

**MEETING MINUTES AND NOTES OF
TILLAMOOK URBAN RENEWAL AGENCY
Wednesday, January 17, 2007, 6:05 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 Christy Vail, Councilor Member Joe Martin;

City Staff in Attendance: Administrator Mark Gervasi

Chairman Adams called the meeting to order at 6:05 p.m.

Roll Call

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

A motion was made by Decker to approve the Minutes of the Agency meetings of October 30th and November 6th, 2006. Clay seconded the motion. Chairman Adams called the motion to a vote. The motion was passed.

Old Business

Agency Legal Counsel

Chairman Adams spoke of the need to look for counsel. Prefers to have someone outside of the City and someone familiar with Urban Renewal. Clay mentioned a man used by the TDA and someone familiar with urban renewal. Vail asked if urban renewal agencies might have a list. Lewis agreed that the agency needs to find someone who is familiar with urban renewal.

Chairman Adams asked Clay to provide the name of the individual she was familiar with. And also asked that Kurt Olson (541) 996-1095 be contacted for a list of possible individuals. Chairman Adams said he is not averse to using any one locally as long as they are qualified to do so. Will check with Jordan Schrader for names, as well.

Budget Committee

Chairman Adams mentioned the need to set up the budget for the next year and also the need to set up a budget committee. Perhaps the Agency can use the same committee that the City uses to do its budget. Another option would be to invite those that applied to be on the agency that weren't selected to be part of the budget committee, if they so chose. Budget committee number must be equal to the number of the agency members. Vail asked if it was required to open it up to the public. Gervasi indicated the agency is a public body so the public rules apply.

Chairman Adams recommended contacting the people who were not selected to the agency and asking if they would like to serve and directed Gervasi to provide the names of the applicants be provided in order to contact them to inquire as to their desire to serve on the budget committee.

According to the Plan, the first year estimated budget is approximately \$87,000. Budget should be adopted before June 30, 2007.

Chairman Adams said along with the budget process to be considered is narrowing priorities and project list. Limited dollars the first year, but the agency can borrow against that projected income. Process needs to get started fairly soon.

A discussion was held about priorities of the Agency. A field trip to other cities which have urban renewal was proposed to see what they have accomplished. Doing the little things to get up to add visual effect to show that the agency is doing something was proposed. What will be the return on investment to the taxing agencies which have given up their revenues in this process was of concern.

Vail spoke of the need to list projects, rate their level of influence on livability, investment and cost. The low hanging fruit is nice but it does not necessarily give good investment. But we should work parallel to the projects which have that influence. Would be worthwhile to go through this exercise with the projects here. Would folks be open to an afternoon facilitated workshop to go through some of this stuff to set out strategy. And could we get money for something like this, to get a facilitator, to do this?

Chairman Adams: There is no budget in place yet to expend funds. Not having a budget in place limits abilities at this point. Gervasi mentioned a line item within the City's Transient Room Tax titled Urban Renewal where some monies could be borrowed from potentially.

Chairman Adams asked if Kurt Olson be willing to help out in this regard. He is fairly knowledgeable. No sense recreating the wheel during this process. Lewis mentioned that where urban renewal is concerned, a lot of the projects agencies do are not seen. A lot of projects are underground project, utilities, and such. The Agency needs to narrow projects because of money we have. We can project what we will have.

Chairman Adams indicated that the Agency's projects are broad based.

Clay asked of the projected amount over the life of the Plan. Gervasi answered, 12 million plus.

Vail spoke of the need for a road map of projects. Keeps things moving on. Should also have flexibility.

Lewis: 25 open store fronts in Lincoln City last time through; down to 11 now. Something's happening down there.

Decker: Talked with a lady from Albany about Urban Renewal Albany there. Albany loaned money out to contractors/developers. Developers did what they did. Lake Oswego used the money themselves and developed the city themselves. She liked what Lake Oswego did.

A discussion was held about where to look at other cities for what they have done with Urban Renewal. Cities mentioned were Lincoln City, Newport, Toledo, Albany, Canby, Astoria. Lewis mentioned looking at cities that are similar to Tillamook in terms of community, industry, needs.

A discussion was held about how the boundaries for the agency was chosen and implemented within the Plan for the Agency.

A field trip was scheduled following the discussion for February 9th, 2007, beginning at 8:00 a.m., to site view Lincoln City, Newport and Toledo.

Chairman Adams will sent out all invitations by email for the event.

Administrator's Report

Administrator Gervasi stated that copies of the plan, copies of the report on the plan and resolution of the agency should have been provided to all members. Gervasi will provide color copies of the map to all members.

Concerns of Agency Members

Vail: Expenditures of staff time for the Agency. Gervasi mentioned getting a temporary part time person to help out with some of the agency items and someone to put things together for the Agency. Chairman Adams food for thought to consider staff time for the agency during the budget process. All good questions to ask the other agencies on the 9th.

Chairman Adams: Cannot meet on Wednesdays.

Scheduling of Next Meeting

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

Meeting recap by Chairman Adams

On the legal counsel question: Vail will check with the agency on the website, get some recommendations; Chairman Adams will check with Jordan Schrader; Clay will check with the person who represents the TDA.

Administrator Gervasi will get the names of individuals not selected for the board and provide them to Chairman Adams who will contact them to see if they would like to participate on the budget committee for the Agency.

The field trip is scheduled for a site view of Urban Renewal Agency work in the cities of Lincoln City Newport, and Toledo for Friday, February 9, 2007. Vice Chairman Clay will make the advance contacts with those cities. Everyone will meet at 8:00 a.m. on the 9th. Administrator Gervasi will arrange for a van for the field trip.

Administrator Gervasi will provide copies by email of the map to all agency members.

Decker will contact Member at Large John Main and inform him of all events here.

Chairman Adams adjourned the meeting at this time.

***** Next meeting date: February 13, 2007, 6:00 p.m., Tillamook Fire Hall *****

Minutes reduced to typewritten form by:

Aaron J. Palter

Approved as to form:

Rick Adams, Chairman
Tillamook Urban Renewal Agency