

**URBAN RENEWAL AGENCY  
of the  
CITY OF TALENT**

**Wednesday, July 15, 2015**

6:00 p.m.

**TOWN HALL**

206 E. Main Street, Talent, Oregon

**REGULAR - MEETING AGENDA**

6:00 p.m.

<b>1.</b>	<b>Call to Order/Roll Call</b>
<b>2.</b>	<p><b>Consent Calendar</b></p> <p style="padding-left: 40px;">Approval of Minutes: Special Meeting, June 24, 2015 Special Meeting, June 30, 2015</p> <p style="padding-left: 40px;">Financial Reports for June 2015: Balance Sheet Expense Reports Monthly List of Checks</p>
<b>3.</b>	<b>Citizens Heard on Non-Agenda Items</b>
<b>4.</b>	<p><b>Administrative</b></p> <p style="padding-left: 40px;">Signing -- Monthly List of Checks Items from Chair or Agency Members Items from Executive Director Items from City Manager</p>
<b>5.</b>	<b>New &amp; Miscellaneous Business</b>
5.1	<p><b>Local Contract Review Board:</b> Consider bid results for West Valley View 1D-Plaza Phase: one bid received from Knife River Materials for \$329,365.70. (Engineer's estimate: \$260,768.50)</p>
5.2	Approve Resolution No. 15-7 accepting an Intergovernmental Agreement with the City of Talent for the purposes of a \$250,000 Line of Credit for FY 15-16
5.3	<p>Transition Plan: Review and comment on rough draft on Amendment #5 to the Intergovernmental Cooperation Agreement (December 2, 2014) outlining anticipated services and costs to TURA when city staff takes over management, administrative and financial tasks.</p>
5.4	Discuss agenda items for next board meeting(s)
<b>6.</b>	<b>Adjournment</b>

*For further information: Details on agenda items can be viewed at [cityoftalent.org](http://cityoftalent.org);  
at the Talent Urban Renewal Agency office (102 Home Street); or  
at the City Hall front counter (please ask to see the current Board Packet)*

**Urban Renewal Agency  
of the  
City of Talent  
Minutes of Special Meeting**

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TUESDAY, June 24, 2015  
Town Hall  
208 E. Main Street  
TALENT, OREGON

**AGENDA ITEM 1**

**CALL TO ORDER / ROLL**

In the intervening time since the last regular meeting of TURA on June 16, 2015, the City Council voted to assume the responsibilities of the TURA board effective June 17, 2015. Executive Director Marla Cates, due to the change in board members and the absence of duly elected officers, called the special meeting of the Talent Urban Renewal Agency to order at 6:38 p.m. Cates then called the roll of the new TURA board.

**MEMBERS PRESENT:**

Member Stricker  
Member Ryan Pederson  
Member Anthony Abshire  
Member E.J. McManus  
Member Daniel Wise

**MEMBERS ABSENT:**

Member Teresa Cooke (excused)

**ALSO PRESENT:**

Marla Cates, Executive Director  
Tom Corrigan, City Manager

A quorum was present and due notice had been published.

**AGENDA ITEM 2**

**ELECTION OF OFFICERS**

Executive Director Cates proposed that the new Board proceed by electing officers, per the published agenda and due to the immediate need for the requisite number of signatories on TURA's bank accounts. Member Stricker proposed an alternate course of action, as advised by the City's attorney, that the bylaws of TURA be revised to reflect the ordinance passed by City Council for council and mayor to assume responsibilities of the TURA board.

Member Stricker also asked board members if, when they voted as city councilors [on June 17], did they vote for the ordinance expecting that the Mayor would be Chair; and if so, whether they understood the Mayor's

role as a voting or non-voting position, consistent with the Mayor's role in the Council. Various members stated their understanding that they would be seated as TURA board members, but had not considered what the Mayor's role would be.

Further discussion reflected confusion arising from having conflicting opinions from the two attorneys: the City's attorney and TURA's attorney, Jeannette Launer, about how to proceed. It was agreed that the two attorneys should confer and that the City attorney's opinions should be copied to TURA. Cates also advised that, since Launer is a specialist in urban renewal and will be retiring in the near future, that Launer be asked to work with the City's attorney on the necessary procedures and related urban renewal matters to facilitate a smooth transition

It was also agreed that the Mayor's role on the TURA board would have to be clarified at a future meeting and established in revised bylaws. City Manager Corrigan opined that changes to bylaws should occur at a future meeting when adequate public notice has been given and that the present agenda be followed as published.

The meeting then moved forward with Member Wise nominating Member Stricker as Chair and Member Pederson as Vice-Chair/Secretary, seconded by Member McManus. A unanimous decision followed a roll call vote and Member Stricker assumed the role of Chair for the remainder of the meeting.

**AGENDA ITEM 3 CITIZENS HEARD ON NON-AGENDA ITEMS**

None.

**AGENDA ITEM 4 NEW & MISCELLANEOUS BUSINESS**

**4.1 Resolution 15-4, approving and adopting Agency by-laws; rescinding resolutions 02-1, 00-8 and 03-8.**

Executive Director Cates reviewed and summarized highlighted sections of TURA's bylaws requiring revisions to reflect recent changes in the make up of the TURA board. Member Pederson suggested that these changes be adopted so the board can function by them. Wise concurred and moved that Resolution 15-4, approving and adopting Agency by-laws; rescinding resolutions 02-1, 00-8 and 03-8, be approved; seconded by Pederson. Chair asked for discussion. McManus urged that the two attorneys be asked to work together to facilitate the transition. A non-roll call vote was taken which resulted in a unanimous approval.

**4.2 Resolution 15-5, authorizing bank depositories and signatories.**

Cates restated the need for new signatories on bank accounts in order to meet payroll and pay contractors by June 30. Member Pederson moved to adopt Resolution 15-5, authorizing Executive Director Cates to continue as signatory and adding Chair Stricker and Vice-Chair Pederson as signatories to the accounts. Member Abshire seconded the motion. Roll call vote resulted in unanimous approval.

**4.3 Discuss items for June 30<sup>th</sup> agenda (special meeting).**

Cates confirmed the meeting time of 6 pm for the June 30<sup>th</sup> special meeting. She outlined the transition plan she is developing to train city staff to assume responsibilities for the financial and record keeping portion of TURA work and said she will discuss this plan in more detail at

the meeting to be held on the 30th. Cates previously reviewed the draft plan with Corrigan [June 22] and distributed to key staff.

