



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

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**TURA Meeting
Tuesday, August 13th, 2009
5:30 P.M.**

Board Members present: Don Hurd, Sally Clay, Sean Lambert, Aaron Zimmerman, Suzanne Weber, Carolyn Decker

Board Members absent: none

Staff Present: Mark Gervasi: City Manager, Admin. Assistant: Debbi Reeves

Guests/Public: Doug Henson, John Janac, Elaine Faulkner, Tony Faulkner, Chris Kell, Tom Connaughton, Gordon Plotts

Chairman Don Hurd called the meeting to order at 5:35 P.M. Roll call was taken by **Reeves**.

Hurd asked that the minutes held at this time until Lambert arrived and that he would only be a few minutes late. Lambert entered the meeting at 5:40 PM.

Hurd read the list of bills included and attached as a part of this record. There was a question about whether a contract was needed with Kurt Olsen for the services he was providing. **Gervasi** explained the bills from Olsen and there was a short discussion. **Weber** asked why two of the bills were paid before they had board approval. **Hurd** asked to wait for **Clay** to arrive at the meeting so she could explain. **Hurd** said the bylaws need to be looked regarding who are authorized signers of the checks. Procedures need to be followed. It was decided to approve the bills and discuss later in the meeting.

- **Zimmerman** made a motion to pay the bills. **Weber** seconded the motion. The motion carried unanimously by all members seated.

There was a discussion about authorized signers. **Gervasi** mentioned the bylaws stated that one board member and one council member were to sign.

- **Zimmerman** made a motion to amend the bylaws so that any 2 of the 3 authorized signers could sign checks. **Weber** seconded the motion which passed unanimously by all board members seated.

Hurd stated the draft/contract agreement was not ready for this meeting and would have to be postponed.

Hurd asked **Gervasi** to explain the documents from Attorney Launer and the opportunity for new development sites. The schedule is attached to this record. **Gervasi** explained in detail answers questions of the board as he proceeded. Each time

the TURA purchases a property the plan will have to go through the amendment process which will take approximately 90 days. **Hurd** asked that each board member come to the next meeting with properties to consider.

Hurd asked for approval of the minutes from the July 21, 2009 meeting and the July 30, 2009 meeting. **Clay** entered the meeting at 5:50 pm.

- **Weber** motioned to approve the July 21st minutes as presented. **Decker** seconded the motion. The motion carried unanimously.
- **Weber** made a motion to approve the July 30th minutes as written and the motion was seconded by **Hurd**. The motion carried unanimously.

Hurd mentioned the contract from the attorney was not ready and that any further delays may result in independent council. He asked if everyone had read and review the email letter from **Lambert** regarding benchmark requirements of Janac. The board had not so **Gervasi** made copies and then **Lambert** went over the document with the board. There were questions and discussion.

Hurd explained there was an update of costs from Janac and then Janac explained. The board and Janac then discussed the project. Some of the items discussed: insurance, tenants, non-profits, contacts, sub-committees, dates of a lease, first right of refusal. **Decker** would like to see a title search done on the property. Henson commented on items missing on the cost list, increase in expenditures and whether or not the PM would be responsible for things not on the list. He thought the TURA should consider the original request of \$100,000. **Hurd** would like to deal with one issue at a time and that Janac can apply for a second loan at a later time. There was a discussion about sprinkler systems in the building and time frames.

Decker brought up contract dates and the board discussed the issue. **Zimmerman** thought there should be 6 months after the initial signing of the contract to complete the project. There was more discussion. The consensus of the board was to add a list of work into the contract and use Decker's advice. There was more discussion about the project list and revisions. Janac stated he does not see any way the building will be ready by 10/1/2009.

Henson stated they are working with the county officials and that Craig Wakefield and Butch Parker have been extremely helpful with a positive attitude. **Hurd** will get the contract draft of Janac to get to his attorney and then back the TURA board for fine tuning. Janac will get his attorney information to **Hurd**.

Zimmerman gave the board a commercial loan program outline which he got from Kurt Olsen. He would like the board to review and be ready to make comments and changes at the next meeting. Olsen will be at the August 27th meeting.

Hurd stated everything is ready on the financial end as the Line of Credit is established with TLC. They will use their construction loan procedure. **Hurd** would like to see a Sub-Committee for approval of invoices presented to the bank for payment.

Hurd asked to go back to the issue of the bills and approval of the bills. **Clay** apologized for her error. **Hurd** would like to have the original bills kept in the TURA

files at City Hall and present the CPA's with a copy for payment since next year there will be a full audit of the TURA. The consensus of the board was that this was appropriate. There was a discussion about Baertlein and Phegley doing the financials. They will be working with the auditors next year. It was decided that **Reeves** will compile a list of bills for approval at the meeting and then take them to the CPA's for payment.

Hurd announced the meeting would adjourn into Executive Session citing the ORS and read the Executive Session script at 7:10 p.m.

The regular meeting was called back to order at 7:25 p.m.

Hurd asked **Decker** to follow-up on the two properties discussed in Executive Session and bring back the information to the next meeting. **Decker** would like more clarification about her boundaries. There was a discussion about this.

- **Zimmerman** made a motion for **Decker** to contact the property owners of Lot#4700 and Lot #4900. The motion was seconded by **Hurd**. All members voted unanimously.

The OPI Conference was mentioned again. **Decker** and **Lambert** are both interested.

Hurd would like to table the board vacancy issue at this time and not take any action. **Decker** is interested in the At-Large position and would like to apply. There was a discussion.

Resolution 2009-05 was brought before the board and **Gervasi** explained the need to form a public contract review board.

- A motion to approve Resolution 2009-05 to establish a Local Contract Review Board was made by **Weber** and seconded by **Clay**. Ayes were received by all members and the motion passed unanimously.

Resolution 2009-06 was brought before the board and **Gervasi** explained why the TURA need to adopt the model contract rules for local public contracting. There was a discussion about the why's and framework of the rules.

- **Zimmerman** made a motion to approve Resolution 2009-06 Establishing Local Public Contract Rules for the TURA. The motion was seconded by **Lambert**. The motion passed unanimously.

Clay would like to have some type of annual calendar as to what months certain TURA items have to be taken care of. **Gervasi** and **Reeves** will work up a schedule.

Gervasi would like the board to be thinking about properties that can be added to the plan. There was a discussion about what might be best to look at. He would like the board to bring back suggestions on the 27th to discuss with Olsen.

Hurd mentioned there had been some inquiry about **Reeves'** time spent on TURA items. It was decided the Chair will determine what needs to be done and give instruction to her.

There was a discussion about outside office space and the costs involved. **Weber** stated that City Hall is a public place and should be utilized for TURA purposes.

The next meeting date is August 27th, 2009 at 5:30 pm at City Hall. **Hurd** adjourned the meeting at 7:55 p.m.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman

Agency Board Members:

Don Hurd, Chair; Sally Clay, Vice-Chair;

Members At Large: Carolyn Decker; Suzanne Weber, Sean Lambert, Aaron Zimmerman

City Administrator: Mark Gervasi, Staff: Debbi Reeves