

**MEETING MINUTES AND NOTES OF  
TILLAMOOK URBAN RENEWAL AGENCY  
Tuesday, September 18, 2007, 5:15 p.m.**

**Agency Members in Attendance:** Chairman Rick Adams, Vice-Chairman Sally Clay, Member at Large George Lewis, Councilor Member Carolyn Decker, Member at Large Tom Jayred:

Chairman Adams called the meeting to order at 5:15 p.m.

**Roll Call**

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

**Public at Large**

Doug Henson	TRA (Tillamook Revitalization Association)
Chris Kell	TRA (Tillamook Revitalization Association)
Matt Mumford	Tillamook County Transportation District Manager

A motion was made by Carolyn Decker to approve the Minutes of the June 26, 2007 meeting and was seconded by Tom Jayred. The motion passed unanimously.

**Old Business**

**Agency Legal Counsel:**

Tom Jayred reviewed the resume of Attorney Jeannette Launer as the possible attorney select for the agency. Tom made several telephone calls and followed up with some of the references and received positive feedback from agencies that have used her legal services. A motion was made by Sally Clay to contract with Attorney Jeannette Launer as an as needed basis. The motion was seconded by Carolyn Decker. The motion passed unanimously.

**Intergovernmental Agreement:**

Chairman Adams discussed the intergovernmental agreement draft between the Agency and the City and potential costs associated with the agreement. Mark Gervasi and Adams discussed the possible 7% administrative fee associated with the IGA and agreed that the fee was excessive. Adams recommended that the Agency have legal counsel review the IGA and provide input for the Agency on recommendations for in-house administration

or continue moving forward with an IGA with the City of Tillamook. A motion was made by Carolyn Decker to consult with the attorney to assist with drafting the IGA between the Agency and the City and was seconded by Tom Jayred. The motion passed unanimously.

**Local Government Investment Pool:**

Chairman Adams reviewed the Agency's need to setup an LGIP account with the state. The Agency must adopt a resolution authorizing the governing body to participate. The State Pool provides a good investment tool and is safe. Chairman Adams presented Resolution 2007-02 authorizing the Agency to participate in the State of Oregon's Local Government Investment Pool. A motion was made by Tom Jayred to approve Resolution 2007-02 and was seconded by Carolyn Decker. The motion passed unanimously.

**New Business**

**Board Vacancy:**

Christy Vail has resigned from the Agency Board due to health reasons. The Agency reviewed the By-Laws for board vacancy. Mark Gervasi stated that he would be willing to post vacancy notices in City Hall, place an advertisement in the paper, and contact KTIL about vacancies within the Agency. Sally Clay stated that she would be willing to go on the air with KTIL to discuss the Agency and its vacancies for one or two people. George Lewis came in late to the meeting and stated that he is almost done working on a home that was keeping him from the meetings and that he will more than likely be able to attend meetings in the future.

**Vernonia:**

Sally Clay recently visited Vernonia and suggested the Agency might want to visit the community to see how they have applied their urban renewal dollars and made the community look. Adams suggested that we table the topic for the next meeting for further review.

**Administrators Report:**

Mark Gervasi discussed the new bus transit center next to City Hall. The bids for construction of the new facility have come in over budget and the City and Transportation District are looking for financial assistance from other agencies to complete the project. TLC is willing to finance an interest free loan to make up the difference between the budget available and the projected cost to build the new center. Mark asked if the Agency would be willing to assist financially with construction, ground work, or even landscaping down Second Street.

Chairman Adams asked Agency members for thoughts and comments on the project. After further discussion and concern from most members about timing, narrowing the project list, and available funding for the budget year, there was some discussion on the possibility of funding streetscapes and holding the topic on the agenda.

**Public Comment:**

Doug Henson introduced himself and Chris Kell as previous members of the Tillamook Downtown Association and now involved with the Tillamook Revitalization Association. Mr. Henson said the TRA would like to be involved the Urban Renewal Agency to help coordinate future projects.

**Concerns of Agency Members**

None

**Scheduling of Next Meeting**

The next meeting of the Tillamook Urban Renewal Agency is scheduled for October 23, 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 7:00 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