Member Pederson questioned Cates about the timing of the transition and City Manager Corrigan stated that city staff is currently working on selecting a new accounting system for the City that will have to be completed before adding the transition work as new responsibilities.

Member Wise raised the issue of whether to search for another Executive Director. It was agreed that discussion of this be placed on agenda for the 30<sup>th</sup>.

Executive Director Cates advised that new board members go through an urban renewal training session, as all previous board members have done. Discussion of how and when to do this followed, without a final decision.

**AGENDA ITEM 5**

**ADJOURNMENT**

There being no further business, Chair Stricker adjourned the meeting at 7:45 p.m.

**APPROVED:**

**ATTEST:**

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Darby Stricker, Chair

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Marla Cates, Executive Director

**Urban Renewal Agency  
of the  
City of Talent  
Minutes of Special Meeting**

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TUESDAY, June 30, 2015  
TOWN HALL  
TALENT, OREGON

- AGENDA ITEM 1**      **CALL TO ORDER / ROLL**  
Chair Darby Stricker called the meeting to order at 6:04 p.m.
- MEMBERS PRESENT:  
Chair Darby Stricker  
Vice Chair/Secretary Ryan Pederson  
Member Anthony Abshire  
Member Teresa Cooke  
Member Daniel Wise  
Member E.J. McManus
- Members Absent : None
- Also present: Executive Director Marla Cates  
City Manager Tom Corrigan
- A quorum was present and due notice had been published.
- AGENDA ITEM 2**      **CONSENT CALENDAR**  
Member Pederson moved that the Consent Calendar in its entirety be approved; seconded by Member Abshire. Roll call vote resulted in unanimous approval.
- AGENDA ITEM 3**      **CITIZENS HEARD ON NON-AGENDA ITEMS**  
None.
- AGENDA ITEM 4**      **ADMINISTRATIVE**  
There being no items from Chair or Agency Members, Executive Director Cates reported that she spent a considerable amount of time on-site [ Civic Center Alley project] coordinating and answering questions for contractors and that she plans to take time off in the coming week, with the exception of year-end financial work and being available to contractors if project questions arise.
- Cates also suggested that Members contact her when there are items that need to be discussed formally in meeting and she will add them to a list of agenda items for future meetings. She also plans to keep a list of miscellaneous items discussed during board meetings that the board may wish to revisit in future, such as modifications to the bylaws, etc.
- Concerning the bank signatory cards, which Chair Stricker, Vice Chair

Pederson and the Executive Director signed, Cates reported sending these documents to the State Pool Account and to Bank of America; however, the bank required that newer 2014 forms be used and that an additional form, Bank of America Resolution and Certificate of Incumbency be signed as well. Officers will sign these forms and Cates will resubmit them. She will also check with legal counsel to assure that Resolution 15-5, previously passed by the Board, is sufficient to meet the new requirements of the bank. Signing of the new forms was added to the agenda as item 6.6.

**AGENDA ITEM 5**

**PUBLIC HEARING ON THE FY 15-16 BUDGET**

Cates provided some background information on the budget recently approved by the Budget Committee and reported that approximately \$32,000 in tax revenue that came in during June will be carried forward into the new fiscal year but is not included in the budget. As uses for that new revenue become known, Cates explained that the Board will have to create a supplemental budget probably in 3–4 months to reflect the extra tax revenue and new expenditures.

She also explained that the auditing levels of control are on the budget categories, not on the individual line items, giving the board more flexibility in making adjustments to personnel and administrative services as the year progresses. Chair Stricker asked if City Manager Corrigan and Cates have discussed the Transition Plan as it relates to the budget. They responded that they have reviewed the Transition Plan but not the budget.

Chair Stricker opened and closed the Public Hearing on the Budget at 6:14 p.m., there being no comments.

**AGENDA ITEM 6**

**NEW & MISCELLANEOUS BUSINESS**

6.1 Vice Chair Pederson moved that Resolution #15-6 Adopting the Budget, Making Appropriations, Levying Taxes, and Categorizing Taxes for the 2015-16 Fiscal Year be adopted and Member Wise seconded the motion. Unanimous approval followed a roll call vote.

6.2 Cates gave the Board a quick overview of the spreadsheet showing the proposed two-month transition plan from her directorship responsibilities to having these tasks covered by multiple personnel on City staff and/or until a new Executive Director is selected, a decision Cates is recommending. Concerning project management tasks, Cates advised that she continue to manage Phase 1D Plaza construction and the Civic Center alley project, including financial authority, until these are complete, while Corrigan assumes responsibility and financial authority for Phase II of the West Valley View Project.

City Manager Corrigan suggested that the word “coordinate” be used to express how to transition the training and review of city staff work so as not to conflict with the mandate from the City Charter. There was discussion about how the timing and blending of responsibilities for staff work could be done and it was agreed that authority to assign duties to staff would remain with Corrigan and responsibility for training staff on TURA matters would be Cates’.

Regarding preparation of RFPs, the division of responsibilities would be

according to who was handling the projects. Chair Stricker suggested that a committee be formed to meet on a regular basis to work out the details during the transition. Scheduling of these meetings will be sent to the Board for input. Corrigan and Cates agreed that the Transition Plan is a fluid rather than a set agreement, coordinating as needed. Chair Stricker asked to see changes to the Transition Plan worksheet at regular intervals during the next two months, as the transfer of responsibilities occurs.

Cates also discussed the state of the TURA project files and her need to sort through and organize them, as well as needing the involvement of City staff in the filing work. Corrigan advised that there is a staff member who has been trained in the filing of public records who is available to assist with this and it was agreed that the transfer of files can be done as they are sort and organized.

Cates was concerned that the preparing of packets for Board meetings may be the most difficult part of the transition, with so many details involved in all the projects.

Chair Stricker also made reference to a recent meeting with Laz Ayala, Mark Knox, Cates, Corrigan and herself and asked Corrigan to prepare a report about that meeting for the next Board meeting, together with an action plan.

Cates agreed to meet with City staff after the holiday to begin the training work and coordination. Chair Stricker asked Corrigan to assign an ad-hoc committee to work on Phase 2. No further action was required of the Board.

6.3 Discuss Executive Director transition. There was a discussion about whether a search would be conducted for another Executive Director or whether City Manager would assume those responsibilities. The discussion extended into the financial area: how City staff will be compensated for the additional work of TURA and at what rates. There was some agreement that a search would take both time and money and that these expenditures may not be necessary if financial and staffing issues are addressed. Wise proposed that Cates and Corrigan report on these issues at the next meeting, including the need for any intergovernmental agency agreements ("IGA") that might be required to accomplish the transfer of Executive Director responsibilities to Corrigan by October 1, 2015, leaving open the possibility of hiring another Executive Director at a later time.

Cates suggested that the way to begin is for City staff to bill TURA according to an IGA and drawing from the budgeted amount for Executive Director salary and benefits to meet the expenses incurred. Amounts drawn can be monitored as the work is billed.

6.4 Discuss preferred day/time for holding monthly regular meetings of the Board of Directors

There was a lengthy discussion about the scheduling of regular meetings of the Board. After all views were heard, it was agreed that the primary TURA Board meeting will be the 3<sup>rd</sup> Wednesday of the month at 6 p.m. and will be limited to 45 minutes so that the noticing of the City Council

meetings can be made for 6:45 pm. Any items not resolved at that meeting will be moved to the agenda of a second TURA Board meeting to be held on the 1<sup>st</sup> Wednesday of the month preceding the City Council meetings. It was further agreed that the TURA Board will continue to be seated as a round table discussion, with Council members moving to the dais for the Council meeting which follows, helping to distinguish the functions of the TURA Board from the City Council. All present agreed with this scheduling.

6.5 Agent of Record for insurance purposes.

Corrigan proposed that Kristin Wick of Hart Insurance be named as the Agent of Record for TURA, to be consistent with the City. He informed the Board that a small commission is paid by the insurance company CIS to the agent. He proposed that this change be made now so as to be effective before July 1, 2015. Cates had no objection and Chair Stricker says it aligns with the bylaws. Member McManus moved to use Hart as Agent of record, seconded by Member Cooke. Roll call vote resulted in unanimous vote.

6.6 Signature of Forms. Chair Stricker, Vice Chair Pederson and Executive Director Cates have already executed the signature card from Bank of America following the election of officers at the June 24 board meeting. Member Abshire moved that the same officers be authorized to sign the new Bank of America Resolution and Certificate of Incumbency and directing the Executive Director to attach said form to Resolution 15-5 passed on June 24, 2015, seconded by Member McManus. Unanimous approval followed a roll call vote.

Amendment to item 6.4. Vice Chair Pederson moved to recommend to City Council an adjustment to the meeting time of City Council to accommodate TURA meetings at 6 pm, seconded by Member Abshire. Roll call vote resulted in unanimous approval.

**AGENDA ITEM 7**

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 7:47 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Darby Stricker, Chair

\_\_\_\_\_  
Marla Cates, Executive Director

2:12 PM  
07/09/15  
Cash Basis

**Urban Renewal Agency of the City of Talent**  
**Balance Sheet**  
**As of June 30, 2015**

	<u>Jun 30, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of America Checking	126,789.30
Local Govt. Investment Pool	509,078.66
<b>Total Checking/Savings</b>	<u>635,867.96</u>
<b>Total Current Assets</b>	<u>635,867.96</u>
<b>TOTAL ASSETS</b>	<u><u>635,867.96</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Net Income	635,867.96
<b>Total Equity</b>	<u>635,867.96</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>635,867.96</u></u>

**Urban Renewal Agency of the City of Talent  
 Expense Report (Budget vs. Actual)  
 CAPITAL PROJECTS FUND**

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Carry Over	76,260.64	82,820.00	92.1%
Donations/Grants/Reimbursements	52,873.35	50,800.00	104.1%
Other (Misc. Income)	9,793.50	0.00	100.0%
Transfers In for Contract Oblig	490,000.00	490,000.00	100.0%
Short Term Borrowing	450,000.00	450,000.00	100.0%
<b>Total Income</b>	<b>1,078,927.49</b>	<b>1,073,620.00</b>	<b>100.5%</b>
<b>Expense</b>			
<b>Personnel</b>			
Wages	44,855.52	45,000.00	99.7%
Taxes	3,651.28	4,000.00	91.3%
Benefits	2,913.21	3,000.00	97.1%
<b>Total Personnel</b>	<b>51,420.01</b>	<b>52,000.00</b>	<b>98.9%</b>
<b>Materials/Services</b>			
Administrative Services	2,647.49	3,500.00	75.6%
Supplies, Insurance & Office	19,590.30	16,000.00	122.4%
Travel & Training	195.45	500.00	39.1%
Contract-Auditor	5,600.00	5,600.00	100.0%
Contract-Engineer	0.00	300.00	0.0%
Contract-Legal	792.50	1,000.00	79.3%
Contract-Misc & CPA	1,675.00	1,600.00	104.7%
Contract-UR Consultant/Analyst	4,091.71	8,500.00	48.1%
<b>Total Materials/Services</b>	<b>34,592.45</b>	<b>37,000.00</b>	<b>93.5%</b>
<b>Capital Outlay</b>			
Land-Misc. Acquisitions	0.00	0.00	0.0%
Buildings-Rehabilitation Grants	1,031.25	5,000.00	20.6%
Buildings-102 Home Street	0.00	1,300.00	0.0%
Capital Maintenance	5,346.59	4,000.00	133.7%
West Valley View	788,309.13	816,000.00	96.6%
Civic Center Alley	5,752.27	95,000.00	6.1%
Misc. Improvements	885.00	7,000.00	12.6%
<b>Total Capital Outlay</b>	<b>801,324.24</b>	<b>928,300.00</b>	<b>86.3%</b>
<b>Total Expense</b>	<b>887,336.70</b>	<b>1,017,300.00</b>	
<b>Net Income</b>	<b>191,590.79</b>	<b>56,320.00</b>	

1:39 PM  
 07/09/15  
 Cash Basis

**Urban Renewal Agency of the City of Talent  
 Expense Report (Budget vs. Actual)  
 DEBT SERVICE FUND**

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Income</b>			
Carry Over	888,481.53	871,597.00	101.9%
Misc. Revenue	0.00	190,000.00	0.0%
Tax Revenue	1,234,156.48	1,190,000.00	103.7%
Interest Income	4,218.99	4,000.00	105.5%
<b>Total Income</b>	<u>2,126,857.00</u>	<u>2,255,597.00</u>	<u>94.3%</u>
<b>Expense</b>			
<b>Debt Service</b>			
12 Bond Principal	695,000.00	695,000.00	100.0%
12 Bond Interest	45,021.50	45,022.00	100.0%
Borrowing Costs of Issuance	250.00	0.00	100.0%
Transfers Out for Contract Oblig	490,000.00	490,000.00	100.0%
Short Term Borrowing- Principal	450,000.00	450,000.00	100.0%
Short Term Borrowing- Interest	2,308.33	9,000.00	25.6%
<b>Total Debt Service</b>	<u>1,682,579.83</u>	<u>1,689,022.00</u>	<u>99.6%</u>
Debt Reserve- Fund Balance	0.00	343,500.00	0.0%
<b>Total Expense</b>	<u>1,682,579.83</u>	<u>2,032,522.00</u>	
<b>Net Income</b>	<u><u>444,277.17</u></u>	<u><u>223,075.00</u></u>	

Urban Renewal Agency of the City of Talent

7/8/2015 5:10 PM

Register: Bank of America Checking  
 From 06/01/2015 through 06/30/2015  
 Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2015		CIS Trust	Donations/Grants/Reim...	Deposit		X	1,783.00	38,047.03
06/04/2015		Clearview Residential...	Donations/Grants/Reim...	Deposit		X	5,876.75	43,923.78
06/05/2015	4652	Medford Builders Exc...	-split-	Inv 74083, 74030	36.45	X		43,887.33
06/05/2015	4653	Southern Oregon Med...	Materials/Services:Supp...	Inv 1851-35256	158.22	X		43,729.11
06/05/2015	4654	City of Talent	-split-	water for 003-	146.69	X		43,582.42
06/05/2015	4655	RH2 Engineering, Inc.	Capital Outlay:Civic Ce...	Inv 62767	618.11	X		42,964.31
06/05/2015	4656	RVSS	Materials/Services:Supp...	...	18.40	X		42,945.91
06/05/2015	4657	MVL Enterprises, Inc.	-split-	Inv 2015-0494	255.00	X		42,690.91
06/15/2015	online	IRS - EFTPS	-split-	F941 payroll ta...	998.22	X		41,692.69
06/15/2015	online	Oregon Department o...	Personnel:Taxes	Payroll tax depo...	256.00	X		41,436.69
06/15/2015	4658	Marla Cates	-split-		1,153.16	X		40,283.53
06/15/2015	4659	Marla Cates	Materials/Services:Supp...	Cell phone	90.00	X		40,193.53
06/16/2015	4660	Pacific Power	Materials/Services:Supp...	...	49.77	X		40,143.76
06/16/2015	4661	CenturyLink	Materials/Services:Supp...	...	98.92	X		40,044.84
06/16/2015	4662	Charter Communicati...	Materials/Services:Supp...	Acct #: 8751-22...	79.98	X		39,964.86
06/16/2015	4663	Medford Builders Exc...	Capital Outlay:West Va...	74331	101.60	X		39,863.26
06/16/2015	4664	Alpha Ecological	Materials/Services:Supp...	Acct: 302859	113.00	X		39,750.26
06/16/2015	4665	Laurie Sager & Assoc...	-split-	Inv 15-1672 & -...	5,200.00	X		34,550.26
06/16/2015	4666	Thomas M. Myers	Capital Outlay:West Va...	6-8-15	50.00	X		34,500.26
06/16/2015	4667	J.L. Brewer, CPA	Materials/Services:Cont...	Inv 5-2015	450.00	X		34,050.26
06/16/2015	4668	Jeannette M. Launer, ...	-split-	Inv 3215	350.00	X		33,700.26
06/16/2015	4669	Southern Oregon Med...	Materials/Services:Supp...	acct 9900001851	158.22	X		33,542.04
06/16/2015	4670	MCI	Materials/Services:Supp...	...	28.45	X		33,513.59
06/16/2015	4671	Talent Historical Soci...	Materials/Services:Supp...	June 2015 mem...	50.00			33,463.59
06/24/2015		Allstate	Other (Misc. Income)	Deposit		X	700.00	34,163.59
06/29/2015			Local Govt. Investment ...	Funds Transfer		X	75,000.00	109,163.59
06/29/2015		City of Talent	Donations/Grants/Reim...	Deposit		X	45,000.00	154,163.59
06/30/2015	4672	Marla Cates	-split-		1,153.16			153,010.43
06/30/2015	4673	Marla Cates	-split-	make-up payroll...	1,937.69			151,072.74
06/30/2015	4674	Voya - State of Orego...	-split-	OSGP Employe...	993.83			150,078.91
06/30/2015	4675	Recology Ashland Sa...	Materials/Services:Supp...	Acct: 10300968...	36.87			150,042.04
06/30/2015	4676	City of Talent	-split-	water for 003-	201.34			149,840.70
06/30/2015	4677	Daily Journal of Com...	Capital Outlay:West Va...	Inv 742234501	225.40			149,615.30
06/30/2015	4678	Kimberly Blackwolf	Materials/Services:Supp...	6-25-15	120.00			149,495.30
06/30/2015	4679	Pilot Rock Excavation...	Capital Outlay:West Va...	Inv 4.0615 final...	21,022.95			128,472.35
06/30/2015	4680	Pilot Rock Excavation...	Capital Outlay:West Va...	Inv 5-26-15 TU...	1,433.40			127,038.95
06/30/2015	4681	Bureau of Labor and I...	Capital Outlay:Civic Ce...	WH-39 fee - Ci...	250.00			126,788.95
06/30/2015		Interest Credit	Interest Income	Deposit		X	0.35	126,789.30

**MONTHLY CHECK APPROVAL** DATE: 7/15/15  
 Chair \_\_\_\_\_  
 Vice Chair/Secretary \_\_\_\_\_  
 Citizen/Business \_\_\_\_\_  
 Citizen/Business \_\_\_\_\_  
 Councilor \_\_\_\_\_  
 Councilor \_\_\_\_\_  
 Councilor \_\_\_\_\_



# URBAN RENEWAL AGENCY

of the City of Talent

P.O. Box 445, Talent, OR 97540  
An Equal Opportunity Employer  
Phone: (541) 535-6170  
Fax: (541) 535-2334  
execdir@talenturbanrenewal.com

## Executive Director's Report For July 15, 2015

Prepared: 7-10-15

### ADMINISTRATIVE:

\$250,000 Line of Credit with City: As provided for in the FY 15-16 Budget, URA plans to borrow up to \$250,000 from the City during the summer/fall construction season, to assist with TURA's cash flow until the majority of TURA's tax revenue is received in November. To authorize the Line of Credit, an Intergovernmental Agreement (IGA) must be approved by both the City and TURA; the IGA in the board packet duplicates the IGA language previously approved by legal counsel for a similar borrowing in FY 14-15.

*Agenda item: Approve Resolution 15-7 accepting an Intergovernmental Agreement with the City of Talent for the Purposes of a \$250,000 Line of Credit*

### Update on Transition Team:

**Executive:** Marla Cates and Tom Corrigan have a meeting scheduled July 13. It is anticipated a regular meeting day/time will be established at that time.

**Finance:** Cates and Denise Woodman are in the middle of a series of meetings to assess financial transition needs. Cates is preparing a basic manual on details on UR check writing, financial reporting, and UR-specific record keeping. We will also consult with the auditor for advice on various transition matters.

**Board/Admin:** Cates and Melissa Huhtala are discussing options and timing for the transition of board packets and public noticing, and will soon discuss other areas to be transitioned.

**Support Services (filing, IT, etc.):** No meetings have been scheduled, however, the City's IT has contacted TURA's IT to discuss coordination.

Draft Outline -- Amendment #5 to Intergovernmental Cooperation Agreement between City and TURA: As part of the transition process, the board last month asked to see a rough outline of city services to be provided to TURA and associated costs. A very rough draft has been prepared for this packet. Although it has not yet been reviewed by UR legal counsel, it does lay out the general direction that both myself and the City Manager have in mind at present.

*Agenda item: Review and comment on rough draft on Amendment #5 to the Intergovernmental Cooperation Agreement (December 2, 2014) outlining services and costs to TURA when city staff takes over management, administrative and financial tasks.*

FY 14-15 Audit: The final field work for the FY 14-15 audit is scheduled for late August.

AORA Video: Talent Urban Renewal Agency has been chosen by the Association of Oregon Redevelopment Agencies (AORA) as one of four urban renewal agencies to be included in a video being prepared for AORA's website and for use in marketing

### **PROJECT UPDATES:**

Civic Center Alley: The storm drain is in, and concrete curbs are being finished. It was decided to add a drain pipe and drain rock around the foundation of the "annex" (storage room near the ADA ramp) at the Town Hall, as the wood foundation has been damaged due to years of inadequate drainage. In future, the City can have the damage repaired, but should hire only a contractor experienced in historic buildings to assess and propose the best solution. \*\*\*\*\* Due to some unexpected issues on-site, work is taking a little longer than expected. \*\*\*\*\* A price for completing the undergrounding of utility wires and removing the power poles is expected in a few days. \*\*\*\* The installation of slanted parking bumpers result in several small -- and one very large -- planting beds for future landscape which has not been designed and will be left for the City to decide. The large bed is of an interesting size, shape and position, and might lend itself to creative uses such as a spot for picnic tables, etc.

Bidding for West Valley View 1D-Plaza Phsae: Bids were opened on July 8. Only one bid was received, from Knife River Materials for \$329,365.70. This is \$68,597 higher than the engineer's estimate. The bidding climate for the last several months has been extremely unpredictable, and is likely to remain so through the current construction season. It is up to the board -- acting as the local contract review board -- to decide on the action it wishes to take.

*Agenda item: The board's options are to...*

1. **"Award the bid to Knife River for \$329,365.70 for the West Valley View Phase 1D project"** and have the work completed this Fall; or
2. **"Reject all bids for the West Valley View Phase 1D project, for good cause, upon a finding of the contracting agency it is in the public interest to do so"**; and later decide to re-bid the project, perhaps in January, hoping to receive more competitive bids.

*279C.395 Rejection of bids. A contracting agency may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may, for good cause, reject all bids upon a finding of the contracting agency it is in the public interest to do so. In any case where competitive bids are required and all bids are rejected, and the proposed project is not abandoned, new bids may be called for as in the first instance. [2003 c.794 §121]*

Respectfully submitted,



Marla Cates, Executive Director



TALENT URBAN  
RENEWAL AGENCY  
P.O. Box 445  
Talent, OR 97540

Email: [execdir@talenturbanrenewal.com](mailto:execdir@talenturbanrenewal.com)  
Phone: 541 535 6170  
Fax: 541 535 2334

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TRANSMITTED BY EMAIL, JULY 9, 2015

## NOTICE OF BID RESULTS

TO: All Bidders  
WEST VALLEY VIEW PROJECT – PHASE 1D

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This is to inform you of the bid results for the construction of the **WEST VALLEY VIEW PROJECT – PHASE 1D**. As of 2:00 p.m. on Wednesday, July 8, 2015, we received the following bid:

<b>1. Knife River Materials</b>	<b>\$ 329,365.70</b>
---------------------------------	----------------------

A copy of the bid tabulation is attached.

**Knife River Materials** is the sole bidder and apparent low bidder, and the bid appears complete and accurate and all qualifications met.

The Board of Directors will consider the bid results on **Wednesday, July 15, 2015, at 6 p.m.**, at Town Hall, 206 E. Main, Talent.

Thank you very much for taking the time to prepare and submit a bid – we appreciate your interest in this project.

  
Marla Cates  
Executive Director

**Bid Tabulation**  
**Talent Urban Renewal Agency**  
**West Valley View Project Phase 1D- Talent, Oregon**

Addenda's Acknowledged (2) First Tier (by 4:00pm) Bid Security					ZCS Engineering, Inc. Engineers Estimate N/A N/A N/A		Knife River Materials Y Y Y	
BID NUMBER	BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL
<b>MOBILIZATION, TRAFFIC &amp; EROSION CONTROL</b>								
1	00210	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00	\$37,000.00	\$37,000.00
2	00225	TRAFFIC CONTROL	LS	1	\$2,500.00	\$2,500.00	\$1,600.00	\$1,600.00
3	00280	EROSION CONTROL	LS	1	\$2,000.00	\$2,000.00	\$1,850.00	\$1,850.00
4	00305	CONSTRUCTION STAKING	LS	1	\$7,000.00	\$7,000.00	\$5,175.00	\$5,175.00
5	00310	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$5,000.00	\$5,000.00	\$12,000.00	\$12,000.00
6	00320	CLEAR & GRUB	LS	1	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
7	00330	GENERAL EXCAVATION	CY	458	\$20.00	\$9,160.00	\$27.50	\$12,595.00
8	00350	SUBGRADE GEOTEXTILE	SY	122	\$1.50	\$183.00	\$3.50	\$427.00
9	00430	4" 'PVC' PERFORATED DRAIN PIPE	LF	106	\$15.00	\$1,590.00	\$17.00	\$1,802.00
10	00430	6" 'PVC' PERFORATED DRAIN PIPE	LF	274	\$20.00	\$5,480.00	\$11.00	\$3,014.00
11	00430	SUBSURFACE DRAIN OUTLET CONNECTION	EACH	2	\$500.00	\$1,000.00	\$325.00	\$650.00
12	00445	4" 'PVC' STORM PIPE	LF	89	\$13.00	\$1,157.00	\$15.00	\$1,335.00
13	00445	8" HDPE PIPE, 0'-5' DEPTH	LF	56	\$30.00	\$1,680.00	\$35.00	\$1,960.00
14	00445	12" HDPE PIPE, 0'-5' DEPTH	LF	21	\$40.00	\$840.00	\$66.00	\$1,386.00
15	00430	6" STORM DRAIN CLEANOUT	EACH	2	\$500.00	\$1,000.00	\$400.00	\$800.00
16	00470	CONCRETE CURB INLET	EACH	4	\$2,000.00	\$8,000.00	\$1,600.00	\$6,400.00
17	00470	CONCRETE INLET, TYPE 'G-1'	EACH	1	\$1,700.00	\$1,700.00	\$1,600.00	\$1,600.00
18	00490	MINOR ADJUSTMENT OF SEWER MANHOLES	EACH	2	\$800.00	\$1,600.00	\$850.00	\$1,700.00
19	00490	MINOR ADJUSTMENT OF WATER VALVE COVERS	EACH	4	\$350.00	\$1,400.00	\$500.00	\$2,000.00
20	00610	RECONDITIONING EXISTING ROADWAY	LS	1	\$3,000.00	\$3,000.00	\$2,900.00	\$2,900.00
21	00641	3/4" MINUS AGGREGATE BASE	TON	130	\$23.00	\$2,990.00	\$38.00	\$4,940.00
22	00641	4" MINUS AGGREGATE BASE	TON	71.5	\$19.00	\$1,358.50	\$26.00	\$1,859.00
23	00744	LEVEL 2, 1/2" DENSE ACP MIXTURE	TON	184.5	\$100.00	\$18,450.00	\$125.00	\$23,062.50
24	00759	CONCRETE WALKS	SF	1,232	\$6.00	\$7,392.00	\$5.60	\$6,899.20
25	00759	CONCRETE CURB AND GUTTER	LF	308	\$22.00	\$6,776.00	\$28.00	\$8,624.00
26	00759	CONCRETE STANDARD CURB, PLAZA	LF	302	\$25.00	\$7,550.00	\$27.00	\$8,154.00
27	00759	CONCRETE STANDARD CURB, PLANTERS	LF	208	\$23.00	\$4,784.00	\$24.00	\$4,992.00
28	00759	CONCRETE FLUSH CURB, PLAZA	LF	229	\$22.00	\$5,038.00	\$24.00	\$5,496.00
29	00759	CONCRETE CURB, PLANTER BOX IN PLAZA	LF	60	\$30.00	\$1,800.00	\$31.00	\$1,860.00
30	00759	CONCRETE RAMP	EACH	1	\$750.00	\$750.00	\$2,200.00	\$2,200.00

**West Valley View Project Phase 1D- Talent, Oregon**

Addenda's Acknowledged (2) First Tier (by4:00pm) Bid Security					ZCS Engineering, Inc. Engineers Estimate		Knife River Materials	
					N/A		Y	
					N/A		Y	
					N/A		Y	
					N/A		Y	
BID NUMBER	BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL
31	00759	CONCRETE FLUSH CURB ROUNDABOUT	LF	51	\$30.00	\$1,530.00	\$29.00	\$1,479.00
32	00759	CONCRETE DRIVEWAY APPROACH	SF	496	\$8.00	\$3,968.00	\$10.50	\$5,208.00
33	00759	CONCRETE PARKING BUMPER	EACH	9	\$100.00	\$900.00	\$110.00	\$990.00
34	00759	CONCRETE SEAT WALLS AND PLANTERS	LS	1	\$10,000.00	\$10,000.00	\$18,500.00	\$18,500.00
35	00759	CONCRETE BENCH AND PLANTER	LS	1	\$8,500.00	\$8,500.00	\$14,000.00	\$14,000.00
36	00760	UNIT PAVERS	SF	4,678	\$11.00	\$51,458.00	\$14.00	\$65,492.00
37	00815	6" BOLLARDS	EACH	6	\$800.00	\$4,800.00	\$950.00	\$5,700.00
38	00815	3" REMOVABLE BOLLARDS	EACH	1	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00
39	00860	4" LONGITUDINAL PAVEMENT MARKINGS	LF	140	\$2.00	\$280.00	\$1.00	\$140.00
40	00860	PAVEMENT LEGEND: ARROWS	EACH	4	\$250.00	\$1,000.00	\$25.00	\$100.00
41	00860	PAVEMENTS LEGEND: COMPACT STENCIL	EACH	5	\$250.00	\$1,250.00	\$25.00	\$125.00
42	00970	POLE FOUNDATIONS	EACH	2	\$800.00	\$1,600.00	\$450.00	\$900.00
43	00970	LIGHT POLE INSTALLATION	EACH	2	\$500.00	\$1,000.00	\$500.00	\$1,000.00
44	00970	SWITCHING, CONDUIT, AND WIRING	LS	1	\$7,500.00	\$7,500.00	\$7,000.00	\$7,000.00
45	01040	TREES, ACER T.P. WARRENRED, 1-3/4" CAL	EACH	4	\$255.00	\$1,020.00	\$329.00	\$1,316.00
46	01040	TREES, CARPINUS 'FRANS FONTAINE', 2" CAL	EACH	1	\$250.00	\$250.00	\$363.00	\$363.00
47	01040	TREES, FRAXINUS A. 'AUTUMN PRUPLE', 2" CAL	EACH	4	\$250.00	\$1,000.00	\$391.00	\$1,564.00
48	01040	SHRUBS, ARCTOSTAPHYLOS 'SUNSET', 5 GAL	EACH	18	\$35.00	\$630.00	\$39.00	\$702.00
49	01040	SHRUBS, CAREX FLAGELLIFERA 'KIWI', 1 GAL	EACH	33	\$10.00	\$330.00	\$15.00	\$495.00
50	01040	SHRUBS, CISTUS LADNIFER, 5 GAL	EACH	7	\$30.00	\$210.00	\$39.00	\$273.00
51	01040	SHRUBS, HELIANTHEMUM 'HENFIELD BRILLIANT', 1 GAL	EACH	64	\$5.00	\$320.00	\$14.50	\$928.00
52	01040	SHRUBS, GREEN BEAUTY BOXWOOD, 5 GAL	EACH	33	\$35.00	\$1,155.00	\$35.00	\$1,155.00
53	01040	MEADOW MIX, PACIFIC VISTA DWARF FESCUE BLEND	LS	1	\$250.00	\$250.00	\$2,195.00	\$2,195.00
54	01040	BULBS, IRIS RETICULATA	EACH	50	\$3.00	\$150.00	\$3.00	\$150.00
55	01040	BULBS, NARCISSUS HAWERA	EACH	50	\$2.00	\$100.00	\$3.00	\$150.00
56	01040	BULBS, SCILLA S. 'SPRING BEAUTY'	EACH	50	\$2.30	\$115.00	\$3.00	\$150.00
57	01040	SOIL, TOPSOIL PLUS	CY	110	\$50.00	\$5,500.00	\$73.00	\$8,030.00
58	01040	MULCH, DARK MULTIBARK	CY	8	\$63.00	\$504.00	\$35.00	\$280.00
59	01040	MULCH, DECOMPOSED GRANITE	CY	14	\$35.00	\$490.00	\$49.00	\$686.00
60	01040	FERTILIZER, AGRIFORM PLANTING TABLET	LS	1	\$115.00	\$115.00	\$229.00	\$229.00
61	01040	BOULDERS	EACH	10	\$750.00	\$7,500.00	\$395.00	\$3,950.00
62	01050	HORSE PANEL FENCE	LF	77	\$45.00	\$3,465.00	\$95.00	\$7,315.00
63	01050	3' SINGLE GATE	EACH	1	\$300.00	\$300.00	\$485.00	\$485.00
64	01070	MAILBOX SUPPORTS	EACH	1	\$250.00	\$250.00	\$400.00	\$400.00

