



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

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**TURA Special Meeting
Monday, March 22th, 2010
5:00 P.M.**

Board Members present:

Chairman Don Hurd, Vice-Chair Suzanne Weber, Sean Lambert; Carolyn Decker; Alene Allen, Joe Martin

Board Members absent:

Aaron Zimmerman

Staff Present:

Mark Gervasi: City Manager; Debbi Reeves: Administrative Assistant

Guests/Public:

Gus Meyer

Chairman Don Hurd called the meeting to order at 5:05 P.M. **Reeves** called the roll of the board members.

Hurd asked about the original **Janac** loan and what the agency needed to take care of for the 2nd Amendment to the contract. **Reeves** stated the minutes from the March 11th, 2010 meeting had been handed out for approval. The minutes contained the motion for extension of the contract and need to be approved and attached to the 2nd amendment documents. **Hurd** asked for approval of the minutes.

- **Weber** made a motion to approve the minutes of the March 11th, 2010 meeting as presented. The motion was seconded by **Allen**. Ayes were received by **Hurd, Weber, Decker, Allen, Martin and Lambert**. The motion passed.

Hurd went over the new **Janac** Loan Agreement and explained what documents are being added as exhibits. **Dianne Burkhart** of **TLC FCU** is preparing the financing. **Hurd** explained the details of the financing. **Decker** would like to see the funds disbursed to **Janac** since the loan is being made to him. There was a discussion about payments. **Lambert** mentioned the monthly payments need not be changed as the final payment would adjust accordingly. **Decker** asked what the consequences would be if no payments were received. There was a discussion about liens.

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City Administrator: Mark Gervasi, Staff: Debbi Reeves

- **Hurd** made a motion to change the full loan amount to \$58,720.00 as submitted on the **Energized Electric** estimate, Exhibit D. The motion was seconded by **Weber**. **Hurd** called for the vote and Ayes were received by **Hurd, Weber, Lambert, Martin, Decker** and **Allen**. The motion passed unanimously.

Reeves will retype the loan documents with the changes in the loan amount.

Hurd explained the Grant document and the 3 options for the exhaust system provided by **HM & V Contractors**. **Hurd** would like the agency to consider the option estimated at \$35,448 as this is the option that would best suit the **Public Market** at this time. There was a discussion about the food vendors and **Weber** mentioned there are 2 vendors currently interested. One of those vendors is committed to the **Public Market** and has invested personal time and money into the project. **Hurd** mentioned he would like to add to the agreement, a 12 month time restriction on adding a 3rd food vendor to the building. The 12 months would begin when the contract is signed by **Janac** and the TURA. There was also discussion about the estimates attached to the grant totaling \$48,083.00 and whether the agency should change the grant to include the additional \$83.00. Consensus of the board was to leave the grant at the \$48,000.00 amount as previously decided.

- **Hurd** made a motion to add an item to the Grant contract, on Page 3, stating, “The Owner agrees to expedite the completion of the Food Vendor exhaust systems and shall not allow more than two [2] restaurants on the first floor that require an exhaust system for the first [12] months. Said twelve [12] months shall start when this contract is signed by both parties” and to accept Option 3 in the amount of \$35,448 as the acceptable exhaust system estimate. **Decker** seconded the motion. Ayes were received by **Hurd, Decker, Weber, Lambert, Martin** and **Allen**. The motion passed unanimously.

Hurd mentioned since that since the estimate amount was changed the grant documents will need to be corrected to reflect the changes. **Reeves** will make the necessary changes to the disbursement amounts as well as add the item mentioned in the motion. She will also prepare the promissory notes and trust deeds.

Hurd and **Weber** will meet with **Burkhart** at **TLC FCU** on Tuesday, March 23, 2010 at 3:30 pm to arrange financing. **Reeves** will prepare and the Loan and Grant Agreements as discussed. **Hurd** and **Janac** will sign the documents and **Reeves** will notarize on Tuesday before going to **TLC FCU**. They will set up a LOC for \$48,000 for the grant and a loan for \$58,720.00

Hurd stated the 3rd Street Project with the county is moving along. The board discussed a loan or a LOC. There is a meeting on March 26th with the project bidders at the county

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Public Works department. The board discussed engineering. **Zimmerman** had been on the Project Committee so **Hurd** would like **Martin** to be on that committee. **Martin** accepted the appointment.

Hurd gave each board member a copy of a letter he was submitting to the editor of the **Headlight Herald** and would like the board to begin considering ideas to present to the budget committee. He would like to have more public involvement in what the TURA projects might be. **Hurd** suggested the TURA meeting be televised once a month or once every 2 months. **Weber** and **Decker** both mentioned the downtown business owners are excited about TURA and that the community needs to be aware of what the TURA is working on. **Gervasi** said **Jane Scott Productions** does a good job with the televising of the City Council meetings. He and **Reeves** will contact **Scott** and report at the March 25th meeting.

Weber would like to see work begin on the 1st Street Parking Lot as soon as possible. There was discussion about the plans for the parking lot, free parking, paid parking, long term and short term parking. **Gervasi** explained free parking would take away from the city rental parking. **Lambert** said completion of a nice parking lot is needed.

Hurd would like the board to have a brain-storming session regarding the budget and project ideas. This will be on the agenda for the April 8th meeting.

Hurd would like **Gervasi** to come up with a cost of services for his time spent on TURA administration to be addressed in the upcoming budget preparation.

Lambert handed the Chair an official letter of resignation from **Zimmerman**. This will be addressed at the March 25th regular meeting.

There were no other board concerns.

With no further business the meeting was adjourned by **Hurd** at 5:55 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman