



**TALENT URBAN RENEWAL AGENCY SPECIAL MEETING
TOWN HALL NOVEMBER 18, 2015 at 6:00 PM**

TURA meetings are being digitally recorded and will be available on the City website

The Talent Urban Renewal Agency of the City of Talent will meet in a Regular session at 6:00 P.M on Wednesday, November 18, 2015 at 6:00 P.M. in the Town Hall, 206 E. Main Street. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

TURA reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

REGULAR MEETING- 6:00 PM

Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the meeting place. Anyone commenting on a subject not on the agenda will be called upon during the "Citizens Heard on Non-agenda Items" section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the Talent Urban Renewal Agency.

1. Call to Order/Roll Call
2. Consent Calendar
 - 2.1 Approval of Minutes for November 4, 2015.....Page 2-4
3. Citizens Heard on Non-Agenda Items
4. Administrative
 - 4.1 Items from Chair or Agency Members
 - 4.2 Items from Executive Director
5. New & Miscellaneous Business
 - 5.1 TID Staff Report.....Page 5
 - 5.2 2nd Appraisal(No Agenda Report)
 - 5.3 New Attorney.....Page 6-9
6. Discuss Agenda items for the December 2nd Special Meeting
7. Adjournment

The City of Talent is an Equal Opportunity Provider

Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website (www.cityoftalent.org) in advance of each meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896



**TALENT URBAN RENEWAL AGENCY SPECIAL MEETING DRAFT MINUTES
TOWN HALL NOVEMBER 4, 2015 at 6:00 PM**

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1. Call to Order/Roll Call

Members Present

Chair Stricker
Vice Chair Pederson
Member Cooke
Member Wise
Member Collins

Members Absent

Member McManus
Member Abshire

Also present Executive Director, Tom Corrigan

2. Consent Calendar

2.1 Approval of Minutes for October 21, 2015

Member Cooke moved to approve the October 21, 2015. Member Wise seconded. Chair Stricker repeated the motion. Discussion: None. Roll Call Vote: Vice Chair Pederson, Member Cooke, Member Wise and Member Collins: YES. Motion passed unanimously.

3. Citizens Heard on Non-Agenda Items

None.

4. Administrative

4.1 Items from Chair or Agency Members

None.

4.2 Items from Executive Director

Mr. Corrigan discussed the schedule for the Plaza. Chair Stricker questioned if there are revised finish dates. Mr. Corrigan answered no and we are waiting for this from TID. Mr. Corrigan spoke that the conceptual poster was put up at the Plaza.

Mr. Corrigan spoke that there will be a final payout check for Marla Cates and just wanted the Board to be aware of this.

5. New & Miscellaneous Business

5.1 Assessment of TURA building uses

Mr. Corrigan gave a staff report. He explained that insurance for the building is based on an occupied or used structure, if unoccupied the rates go up. He gave options for what the building can be used for.

Vice Chair Pederson questioned if it was rented would it be able to be rented as residential. Community Development Director, Zac Moody spoke that currently it is commercial zoned. It would have to be changed to residential if the Board decided to rent it out that way. The Board discussed options and spoke that the building could be used for future use for City purposes. The Board was in consensus to not sell and to get the value of the property. Mr. Corrigan spoke that Staff could look into options.

5.2 2nd Appraisal process and how to proceed with TID

Mr. Corrigan gave a staff report. He explained the standards for an appraiser. He spoke to a few appraisers. He spoke with appraiser Mark Baird who is also an instructor on the board for the standards. Mr. Baird was already familiar with the TID property. He explained the process for the 2nd appraisal. Mr. Corrigan recommended to proceed with appraiser Mark Baird. The Board gave unanimous consensus to move forward with Mark Baird.

5.3 TID time of completion

Mr. Corrigan spoke that he spoke with TID today. The appraisal is complete but has not yet been released to the public. The latest to receive this information would be 2 weeks.

Chair Stricker suggested preparing an outline & timeline for the next steps. It was also suggested to have Elaine Howard come down to outline the steps. Mr. Corrigan explained that him and Ms. Howard have discussed creating a flowchart. It was decided to have this flowchart on the next meeting.

6. Discuss Agenda items for the November 18th Regular Meeting

- Flowchart or timeline of when we can get a flowchart.
- Appraisal.

7. Adjournment

The TURA Meeting was adjourned at 6:44 PM

Respectfully submitted by:

City Recorder, Melissa Huhtala

Attest:

Executive Director, Tom Corrigan

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TURA Agenda Report

Agenda Item

Meeting Date:

Primary Contact:

Issue before TURA: Initiate timeline plan for roundabout completion

Background: The TID appraisal will go to the TID Board but not until the second week of December.

The next steps will need to be pre-planned in order to avoid more time spent with no action.

PRELIMINARY

- New date for TID Board to discuss appraisal is 12/11
- Obtain USPAP appraiser
- Receive TID appraisal
- If accepted, have TURA appraiser review.
- If not accepted, have appraiser do new appraisal utilizing info from first appraisal from TID.
- Begin negotiations with TID
- Begin process to decide City/TURA purchase split if necessary
- Decide on funding mechanism for City portion
- Contract with Right of Way agent. (See attached).
- Amend Res 09-9 (Attached) specifying tax lots with maps. One of the three parcels for Phase II has already been named.
- Complete a minor partition for the ¼ acre parcel if necessary. The City could then purchase that parcel and TURA could finance the remaining property that is within the current urban renewal boundary.
- Develop language for RFP if using that approach for developers
- Issue RFP

Consideration after appraisal from TID



TURA Agenda Report

Agenda Item

Meeting Date: November 18, 2015

Primary Contact: Tom Corrigan

Issue before TURA: Attorney for future legal proceedings

Background: Jeanette Launer was used for many years by TURA and is the preeminent attorney for Urban Renewal in the state. Jeanette is retiring in December. There are only a few persons to succeed her in the state based on her communications and questions of other law firms, including the City's. Speer Hoyt said they could do the work but that they don't do the work regularly.

