

Depoe Bay City Council
Workshop Meeting
Tuesday, December 2, 2003 – 6:00 PM
Depoe Bay City Hall

PRESENT: Mayor B. Silver, J. White, P. Taunton, A. Brown, G. Romans, J. Brown, M. Lavery

STAFF: City Field Superintendent T. Owings, City Recorder P. Murray, Recording Secretary S. Fox

I. CALL TO ORDER

Mayor Silver called the meeting to order and established a quorum at 6:00 PM.

II. MARKETING TECHNIQUES FOR PAINTER BUILDING LEASE

Romans reported that the Economic Business Development Committee met recently, and suggested that the City hire a commercial realtor to rent the building. He provided a handout of companies that deal with commercial realty and property management from the internet (copy attached to original of these minutes). Discussion followed and several points were brought up and suggestions were made, including: 1) Have a professional marketing analysis done. 2) Have realtor list with Multiple Listing Service. 3) The building is very dark and hard to see at night; exterior lighting might be helpful in increasing its visibility. 4) Enter into a contract with a property manager to find renter and handle ongoing management of lease. 5) A realtor's commission can be a one-time payment made at the time an agreement is reached, or a monthly percentage negotiable with the property manager. 6) Contact as many realtor/property managers as possible for the widest variety of services and fees to choose from. 7) Only contact chain/franchise companies. 8) Stay local and exercise caution in what kind of business goes into the building because it will reflect on the City. 9) Have the Council interview potential renters. 10) Arrange for the Council to have final approval on renter. 11) Concern that one or more businesses might not make it through the winter months after signing a lease. 12) Send letter to local real estate offices (Newport, Depoe Bay, and Lincoln City) – to include the following information: square footage of rental space, issues regarding the public restrooms, current rent, upper deck open to the public, and annual Christmas tree display. 13) Seek guidance from the City Attorney regarding legal and insurance issues regarding property management agreement. 14) If no response received from local realtors/property managers, expand search, seeking an agent with a local representative to monitor the lessee.

It was the consensus of the Council to continue leasing the building and hire a property manager to rent it. Hearing no objection, Mayor Silver directed Staff to consult the City Attorney regarding legal and insurance issues related to property management, and if no concerns are identified, to proceed with sending a letter to local realtors/property managers, with response time limited to five weeks. If no responses are received, Staff is to expand the search to realtors in the Portland area.

Mayor Silver asked Councilors to bring their calendars to the January 6, 2003 regular Council meeting, in order to set a workshop date to follow up on responses received.

III. ADJOURN

There being no further business, the meeting was adjourned at 6:48 PM.

Mayor Bruce R. Silver

Silver Fox, Recording Secretary