



OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION FOR JUNE 25, 2018

A. CALL TO ORDER

B. ANNOUNCEMENTS

C. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018

D. CITIZEN COMMENTS

*This section of the agenda allows citizens to address the Commission regarding any issue not on the agenda. The duration for each individual speaking is limited to **3** minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

E. PUBLIC HEARINGS

1. Consideration of **Resolution No. 610-18** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2018
2. Consideration of **Resolution No. 611-18** of the Tualatin Development Commission Authorizing the Administrator to Execute a Vendor Agreement to Allow a Mobile Food Unit to Operate on the Hanigan Lot

F. COMMUNICATIONS FROM COMMISSIONERS

G. ADJOURNMENT



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 06/25/2018

SUBJECT: Consideration of Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018

ISSUE BEFORE THE COMMISSION:

Approval of the Tualatin Development Commission Meeting Minutes of January 8, 2018.

RECOMMENDATION:

Staff respectfully recommends approval of the meeting minutes.

Attachments: TDC Meeting Minutes of January 8, 2018

Minutes Attachments

No file(s) attached.



**OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR
JANUARY 8, 2018**

Present: Chairman Lou Ogden; Commissioner Joelle Davis; Commissioner Frank Bubenik; Commissioner Nancy Grimes; Commissioner Paul Morrison; Commissioner Jeff DeHaan; Commissioner Robert Kellogg

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Finance Director Don Hudson; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; IS Director Bates Russell

A. CALL TO ORDER

Chairman Ogden called the meeting to order at 7:36 p.m.

B. CITIZEN COMMENTS

This section of the agenda allows citizens to address the Commission regarding any issue not on the agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

None.

C. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.

MOTION by Commissioner Jeff DeHaan, SECONDED by Commissioner Joelle Davis to approve the consent agenda.

Vote: 7 - 0 MOTION CARRIED

1. Consideration of Approval of the Tualatin Development Commission Meeting Minutes of June 26, 2017

D. GENERAL BUSINESS

1. Consideration of the 2017 Urban Renewal Agency Annual Financial Report for Filing with the Tualatin City Council

Assistant City Manager Alice Cannon presented the 2017 Urban Renewal Agency Annual Financial Report for filing with the Tualatin City Council. She stated the agency is required by law to file an annual report with the commission. She noted funds have not been collected since 2010.

MOTION by Commissioner Joelle Davis, SECONDED by Commissioner Robert Kellogg to accept the financial report and direct staff to file with City Council.

Vote: 7 - 0 MOTION CARRIED

E. COMMUNICATIONS FROM COMMISSIONERS

None.

F. ADJOURNMENT

Chairman Ogden adjourned the meeting at 7:39 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Chairman



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 06/25/2018

SUBJECT: Consideration of **Resolution No. 610-18** Adopting the Tualatin Development Commission Budget, and Making Appropriations, for the Fiscal Year Commencing July 1, 2018

ISSUE BEFORE THE COMMISSION:

Adoption of the Fiscal Year 2018 - 2019 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2018 - 2019 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 30, 2018. The total of the Fiscal Year 2018 - 2019 Budget is \$4,027,580.

Oregon State law requires the Commission to adopt a budget prior to July 1, 2018.

RECOMMENDATION:

Staff recommends adoption of the attached resolution adopting the Fiscal Year 2018 - 2019 Budget.

EXECUTIVE SUMMARY:

The total budget for the Commission is \$4,027,580 and is divided among Tualatin Development Commission Administration (\$139,900), Central Urban Renewal Projects (\$123,580), and Leveton Tax Increment District Projects (\$3,764,100). Funds previously received in the projects funds will be used to complete identified projects.

OUTCOMES OF DECISION:

By adopting the budget before July 1st, the Commission will be able to operate, expend money and incur liabilities for fiscal year 2018 - 2019.

Attachments: Resolution No. 610-18

Minutes Attachments

No file(s) attached.

RESOLUTION NO. 610-18

A RESOLUTION ADOPTING THE TUALATIN DEVELOPMENT COMMISSION'S BUDGET, AND MAKING APPROPRIATIONS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2018

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The Board of Commissioners of the Tualatin Development Commission hereby adopts the Budget approved by the Budget Committee for fiscal year 2018-19 in the total sum of \$4,027,580 (including \$3,586,195 in Reserves) now on file at the City Offices.

Section 2. The amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated:

TUALATIN DEVELOPMENT COMMISSION ADMINISTRATION FUND

Material & Services	\$ 63,300
Contingency	76,600

Total TDC ADMINISTRATION FUND Appropriation\$ 139,900

CENTRAL URBAN RENEWAL DISTRICT - PROJECT FUND

Capital Outlay	\$ 123,580
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Total CURD PROJECT FUND Appropriation\$ 123,580

LEVETON TAX INCREMENT DISTRICT - PROJECT FUND

Transfers	\$ 79,400
Capital Outlay	73,000
Contingency	25,505

Total LEVETON TAX INCREMENT DISTRICT PROJECT FUND Appropriation\$ 177,905

Reserve Funds	<u>3,586,195</u>
Total LTID PROJECT FUND	\$3,764,100

TOTAL APPROPRIATIONS.....\$ 441,385
TOTAL RESERVES 3,586,195
TOTAL DEVELOPMENT COMMISSION BUDGET\$ 4,027,580

INTRODUCED AND ADOPTED this 25th day of June, 2018.

TUALATIN DEVELOPMENT COMMISSION, the
Urban Renewal Agency of the City of Tualatin

BY _____
Chairman

APPROVED AS TO FORM:

ATTEST:

BY _____
City Attorney

BY _____
Administrator



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Tanya Williams, Assistant to the City Manager
Sean Brady, City Attorney

DATE: 06/25/2018

SUBJECT: Consideration of **Resolution No. 611-18** of the Tualatin Development Commission Authorizing the Administrator to Execute a Vendor Agreement to Allow a Mobile Food Unit to Operate on the Hanigan Lot

ISSUE BEFORE THE COMMISSION:

The temporary allowance of a mobile food unit to operate during July and August 2018 on the Hanigan Lot under Ordinance No. 1404-17.

RECOMMENDATION:

Staff recommends the approval of the attached resolution and vendor agreement.

EXECUTIVE SUMMARY:

On June 13, 2016, the City of Tualatin City Council adopted Ordinance No. 1393-16 that temporarily allows the operation of mobile food units throughout the commercial and industrial districts of the City. The current ordinance will expire on December 31, 2018 with the replacement by of Ordinance 1403-17.

On June 14th, 2018, Carrie Pabst, of the Ohana Shack, approached the City of Tualatin to utilize the Hanigan Lot on the corner of Nyberg Street and Lower Boones Ferry Road. Owned by the Tualatin Development Commission, this lot has remained vacant with a loose gravel cover. The Central Urban Renewal Plan Document requires all property sale, transfer, and lease agreements to be approved by the Tualatin Development Commission.

OUTCOMES OF DECISION:

By approving the resolution authorizing the administrator to execute a vendor agreement, this identified vacant site will contain a mobile food unit for the months of July and August 2018. This decision does not affect any ordinance or decision that the Tualatin City Council has adopted pertaining to mobile food units.

Attachments: Resolution 611-18
Ohana Shack Vendor Agreement

Minutes Attachments

No file(s) attached.

RESOLUTION NO. 611-18

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION
AUTHORIZING THE ADMINISTRATOR TO EXECUTE A VENDOR AGREEMENT
TO ALLOW A MOBILE FOOD UNIT TO OPERATE ON THE HANIGAN LOT

WHEREAS, the Tualatin Development Commission (TDC) owns the property known as the Hanigan Lot, located at 18970 SW Lower Boones Ferry Road, Tualatin, Oregon 97062; Tax Lot ID: 2S124BC04101;

WHEREAS, the Hanigan Lot is part of the Central Urban Renewal District (CURD) and subject to the CURD Plan;

WHEREAS, authorizing a vendor agreement to allow a mobile food unit to operate on the Hanigan Lot is consistent with the Plan; and

WHEREAS, City of Tualatin Ordinance No. 1393-16, as amended by Ordinance Nos. 1398-16 and 1404-17, allows mobile food units to operate in the City.

NOW THEREFORE, BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, that:

Section 1. The Administrator is authorized to execute a Vendor Agreement to allow a mobile food unit to operate on the Hanigan Lot. The Vendor Agreement is as set forth in Attachment A, and incorporated by reference.

