

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



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**Special Meeting – June 8<sup>th</sup>, 2009**

The special meeting of the TURA was called to order by Chairman **Don Hurd** at 5:34 pm at the Tillamook City Hall., Tuesday, June 8<sup>th</sup>, 2009.

**Roll Call:**

**Board Present:** Don Hurd, Sally Clay, Sean Lambert, Aaron Zimmerman, Carolyn Decker, Steve Forster, City Council member standing in for Suzanne Weber

**Staff Present:** Mark Gervasi, Debbi Reeves

**Guests:** none

**Hurd** stated there was nothing in the By-Laws pertaining to pro-tem board members and made a motion to allow Councilmember **Forster** to temporarily stand-in for **Weber** while she is out of town. **Decker** seconded the motion. The motion carried unanimously.

**Old Business:**

**Zimmerman** proceeded to explain the documents he had emailed to the board for review. The proposals concern the different kinds of funding options the TURA could make and also contain scenarios for different ideas of funding and what happens to URA dollars. One of the proposals contained a 70/30 funding option. The proposals from **Zimmerman** are a part of this record listed as URA-JJ proposal grant 2.doc and URA-JJ proposal grant 1.doc. John Janac the building owner should have a list of approved value items available for the June 16<sup>th</sup> meeting. There was a discussion about local contractors and whether or not the UR board should be involved in contract process. **Hurd** mentioned there should definitely be encouragement to hire local contractors in any project the TURA financially supports. **Zimmerman** stated the UR plan states just this. **Lambert** agreed with this. **Zimmerman** also mentioned the TURA should review bids but not solicit. **Clay** presented copies of the procedures and applications used by Medford UR with each step lined out. The Lincoln City UR has someone come in to review designs. **Forster** asked what the timeline for Janac has been and it has been in a state of repair and remodel for approximately 4 years now. The TURA funding could be the incentive to get the project completed. There was a discussion about **Zimmerman's** proposal involving some matching funding from another agency. **Clay** had talked with Community Development and they gave her some names of agencies that might help with other funding. **Forster** thanked **Zimmerman** for all of the work he had done on the preparation of the proposals. **Lambert** presented his outline of benchmarks and guidelines. There was a discussion regarding **Lambert's** proposal which is attached as Project benchmarks to consider.doc to these minutes.

The board continued with a discussion of what Janac needs to complete in the building and then discussed the application process. The board agreed they should only accept proposals

for funding from the property owner and that property owners are who should be considered for Urban Renewal funding.

**Hurd** stated the board needs to be in a position to make a decision at the June 16<sup>th</sup> meeting as told to the Public Market Committee regarding their proposal. **Forster** stated the process needs to be established. There was a discussion. **Gervasi** mentioned the TURA should have a work session. An Application-Guideline-Process Committee consisting of **Clay** and **Lambert** was formed and **Forster** and **Zimmerman** will be on a committee to outline the 70/30 Proposal. **Forster** mentioned he is more than happy to help on the committee but reminded the board he is only serving temporarily for **Weber**. There was a discussion about the application forms and the 70/30 scenario presented by **Zimmerman**. **Hurd** reminded the board they will only be dealing with the Public Market proposal on the table at this time. There was more discussion about **Zimmerman's** counter proposal of funding offer. **Hurd** stated that each proposal will be looked at individually but that different circumstances will surround each proposal and that the TURA needs to have a set of documents ready to present to an applicant. The board discussed the requirements for the structure of a building.

**Zimmerman** explained his second document included in these minutes as URA-JJ proposal grant 1.doc. There was a discussion regarding this document and the different types of building and businesses that would enhance downtown Tillamook. There was more discussion about how to entice business to downtown.

There was a discussion about the 2nd Street property and liens. **Gervasi** stated the city attorney might be willing to review any documents prior to presentation and then the TURA attorney could follow-up. **Decker** will do some research on the Janac 2<sup>nd</sup> Street property and let the board know the details at the next meeting. **Hurd** mentioned it is important to know the steps and that all of the criteria will need to be stated at the meeting on the 16<sup>th</sup>.

#### **Concerns of the Board:**

**Clay** motioned to advertise the vacant board position in the paper for 4 weeks. **Forster** seconded the motion which carried unanimously. **Hurd** and **Gervasi** will take care of this and look at the volunteer application form.

The board discussed the short-term loan resolution that needs to be taken care of prior to June 30<sup>th</sup>. This is on the agenda for the June 16<sup>th</sup> meeting.

The board discussed the benefits of the Rare Student Program.

A letter from Marshall Doak from the EDC will be read into the record at the June 16<sup>th</sup> meeting.

**Decker** had information to present about other properties she had been looking into for the board and since this meeting was only called for the purpose of fact finding in regards to the Public Market proposal she will report at the June 16<sup>th</sup> meeting in an Executive Session.

#### **Next Meeting Date:**

Regularly scheduled board meeting June 16<sup>th</sup>, 2009 at City Hall at 5:30 pm.

**Adjournment:**

With no further business the meeting was adjourned by **Hurd** at 7:16 pm.

Respectfully Submitted by:  
Debbi Reeves  
Administrative Assistant

Approved By:

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Sally Clay – Vice Chairman

City Administrator: Mark Gervasi, Staff: Debbi Reeves