



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

Phone: 503-842-2472

Fax: 503-842-3445

**TURA Regular Meeting
Thursday, May 27th, 2010
5:30 P.M.**

Board Members present:

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

Staff Present:

Mark Gervasi: City Manager
Debbi Reeves: Administrative Assistant

Guests/Public:

Jane Scott, Jane Scott Video Productions

Chairman Don Hurd called the meeting to order at 5:30 P.M. **Reeves** called the roll of the board members.

The first item on the agenda was approval of the minutes of the regular meeting of May 13th, 2010 meeting and then for the Special Meeting held on May 18th, 2010.

- **Martin** made a motion to approve the minutes of May 13th, 2010 meeting as presented. **Weber** seconded the motion. Ayes were received by all members seated and the motion passed unanimously.

- **Martin** made a motion to approve the minutes of the special meeting of May 18th, 2010 as typed. **Allen** seconded the motion. **Hurd** called for the vote. Ayes were received by all board members seated. The motion passed unanimously.

Hurd stated next on the agenda was the April 30th, 2010 financial statement for the board to accept. He asked **Reeves** if there was anything to address and there was not. **Gervasi** mentioned he and **Hurd** had met with **Marilyn Phegley** the CPA to go over the financials because a supplemental budget for 2009-2010 would need to be done before the end of the fiscal year. He explained why and how this would be done. There were several lines in the budget that had gone over such as Land Purchase and Material & Supplies. There is also an

intra-fund transfer that was budgeted but had not been completed. He noted there was a Resolution on the agenda tonight to take care of that transfer.

- **Weber** made a motion to accept the financial statement of April 30th, 2010 as presented. The motion was seconded by **Decker**. Ayes were received by all board members and the motion passed unanimously.

There were not any members of the public in attendance and there were no Non-Agenda items.

Hurd talked about the TURA brochures that had been approved at the April 22nd meeting and that the board had requested a quote from a local printer. **Reeves** reported that **Coast Printing** had given a bid of \$433 for 1000 brochures. She had spoken with **Brian Trusty**, owner of Coast Printing, and had given him a proof she had designed (a copy was handed out to the board) as well as the photos and the script for the brochures. **Trusty** had given **Reeves** a sample of his brochure which a copy is included in the board packet. **Hurd** explained he would like to see a newer photo of the **Janac Building** on the cover of the brochure, so **Reeves** will contact **Joe Happ**, of NW Media, for a new photo. **Hurd** also mentioned a new motion should be made to accept the bid from Coast Printing for the brochures once the template has been seen and approved.

- **Decker** made a motion to have **Brian Trusty** of **Coast Printing** prepare a proof and once approved print 1000 brochures for the TURA for an amount not to exceed \$450.00. The motion was seconded by **Martin**. Ayes were received by all board members and the motion passed unanimously.

The next item on the agenda for Pending Business was the Agreement for the Provision of Limited Professional Services from **Andy Stricker** for the inspection of the **Beal Building**. The board discussed the agreement and went over the details. **Reeves** mentioned meeting dates and times will need to be arranged between **Stricker** and building owner, **Marilyn Saito**.

- A motion was made by **Weber** to approve the Agreement for the Provision of Limited Professional Services from **Andy Stricker**, to instruct the Chairman to sign the agreement and to send a retainer of \$400. **Lambert** seconded the motion. All board members seated voted aye and the motion passed unanimously.

Hurd stated the draft agreement for the **Janac** Grant approved at the May 18th meeting had been handed out to the board. He noted the agreement was formulated from the prior grant agreement drawn up by the attorney. He explained the revisions on this draft agreement were highlighted in red. The board read through the document. **Hurd** talked about the current process of the project and what the timelines were for occupancy for the **2nd Street Public Market**. The market is shooting for June 5th to open. **Decker** asked about some of the wording in the document and **Reeves** explained all the wording pertaining to promissory

notes and trust deeds had been written up by the attorney in the previous grant agreement and had not been revised. The board discussed the issues of the grant. **Hurd** explained future possibilities of the building and how that would pertain to the grant. **Decker** asked about Section 22 and explained First Right of Refusal. With no further discussion **Hurd** asked if there was a motion to approve the draft agreement.

- **Weber** made a motion to accept the draft Grant Agreement May 2010 as presented. The motion was seconded by **Hurd**. Ayes were received by all board members and the motion passed unanimously.

Hurd explained the list of priority items that had been approved for grant funding and that the Contract Committee would need to meet to approve an electrical invoice that he had received from **Janac** during the day. He asked **Weber** and **Lambert**, who are the members of the committee, if they would meet at noon on Friday to inspect the building and approve payment. There was a discussion regarding the items and the reason for expediting the process. **Hurd** will have **Janac** come into City Hall at 10 a.m. on Friday to sign the contract and arrange for disbursing the funds at TLC Federal Credit Union. **Allen** asked why there was a hurry and **Hurd** explained the materials need to be installed and paid for as soon as possible for occupancy.

- **Decker** made a motion for the Contract Committee to meet for approval of the invoices submitted for payment, to allow **Hurd** to contact TLC Federal Credit Union to disburse funds and for **Hurd** to sign necessary paperwork. The motion was seconded by **Martin**. Ayes were received by all board members and the motion passed unanimously.

Hurd brought up the draft Façade Grant program included in the board packet. He explained the need to adopt the Façade Program prior to July 1st. The board discussed the draft document. **Gervasi** spoke about the City façade program. Lack of business owner participation in the past was discussed. Different thoughts and ideas on façade granting were discussed. **Hurd** would like the Streetscapes Committee to look at the draft and asked **Decker** to come back to the board with their thoughts. **Decker** said the next Streetscapes meeting is on June 8th and she will present it to the committee at that time and get back to the board at the June 10th meeting.

Hurd spoke about the upcoming ODOT project and what the TURA might be able to do to assist in business relocation for those affected by the project. Part of the project will be the widening of Main Street which will have an impact on the businesses. He would like to explore the possibility of helping these businesses provide back door access and helping them with the back door façade of their business. He would like this topic kept on the agenda for future discussion.

The next item on the agenda, the Letter of Engagement from the auditors, **Pauly, Rogers and Company, PC** was explained by **Gervasi**. The letter addressed the full audit that would need to be preformed for Fiscal Year 2009-2010 since the agency was now over the \$300,000 mark of public funding. The audit services would cost approximately \$5,850

- A motion was made by **Weber** to approve the Letter of Engagement for audit services from Pauly, Rogers & Company in the amount of \$5,850 for Fiscal Year 2009-2010 and to instruct the Chairman to sign the letter. The motion was seconded by **Lambert**. Ayes were received by all board members and the motion passed unanimously.

Gervasi went over Resolution 2010-01 for the transfer of funds from the tax increment account into the general fund and explained this transfer was in the approved budget but had not been completed. The accountant was asking for a resolution to make the transfer.

- **Weber** made a motion to approve Resolution 2010-01, A Resolution Transferring Appropriations from the TURA Tax Increment Financing Fund to the TURA General Fund for Fiscal Year Ending June 30, 2010 in the amount of \$75,000.00. The motion was seconded by **Hurd**. Ayes were received by all board members. The motion passed unanimously.

The next item on the agenda was explained by **Hurd**. He had spoken with TLC Federal Credit Union and they had told him the authorized signers would need to be updated. **Reeves** had drawn up a letter from the board asking that the authorized signers be **Hurd**, **Weber** and **Decker** and that **Sally Clay**, a prior board member, be removed. Each board member would need to sign the letter.

- **Lambert** made a motion for the board members to sign the letter to TLC Federal Credit Union asked to update the authorized TURA signers to **Hurd**, **Weber** and **Decker** and to remove **Sally Clay**. **Hurd** seconded the motion. All board members voted aye and the motion passed unanimously.

Hurd went over the correspondence. The next meeting for the 3rd Street Project would be on June 8th, at the county public works department with **Liane Welch**, Public Works Director, to look over the proposals.

Gervasi explained the EDC Annual Dinner being held in June and thought TURA participation would be good. This was discussed. The board members interested will need to let **Reeves** know prior to June 10th so she can RSVP.

Lambert asked about the progress on the 1st Street Parking Lot. **Reeves** stated the bid on the paving had been received after board packets had been sent out. Sidewalks, cement

work and landscaping would need to be estimated next. The parking lot was discussed. **Gervasi** would like to move ahead on the project. This will be on the agenda for June 10th.

Hurd mentioned **Henson**, from the Public Market had approached him about the parking lot and possible usage by the Public Market vendors. The possibility of rental to them was discussed. Parking is an issue in downtown Tillamook. **Allen** asked about loading zones for businesses and **Gervais** explained. **Weber** spoke about her experiences with loading zones from her City Council level.

Gervasi noted the next regular meeting would be on June 10th and that the final budget hearing time was changed to 5 pm on June 25th.

Hurd asked if there were any additional board concerns and there were not any.

With no further business the meeting was adjourned by **Hurd** at 6:40 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman