



**Tillamook Urban Renewal Agency  
210 Laurel Avenue  
Tillamook, Oregon 97141**

**Phone: 503-842-2472**

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**TURA Regular Meeting  
Monday, November 22<sup>nd</sup>, 2010  
5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Suzanne Weber  
Alene Allen  
Carolyn Decker  
Tony Faulkner  
Sean Lambert  
Joe Martin

**Staff Present:**

Rob Drake: Interim City Manager  
Debbi Reeves: Administrative Assistant

**Guests/Public:**

Doug Henson

**1) Call to Order and Roll Call:**

**Chairman Hurd** called the meeting to order at 5:30 P.M. and **Reeves** did the roll call of the board.

**2) Approval of the Minutes:**

**Chairman Hurd** asked for approval of the minutes of the November 8<sup>th</sup>, 2010 meeting if there were no corrections or additions.

- **Weber made a motion to approve the minutes of the November 8<sup>th</sup>, 2010 meeting as printed. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

**3) Approval of the Bills:**

**Chairman Hurd** explained there was a revised billing list handed out prior to the meeting because of an invoice submitted by the 2<sup>nd</sup> Street Public Market for reimbursement for signage at the Public Market building. He explained the signage had been a part of the **Janac** Grant from the contract in May 2010, was Priority Items for \$5,000 and that none of that line of the grant has been paid out. He went on to explain the **Janac** Grant had

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been consolidated into a term loan and was no longer a Line of Credit at TLC Credit Union and would have to be paid by TURA. He asked the board to consider the payment of the invoice as it had been approved under the **Janac** contract. **Allen** asked about fees. **Henson** commented on the signage and that there would be a bit more as they are looking at a type of reader board sign. The bills presented were discussed. **Hurd** mentioned the Contract Committee should be the ones to recommend payment to the board.

- **Lambert made a motion as the Chair of the Contract Committee to recommend payment of the invoice of \$3,430.39 (check #281) from the 2<sup>nd</sup> Street Public Market for signage. The motion was seconded by Weber, the other member of the Contract Committee. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**
- **Weber made a motion of the balance of the line in the amount of \$1,569.61 be held in the TURA account for payment of additional Public Market signage, to be used at a future time. Allen seconded the motion. The vote was called for and ayes were received by all board members. The motion passed unanimously.**
- **Weber made a motion to pay the remainder of the bills in the amount of \$648.80 (checks #279 & 280). The motion was seconded by Hurd. Ayes were received by all board members and the motion passed unanimously.**

4) **Financial Report:**

**Chairman Hurd** asked **Reeves** if there was anything to note in the Financial Statement for October 31, 2010. **Reeves** said everything looked fine and that she had no comments or concerns.

5) **Non-Agenda Items:**

**Chairman Hurd** asked **Henson** to give an update on the 2<sup>nd</sup> Street Public Market. **Henson** noted the Public Market was now in the winter season and was holding their own. He mentioned 2 vendors had left but they are being replaced with new vendors. He said the bills and the rents are getting paid and they are sustaining. He spoke about reviews they have received and they are working on winter marketing right now. He talked about special events, functions and music and lots of positive response. The Small Business Association (SBA) is working with the vendors and having Friday meetings. They are currently working on a Christmas program now. **Henson** noted the food row is busy for 11 am to 2 pm and they are working on the 5 pm to 7 pm time slot and bringing people in. There was general discussion about special presentations, the sound system and meetings.

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6) **New Business:**

- a) **Design Lighting:** Reeves reported **Jim Hamilton** of Design Lighting was unable to be at the meeting due to the weather conditions. He told her by phone he would plan to attend the December 9<sup>th</sup> meeting.
- b) **John Janac:** Chairman **Hurd** reported **John Janac** was probably unable to make it due to weather but that he had not spoken to him. **Hurd** said he and **Reeves** had discussed how to handle the situation regarding the non-payment on the loan **Janac** had with the TURA and thought a letter of intent should be the first step in trying to collect the back payments. **Hurd** would like the consensus of the board to go this route first. This was discussed and the board agreed a letter would start the process. **Hurd** and **Reeves** will send a letter to **Janac** asking for his attendance at the December 9<sup>th</sup> meeting and also address in the letter what the next steps for collection on the loan would be. It will be stressed how crucial it is for his attendance on December 9<sup>th</sup>.
- c) **TLC Loan Payments and Supplemental Budget:** Interim City Manager **Rob Drake** explained to the board about the loan payments coming due in December 2010. The amount of the payments is over the budgeted amount therefore a supplemental budget is necessary to move funds. He explained what happened with the cash carryover for FY 2010-2011 because of a Supplemental Budget on FY 2009-2010 done after the approval of the FY 2010-2011 Budget. The shifting of funds and the amendment to the cash carryover will take care of the loan payments. The Supplemental Budget Hearing Notice needs to be published in the December 1<sup>st</sup> edition of the Headlight Herald for the public hearing to be held on December 9<sup>th</sup>. **Hurd** explained the loans and loan payments for December.
- **Hurd made a motion to proceed with the notification of the Supplemental Budget Hearing Notice. Martin seconded the motion. Hurd called for the vote and ayes were received by all board members. The motion passed unanimously.**

7) **Pending Business:**

- a) **Beals Building Tour:** Chairman **Hurd** reported on the tour of the **Beals Building** with **Weber, Decker, Drake** and **Reeves**. He also commented on the letter from **Tillamook Fire Marshal Descloux**. **Hurd** went on to explain the issues he sees with the electrical, the theater next door and the look of the outside of the building. **Drake** asked about an appraisal of the building but there has not been one done. There was discussion about an assessment district, a theme district, nuisance ordinances, the façade and fire safety issues. There was discussion about the

electrical. Building maintenance and property owner responsibility was discussed. **Hurd** thought an electrical inspection should be done. **Weber** asked if the county had an electrical inspector that could look at the building

- **Weber made a motion to approach Butch Parker and staff of the Tillamook County Building Department, to see if they are available to do an electrical inspection of the Beals Building and report back to TURA. Allen seconded the motion. Ayes were received by all board members present so the motion passed unanimously.**

8) **Committee Updates:**

- a) **Streetscapes Committee:** **Decker** reported on the Streetscapes theme idea and explained the quilt idea and why the committee thought of quilts. **Weber** explained what the quilt groups are doing locally and nationally at this time and that textile art is a big thing. The shows and exhibits are drawing large crowds. She explained the Latimer Quilt Trail is increasing with more anticipated. The board discussed the theme, the Quilt Trail and the future of the Quilt Trail, community involvement and council involvement. **Weber** mentioned the Quilt Trail would like the TURA involved with their brochure. **Hurd** would like the theme idea to go before city council. The board agreed with this so **Weber** and **Drake** will take the theme idea to the council meeting on December 6<sup>th</sup>. **Drake** spoke about marketing and key words. **Decker** then went on to mentioned the Front Porch brochures are at the printer. **Hurd** said he had discussed facades with the owner of the **Dutch Mill/Sunseri** building.

9) **Board Updates:**

- a) **Schmidt Property:** **Drake** reported there are 3 bids required by the State for core samples. He currently has one in, another is in the process and will be in soon and he will obtain one more. All bids should be in by December 1<sup>st</sup> and he will then submit to **Karen Homolac** from the State of Oregon who will make the determination. **Drake** explained if all goes as anticipated the City will be invited to apply for the grant which generally means they are giving the go-ahead. He will keep the board posted.

10) **Correspondence/Information:** **Chairman Hurd** reported the taxes are coming in and that over \$64,000 had been received for the past week.

11) **Concerns of the Board:** None

12) **Meeting Notices:** The next regular meeting is December 9<sup>th</sup>, 2010.

- 13) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 6:40 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:  
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Don Hurd – Chairman