



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

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**TURA Meeting
Thursday, December 10th, 2009
5:30 P.M.**

Board Members present:

Don Hurd: Chairman
Sean Lambert
Aaron Zimmerman
Carolyn Decker
Suzanne Weber

Staff Present:

Mark Gervasi: City Manager
Debbi Reeves: Administrative Assistant

Guests/Public:

Alene Allen, Jane Wise, K. Sunseri, Doug Henson, John Janac

Chairman Don Hurd called the meeting to order at 5:30 P.M. Roll call was taken by **Reeves**.

Chairman Hurd asked for the minutes from the November 12th, 2009 meeting be approved.

- **Weber** made a motion to approve the minutes of the November 12th, 2009 meeting as printed. **Decker** seconded the motion. Hurd called for the vote. Ayes were made by all board members present. The motion passed unanimously.

Hurd asked for an approval of the minutes from the December 1st, 2009 meeting.

- **Weber** made a motion to approve the December 1st, 2009 minutes as printed. The motion was seconded by **Decker**. Ayes were received by all members present. The motion passed unanimously.

Hurd asked **Reeves** to go over the list of bills. She explained another billing for business checks for \$57.00 had come in since the meeting packets were sent out therefore the total amount of the bills was now \$3,431.54. There were 8 items on the invoice list which she read. **Hurd** asked for a motion to pay the bills.

- **Zimmerman** made a motion to pay the bills. A second was made by **Weber**. All members voted aye and the motion passed unanimously.

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City Administrator: Mark Gervasi, Staff: Debbi Reeves

Hurd asked **Reeves** if there was anything to discuss on the November Financial Report. She stated everything looked good and that the taxes were coming in. **Hurd** asked the board members if they had any questions. There were none so he asked for approval of the Financial Report.

- **Weber** made a motion to accept the Financial Report as presented which was seconded by **Decker**. Ayes were received by all members present and the motion passed unanimously.

Hurd asked if there was any Public Comment from the audience on Non-Agenda items and there was none.

Hurd stated the first item under New Business was appointment of a Vice Chair. **Clay** had resigned at the December 1, 2009 meeting and she held the Vice Chair position.

- **Hurd** made a motion to nominate **Weber** as Vice Chair. **Decker** seconded the motion. **Hurd** asked for discussion and there was none. He called for the vote and ayes were received by all board members present so the motion passed unanimously.

Next on the agenda was board vacancy. There are 2 board vacancies at this time. Because of work related issues with **Zimmerman** and **Lambert** at this time it is imperative to fill at least one of those vacancies.

- **Hurd** made a motion to appoint **Alene Allen** to the board. The motion was seconded by **Decker**. He asked for any discussion and there was none. **Hurd** called for the vote and ayes were received by all members present so the motion carried unanimously.

Hurd spoke about the proposal for the concept design from **Larry Abell** for the 1st Street Parking lot. **Gervais** explained the need for a concept design to be the starting point in preparing for proceeding with the parking lot. **Gervasi** went over the items on the proposal.

- A motion was made by **Lambert** to go forward and accept the proposal by **Larry Abell** for architectural services. A second was made by **Decker**. **Hurd** asked if there was discussion. **Zimmerman** asked if this is the standard price of an outline. **Gervasi** has not has any experience with parking lot design to compare. There was a discussion about parking lot design and concept and what was needed prior to going out for bids to build the parking lot. **Zimmerman** was concerned it would be an artist rendition for \$2500. With no further discussion **Hurd** called for the vote. Ayes were received by all board members present and the motion carried unanimously.

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Gervasi mentioned board would need to direct the Chairman to sign the proposal from **Larry Abell** and make the payment as requested in the letter.

- **Zimmerman** made a motion to authorize the Chairman to sign and accept the proposal from **Larry Abell** and to issue a check for \$1250 for the first phase of work. The motion was seconded by **Decker**. With no further discussion **Hurd** called for the vote. Ayes were received by all board members present and the motion passed unanimously.

Hurd spoke about the **Janac** project and the need to extend the contract date. He had spoken with **Janac** and asked him to prepare a list of unforeseen delays and costs that have come up in the past 2 months since the contract was signed. **Janac** went over the list of 13 items he presented in a letter to the board. There were lengthy discussion and questions from the board about the delay of the project and the added costs. **Janac** also provided the board with a quote for the electrical work that was asked for 2 months ago and provided today. The quote far exceeded the estimate **Janac** had expected and he would need to find another electrical contract to provide him with a bid. There was a discussion about the electrical work needed.

Hurd asked the board to discuss and come up with an extension date for the contract that would be reasonable for **Janac** as well as the Public Market who is looking to lease the building as soon as possible. **Hurd** asked **Henson** to speak in regards to the Public Market. **Henson** spoke about the obstacles and the vendors concerns about the opening date changes. **Henson** mentioned as the date continually changes many of the vendors have pulled their support and will not be a part of the Public Market. **Hurd** asked the board to find a reasonable extension date for the **Janac** contract. Dates were discussed. There was more discussion about projects and completion times.

- **Weber** made a motion to extend the **Janac** contract date to March 1, 2010 and per Page 6, #34 of the contract, to draw up an extension agreement to be signed by both parties and to extend the date on Page 3 #12 to March 1, 2010. **Allen** seconded the motion. Ayes received by all and the motion carried unanimously.

Hurd moved on to the next agenda item regarding the amended TURA Plan effective December 16th, 2009 and noted the changes. The changes included a Plan history, added on the first page, Pages 13 and 14 listed the Potential Opportunity sites plan amendment and maps of the sites. **Gervasi** mentioned the Plan amendments had been approved by City Council at their November 16th, 2009 meeting. **Hurd** noted the addition of Maps 1-6 on the Exhibits page and the inclusion of the Legal Description of the Urban Renewal boundary. **Reeves** explained the legal description had been included in the original Plan in 2006 but had not been published with the Plan.

- **Lambert** made a motion to accept the TURA Plan amendments as presented. The motion was seconded by **Zimmerman**. Ayes were received by all board members and the motion passed unanimously.

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Hurd explained the need to make final decisions on financing for the **Cameron** and **Kimmel** property as well as the **Janac** Project. He went over his letter presented and financing chart to the board at the December 1, 2009 meeting. The closing on the **Kimmel** and **Cameron** property will take place next week and financing needs to be in place. The board members discussed the terms of financing, length of time for each property loan and options. **Hurd** asked for a motion to proceed.

- **Weber** made a motion to pay the Line of Credit with TLC Credit Union on the **Janac** Project with cash on hand. **Zimmerman** seconded the motion. All board members voted aye and the motion carried unanimously.
- **Decker** made a motion to finance the **Cameron** property purchase of \$180,000 for a term of five (5) years with \$39,300 annual payments. The motion was seconded by **Lambert**. All board members seated voted aye. The motion passed unanimously.
- **Decker** made a motion to finance the **Kimmel** property purchase of \$100,000 for a term of three (3) years with \$35,172 annual payments. The motion was seconded by **Weber**. Ayes were received by all board members seated and the motion carried unanimously.
- **Weber** made a motion to use TLC Credit Union as the financing agent for the **Kimmel** and **Cameron** properties. The motion was seconded by **Zimmerman**. **Hurd** called for the vote and ayes were received by all board members seated. The motion passed unanimously.

Hurd asked **Reeves** if there was anything to report on the **Schmidt** property. She reported the Phase 2 had been completed by **Anderson Geological** and came back fine with no concerns and not further investigation recommended. A copy of the full report is available for the board to look over.

Hurd mentioned a copy of the preliminary title report for the **Kimmel** property was included in the board packet. **Gervasi** added the Phase 1 environmental was ordered from **Anderson Geological** and should be done soon. The escrow closing date has been set for December 18th, 2009.

Hurd asked to postpone the report on the **Hoquarten Park** until the January meeting. **Weber** noted that **April Peterson** of the **Hoquarten Park Committee** had mentioned to her a designer has lighting specs completed and will get that report to the TURA.

Zimmerman handed out his draft report on the **Dixon** Project to the board to review for discussion at the January board meeting.

Hurd asked if there was correspondence. **Reeves** reported there were county tax

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statements in the packets and a League of Oregon Cities 2010 Workshop brochure.

Hurd asked if there were any board concerns. **Reeves** mentioned that another check signer would need to be added to the US Bank checking account as **Clay** was one of the signers and there should be three (3) signers on the account.

- **Zimmerman** made a motion to add **Weber** as a signer to the US Bank checking account. The motion was seconded by **Hurd**. Ayes were made by all board members seated and the motion carried unanimously.

Reeves also noted the next meeting dates shown on the agenda were incorrect and needed to be corrected to January 14th, 2010 and January 28th, 2010.

Gervasi asked about the **Janac** contract extension and if the board would like staff to handle. **Hurd** asked **Reeves** to draw up the contract amendment and to let him know when it was ready for signatures.

With no further business, next meeting date of January 14th, 2010 was announced. The meeting was adjourned by **Hurd** at 7:15 pm

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman