

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

**Wednesday, June 24, 2015**

6:30 p.m.

Town Hall

208 E. Main Street, Talent, Oregon

**SPECIAL - MEETING AGENDA**

6:30 p.m.

<b>1.</b>	<b>Call to Order &amp; Roll Call</b> <b>Executive Director (June 24 meeting only)</b>	
<b>2.</b>	<b>ELECTION OF OFFICERS: Executive Director (June 24 meeting only)</b> <b>Chair</b> <b>Vice Chair/Secretary</b>	
<b>3.</b>	<b>Citizens Heard on Non-Agenda Items</b> <b>Chair</b>	
<b>4.</b>	<b>New &amp; Miscellaneous Business</b>	
	4.1	Resolution 15-4, approving and adopting Agency bylaws; rescinding resolutions 02-1, 00-8, and 03-8. The purpose of this resolution is to update bylaws to reflect a change in board members.
	4.2	Resolution 15-5, authorizing bank depositories and signatories. The purpose of this resolution is to update the Agency's authorized check signers to reflect a change in board members.
	4.3	Discuss items for June 30 agenda (special meeting)
<b>5.</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**

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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  
June 24, 2015**

The Executive Director's report explaining items in the Board of Director's packet for the special meeting on June 24 will be sent separately.

**URBAN RENEWAL AGENCY  
OF THE CITY OF TALENT, OREGON**

**RESOLUTION NO. 03-8**

*Bylaws currently in effect, with areas needing changes (highlighted)*

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT APPROVING AND ADOPTING AGENCY BYLAWS; RESCINDING RESOLUTIONS NO. 02-1 and 00-8.**

BE IT RESOLVED that the Urban Renewal Agency of the City of Talent adopts the following bylaws:

**ARTICLE I - AUTHORITY**

Section 1. Name: The name of the Agency shall be The Urban Renewal Agency of the City of Talent, Oregon, hereinafter referred to as "Agency."

Section 2. Office: The office of the Agency shall be located in the City Hall, City of Talent, Oregon, or at such other location as the Agency may from time to time designate by resolution.

Section 3. Powers and Duties: The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes, the Talent City Charter, and as authorized by the City Council of Talent in accordance with Ordinance No. 539, adopted by the Talent City Council on March 20, 1991.

**ARTICLE II - OFFICERS, PERSONNEL, COMMITTEES**

Section 1. Officers: The officers of the Agency shall be a chair, a vice-chair/secretary, an executive director, and any other officers whom the Agency deems necessary. **None of the Agency officers shall be concurrent members of the Talent City Council.**

Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency. **The Chair shall have a vote on all questions before the Agency.** At each Agency meeting, the Chair shall submit information and recommendations as the Chair may consider proper concerning the business, affairs and policies of the Agency.

Section 3. Vice-Chair/Secretary: The Vice-Chair/Secretary shall be elected by the Agency members during the first meeting of each calendar year and shall perform the duties of the Chair in the absence of the Chair. Whenever the Chair is unable to perform the functions of the office, the Vice-Chair/Secretary shall act as Chair. If both the Chair and the Vice-Chair/Secretary are absent from an Agency meeting, the members present shall select one of their number to perform the Chair's functions at the meeting. **In the absence of the Executive Director, the Vice-Chair/Secretary shall keep the official records of the Agency, attest signatures of the Agency, certify copies of Agency documents, and perform other record-keeping duties of the Executive Director.**

Section 4. Executive Director: The Executive Director shall be the chief executive officer and administrative head of the Agency and shall be responsible to the Agency for the proper administration of the affairs placed in the Executive Director's hands. The Executive Director shall administer the affairs of the Agency in accordance with Federal, State and local laws. The Executive Director shall see that all contracts of the Agency are carried out in the best interest of the Agency under appropriate law.

(a) The Executive Director shall cause to have prepared plans, reports, and other necessary matters concerning any given Urban Renewal area; and shall report from time to time to the Agency on the status of the Urban Renewal programs.

(b) The Executive Director shall appoint and remove appointive agency officers and employees except as the Bylaws otherwise provide and shall have general supervision and control over them and their work.

(c) The Executive Director shall serve as the budget officer of the Agency.

(d) The City Administrator of the City of Talent may act as the Executive Director of the Agency, or the board may select another individual to serve as Executive Director of the Agency.

(e) The Executive Director shall be responsible for the fiscal administration of all funds of the Agency and shall act as signer of the checks drawn upon the accounts of the Agency.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency.

