

1 Depoe Bay Urban Renewal Agency
2 Regular Meeting
3 Tuesday, June 17, 2014, 6:00 PM
4 Depoe Bay City Hall

5
6 PRESENT: Chair R. Johnson, Mayor A.J. Mattila, B. Berry, R. Gambino, D. Goddard, S.
7 Hoitink, B. Leff, S. Olsen

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9 ABSENT: B. Spores

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11 STAFF: City Recorder P. Murray, City Superintendent B. Weidner, City Planner L. Lewis,
12 Recording Secretary E. LuMaye

13
14 I. CALL MEETING TO ORDER AND ESTABLISH A QUORUM

15 Chair Johnson called the Urban Renewal Agency (URA) meeting to order and established a
16 quorum at 6:00 PM.

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18 II. APPROVE MINUTES – March 4, 2014 Regular Meeting and May 20, 2014 Budget
19 Committee Meeting

20 Motion: Leff so moved. Berry seconded the motion.

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22 Chair Johnson said it was moved and seconded, and called for discussion. There was none.

23
24 Vote: Motion passed.

25 Ayes: Berry, Gambino, Goddard, Hoitink, Johnson, Leff, Mattila, Olsen

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27 III. Budget Hearing – Fiscal Year 2014-15 Approved Budget

28 Chair Johnson called for comments on the approved budget (copy attached to original of these
29 minutes). It was noted that this was a public hearing. Murray said no written input was received.
30 There was no other discussion. The public hearing was closed.

31
32 IV. Proposed Res. #UR010 – A Resolution Adopting the Budget, Making Appropriations, and
33 Declaring Tax Increment Financing for the 2014-15 Fiscal Year

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35 Motion: Goddard so moved. Leff seconded the motion.

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37 Chair Johnson said it was moved and seconded to pass the resolution (copy attached to original
38 of these minutes) as presented and to adopt the budget that it alludes to, and called for
39 discussion. There was none.

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41 Vote: Motion passed.

42 Ayes: Berry, Gambino, Goddard, Hoitink, Johnson, Leff, Mattila, Olsen

43
44 V. Engineering Services Harbor Master Plan – Identify Items for Request for Proposals (RFP)

45 Chair Johnson opened discussion with a two-part document (copy attached to original of these
46 minutes) distributed prior to the meeting: 1) Depoe Bay Harbor Existing and Proposed Facilities

1 and 2) a draft Depoe Bay Harbor Master Plan Request for Proposal (RFP). He noted there were
2 29 existing and proposed items for inclusion in a proposed Harbor Master Plan. He asked if the
3 Agency was comfortable with forming a Harbor Master Plan or a committee to form a Harbor
4 Master Plan. This was followed by lengthy discussion.

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6 Motion: Leff moved the Urban Renewal Agency recommend to City Council that they form a
7 Harbor Master Plan Advisory Committee that includes, at the least, representatives from the
8 Harbor Commission, Urban Renewal Agency, City Council, City Staff, and others they may
9 deem important. Goddard seconded the motion.

10
11 Chair Johnson said it was moved and seconded, and called for discussion. There was brief
12 discussion.

13
14 Vote: Motion passed.

15 Ayes: Berry, Gambino, Goddard, Hoitink, Johnson, Leff, Mattila, Olsen
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17 Chair Johnson moved forward with discussion of the draft RFP. An Agency member quoted
18 from the draft RFP: “*The City of Depoe Bay invites proposals...to prepare a Master Plan for the*
19 *Depoe Bay Harbor*”, “*At this time the City is seeking engineering services...for the following*
20 *harbor improvements*”, and “*It is anticipated that the selected proposer...throughout the*
21 *development of the Master Plan*”, noting the RFP wasn’t asking for individual proposals, but
22 rather for proposals to do a Harbor Master Plan. City Planner Lewis said clarification was
23 needed, and the Existing and Proposed Facilities table was to identify existing and proposed
24 facilities in and around the harbor, but not all of the items necessarily needed to be addressed as
25 far as concept design in the Harbor Master Plan. He said the items numbered A-G in the draft
26 RFP were intended to capture all the things in the table that do need to be addressed. Chair
27 Johnson said it’s a proposal for an outfit to work with an advisory committee and to look at the
28 seven items for design and cost estimating that need work in the near term.

29
30 Motion: Mayor Mattila moved to accept the Depoe Bay Harbor Existing and Proposed Facilities
31 plan as written and to proceed with that. Leff seconded the motion.

32
33 Chair Johnson said it was moved and seconded, and called for discussion. It was clarified that the
34 motion was for the first page of the document: the Existing and Proposed Facilities page, and
35 that the motion would create a Harbor Master Plan, including an advisory committee.

36
37 Chair Johnson said another motion would be needed to move forward with an RFP. Murray said
38 it will be the City putting out the RFP and contracting with the successful proposer; and because
39 the URA would be providing funding, this would be an acceptance by the URA of the draft RFP
40 and recommendation to the City Council to put out the RFP. Chair Johnson said the motion on
41 the table was to have a Harbor Master Plan with an Advisory Committee and an engineering
42 outfit to deal with it, and called for any additional comments. There were none. Murray began
43 the roll call for the vote. Mayor Mattila and Chair Johnson voted Yes; Goddard expressed
44 confusion over what was being voted on, specifically that the Harbor Master Plan doesn’t have
45 anything to do with an engineer, which would be in the RFP. Chair Johnson clarified that in
46 forming a Harbor Master Plan, the Agency was acknowledging that an engineer would be

1 working with the Harbor Master Plan Advisory Committee. Goddard clarified that the RFP was
2 to be handled separately and this motion was for a Harbor Master Plan Advisory Committee.
3 Murray restated the motion: to accept the Depoe Bay Harbor Master proposed Plan per the draft
4 and work with the Advisory Committee.

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6 Vote: Motion passed.

7 Ayes: Berry, Gambino, Goddard, Hoitink, Johnson, Leff, Mattila, Olsen
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9 Chair Johnson said we would be looking for conceptual design, and cost estimates on the seven
10 items listed in the draft RFP, and an engineer would be working with the Harbor Master Plan
11 Advisory Committee down the line. It was noted that this list could conceivably change a great
12 deal. Lewis said the list is incomplete, and he would like to develop the list more fully before
13 sending out an RFP; this could be done in two weeks. Chair Johnson said Staff would need to be
14 given authority to put together an RFP. He said other items may be added to, but the existing
15 items need estimating and cost work in the near term. He said the URA would need to meet
16 again to review the RFP before it gets finalized and a recommendation is sent to the Council.
17 Goddard said the Agency just authorized establishment of a Harbor Master Plan Committee and
18 asked if the Committee shouldn't work on the RFP for presentation to the Council. Chair
19 Johnson said the RFP should get started, and he hoped the RFP would be awarded early in the
20 next fiscal year. Another Agency member said it was premature to go out for bids without
21 knowing what the Advisory Committee would suggest the priority items are. Goddard said the
22 Advisory Committee could be put together quickly and give them a timeline. Chair Johnson said
23 a motion wouldn't be needed to move forward, but Staff needed guidance to get the Committee
24 going and flesh out the RFP. Mayor Mattila said the proposal was very well put together by
25 Staff, and read into the record: *"It is anticipated that the selected proposer will work with a*
26 *Harbor Master Plan Advisory Committee throughout the development of the Master Plan. The*
27 *Committee will consist of representatives of the Depoe Bay Harbor Commission, Urban Renewal*
28 *Agency, City Council, City Staff, and possibly others."* – and advised that the Agency go with
29 what Staff put together. There was additional discussion about the RFP not being ready to go
30 out. Lewis said it definitely needs more detail. An Agency member suggested sending out
31 invitations to join the Committee to each of the listed Commissions with a date of first meeting
32 and a timeline to come back to the City Council, without wasting a lot of time. Olsen said to
33 direct Lewis to finish his work on this piece and then revisit it. Chair Johnson said to add
34 preparation of a timeline. He asked if there was any other discussion.
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36 V. There being no further business, the meeting was adjourned at 6:32 PM.
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Richard Johnson, Chair

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43 Emma LuMaye, Recording Secretary