As TURA will only be using the attorney on a casual basis, and there is a current need for attorney services, there is not a need for a full blown RFP.

Recommendation:

Dan Thorndike and Rob Sullivan were the only two names that Jeanette could give to us. Rob is currently working up north and Dan is in Medford. After speaking with the City attorney, it was felt that Dan would be a good fit. Dan is former counsel for Medford Urban Renewal and current attorney for Phoenix Urban Renewal.

Dan Thorndike, Ashland, Oregon, earned his BA at the Colorado College and his J.D. at the University Of Washington School Of Law. Dan was in private law practice from 1980-1992. He has been General Counsel & Corporate Secretary for Medford Fabrication since 1992. He has served as President of Britt Music Festival; President of Rogue Valley Family YMCA; President of Schneider Museum of Art, Southern Oregon University; Chairperson of Ashland School Board and School Board Member for eight years; and President of the Southern Oregon University Foundation. Dan has previously served on the OSF Board of Directors and served as President; and currently is the Festivals Endowment Trustee vice president. Dan also served as chairperson of the Oregon Water Resources Commission, and now serves as co-chair of the Oregon Watershed Enhancement Board. He is a coach for the Ashland High School Nordic Ski Team. Dan is married to Joan and has two children, Camila and Isabella.



Dan Thorndike rate sheet attached.

Board Options: Approve one of the attorneys or direct staff Direct Staff to look into other attorneys.

Potential Motions:

I move to approve Dan Thorndike to do current Urban Renewal legal work.

I move to approve Rob Sullivan to do current Urban Renewal legal work.

I move to approve Speer Hoyt to do current Urban Renewal legal work.

Tom,

I'd be happy to represent the Talent Urban Renewal Agency on an "as-needed" basis. As I mentioned in our telephone conversation, I've been representing local urban renewal agencies (Medford, Jackson County and Phoenix) for many years. Effective January 1, 2016, my municipal billing rate will be \$150.00 per hour; presently, it is \$135.00 per hour.

While I spend approximately 3 months per year out of the country (generally December, March and one other month between June and September), I generally remain in internet and telephone contact when I am away. As I'm sure your former urban renewal manager, Marla Cates, could attest, I make a point of responding to questions and request as promptly as possible.

Thanks for contacting me, and I look forward to the possibility of working with the Talent Urban Renewal Agency.

Best regards,

Dan

Daniel C. Thorndike, Attorney at Law

A field right-of-way agent is a valuable asset for inspectors, oil and gas companies, construction crews and anyone else that needs to work on land property. The main purpose of a field right-of-way agent is to secure [property rights](#) on behalf of third parties, such as government agencies or private businesses. However, the scope of a field right-of-way agent's work cannot be summarized in one sentence. Among other tasks, field right-of-way agents perform the following duties.

- **Find landowners.** Before a project can be implemented, it is the right-of-way agent's job to identify owners who may be affected by a project.
- **Map out dig locations.** In addition to locating property owners, right-of-way agents use information from dig sheets to map out dig locations with the help of GIS. This step saves time for work crews and improves accuracy when evaluating the overall impact of a project.
- **Accurate appraisals.** Prior to negotiating with a land owner, right-of-way agents use the information obtained from the dig sheet and GIS to obtain an accurate appraisal of land.
- **Establish relationships with landowners.** Reputable right-of-way agents don't simply make a phone call to a landowner, they take the time to meet face-to-face. This extra step can make all the difference for construction crews, because it allows the owners time to process the scope of a project and establish a single point of contact should they have concerns.
- **Negotiate price.** As the core of a right-of-way agent's function, price negotiation is key. Fortunately, agents who take the previous steps are in better positions to negotiate with landowners.
- **Secure dig locations.** After a property is secured, a field right-of-way agent ensures that construction crews and other professionals have unobstructed access to dig sites. Specifically, they make sure there are no locks, fences or other structures that would inhibit work on the project.
- **Compile site-specific reports.** Reporting is a necessary function for any project. Right-of-way agents routinely perform maintenance reports by compiling accurate and complete information about each landowner, project and property.
- **Scope of work.** Understanding the scope of work is essential for right-of-way agents, as they must be able to evaluate potential damages and delays that can occur. For companies, right-of-way agents ensure ongoing communication between all involved parties.
- **Settle damages.** After work is complete, it is the responsibility of the right-of-way agent to settle any damages. Given the agent's involvement and firsthand account of a property's pre-project condition, accurately evaluating the extent of damage upon completion is relatively simple.

Overall, field right-of-way agents enhance collaboration between different parties involved in a project, which reduces the likelihood of setbacks. From meeting with landowners and establishing rapport to property negotiation and damage settlement, field right-of-way agents play important roles in guaranteeing timely project completion while staying on budget.