



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

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**TURA Regular Meeting  
Thursday, June 10<sup>th</sup>, 2010  
5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd,  
Sean Lambert  
Carolyn Decker  
Alene Allen  
Joe Martin

**Board Members Excused:**

Suzanne Weber

**Staff Present:**

Mark Gervasi: City Manager  
Debbi Reeves: Administrative Assistant

**Guests/Public:**

Melanie Olson, Oregon Economic Development; Sheri Stuart, Oregon Main Street; Marshall Doak, Economic Development Council

**Chairman Don Hurd** called the meeting to order at 5:25 P.M. and asked **Reeves** to do the roll call.

**Chairman Hurd** announced he would revise the agenda to let the ladies giving the Main Street Presentation begin first and do the meeting business afterward. **Gervasi** introduced **Melanie Olson** and **Sheri Stuart** to the board. **Stuart** handed out materials to the board. She then proceeded with a slide show presentation and explanation of the program. During the program the board asked questions regarding the program and **Stuart** answered their questions. At the end of the slide show presentation **Olson** spoke of the different plans and programs already in place in Tillamook. This was discussed. Consensus of the board at the end of the presentation was for **Gervasi** to go to the Main Street Program website and fill out the Letter of Intent for the TURA. Once that has been processed the next step is an assessment of Tillamook by Oregon Main Street. **Stuart** noted that Tillamook is a community that would benefit from the program and that timing is everything when it comes to a program like this. **Chairman Hurd** thanked the ladies for their time and for the presentation.

**Chairman Hurd** asked for approval of the two sets of minutes in the board packet.

- **Martin** made a motion to approve the Budget Meeting Minutes from the May 19<sup>th</sup>, 2010 meeting as submitted. **Decker** seconded the motion. **Hurd** called for the vote and Ayes were received by all members seated. The motion passed unanimously.
- **Martin** made a motion to approve the minutes of the regular meeting of May 27<sup>th</sup>, 2010 as typed. **Decker** seconded the motion. **Hurd** called for the vote. Ayes were received by all board members seated. The motion passed unanimously.

The next item on the agenda was the approval of the bills submitted in the amount \$2,319.31. **Hurd** asked **Reeves** if there was anything to mention. She noted a check for \$57 was included in the bills to pay the county recording fees for the May 2010 **Janac** contract.

- **Lambert** made a motion to pay the bills in the amount of \$2,319.31 as presented which was seconded by **Allen**. Ayes were received by all board members and the motion passed unanimously.

**Chairman Hurd** asked **Marshall Doak**, in the audience, if he would like to speak to the board. **Doak** asked if the agency was going to move on the 1<sup>st</sup> Street Parking Lot soon and **Hurd** noted it was an agenda item for later in the meeting.

**Chairman Hurd** asked **Reeves** to address the board vacancy application included in the packet. She explained the applicant is a city employee who is interested in urban renewal and there are 2 other application forms handed out but not yet returned. The board discussed the vacancy and discussed the outstanding applications. **Chairman Hurd** asked for this issue to be tabled until the next board meeting to see if any further applications are returned.

**Gervai** explained the next item on the agenda was in regards to a survey being done on the 1<sup>st</sup> Street Parking Lot. There was an estimate from **Terry Jones** of **Bayside Surveying** which was discussed. The consensus of the board was to get a survey done prior to beginning any work on the parking lot to determine property lines. **Decker** asked about topography and how that would pertain to drainage. This was discussed. **Hurd** said a motion would need to be made to accept this estimate.

- **Lambert** made a motion to accept the bid from **Bayside Surveying**, and to have the combined boundary and topography surveys done for the amount of \$4,300 plus the \$125 file fee. The motion was seconded by **Hurd**. After a short discussion **Hurd** called for the vote. Ayes were received by all board members and the motion passed unanimously.

**Hurd** asked **Gervasi** to contact **Terry Jones** of **Bayside Surveying** and to have him begin the survey. **Hurd** and the board then proceeded to discuss the parking lot. Landscaping,

electrical, bidding process, the Planning Commission's part in the process, RV parking and other items were discussed. **Gervasi** thought the planning fees could be waived. The site plans were discussed. **Reeves** mentioned she had spoke with **Clay Scott** of **SC Paving** about being the General Contractor of the project and he said he would think about it and get back to the urban renewal agency. **Gervasi** said he and **Dave Mattison**, the City Planner could help with much of the planning commission process.

**Hurd** explained to the board the delinquent taxes on the **Janac** property and that in due diligence the board should send a letter addressing this issue to **Janac**. **Hurd** has spoken of the matter to **Janac** but a written letter shows the concerns of the entire board. **Reeves** will draft a letter. **Decker** thought the letter would show good follow through from the board.