Section 6. Additional Personnel, Committees: The Agency may, from time to time, employ such personnel and create committees, subcommittees or advisory groups as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto.

Section 7. Vacancies: Should the offices of the Chair or Vice-Chair /Secretary become vacant, the Agency shall elect a successor from its Agency members at the next regular meeting and such election shall be for the unexpired term of such office.

Section 8. Removal: The Chair or Vice-Chair/Secretary may be removed from office at any time by a vote of a majority of the entire Agency. Agency members, including the positions of Chair and Vice Chair/Secretary, may also be removed from office after three consecutive, unexcused absences.

Section 9. Local Contract Review Board: The Agency's Board of Directors shall act as the Local Contract Review Board when approving public contracts in excess of \$25,000.

Section 10. Contracts, Deeds, Instruments: The Agency's Board of Directors shall, by resolution or by motion, approve the execution of all **contracts**, deeds, and instruments of the Agency and authorize the appropriate officer or individual to sign each contract on behalf of the Agency.

## **ARTICLE III - MEETINGS**

**Section 1. Regular Meetings:** The Urban Renewal Agency shall hold a regular meeting at least once each month at a time and at a place which it designates. A regular meeting may be continued, postponed, cancelled or adjourned to a later date by a majority of the Agency members present and voting, and notice of such adjourned meeting shall be given to all Agency members.

**Section 2. Special Meetings:** The Chair may, when the Chair deems it expedient, or upon the written request of two members of the Agency shall, call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Notice of the special meeting shall be given to all members of the Agency at the time of the call and shall be given to the public in accordance with Oregon Public Meetings Law.

**Section 3. Open Meetings:** The deliberations and proceedings of the Agency shall be public except as state law allows otherwise.

**Section 4. Quorum:** A majority of the incumbent members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Except as these bylaws provide otherwise, the express concurrence of a majority of the members of the Agency voting when a quorum of the Agency is present at the Agency meeting shall be necessary to decide any question before the Agency.

**Section 5. Manner of Voting:** Voting shall be by record vote.

**Section 6. Order of Business:** At the regular meetings of the Agency, the following shall be substantially the order of business:

- (a) Roll call.
- (b) Approval of minutes of previous meeting.
- (c) Citizen input.
- (d) Items from Chair or Agency Members.
- (e) Report of Executive Director.
- (f) Committee reports.
- (g) Unfinished business.
- (h) New and miscellaneous business.
- (i) Adjournment.

**Section 7. Robert's Rules:** All rules of order not herein provided for shall be determined in accordance with *Robert's Rules of Order Newly Revised*.

## ARTICLE IV - FINANCIAL

Section 1. Agency Funds; Investment and Disbursement: Agency funds shall be kept separate from the funds of the City. Investment and disbursement of Agency funds shall follow the regular investment and disbursement procedures of the City of Talent.

Section 2. Budget: Budget procedures followed for all other funds of the City of Talent shall also be substantially followed for the fund or funds of the Agency.

Section 3. Audit: An annual audit of the fund or funds of the Agency shall be performed.

## ARTICLE V – PROFESSIONAL SERVICES

Section 1. Professional Services: The Agency shall use the same legal advisor, auditor, insurance agent, and consulting engineer as the City of Talent, unless not in the best interests of the Agency to do so.

## ARTICLE VI - AMENDMENTS

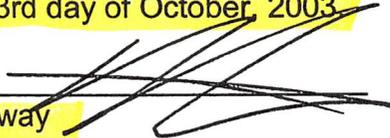
Section 1. Amendment of Bylaws: These bylaws may be amended by resolution at any regular or special meeting of the Agency by a 2/3 vote of the voting quorum present, provided that the proposed amendment has been submitted in writing to all members at least five (5) days prior to the meeting where the amendment is to be considered.

BE IT FURTHER RESOLVED that Resolution No. 02-1, adopted the 16th day of April, 2002 is hereby rescinded.

Adopted this 21st day of October, 2003 by the following vote:

AYES - 5 NAYS - 0 ABSTAIN - 1 ABSENT - 0

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this 23rd day of October, 2003.

  
Ron Ridgway  
Chair

ATTEST:

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

URBAN RENEWAL AGENCY  
OF THE CITY OF TALENT, OREGON

*Proposed  
revisions to  
next new  
Board of Directors  
members.*

RESOLUTION NO. **03-8 15-4**

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT APPROVING AND ADOPTING AGENCY BYLAWS; RESCINDING RESOLUTIONS NO. **02-1, and 00-8 and 03-8.**

BE IT RESOLVED that the Urban Renewal Agency of the City of Talent adopts the following bylaws:

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Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency. **The Chair shall have a vote on all questions before the Agency, unless the Chair is also the Mayor as, pursuant to City Ordinance No. 15-879-O, the Mayor may not vote on any matter of the Urban Renewal Agency business unless there is a tie vote. In the case of a tie vote, the Mayor must vote to resolve the tie, and may not abstain.** —At each Agency meeting, the Chair shall submit information and recommendations as the Chair may consider proper concerning the business, affairs and policies of the Agency.

Section 3. Vice-Chair/Secretary: The Vice-Chair/Secretary shall be elected by the Agency members during the first meeting of each calendar year and shall perform the duties of the Chair in the absence of the Chair. Whenever the Chair is unable to perform the functions of the office, the Vice-Chair/Secretary shall act as Chair. If both the Chair and the Vice-Chair/Secretary are absent from an Agency meeting, the members present shall select one of their number to perform the Chair's functions at the meeting. **In the absence of**

the Executive Director, the Vice-Chair/Secretary shall keep the official records of the Agency, attest signatures of the Agency, certify copies of Agency documents, and perform other record-keeping duties of the Executive Director.

Section 4. Executive Director: The Executive Director shall be the chief executive officer and administrative head of the Agency and shall be responsible to the Agency for the proper administration of the affairs placed in the Executive Director's hands. The Executive Director shall administer the affairs of the Agency in accordance with Federal, State and local laws. The Executive Director shall see that all contracts of the Agency are carried out in the best interest of the Agency under appropriate law.

(a) The Executive Director shall cause to have prepared plans, reports, and other necessary matters concerning any given Urban Renewal area; and shall report from time to time to the Agency on the status of the Urban Renewal programs.

(b) The Executive Director shall appoint and remove appointive agency officers and employees except as the Bylaws otherwise provide and shall have general supervision and control over them and their work.

(c) The Executive Director shall serve as the budget officer of the Agency.

(d) The City Administrator of the City of Talent may act as the Executive Director of the Agency, or the board may select another individual to serve as Executive Director of the Agency.

(e) The Executive Director shall be responsible for the fiscal administration of all funds of the Agency and shall act as signer of the checks drawn upon the accounts of the Agency.

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## ARTICLE VI - AMENDMENTS

Section 1. Amendment of Bylaws: These bylaws may be amended by resolution at any regular or special meeting of the Agency by a 2/3 vote of the voting quorum present, provided that the proposed amendment has been submitted in writing to all members at least five (5) days prior to the meeting where the amendment is to be considered.

BE IT FURTHER RESOLVED that Resolution No. ~~03-802-1~~, adopted the ~~21st~~<sup>16th</sup> day of ~~October, 2003~~<sup>April, 2002</sup> is hereby rescinded.

Adopted this ~~21st~~<sup>24th</sup> day of ~~October~~<sup>June</sup>, ~~2003~~<sup>2015</sup> by the following vote:

AYES - \_\_\_    NAYS - \_\_\_    ABSTAIN - \_\_\_    ABSENT - \_\_\_

Signed by me in authentication of its adoption and passage by the Urban Renewal Agency of the City of Talent this ~~23rd~~<sup>24th</sup> day of ~~October~~<sup>June</sup>, ~~2015~~<sup>2003</sup>.

Ren Ridgway

Chair

ATTEST:

**Marla Cates**  
**Executive Director**

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

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF TALENT  
AUTHORIZING BANK DEPOSITORIES and SIGNATORIES**

**RESOLUTION NO. 15-5**

BE IT RESOLVED that the Board of Directors of the Urban Renewal Agency of the City of Talent hereby authorizes the following bank depositories and signatories, effective June 24, 2015:

**Bank of America**

Authorized Signers: Marla Cates, Executive Director

\_\_\_\_\_, Chair

\_\_\_\_\_, Vice Chair/Secretary

**Local Government Investment Pool, Office of State Treasurer Banking System**

Authorized Signers: Marla Cates, Executive Director

\_\_\_\_\_, Chair

The above resolution statement was approved and declared adopted on this 24th day of June, 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 24<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
\_\_\_\_\_, Chair

ATTEST:

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