Section 2. This resolution is effective upon adoption.

ADOPTED this 25th day of June, 2018.

TUALATIN DEVELOPMENT COMMISSION, the
Urban Renewal Agency of the City of Tualatin
BY _____
Chair

APPROVED AS TO FORM

ATTEST:

BY _____
TDC
Attorney

BY _____
Administrator

TUALATIN DEVELOPMENT COMMISSION

VENDOR AGREEMENT

This Vendor Agreement (Agreement) is made and entered into by and between the Tualatin Development Commission (TDC) and Vendor:

VENDOR INFORMATION

Company Name: THE OHANA SHACK LLC **Name of Authorized Agent:** ANTHONY PABST

Address: 8765 STONO DRIVE, TUALATIN OREGON 97062 **Telephone:** 1-801-765-7848 **Email:** carriepabst@gmail.com

Tualatin Business License Number: 18-06718 **Washington County Health License Number:** _____

Section 1. Vendor Location. Subject to the terms and conditions of this Agreement, TDC authorizes Vendor to conduct vending activities on the TDC property located at 18970 SW Lower Boones Ferry Road, Tualatin, Oregon 97062; Tax Lot ID: 2S124BC04101, and which is depicted in the map attached as Attachment A.

Section 2. Vendor Responsibilities.

- A. Vendor is responsible for all food, food preparation, equipment, tables, tents, and other facilities connected with Vendor's sales of food, beverage, and/or other wares.
- B. If Vendor is providing food, Vendor will have a valid food handler's license issued by the Washington County Health and Human Services Department and comply with all applicable rules and regulations.
- C. Vendor is responsible for securing a Tualatin Business License Permit and to comply with all applicable rules and regulations of the City of Tualatin.
- D. Vendor is responsible for all recycling and trash related to Vendor's activities.
- E. Secure and maintain access for all patrons in compliance with the American's with Disabilities Act.

Section 3. Rent. In exchange for allowing Vendor to conduct activities on the property, Vendor will pay monthly rent in the amount of **\$50** due and payable upon July 1 and August 1.

Section 4. Term and Termination. The term of this Agreement begins on June 26, 2018 and ends on September 1, 2018. This Agreement may be terminated at any time by giving the other party 72 hours prior written notice.

Section 5. Parking. The use of leased property shall be intended solely for the operation and maintenance of the vendor workspace. No parking associated with this operation is permitted for both staff and/or patrons.

Section 6. Indemnification. Vendor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents, from and against any and all losses, claims, liabilities, damages, costs, and expense of any kind arising out of or related to Vendor's activities at the Event and this Agreement.

Section 7. Insurance. Vendor must maintain a policy or policies of insurance for Comprehensive Automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from the use of motor vehicles, including on-site and off-site operations, and owned, non-owned, or hired vehicles, with \$2,000,000 combined single limits. In addition, Vendor must maintain a policy or policies of insurance for Comprehensive General Liability Insurance in the amount of not less than \$2,000,000 per occurrence and aggregate during the term of the Agreement. The insurance must name the Tualatin Development Commission and the City of Tualatin as additional insureds. Vendor must submit proof of insurance before property use.

Section 8. Hold Harmless. Vendor releases, covenants not to sue, and holds harmless, the Tualatin Development Commission and/or the City of Tualatin, its officers employees, and agents from any and all liability, losses, claims, demands, costs or damages that may result from Vendor providing service at the event.

Section 9. Liability for Tualatin Development Commission Property. Vendor assumes sole liability for any and all Tualatin Development Commission and the City of Tualatin property that is used by Vendor. If any property sustains damage or loss as a result of Vendor's use, Vendor agrees to assume all financial responsibility for the repair or replacement of the same or like kind item.

Section 10. Governing Law; Venue. This Agreement is governed by and will be construed in accordance with the laws of the State of Oregon without regard to conflict of laws principles. Any claim, action, suit or proceeding (collectively, "Claim")

ATTACHMENT A

ArcGIS Web Map



6/20/2018 4:09:26 PM

— Planning Area Boundary

□ Address Labels

--- City Boundary

□ Taxlots

0 0 1:564 0.01 mi

0 0.01 0.01 0.02 km

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