administrative services are to be provided by the City-set forth by the IGA. He read the part of the IGA that pertained to the administrative services. Sally asked Mark if the Agency wanted to amend the IGA so that it could provide its own administrative services, that could be done. Mark recommends that we use the city's administrative to do what we need. Don suggested that we have someone from the beginning that was chosen by the Agency- that we would not have to switch later. Mark offered as a thought an answer. Sean was concerned that the same thing would happen as before when the Agency employed Bernie to do the Financial reports and they did not get done. Mark understood that concern. He also remarked that the Agency hired someone to do the financial books without the advice or consent of the City Council. Don wanted

to know if following the IGA was an issue-Mark said that it was an issue and that the Agency needs to follow it. Any amendments should go to the council. Will need a special meeting to go over the IGA and the By-Laws. Don to make an a motion to persue the changes of the IGA and establish a meeting place- have a special meeting to make any changes to the IGA. Suzanne seconded the motion. All in favor and the motion passed. Tom Jarred commented that the IGA did not obligate the Agency to do anything-it was simply an agreement between the two. Mark agreed.

Talk about going over the whole IGA and make reccommendations-Sean will meet with Mark.

Term expirations- Could not find the who and how long. The original members drew for length of service. Critsie Vail, John Main, George Lewis, Sally Clay, Joe Martin, and Caroline Decker, and Rick Adams were the original board members. Don to e-mail the information he found.

Office Space- Caroline and Suzanne reported that the room on Main Street was small, but needs some help. Sally wanted to know If agency uses the IGA, will we need office space. Mark read the IGA and wants to follow the IGA. Suzanne explained to Mark that the Agency needs to establish its own identity. Sean thinks having a presence downtown would be good. Office will be large enough to use for meetings.

Budget-Mark said that we need to get going on the budget meetings. He said he is willing to help. We need to get notices out to the paper. Doug to talk to owner of the building.

Letter to County- Sally checked into the question by Don Hurd about an annual letter to the county as to our status for the year. The County Treasurer said that the counties that monies that is a pas through the counties do have to do a report yearly. If the county does not hold the taxes the Agency does not need a report-sally talked to Debbie in the County Clerk's Office and the tax department. They just need a copy of the budget which they have from this last year. Don Hurd to follow up.

#### NEW BUSINESS

##### Letters-

2 letters- resingations of Carol Brown and Tom Jarod. Need letters of thank you to the two for their service.

Application- Board application for Aaron Zimmerman. Need two positions-how to handle. Don hurd made a motion to approve Aaron Zimmerman's application fo fill one board poistion- seconded by Sean. All in favor-motion passed. Not sure of who he replaced-probable was Carol Brown. Discussed what qualifications looking for for the other vacant position.

Budget process- Rick Adams said that he would help with the budget, but will contact him after he returns from vacation. Baertlein and Phaegly also can help with the budget process as well as Mark from the City. Can reference the last year's budget. Need to set up 2 meetings with the City Budget Committee-need 2 notices for the first meeting in the paper. Notices must be posted in the paper no earlier than 5 days and no later than 30 days prior to the meeting-just for the first meeting. The second meeting only need one notice in the paper. City will have its first meeting May 11, and one the following week May 20. Sally noted that we don't have much money to budet or many projects. Will need all boaed member to attend if possible-will let members know. Final adoption before June 30, 2009 and a copy to the county before July 15, 2009. Sally to contact Marilyn Phaegly for an appointment for the budget. Don to work on budget.

Loan- Will need to contact to contact TLC Credit Union. Needs to be done by June 30,2009. Sally and Carolyn to do.

Concerns of the Board- Carolyn wanted to know if everyone had to fill out the application from the State Justice Department. Mark felt that since we have new board members, that they will not

have to have them in to the State for this year. Sean and Aaron should not have to be done until next year 2010. For all others, they need to be done by April 15,2009. Tom J. stated that he looked into the fact if you are on multiple boards, do you need to fill out one form for each board- he received information that one form will cover all boards.

Need to replace Chair position due to a vacancy- Sean nominated Don Hurd; Sally nominated Suzanne Weber, but she declined. A motion by Aaron to replace the vacant position of Chair with Don Hurd was seconded by Carolyn. All in favor-motion passed. Don Hurd is now Chair of the Board.

Executive summary-Tom expressed that the board do an Executive Summary to give to the county/citizens of Tillamook with our financials. Tom thought that would be the thing to do. So noted. Don to do.

Doug- EDC to want presentation from Urban Renewal. Don to find out about what EDC wants.

Next workshop-Need to look at service contract from Kurt Olsen. Just received contract this day- Kurt took out insurance. May have attorney to look at. Sean to copy and give to Don.

Approval of check for \$59.99 to Tom for the tape recorder.

Aaron-wants to know about web site- e-mail documents to Mark and he will put on web site.

Meeting adjourned at 7:00 PM

Next meeting May 19, 2009

Respectfully submitted  
Sally A. Clay