West Valley View Project Phase 1D- Talent, Oregon

					ZCS Engineering, Inc. Engineers Estimate		Knife River Materials	
Addenda's Acknowledged (2) First Tier (by 4:00pm) Bid Security					N/A N/A N/A		Y Y Y	
BID NUMBER	BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL	UNIT COST	TOTAL
65	01095	LITTER RECEPTACLE INSTALLATION	EACH	1	\$150.00	\$150.00	\$250.00	\$250.00
66	01095	BICYCLE RACK INSTALLATION	EACH	1	\$200.00	\$200.00	\$250.00	\$250.00
67	01120	IRRIGATION SYSTEM	LS	1	\$11,800.00	\$11,800.00	\$7,335.00	\$7,335.00
<b>TOTAL PHASE ID CONSTRUCTION COST</b>						<b>\$260,768.50</b>		<b>329,365.70</b>

Matches BID

X  
 difference:  
 \$68,597

**Urban Renewal Agency of the City of Talent, Oregon**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT  
ACCEPTING AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF  
TALENT FOR THE PURPOSES OF A \$250,000 LINE OF CREDIT**

**RESOLUTION NO. 15-7**

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Talent ("Agency") hereby accepts the Intergovernmental Agreement ("Agreement") with the City of Talent ("City") for the purposes of a \$250,000 line of credit, the form of which is hereto attached as **Exhibit A**, and authorizes the Executive Director to sign the Agreement, pending approval of the Agreement by the City.

BE IT FURTHER RESOLVED that the Executive Director is authorized to begin making draws on the line of credit as soon as the Agreement is executed by the City, and acknowledges that the Chair is the Executive Director's designee to act in her absence on behalf of the Agency under this IGA.

The above resolution statement was approved and declared adopted on this 15th day of July, 2015 by the following vote:

AYES: \_\_\_\_ NAYS: \_\_\_\_ ABSENT: \_\_\_\_ ABSTAIN: \_\_\_\_

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 15th day of July, 2015.

\_\_\_\_\_  
Darby Stricker, Chair

ATTEST:

\_\_\_\_\_  
Marla Cates  
Executive Director

INTERGOVERNMENTAL AGREEMENT FOR A LINE OF CREDIT IN AN  
AMOUNT NOT TO EXCEED \$250,000, FROM THE CITY OF TALENT TO THE  
TALENT URBAN RENEWAL AGENCY FOR THE PURPOSE OF FUNDING THE  
WEST VALLEY VIEW PROJECT

THIS INTERGOVERNMENTAL AGREEMENT ("IGA") is entered into effective this \_\_\_\_ day of July, 2015 ("Effective Date") between the City of Talent, Oregon, an Oregon municipal corporation ("City"), and the Talent Urban Renewal Agency, the duly authorized and acting urban renewal agency of the City ("Agency"). The City and Agency may each be referred to herein as "party", and jointly, as the "parties."

RECITALS:

WHEREAS, the Agency is a public body, corporate and politic, duly activated by the City, exercising its powers to engage in urban renewal activity as authorized by ORS chapter 457; and

WHEREAS, the Urban Renewal Area ("Area") was established by approval of the Talent Urban Renewal Plan ("Plan") on July 17, 1991, setting out goals, objectives, and projects for the Area, including the West Valley View Project ("Project") added to the Plan by substantial amendment in 2005; and

WHEREAS, the Board of the Agency has determined that a need exists to borrow funds for the Project, to be repaid with Tax Increment Revenue (defined below); and

WHEREAS, the City and the Agency have determined that financing the Project through an intergovernmental agreement as allowed by ORS 190.010, is more cost efficient than external financing methods, is financially feasible, and is in the parties' best interests; and

WHEREAS, the City of Talent has approved a maximum indebtedness for the Urban Renewal Area of \$17,127,276. The Agency has previously issued \$11,586,300 of long and short-term indebtedness that is subject to the maximum indebtedness limitations, and there is no other indebtedness outstanding for the area to which the maximum indebtedness limitation applies. As a result, the Agency has \$5,540,976 of capacity to incur indebtedness for the Area.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES STATED HEREIN, THE PARTIES AGREE AS FOLLOWS:

**Section 1: Term and Termination.** This IGA shall become effective upon the Effective Date and shall continue in full force and effect until the Loan is paid in full ("Term").

**Section 2: Loan; Duties of the City.** The City will loan up to Two Hundred and Fifty Thousand and no/Dollars (\$250,000.00) to the Agency, pursuant to the terms and conditions contained within this IGA and in compliance with the laws of the State of Oregon ("Loan"). The City will authorize all actions and execute all documents necessary or desirable to make the Loan. The Agency shall reimburse the City for the City's legal expenses incurred in the performance of this agreement, but not to exceed \$250.

**Section 3: Agency Promise to Pay; Duties of the Agency.**

Agency shall repay any outstanding principal and accrued interest on funds disbursed to the Agency to the City no later than June 15, 2016 ("Repayment Date"). Agency plans to repay draws on the Loan, including accrued interest, with Tax Increment Revenue funds as they become available at any time prior to the Repayment Date with no prepayment penalty. Loan repayment shall be in the form of the Agency's check payable to the order of the City of Talent, Oregon.

The Agency shall repay the Loan solely from the Tax Increment Revenue collected by the Agency. "Tax Increment Revenue" means all ad valorem tax revenues which are attributable to the increase in assessed value of property within the Area pursuant to Section 1c, Article IX of the Oregon Constitution and Oregon Revised Statutes, Chapter 457.

The Agency shall authorize all actions and execute all documents necessary or desirable to accept the Loan, and to authorize repayment of Loan in compliance with the laws of the State of Oregon, the Plan and this IGA. The Agency shall be responsible for its expenses incurred in the performance of the IGA.

**Section 4: Loan Disbursements; Interest Rate.** The Loan will be considered a line of credit available to the Agency during the Term. The Agency is not required to draw any or all of the Loan funds.

After the City's receipt of Agency's written draw request, the City shall disburse the draw amount by wire transfer to the Agency's Local Government Investment Pool or by check made to the order of the Talent Urban Renewal Agency within ten (10) business days or as soon thereafter as maybe mutually agreed-upon by both parties. The Agency shall submit a draw request no more frequently than once each calendar month. The maximum amount to be drawn is \$250,000.00.

Interest on the Loan, at a rate of 2% per annum, shall accrue on the outstanding balance of the disbursed Loan funds, calculated by the City on the last day of each month during the Term. The City will provide a written statement of the

outstanding principal of the Loan, and accrued interest, to the Agency Executive Director by the 10<sup>th</sup> of each month following the initial City disbursement of Loan funds.

**Section 5: Indemnification.** Subject to the limits of the Oregon Tort Claims Act and Oregon Constitution, City agrees to indemnify, hold harmless and defend, Agency, its Board members, officers, employees, and agents from and against all claims, suits, actions of whatsoever nature, damages or losses, and all expenses and costs incidental to the investigation and defense thereof, including reasonable attorney fees, resulting from or arising out of the activities of City, its officers, employees or agents under this IGA.

Subject to the limits of the Oregon Tort Claims Act and Oregon Constitution, Agency agrees to indemnify, hold harmless and defend, City, its officers, employees, and agents from and against all claims, suits, actions of whatsoever nature, damages or losses, and all expenses and costs incidental to the investigation and defense thereof, including reasonable attorney fees, resulting from or arising out of the activities of Agency, its directors, employees or agents under this IGA.

**Section 6: Modification.** This IGA may not be altered, modified, supplemented, or amended in any manner whatsoever except by prior written agreement of the parties. Any such alteration, modification, supplementation, or amendment, if made, shall be effective only in the specific instance and for the specific purpose given, and shall be valid and binding only if signed by the parties.

**Section 7: Waiver.** No provision of this IGA may be waived except in writing by the party waiving compliance. No waiver of any provision of this IGA shall constitute waiver of any other provision, nor shall any one waiver constitute a continuing waiver.

Failure to enforce any provision of this IGA shall not operate as a waiver of that provision or of any other provision.

**Section 8: Severability.** The parties agree that if any term or provision of this IGA is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this IGA did not contain a particular term or provision held to be invalid.

**Section 10: Designated Representative.** The City authorizes the City Manager or the City Manager's designee to act on behalf of the City under this IGA. The Agency authorizes the Executive Director of the Agency or the Executive Director's designee to act on behalf of the Agency under this IGA.

IN WITNESS WHEREOF, the parties have executed this IGA as of the dates set forth below.

City of Talent

\_\_\_\_\_  
Tom Corrigan  
City Manager of the City of Talent

\_\_\_\_\_  
Date

Talent Urban Renewal Agency

\_\_\_\_\_  
Marla Cates  
Executive Director of the Talent  
Urban Renewal Agency

\_\_\_\_\_  
Date

*Rough Draft for  
Comment only*

Exhibit A

AMENDMENT #5  
TO  
INTERGOVERNMENT COOPERATION AGREEMENT

Between the Urban Renewal Agency of the City of Talent  
and the City of Talent

This Amendment #5 to the Intergovernment Cooperation Agreement dated December 1, 2004 ("Agreement") between Agency and City is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the Agency, acting through its Board of Directors, and the City, acting through its City Council.

Pursuant to Section 2. Reimbursement; Section 2.1 Materials and Services: The Agency and City shall be entitled to compensation for any staff services or supplies provided by one to the other party, provided that, in advance of the performance of services or the providing of supplies, the City and the Agency shall have agreed, in writing, to the scope and cost of such materials and services. Agency requests for City services are to be approved by the City Manager. City requests for Agency services are to be approved by the Agency Board of Directors.

In response to the anticipated retirement of the Agency's Executive Director and the City's stated ability and willingness to provide all necessary administrative and financial services for the Agency, the following personnel, services, rates and approximate annual cost are anticipated:

City Manager:

Services: \_\_\_\_\_  
Hourly billing rate: \$ \_\_\_\_\_  
Approximate number of hours per year: \_\_\_\_\_  
Approximate cost per year: \$ \_\_\_\_\_

City Recorder

Services: \_\_\_\_\_  
Hourly billing rate: \$ \_\_\_\_\_  
Approximate number of hours per year: \_\_\_\_\_  
Approximate cost per year: \$ \_\_\_\_\_

Administrative Services Director

Services: \_\_\_\_\_  
Hourly billing rate: \$ \_\_\_\_\_  
Approximate number of hours per year: \_\_\_\_\_  
Approximate cost per year: \$ \_\_\_\_\_

IT Services

Services: \_\_\_\_\_  
Hourly billing rate: \$ \_\_\_\_\_  
Approximate number of hours per year: \_\_\_\_\_  
Approximate cost per year: \$ \_\_\_\_\_

Reimbursement for Services

The City shall submit a detailed invoice for reimbursement to the Agency on a regular basis, as agreed to by both parties. The invoice shall list the personnel providing Agency services, the hours worked, and the rate for each individual.

The Agency shall reimburse the City within 30 days of receipt of invoice, and shall record the payments as Contract Services in its accounting records.

IN WITNESS WHEREOF, Agency and City have caused their respective representatives to execute this Amendment #5 effective as of the date first written above.

For the Urban Renewal Agency of the City of Talent

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For the City of Talent

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_