



Tillamook Urban Renewal Agency
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TURA Regular Meeting
Thursday, July 8th, 2010
5:30 P.M.

Board Members Present:

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

Board Members Absent:

Joe Martin

Staff Present:

Mark Gervasi: City Manager
Debbi Reeves: Administrative Assistant

Guests/Public: None

1. **Chairman Don Hurd** called the meeting to order at 5:30 P.M. **Reeves** called the roll.
2. **Chairman Hurd** asked for approval of the minutes if there were no corrections or additions, noting there are 2 sets of minutes.
 - **Weber made a motion to approve the minutes of June 24th, 2010 as presented. Decker seconded the motion. Ayes were received by all members seated and the motion passed unanimously.**
 - **Weber made a motion to approve the minutes of the Budget Hearing of June 25th, 2010 as typed. Allen seconded the motion. With no changes or discussion Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**
3. **Chairman Hurd** noted next on the agenda was approval of the bills and asked **Reeves** if there was anything to explain. She explained a couple of extra bills had been received after the packets had been sent and the new total for approval was \$7,264.82. A new revised list was handed out. She said the bills were higher due to the payment for the survey of the 1st Street parking lot. **Gervasi** explained about the survey and the topo done on the property and why.

Agency Board Members:
Don Hurd: Chairman; Vice Chair; Suzanne Weber
Joe Martin, Carolyn Decker; Sean Lambert, Alene Allen
City Administrator: Mark Gervasi, Administrative Assistant: Debbi Reeves

- **Allen made a motion to pay the bills in the amount of \$7,264.82. The motion was seconded by Lambert. Ayes were received by all board members and the motion passed unanimously.**

4. **Chairman Hurd** stated the financial statement was not available at this time.

5. There were no Non- Agenda Items and no public in attendance.

6. Pending Business:

- a) 1st Street Parking Lot Designs: **Hurd** asked **Gervasi** to go over the parking lot designs. **Gervasi** spoke about the 3 designs in the packets that were drawn up by Public Works Director **Arley Sullivan** and City Planner **Dave Mattison**. **Gervasi** said **Sullivan** and **Mattison** both recommended Concept No. 3. **Hurd** asked why and **Gervasi** explained the drawing, the catch basins, the sidewalks, the center sidewalk separating the 2 lots, the entrances and exits, the RV parking spaces and the lighting. **Hurd** asked about the proposal to the City Council to swap lots. **Gervasi** and **Hurd** discussed this. **Gervasi** went on to explain a concept would need to be approved to move this along and get things to the Planning Commission for approval He explained the time requirements. **Weber** brought up RV parking and this was discussed. The board discussed the design, free parking, rented parking and parking meters. **Lambert** said we need to move forward on the project. **Hurd** asked if the board was ready to move ahead with **Sullivan's** recommendation.

Gervasi then explained the need for an engineer on the project. He said he had spoken with **Rich Gitschlag**, a local engineer, who could engineer the parking lots and get everything ready for the Planning Commission and that his estimate for services was \$700 to \$1,000. **Hurd** asked about the Salvation Army parking lot which he and **Gervasi** had also discussed and a possibility of getting it into a package from **Gitschlag**. **Gervasi** did not know. **Lambert** mentioned that the issue of paid or rental parking could be addressed later. There was more discussion.

- **Weber made a motion to approve the development of parking lot concept #3 as recommended and to hire Rich Gitschlag of North Coast Engineering for engineering services for a cost up to \$1000. The motion was seconded by Allen, all board members seated voted in favor and the motion passed.**

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Decker brought up the **Robinson-Carver** buildings and these were discussed. Demolition and costs were discussed. **Reeves** gave **Hurd** the appraisals of those buildings done by TURA last year. **Hurd** would like to have someone from TURA attend the next city Public Works Committee meeting. **Weber** thought in the future having this property would make a better package. **Decker** asked about an appraisal on the NAPA building. **Hurd** asked if she thought we should approach these businesses with a price. This was discussed and **Hurd** said creative financing would need to be looked at and for everyone to continue thinking about this.

- b) **Hurd** was next to address the 3rd Street Project and what stage it was in. He thought the county could approach the TURA in the next few weeks for payment. **Hurd, Decker** and **Gervasi** had been to a meeting with the county. **Hurd** explained the grant funding they were looking at and the situation. **Liane Welch** of the county thought just the paving cost of the project could be about \$400,000. **Hurd** spoke with **Senator Betsy Johnson** and she is looking into grant funding. **Weber** spoke about the process of this kind of project and the board discussed. **Weber** mentioned the engineering costs were a little under budget.
- c) **Hurd** explained what was now happening on the **Janac Building**. He explained the TURA had been presented invoices from the **2nd Street Public Market** and went over the invoices with the board. He explained **Doug Henson** was asking for reimbursement for a loan he had taken out for the Public Market. **Hurd** then explained what had been paid out on the current contract. A draft letter to the Public Market was in the packet but had been revised so **Reeves** handed out the revised letter. The board went over the letter and discussed it. The board asked questions about the invoices and why they did not pertain to plumbing. **Allen** said the reimbursement to **Henson** in the contract was for plumbing. This issue was discussed. **Hurd** asked **Reeves** to provide a transcript of the discussion about **Henson's** item on the contract priority list from a prior meeting. All board members agreed a clean paper trail and itemized, segmented invoices would have to be taken care of and that **John Janac** would have to look over these invoices. **Weber** asked if the board could take a bit more time to think about the letter. **Hurd** asked the board to email **Reeves** any changes they would like made to the letter to the Public Market on Monday, July 12th. The letter would be revised and sent on Tuesday.
- **Lambert made a motion to send the letter to the 2nd Street Public Market on July 13th with amendments from the board regarding the invoices presented. Decker seconded the motion. All board members seated voted aye and the motion carried.**
- d) **Decker** spoke about the plaque for the **Janac/IOOF Building** and presented her thoughts of wording on the plaque. She said she and **Reeves** had come up with a

couple ideas. Wording and names to be included on the plaque were discussed.

- **Weber made a motion to approve the plaque to be placed on the Janac/IOOF Building with the exact wording to follow. The motion was seconded by Allen. All board members seated voted aye and the motion passed.**

Weber mentioned the original Historical Society Plaque had been removed from the building and had not been replaced. **Hurd** will speak with **Janac** about this.

- e) **Hurd** went over the letter to the Tillamook County Commissioners regarding the FEMA Appeal. He explained the need for the letter as presented by **Attorney Jeannette Launer**. **Gervasi** explained the TURA is paying for approximately 14.4% of the appeal fee. Other business and agency contributions were discussed. **Gervais** noted between the TURA and the City they were paying 28.8% of the total appeal amount. The TURA board would like to see a complete list of contributors and amounts contributed on this appeal. **Decker** asked about the flood fighters group.
- **A motion was made by Weber to approve and send the letter to the County Commissioners regarding the FEMA Appeal as typed and to request a list of contributors. Allen seconded the motion. All board members seated voted aye and the motion passed unanimously.**
- f) **Reeves** went over the 4 photos included in the packet for the brochures. **Joe Happ** of Northwest Media had taken the photos. **Hurd** asked if she recommended a certain photo and she thought the photo showing the full building was the best for the cover of the brochures. She also explained the rest of the photos could be placed on the TURA website. The board discussed the brochures and the photos. He then asked for a consensus of the board and they approved of the recommended photo. **Reeves** will get the photo to **Coast Printing**, have them draw up another proof and then get the brochures printed. They could be available for the next meeting.
- g) **Gervasi** went over the Loan and Grant Program Guidelines and Overview documents in the packet explaining the amendments and why. He also went over Resolution 2010-05. He went over each page where a change or corrections was noted. **Decker** would like some kind of stop order done if the project is not in compliance. **Hurd** spoke about a variance and this was discussed. Staff will add default language to page 5 of the loan guidelines. **Gervasi** would like to see this Resolution and documents approved with amendments as discussed.

- **Lambert made a motion to adopt Resolution 2010-05 Establishing the Guidelines and Overview of the TURA Loan and Grant Program with the amendments as discussed. The motion was seconded by Weber. Ayes were received by all board members and the motion passed unanimously.**

The board discussed the design consultant part of the guidelines.

- **Weber made a motion to add “professional” to the guidelines where design consultants are addressed. Allen seconded the motion, ayes were received by all board members present and the motion carried.**

7. New Business: None

8. **Allen** spoke about the recent Streetscapes Committee meeting. By recommendation of the committee she asked the TURA to get bids for power washing the old city litter cans as they are being moved. The new litter cans will be picked up on July 12th and placed as soon as possible. **Gervasi** thought the city workers should be able to power wash the old receptacles. **Allen** went on to report the committee talked about their ideas and future guidelines. This was discussed. **Hurd** suggested the committee focus on façade ideas. Sidewalks were discussed. Some members of the Streetscapes Committee will attend the city Beautification meeting on July 20th to listen to **Kristin Hull** from CH2M Hill regarding the upcoming ODOT project. The agenda items on the Beautification meeting were discussed.

9. Correspondence was included in the packet for the board to review but was not discussed.

10. Concerns of the Board: None

11. **Hurd** adjourned the meeting at 7:35 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman