

Tillamook Urban Renewal Agency
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TURA Regular Meeting – June 16th, 2009

The regularly scheduled meeting of the TURA was called to order by Vice Chair **Sally Clay** at 5:34 pm at the Tillamook City Hall., Tuesday, June 16th, 2009.

1) Roll Call:

Board Present: Sally Clay, Sean Lambert, Aaron Zimmerman, Carolyn Decker, Steve Forster pro-tem for Suzanne Weber

Board Absent: Don Hurd (excused)

Staff Present: Mark Gervasi, Debbi Reeves

Guests: Doug Henson, Chris Kell, John Janac, Kevin Cummings, Alene Allen, Elaine Faulkner

2) Approval of Minutes:

Clay asked if the minutes from the May 28th and June 8th minutes had been read by the board and if there was a motion to approve. **Lambert** made a motion to approve the minutes from the May 28th, 2009 meeting. **Forster** seconded the motion. The motion passed unanimously. **Forster** made a motion to approve the meeting minutes from the June 8th, 2009 Special Meeting. **Decker** seconded the motion and the motion passed unanimously.

3) Financial Report:

Clay read the recap of the May 31, 2009 financial report from Baertlein and Phegley CPA in the record. The ending fund balances of the accounts are as follows:

TLC - \$5.00

US Bank - \$1166.00

LGIP #3702 – \$64,647.20

LGIP #3677 - \$154,261.40

Total - \$220,079.60

Clay questioned why the balance of the US Bank account balance on the CPA financial report shows a balance of \$1166 but the statement from US Bank shows 1625.40. She will investigate and report back to the board. **Forster** asked about the TLC account and it was explained a checking account was required due to the loan process. **Gervasi**

pointed out the interest rate of the LGIP accounts is very low at this time. **Zimmerman** wondered if there might be a better interest rate elsewhere and could we move the funds. **Gervasi** thought this could be done. **Gervasi** explained the State Pool and rates. There was a discussion about interest rates and financial institutions.

Forster made a motion to accept the financial report with the discrepancies in the US Bank figures to be verified. **Zimmerman** seconded the motion and the motion carried.

4) Approval of the Bills:

There was a discussion of the bills of presented for administrative services and legal services. **Zimmerman** made a motion to approve the bills as presented which was seconded by **Decker**. The motion carried unanimously.

5) Old Business:

Clay opened the board discussion regarding the special meeting that was held on June 8th. **Clay** explained why the special meeting was held and how the application process would be handled. **Zimmerman** brought an Outline of Proposal which is included as past of this record.

Lambert explained his Guideline document which had been presented to the board at the June 8th meeting. **Lambert** had received information from URA's of Medford and Lincoln City. The TURA needs to develop a Grant/Loan process description, an application, a Project Description Agreement, a Memo of Understanding and an Application for Reimbursement. The City of Independence has a packet with FAQ's, a map of the UR area, application and guidelines.

Clay asked if everyone had a change to review the document. **Decker** mentioned it would be best to have a workshop so the board could discuss each item one by one and formulate a packet. She said there is a lot to consider.

Forster would like to have the TURA get examples from other cities and make a template. Once a template was made it could be sent to the attorney for review. **Forster** thanked **Lambert** for all of the work put into the Guideline document.

Clay asked to set a date for a workshop. **Zimmerman** would like to set the date as soon as possible. The date for the workshop was set for June 23rd, 2009 at 5:30 pm at City Hall. **Zimmerman** wondered how long it would take for the attorney to review the documents after the workshop. **Clay** said that is unknown.

Clay and **Zimmerman** agreed that committees need to be gathering information prior to the June 23rd workshop. **Zimmerman** will put together an application template. **Clay** will work on Policies and Procedures. **Lambert** will work on Grant/Loan Process Description and Project Description Agreement. All board members will work on Questions and Answers or FAQ's (frequently asked questions).

Forster mentioned he would not be attending any future meetings as **Weber** will be back to attend meetings after June 19th. **Clay** thanked him for helping in **Weber's** absence.

Clay would like each board member to email the results of their work to the board prior to the workshop date.

Zimmerman explained in detail his Outline of Proposal. There was a discussion regarding the document and how it might pertain to the Public Market proposal that has been submitted. **Forster** would like to see a business plan submitted from the Public Market and **Clay** would like to see a list of items being done at the site location. **Zimmerman** made a motion to submit the document to the City attorney for legal advice and review. He then revised the motion after a discussion that documents should be submitted to the TURA attorney to get her recommendations. The motion was seconded by **Decker** and approved unanimously. **Clay** will submit the Outline of Proposal to TURA attorney Jeannette Launer.

Clay then opened the Public Hearing. **Henson** from the Public Market (PM) asked where the TURA is in the process and wondered what the time frame is. **Clay** explained that the application process and procedures is taking time and consideration and that the board owes it to the public to make sure this is done correctly. **Zimmerman** apologized for stating at the last meeting the board would be ready to make a decision at this meeting. **Henson** mentioned he has issues with the Outline of Proposal document. They are only interested in a \$100,000 grant and not a loan. **Forster** mentioned the TURA is discussing only working with the property owner and that the TURA wants to efficiently, effectively and thoroughly work out the process. **Zimmerman** stated the TURA is trying to get everything in place not only for the PM but for all future applicants and that the board would like to find a way to help the PM while at the same time make sure the public is protected. **Decker** asked if the PM had found any matching funding from other agencies. **Zimmerman** stated it is easy for entities to say they support something but another to give funding. **Forster** would like to see in writing what **Janac** and the PM are objecting too in the proposal and what they are willing to accept. **Janac** explained his thoughts and ideas about what he is looking for and what he is currently working on at the site. He is not looking for funding from the TURA, the PM is. He will complete his remodel of the building regardless of the outcome any decision. There was a lengthy discussion about the building, the proposal, the procedure and the funding. **Forster** mentioned that precedent would be set and needs to be set properly. **Allen** asked if the plan refers to the laws, ORS's and regulations in how a UR can spend money. **Gervasi** explained that it does.

Clay then closed the Public Hearing portion of the meeting at 7:00 PM.

Clay stated the board is working diligently and has been meeting weekly to come up with procedures. **Decker** stated the workshop will help formulating the application and development of the documents.

5) New Business:

Gervasi explained to the board the Short Term Debt Resolution 2009-01 and how he came up the amount to borrow. **Zimmerman** asked if the board accepts the figure of \$550,000 would that take care of the indebtedness for a few years. **Gervasi** said yes it would. There was a discussion about the projects and the borrowing process. **Forster** made a motion to approve Resolution 2009-01 which was seconded by **Decker**. The motion passed unanimously. **Hurd** had spoken with Diane Burchard at TLC and **Clay** will also speak with her.

Gervasi explain the City/TURA IGA and that City Council is requesting an extension until September 30th to give the TURA some time to make any changes if necessary. **Forster** made a motion to approve the IGA Extension request which was seconded by **Lambert**. Motion carried after a short discussion.

Clay read into the record a letter from the EDC and an email from the Tillamook Chamber of Commerce asking the minutes from the May 19th, 2009 meeting be corrected to reflect that neither agency had formally endorsed the Public Market. The letter and email are attached as part of this record.

6) Concerns of the Board:

It was decided to postpone the property discussion for **Hurd** so there was no Executive Session.

With no further business the meeting was adjourned by **Clay** at 7:23 pm.

Respectfully Submitted by:
Debbi Reeves
Administrative Assistant

Approved By:

Sally Clay
Vice Chairman

Agency Board Members:
Don Hurd, Chair; Sally Clay, Vice-Chair
Members At Large: Carolyn Decker; Sean Lambert, Aaron Zimmerman
City Administrator: Mark Gervasi , Staff: Debbi Reeves