**Hurd** then went on to explain the overpayment of \$83 on the March 2010 Grant to **John Janac** and the board discussed ideas how this should be resolved. The board was in agreement to have **Reeves** invoice **Janac** for the \$83 overpayment.

- **Decker** made a motion to invoice **John Janac** \$83.00 for the overpayment of the March 2010 Grant and to instruct **Reeves** to send a letter asking for reimbursement of the \$83. The motion was seconded by **Lambert**. There was discussion about the issue. Ayes were received by all board members and the motion passed unanimously.

**Allen** asked if a temporary occupancy permit had been granted to the 2<sup>nd</sup> Street Public Market and **Hurd** noted that it had been.

**Gervasi** explained to the board that he and **Marilyn Phegley, CPA** had met to discuss the Supplemental Budget for 2009-2010. The Supplemental Budget Public Notice has been prepared and will run in the June 16<sup>th</sup>, 2010 issue of the Headlight Herald. The supplemental budget documents will be reviewed for approval at the June 24<sup>th</sup> regular meeting. **Gervasi** reiterated that the 2009-2010 Supplemental Budget Hearing would be at the June 24<sup>th</sup> meeting and the 2010-2011 Final Budget approval would be held on June 25<sup>th</sup> at 5:00 p.m. **Gervasi** also noted that next time there is a supplemental budget and a final budget he will try to get them taken care of at the same time.

**Hurd** had asked for the ODOT project to be added to the agenda from the last meeting. The board discussed the possible and probably parking spaces that could be eliminated during the ODOT project. **Hurd** stated the issue of parking needs to be kept up on by the TURA.

**Hurd** gave a brief update on the 3<sup>rd</sup> Street project noting that a meeting was held with **Liane Welch, Tillamook County Public Works Director** and they went over the engineer proposals. **Welch** will continue working on the process which the next step is getting dollar amounts of the proposals. This could take another week or so.

**Decker** reported the Streetscapes Committee had met and gone over the façade program application. A copy of the updated program was handed out for the board to review. She mentioned the committee would like to have continuity downtown and would like to have representation on the proposal committee when a façade application is being considered.

**Hurd** asked that the Façade Program be on the agenda for June 24<sup>th</sup> after the full board has had time to review the revised application packet. **Allen** mentioned she is trying to get photos showing the “Turn of the Century” theme that is being proposed by the Streetscape Committee.

**Reeves** had received an email reply from **Andy Stricker** who will begin the inspection of the Beal Building hopefully by the end of the week. **Stricker** will contact **Saito**, the owner of the building to proceed.

**Reeves** reported she had been in contact with **Joe Happ** who is waiting to get a new photo of the **Janac Building** once the construction debris has been cleaned up. He is also hoping for the sun to come out for a better photo. She will let the board know as soon as a new photo is presented and get approval to move forward with the brochures.

**Hurd** handed out a letter from **Mark Labhart, Tillamook County Commissioner** asking for financial assistance from the TURA to help with the appeal fees on the new preliminary flood maps. The board discussed the letter, district limitations and flood mitigation.

**Martin** remarked the preliminary flood maps are a community concern.

- **Decker** made a motion to instruct **Chairman Hurd** to contact **Jeanette Launer**, TURA attorney by email to get advice on how much TURA can contribute to the flood appeal. The motion was seconded by **Martin**. Ayes were received by all board members and the motion passed unanimously.

**Reeves** explained Guardian Contract Services is the company hired to service the **Janac** loan. **Janac’s** first monthly installment is on June 15<sup>th</sup>, 2010.

The VIP Certificate from the 2<sup>nd</sup> Street Public Market and the gift certificates were discussed. **Gervasi** mentioned the \$50 limitation on gifts received. Any board member can return or donate the certificates should they chose to do so.

The videotaped board meeting from May 27<sup>th</sup> is now showing on the local channel. The schedule of times was included in the packet.

Under concerns of the board **Allen** asked if the Streetscapes Committee members could attend the next Beautification Committee meeting. The next Beautification meeting for the city is Tuesday, June 15<sup>th</sup> at 8:15 a.m.

The board discussed the Main Street presentation, TRA, downtown business owners, grants for an update to the Town Center Plan and how to get interest going downtown. **Hurd, Weber** and

**Decker** will meet with the owner of the theater and see what his future plans are. **Doak** mentioned he would like to be involved in that meeting. **Gervasi** will get the Letter of Intent for the Main Street Program ready for the June 24<sup>th</sup> TURA meeting and then on to the City Council for July 6<sup>th</sup>.

**Hurd** asked if there were any additional board concerns and there were none.

With no further business the meeting was adjourned by **Hurd** at 7:40 p.m.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman