



**STUDY SESSION MEETING MINUTES  
HELD ELECTRONICALLY  
May 20, 2020 — 5:00 p.m.**

*Study Session, Regular Council & TURA meetings are being digitally recorded  
and will be available on the City website.*

**1. Call to Order/Roll Call at 5:01 p.m.**

<b>Members Present:</b>	<b>Members Absent:</b>
Chair Ayers-Flood Member Berlant Member Land Member Dolan Member Harrison Member Ponomareff Member Clark	
<b>Also Present:</b>	
Jon Legarza, Executive Director	

**2. Speakers Heard on Non-Agenda Items**

None.

**3. Discussion of Board’s Budget Priorities: Gateway Project, Town Hall Renovation, 102 Home Street**

Report by Jon Legarza

Legarza stated that he added the time to the study session to allow the Board to discuss what they would like to see in the FY 2020-21 Budget. Legarza stated that he wanted to give the Board some time to discuss how they see the Gateway Project, Town Hall Renovation Project and 102 Home Street in next year’s budget. Legarza also shared with the Board a request from the City Manager of Talent requesting that the TURA Board renew the \$250,000 appropriation for the Town Hall renovation project.

Discussion:

- Member Dolan stated that she was unclear about what the priority would be for 102 Home Street with TURA’s Budget. Dolan stated that she always figured that TURA could sell the building to supplement the budget for the Gateway and Town Hall project.
  - Legarza responded that the in the Regular meeting, there is an item that proposes staff obtain an appraisal to determine fair market rent and fair market value of the 102 Home Street Property for the Board to make a future determination on the property.
- Member Ponomareff stated that Gateway Project is a key priority. Ponomareff inquired if the Town Hall renovation project budget was \$250,000
  - Legarza clarified that the budget for the Town Hall Renovation project in the FY 2019-20 was \$250,000, and that the City has requested that appropriation be renewed into the next FY. Legarza mentioned that he believes that TURA should work closer with the City to clearly define the scope and timeline of work for the Town Hall Project. Legarza clarified that he wants to Board to identify areas they feel are important and tasks they would like completed in the next year.
- Member Harrison stated that he would like to see the Home Street property sold, and he believes the money could be used for other projects. Harrison stated that he feels that the Town Hall Renovation project should be put on hold to next year due to economic

circumstances. Harrison stated that he believes the Board's main priority should be on the Gateway Project.

- Member Land asked Legarza to clarify the \$250,000 reappreciation request from the City.
  - Legarza affirmed that the City was just looking to extend the same appropriation into the next FY.
- Member Land mentioned that the City's communication seemed like they were planning to reduce the \$250,000 budget for the project.
  - Legarza stated that he has talked to the City Manager, and that is he working with the City to more clearly identify the scope of work the City would like to undertake on the project. Legarza stated that it is important to assist the City and define a clear scope of work for the Town Hall Renovation Project.
- Member Clark inquired if Legarza knew specifically where the \$250,000 amount originated on the Town Hall Renovation Project
  - Legarza stated that he has talked with the City. Legarza stated that the original scope of work was quite large. Legarza stated he is still working with the City to better understand what precisely would the reduced scope of work include on the Project. Legarza stated that he plans to come back to the Board once he has a better understanding of precisely what work would be completed for the \$250,000 amount.
- Member Clark followed-up with the question of whether there would be anything to be gained with lowering the figure from \$250,000 to a lower amount.
  - Legarza stated that, at this stage, not until he gets more information from the City to define the scope.
- Member Clark stated that he does not see a connection between COVID-19 and the Town Hall Renovation, and why the COVID-19 pandemic would be a reason to hold off on the renovation project. Member Clark also stated that he felt it might be unwise for the Board to liquidate the home street property in a repressed real estate market. Member Clark stated that he felt is best for the Board to look at the information from the appraisal and move forward from there.
- Chair Ayers-Flood stated that her understanding of the memo regarding the Town Hall renovation project was that the Town Hall Project estimate costs were much higher than the budgeted amount. Ayers-Flood stated that her concern was that the City never provided a detailed plan of the renovation work. Ayers-Flood stated that the original assessment of the building pointed to structural concerns on the building. Ayers-Flood stated that she had some real concerns about making budget decisions without seeing plans or scope of work on the project. Ayers-Flood stated that she sees it difficult to roll the money over without seeing more specific plans on the scope of the project. Ayers-Flood stated she would prefer that the money be allocated incrementally for the project as it progressed.
  - Legarza stated that the TURA Board can always revisit the budget with an amendment and a staff report on the project progress.
- Chair Ayers-Flood stated that she will be insisting that the Board acts on data, before allocating funds for specific projects. Ayers-Flood also agreed with Member Clark about the economic uncertainty surrounding the liquidation of the 102 Home Street. She stated that she would like to proceed very cautiously about the disposition of the building. Ayers-Flood also stated that the Gateway Project Phase Plan should be reflected in the upcoming budget.
- Member Ponomareff inquired if there were any historical building grant opportunities that TURA or the City could apply for on the Town Hall renovation project.
  - Legarza stated that there might be a great opportunity to reach out to Oregon State Historical Society to obtain grant funding for the building. Legarza mentioned that a Main Street Program could also provide some additional funding to help with the Town Hall Renovation Project.
- Member Ponomareff requested a link from Legarza on the Main Street Program. Ponomareff also inquired about TURA's façade improvement grant program. Ponomareff asked Legarza if that was a priority area he was investigating.
  - Legarza stated that he appreciated the suggestion, and that he believed that the program would be a great opportunity for the community.
- Member Ponomareff inquired with the Chair and Vice-Chair if the rehabilitation grant program was still active within the Agency

- Chair Ayers-Flood stated that it is an active matching grant program. Ayers-Flood also mentioned that due to the budget coming close to a close, it might be prudent to pick a specific allocation for the future FY budget.
- Member Clark inquired about the scope of the rehabilitation program. Clark stated that he would like to see more trees in the downtown corridor. Clark stated some TURA matching funds could be helpful for local businesses interested.
  - Legarza thanked the Board members for their suggestions. Legarza stated that many of these suggestions aligned well with the Main Street program.
- Chair Ayers-Flood inquired about the Town Hall Renovation project, asking if the Board could condition the allocation of funds on project approval.
  - Legarza stated that the Board could. He also reminded the Board that the current IGA between the City and TURA expires at the end of June 2020.
- Chair Ayers-Flood stated that Home Street is renting for \$400 per month. Ayers-Flood stated that in recent studies in the Council pointed to the fact that many of the City's property were under fair market rent. Ayers-Flood stated that she hoped to get the rental analysis quickly as possible. Ayers-Flood stated that she would like to possibly look at an immediate rent adjustment after the appraisal, if it pleased the Board.
  - Legarza stated that he could try to have the rent analysis by the next Board meeting.
- Member Ponomareff inquired about the downside of postponing the Town Hall Renovation project for an additional FY.
  - Legarza stated that he doesn't see a downside, but he feels that there needs to be a detailed scope. Legarza stated that he was not sure about the City's capacity to handle the project at the moment. Legarza stated that the City would need to dedicate a project manager to understand the project scope and drawings more clearly. Legarza stated that he can ask the City to clarify how they will manage their time on the project moving forward and who will be completing the project.
- Chair Ayers-Flood inquired if the Board could make the \$250,000 contingent on the scope of work.
  - Legarza stated that the Board could require a clearer scope, estimate, and phased timeline on the project. Legarza also stated that the board could release project funds on a phased timeline.
- Member Ponomareff inquired about a budget amendment and leaving the funds out until the Board knows more about the Town Hall project.
  - Legarza stated that TURA could always revisit the project and amend the budget once more information has been provided to move forward.

#### **4. Presentation of Gateway Project, Phase I: Detailed Timeline**

Report by Jon Legarza

Legarza stated that he completed a timeline for Phase I of the project and he presented the three main steps in Phase one: cost and engineering, market research, and evaluation phases. Legarza also stated that he is working with the environmental engineer on the DEQ work, and that he would come forward to the Board with recommendations. Legarza also stated he would email the complete timeline to the Board members.

#### **5. Presentation of TURA's New Website**

Report by Jon Legarza

Legarza mentioned that staff has mentioned their desire for the website to be better organized. Legarza presented the different pages of the website. Legarza also mentioned that he emailed the website to the Board members so they could browse it when they have free time. Legarza mentioned that he was interested in getting aerial photography of the Gateway Site in the future. Legarza pointed toward the location of documents on the Gateway Project on the website for the public or interested parties. Legarza demonstrated the areas of the Board budget and agendas. Legarza also demonstrated the contact page where members of the community can contact staff. Legarza stated that Board members

should email with any suggestions or corrections on the website. Legarza stated he planned to have the website live before the budget committee meets so that the committee members can view and understand the budget.

Discussion:

- Member Ponomareff inquired about where the website was hosted.
  - Legarza responded that the website was hosted on Wix.
- Member Ponomareff asked if it was a commercial cloud platform.
  - Legarza responded that Wix is a commercial cloud product and that he was able to purchase the urban renewal domain for TURA.
- Member Ponomareff inquired if Legarza was doing the website.
  - Legarza affirmed that he was doing the maintenance on the website.

## 6. Discussion of Board's Future Meeting Schedule

Report by Jon Legarza

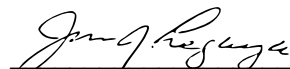
Legarza apologized for the meeting date confusion. Legarza stated he spoke with the City Manager on the meeting schedule. Legarza stated that he is flexible with the meeting schedule moving forward. Legarza mentioned that the budget process will require two meetings in June. Legarza stated that he believed in July TURA might only require one meeting. Legarza then stated that there might need to be two meetings per month once the Board gets closer to entering Phase II.

Discussion:

- Chair Ayers-Flood stated that the future meeting schedule was on the Council Agenda for later this evening and that the Board would discuss the subject then.

## 7. Adjournment at 5:38 p.m.

Respectfully submitted by:

  
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Jon Legarza, Executive Director

*Note: These minutes and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website ([www.cityoftalent.org](http://www.cityoftalent.org)) after each meeting. The minutes are not a verbatim record: the narrative has been condensed and paraphrased to reflect the discussions and decisions made.*