



Tillamook Urban Renewal Agency

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AGENCY MEETING MINUTES TILLAMOOK FIRE STATION 5:30 P.M., Tuesday, January 27, 2009

DRAFT

I. CALL TO ORDER

Chair Sally Clay called the TURA meeting to order at 5:32 p.m.

Members present: Sally Clay, Tom Jayred, Carol Brown, Carolyn Decker, Suzanne Weber, Mark Gervasi (administrator)

Guests: Sean Lambert, Aaron Zimmerman

II. MINUTES

MOTION made by Jayred to approve minutes from the October 21, 2008 meeting. Seconded by Decker. None opposed. MOTION PASSED.

III. OLD BUSINESS

Financial Report for September and October 2008.

MOTION made by Brown to accept financial report as presented. Seconded by Jayred. None opposed. MOTION PASSED.

IOOF Building

Jayred mentioned that he had met with Mark Verna, at Verna's request. Verna is the designer for John Janac, owner of the IOOF building. It was a general discussion, with minimal specifics mentioned. Janac's plans are to add awnings to the exterior. His thoughts are to look into rebuilding the kitchen upstairs, keeping the old "meeting room/ballroom" as a public space to rent out for conferences/special occasions, and have offices around the perimeter of the building. The use of the ground floor is unknown. There have been discussions with Doug Henson of the Tillamook Revitalization Association (TRA) regarding the possibility of developing a *Public Market* on the 1st floor. Janac said he is waiting for a proposal from the TRA. It is Jayred's understanding that Janac is not actively marketing the building. Janac is continuing to clean out the interior of the building.

There have been some misunderstandings as to TURA's position and/or involvement in the IOOF building and a potential *Public Market*. TURA has made no commitment to participate financially or otherwise in the redevelopment of the IOOF building. The idea of a *Public Market* is interesting to the Board. If Janac or the TRA comes to the Board with a specific, detailed plan that asks for Agency input or help, the Board would be inclined to review the request and consider its merits.

TURA Board Vacancy

MOTION made by Brown to accept Sean Lambert to fill the vacant Board seat. Seconded by Decker. None opposed. MOTION PASSED.

Secretary/Clerk/Assistant position

The Agency has an immediate need for a person to look after clerical duties such as processing incoming mail, filing, posting agendas, taking meeting notes, and other and misc. duties as the Agency may require.

New member Lambert handed to members a job description/qualifications for a *project manager*. It was agreed that it is premature to consider hiring a full-time project manager or urban renewal director. Later, when this position can be justified, this description/qualifications list will be a good reference.

IV. NEW BUSINESS

Election of Officers

MOTION made by Brown to elect Tom Jayred, Chair and Sally Clay, Vice Chair. Seconded by Decker. None opposed. MOTION PASSED.

Financial.

It was suggested that Marilyn Phaegly, the accountant, be present at the next regularly scheduled Board Meeting to review financial reports. Clay will ask Phaegly. Jayred mentioned there is approximately \$200,000 in the LGIP accounts.

Funds will need to be borrowed and paid back with TIF funds towards the end of this Fiscal Year as was done last FY. This is necessary to comply with the requirements of ORS 457 which states: *An urban renewal agency may use its TIF Fund ONLY to pay debt incurred by the agency.*

Baertlein and Phaegly Accounting \$200 invoice for services through Nov. '08

MOTION made by Brown to pay invoice. Seconded by Jayred. None opposed. MOTION PASSED.

Projects and General Strategy.

Frustration has been expressed that the Agency has not yet chosen specific projects to implement.

There is debate as how best to achieve the goals and objectives of the Agency, which are spelled out in the URBAN RENEWAL PLAN and the REPORT ON THE PLAN.

Two choices at the extreme ends of the spectrum are:

1. Choose and implement projects immediately, utilizing portions of the \$200,000 the Agency has collected to date. Continue to fund projects as funds become available. This has the advantage of impressing the citizens of Tillamook that the Agency is doing something useful.
2. Hire a consultant team as envisioned in the RFQ/RFP process completed in 2008. The high-end estimate for such a consultant team was \$150,000.

Workshop. Guidance From Kurt Olsen (Lincoln City Urban Renewal Director)

Olsen told Jayred he would be willing to work with TURA as a consultant to help guide the Agency in grappling with issues such as that mentioned above. His rate is \$55/hr. Olsen suggested holding workshops every so often instead of meetings. Jayred suggested having a workshop led by Olsen in lieu of our next meeting. The primary agenda would be addressing the issues mentioned above and offering suggestions on running an efficient Agency.

MOTION made by Brown to invite Olsen to workshop in lieu of regular February meeting. Seconded by Decker. None opposed. MOTION PASSED.

Weber will order 9 box dinners for the workshop. Approximate cost \$60.

Board Members who would like Olsen to address any other topic should send an email to Jayred.

ODOT Advisory Committee Presentation on OR-6/US101 Intersection

02/04/09 5-7 PM at Library

Gervasi suggested Agency get involved and offer input.

Digital Recorder for Meeting Notes.

MOTION made by Weber to purchase recorder. Seconded by Decker. None opposed. MOTION PASSED.

TURA Webpage

Jayred requested that Gervasi make the following changes: Change TURA meeting time to 5:30 PM. Add new member Lambert. Delete Adams. Reflect new officer positions.

V. ADJOURNMENT

Vice Chair Clay adjourned the meeting at 6:37 PM

No regular board meeting in February. Workshop will be at 5:30 PM, February 24, 2009.