



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

Phone: 503-842-2472

Fax: 503-842-3445

**Public Meeting Notice
January 11, 2012 - 5:30 PM**

Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141

Meeting Agenda

4:00 PM – Work Session – Future Projects and Financial Planning

1. **Call Regular Meeting to Order and Roll Call**
2. **Election of Officers and Committee Assignments for 2012**
3. **Approval of Minutes:** December 14, 2011
4. **Approval of Bills:** \$10,123.13
5. **Approval of Financial Report:** November 30, 2011
6. **Public Non-Agenda Items:** Public Concerns/Comments (5 minute limitation).
7. **Pending Business:**
 - a) Plan Amendment – Finalize Tentative Boundary Changes
 - b) 3rd Street Improvement Project Financing and Updates
 - c) Langlois Grant Loan Application Updates
 - d) Goodspeed Park Playground Equipment Payment
8. **New Business:**
 - a) Nick Peterson – Keith Thompson Façade Grant Application
 - b) Discussion of Bylaws - Changing Board Meetings
 - c) Final Audit for Fiscal Year 2010-2011
 - d) Tillamook County Public Works Invoice Approval \$6,138.36
9. **Committee Reports:**
 - a) Streetscapes Committee – Blade Sign Program
10. **Correspondence/Information:**
 - a) Tillamook County Statement of Revenues – November and December, 2011
 - b) City Manager Letter to Owners of Hal's Emporium RE: Alley Issues
 - c) Email from Liane Welch - 3rd Street Improvement Project Update
10. **Concerns of the Board/ Non-Agenda Items**
11. **Next Meeting:** To be Determined
12. **Adjournment**

This is a public meeting per ORS Chapter 192. The Board reserves the right to adjourn into Executive Session per ORS 192.660. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required for citizens with visual or hearing impairment. Persons with hearing impairments may contact the Oregon Relay Service at 1-800-648-3458 (TDD) OR 1-800-648-4442 (VOICE)

Posted January 9, 2012

Tillamook Fire District * Tillamook City Hall * Tillamook County Library *Tillamook County Court House

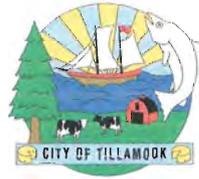
Agency Board Members:

Chair: Don Hurd; Vice-Chair: Carolyn Decker

Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom

Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves

Memorandum



To: Paul Wyntergreen, City Manager
From: Debbi Reeves, Executive Assistant
Date: 1/3/2012
Re: TURA Project List

Attached is a 25 Year table for TURA Project Activities compiled during the organization of the district. The highlighted areas of the table are projects TURA is currently working on, planning on, or have already done.

Going down the list:

- 1) TURA will be funding the majority of the new Goodspeed Park Playground Equipment that will be installed sometime this month. TURA committed \$21,000 to this project.
- 2) TURA is working with ODOT and Tillamook County on the improvements to 3rd Street which will include new waterlines. This project should begin in 2012. Also with this project there is the possibility TURA will assist in upgrades to the wastewater infrastructure in that area to help place new business. The improvements to 3rd Street will be approximately \$1 million.
- 3) TURA purchased 10 new trash can and placed them on Main and Pacific Avenues for approximately \$11,000.
- 4) The TURA Board has discussed alley improvements between the Elks and Beals Buildings and has looked at the possibility of cleaning up the alley off of 2nd Street.
- 5) City Gateways have been an ongoing discussion topic.
- 6) TURA bought property and constructed a parking lot on 1st Street which is for public parking and RV parking for approximately \$400,000.
- 7) TURA paid for the construction of City Council Chamber doors for approximately \$8,000.
- 8) TURA has funded two low interest loans for approximately \$70,000.
- 9) After completion of the 1st Street Parking Lot, TURA and the City of Tillamook reached an agreement to move some of the monthly rental parking spaces to the new parking lot in exchange for parking spaces closer to the downtown core area, therefore making more available parking for tourists and customers. Close parking should stimulate downtown business.

Tillamook Urban Renewal Area	
Table XYZ- Allocation of 25 Year Revenue to Project Activites (Detailed)	
Project Activity	Cost Allocation
Public Parks and Open Spaces	
Hoquarten Trail project	\$125,000
A Public plaza or Town Square as part of a civic center in downtown Tillamook	\$625,000
Mini parks in the renewal area	\$200,000
Improvements to Marine Park	\$500,000
Help improve Carlich House	\$200,000
Improvements to Goodspeed and Carnahan parks (need boundary change)	\$200,000
Street, Curb, and Sidewalk Improvements	
U.S. 101 (Pacific Avenue and Main Avenue) and 2nd Street	\$250,000
On Main and Pacific Avenues, between 1st and 12th Street	\$250,000
From 1st Street to 5th Street - Reconstruct/repair existing sidewalks	\$250,000
Couplet feasibility along First Street and Netarts Highway (3rd Street) between Stillwell Avenue and US 101	\$200,000
Construct sidewalks on Highway 131 from Pacific, west to Trask River Bridge	\$375,000
Public Utilities	
Stormwater upgrades in renewal area	\$750,000
Wastewater improvements on 3rd st/ Wilson river loop road and Schild Road to Highway 6	\$500,000
Supplement city water CIP by contributing to upsizing water lines in core area.	\$800,000
Supplement city wastewater CIP by contributing to upsizing wastewater lines in core area.	\$800,000
Contribute to Wi-Fi program for City	\$250,000
Streetscape and Neighborhood Beautification Projects	
Streetscaping with priority on the Town Center District, Front to 5th and Madrona to Grover.	\$375,000
Streetscaping Main and Pacific from 1st to 12th Street	\$250,000
Streetscaping 3rd from Pacific to Trask River bridge	\$250,000
Making Alley improvements between 1st and 3rd Streets	\$125,000
Building Gateways at keylocations, including Hwy101 and 6th Street, Hwy 101 and 3rd Street and on W. 3rd Street	\$125,000
Pedestrian, Bicycle, and Transit and Parking Improvements	
Contribute to transit facility at City Hall	\$250,000
Implement parking recommendations from the Tillamook Refinement Plan, including:	
Provide convenient parking for recreational vehicles	\$125,000
Acquire property immediately east of Stillwell Avenue on Second Street to expand employee and visitor parking	\$250,000
Construction of one or more surface parking areas on parcels currently vacant, for use by visitors, employees	\$250,000
Add signage to guide visitors to parking areas off the state highway	\$125,000
Public Safety Improvements	
Contribute to traffic signal at 3rd & Stillwell	\$125,000
Public Buildings and Facilities	
City Hall	\$750,000
Tillamook Museum	\$750,000
Development and Redevelopment	
Below market interest rate loans.	\$200,000
Write down of land acquisition costs.	\$200,000
Provision of public parking to assist development.	\$200,000
Assistance in providing utilities and other infrastructure.	\$200,000
Technical assistance, including architectural assistance, and zoning change work.	\$200,000
Transfer of assembled sites at fair reuse value.	\$200,000
Plan Administration	\$1,250,000
Total	\$12,475,000

Some Add'l Concepts:

- Safeway projects
- Sewer extension down 12th
- First & Main Acquisition
- Holder Creek (Main-to-Pacific)
- Elm/9th/Stillwell sidewalks
- Evergreen & Meadows sidewalks



Tillamook Urban Renewal Agency

Committee Members 2011

Updated 6/7/2011

Proposal Committee:

Committee Chair – **John Sandusky**

Committee Member – Lynda Casey

Committee Member – Don Hurd

Contract Committee:

Committee Chair – **Joe Martin**

Committee Member – Dave Schrom

Committee Member – Alene Allen

Real Estate Committee:

Committee Chair - **Carolyn Decker**

3rd Street Committee:

Committee Chair – **Don Hurd**

Committee Member – John Sandusky

Committee Member – Alene Allen

Streetscapes Committee:

Committee Chair: **Tom Connaughton**

Committee At-Large Member – Betty Rolston

Committee TURA Member – Alene Allen

Committee TURA Member – Lynda Casey

Committee TURA Member – Joe Martin

Neighborhood Improvement Committee:

Committee Chair – **Dave Schrom**

Committee Member – John Sandusky

Committee Member – Don Hurd

Ad Hoc Loan/Grant Application Revision Committee:

John Sandusky



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

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**TURA Regular Meeting
Wednesday – December 14, 2011 - 5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Vice Chair Carolyn Decker
Alene Allen
Lynda Casey
Cheryl Davy
Dave Schrom

Board Members Absent:

John Sandusky

Staff Present:

Executive Assistant Debbi Reeves

Guests/Public:

David Mast, Mayor Suzanne Weber

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 p.m. Reeves called the roll of the board. Sandusky was absent.
2. **Approval of the Minutes:** Chairman Hurd asked for approval of the minutes of the November 30, 2011 meeting and asked if there were additions or corrections.
 - Decker made a motion to approve the minutes of November 30, 2011 as presented. Casey seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.
3. **Approval of the Bills:** Chairman Hurd asked Reeves to go over the bills presented. She explained the annual loan payments to TLC Credit Union were included in this list of payments. She also went over several of the other billings. Schrom asked about the payment to Attorney John Tuthill. Hurd noted the invoice had been for work done on the lease agreement with the City for the 1st Street Parking Lot. This was discussed.
 - Allen made a motion to pay the bills totaling \$124,490.04 (checks #606 - #615). Davy seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.
4. **Financial Report:** None
5. **Public Non-Agenda Items:** Chairman Hurd asked if there was anyone in the audience that would like to speak but they declined.

6. Pending Business:

a) *Plan Amendment – Map and Acreage Updates:* **Hurd** asked if everyone had reviewed the revisions made to the maps. **Schrom** mentioned 12th Street and there was discussion about the area, the Right-Of-Way, and Marolf Loop. **Hurd** spoke about 12th Street, from Miller Avenue to Pacific Avenue. He commented on the drainage of Holden Creek in that area. He mentioned a conversation he had with Attorney **Jeannette Launer** and the agency's ability to help with drainage. **Schrom** added he thought the agency should look at the possibility of creating a loop from 12th, down Marolf Loop to 3rd Street at the community college. He also mentioned only doing ½ the ROW to the north on 12th Street. There was discussion. **Reeves** noted the GIS mapping was done for a full ROW. There was discussion about the meeting between Public Works Director **Arley Sullivan, Wyntergreen, and Hurd**. It was decided to wait until the meeting of December 28th to discuss this more after talking to **Sullivan** and **Wyntergreen** about the sewer line plans.

Allen mentioned FEMA and the grants for Holden Creek and asked **Mayor Weber** to comment. **Mayor Weber** noted the Holden Creek Group is working on grants. There was a brief discussion about the 12th Street easement area behind PUD.

b) *Financing Options for 3rd Street Improvement Project:* **Reeves** explained Sterling Bank and US Bank had both been contacted after the last meeting for a finance proposal, noting the date was extended to December 9th. Though US Bank had expressed an interest, they did not submit a proposal. Sterling Bank had declined. **Reeves** explained she had discussed the plans of the agency with TLC, as to not jeopardize the relationship formed with the credit union, and Senior Executive Vice President **Dianne Burkhart** said TLC will work with TURA and will go with whatever is best for the agency. **Hurd** and **Reeves** explained the finance proposal and the options before the agency at this time. There was discussion about this.

➤ **Decker made a motion to direct staff to proceed with setting up the application for financing with Columbia Bank/Bank of Astoria, to pay off the current debt with TLC Federal Credit Union and to acquire financing for the 3rd Street Improvement Project. Allen seconded the motion. There was discussion of the consolidation, revenues, and finances. Casey asked if the total amount the agency would be financing with Columbia Bank/Bank of Astoria was approximately \$1,275,000 and Hurd said yes it was. Hurd then called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

Reeves will contact the representative from Columbia Bank/Bank of Astoria and have them proceed. **Schrom** mentioned the board should look over all of the loan documentation before giving final approval and the rest of the board were in agreement with him. **Reeves** thought everything may be able for review and approval by the January 11th, 2012 meeting.

c) *Final Approval of TURA-City Parking Lot Agreement:* **Hurd** stated the next item on the agenda was the parking lot lease agreement between the City and TURA. **Casey** asked about the

Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker
 Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom
 Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves

due date of the payments and this was discussed. It was determined the board would have to speak with **Wyntergreen** about payments and late charges. She noted there was an extra word, “of”, in Section 2.3 which needed to be removed. **Casey** also asked about the January 1, 2012 effective date and if the City would take possession on that date. **Hurd** said the City would be responsible for the parking lot effective January 1, 2012. **Schrom** asked about paid parking and monthly leases. This was discussed. There was discussion regarding Section 14.6 pertaining to late fees and after discussion, it was the consensus of board to leave it as is.

➤ **Schrom made a motion to approve the lease agreement pertaining to the 1st Street Parking Lot with the change as noted, striking the word “of” in Section 2.3, and to instruct the Chairman to sign. Casey seconded the motion. Allen mentioned the due dates issue. Davy thought it would be fine to leave in the section pertaining to late fees and the agency could decide to enforce or waive late fees. With no further discussion Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

7. **New Business:**

a) *Grant Loan Program Application from George & Carol Langlois, Tillamook Apts.:* **Hurd** stated the Proposal Committee needs to meet to review the application submitted by the Langlois’. He explained what they are planning and spoke about TURA projects. He also noted the Proposal Committee would come back to the board with a recommendation after meeting and discussion. **Davy** said she would like to see more color downtown. There was board discussion about the building and what the **Langlois’** would like to do to the building.

8. **Committee Reports and Project Updates:**

a) *Elks Lodge Update:* **Hurd** said the Elks building looks wonderful. **Reeves** mentioned the final payment was included and approved earlier in the list of bills.

b) *3rd Street Improvement Project Invoice for December 2011:* **Chairman Hurd** stated the December billing for the 3rd Street Project was been received for \$4,264.12. There was discussion on whether to pay cash for the invoice or draw from the line of credit at TLC. Consensus of the board was to pay cash for the billing.

➤ **Allen made a motion to pay cash for the 3rd Street Improvement Project billing from the Tillamook County Public Works Department in the amount of \$4,264.12. The motion was seconded by Davy. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

9. **Correspondence/Information:** **Reeves** noted the board requested for a presentation has been scheduled with **Shawna Sykes** of WorkSource NW Oregon for January 25, 2011.

10. **Concerns of the Board:** **Hurd** commented that the board might want to consider going to one

meeting a month during the winter months and that the meetings could be a bit longer. **Chairman Hurd** then handed out his letter of resignation to each of the board members effective 12-15-2011. He spoke about his reason for resigning at this time. He thanked the board for all of their support. Each of the board members commented on **Hurds** contribution to the agency and the community and that they were saddened to see him go. **Hurd** spoke about all of the other things he is involved with at this time. **Mayor Weber** mentioned all that **Hurd** has done and that the community owes **Hurd** a great deal of debt for getting the agency up and running. She noted it was because of his vision and ability that TURA is what it is today. She called **Hurd** the glue and the catalyst. **Hurd** noted the agency would need to implement a succession plan and to find someone who has the time to commit. **Hurd** went on to speak about his thoughts and ideas of how the agency could move forward. He noted he would try to help from the outside if he could. **Decker** asked if he would stay on as a consultant. **Allen** noted the footwork is very time consuming. **Casey** asked if the agency could advertise for a Chairman.

11. **Meetings:** After discussion about once a month board meetings it was the consensus the board to cancel the December 28, 2011 meeting. The next regularly scheduled meeting will be January 11, 2012 at 5:30 p.m. **Reeves** mentioned there would also be a work session for the planning of future project for the agency beginning at 4 p.m.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 6:45 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman

1:34 PM
January 9, 2012
Cash Basis

Tillamook Urban Renewal Agency
Check Report
December 20, 2011 through January 11, 2012

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Dec 20, '11 - Jan 11, 12				
12/20/2011	617	Oregon Secretary of State	62142 Oregon State Audit Filing Fee FY 2010-2	-150.00
01/11/2012	618	Pauly Rogers & Co PC	62142 Final Audit 2010-2011	-1,700.00
01/11/2012	619	Tillamook County Assessor	62141 GIS Services for Plan Amendment	-80.00
01/11/2012	620	Tillamook PUD	70106 1st Street P/L Electrical	-57.66
01/11/2012	621	TLC Federal Credit Union	71148 Interest Payment LOC #148 3rd Street	-1,169.01
01/11/2012	622	City of Tillamook	62110 Admin Services - 2nd Quarter	-6,193.61
01/11/2012	623	City of Tillamook	62145 Dec 2011 web services	-22.85
01/11/2012	624	Bryan P. Fitzsimmons CPA	62142 Financial Services Nov 30, 2011	-750.00
				-10,123.13
Dec 20, '11 - Jan 11, 12				-10,123.13

Tillamook Urban Renewal Agency

Financial Statements

November 30, 2011

Bryan P. Fitzsimmons, CPA

*2015 N.W. 39th Street, Suite 200
Lincoln City, Oregon 97367
Phone (541) 994-3333 Fax (541) 994-8116*

Accountant's Compilation Report

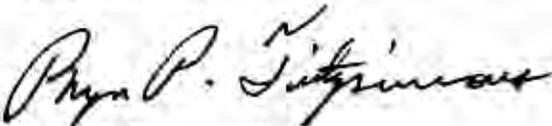
To the Board of Directors
Tillamook Urban Renewal Agency
Tillamook, Oregon 97141

I have compiled the accompanying statements of cash receipts, disbursements and balance with annual budget to interim actual comparisons for the General Fund and Tax Increment Fund of Tillamook Urban Renewal Agency (a governmental agency) as of and for the five months ended November 30, 2011. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis of accounting.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements. The budget and actual comparison information is presented only for supplementary analysis purposes and was compiled from information that is the representation of management.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the agency's assets, liabilities, equity, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.



Bryan P. Fitzsimmons
Certified Public Accountant
December 23, 2011

**Tillamook Urban Renewal Agency
General Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Interim Actual Comparisons
For the Five Months Ended November 30, 2011**

	<u>Month of Nov 11</u>	<u>Year to Date 2011</u>	<u>Annual Budget</u>	<u>Over (Under) Budget \$</u>	<u>% of Budget</u>
Resources & Receipts					
40001 · Beginning Fund Balance - 7/1/2011	-	137,722.47	140,000.00	(2,277.53)	98.37%
27200 · Long Term Loan Repaymt Income	1,108.53	5,108.53	12,000.00	(6,891.47)	42.57%
27210 · Short Term Loan	-	133,854.61	504,000.00	(370,145.39)	26.56%
45031 · Interest Earned	30.40	212.57	500.00	(287.43)	42.51%
45035 · Late Charges & Fees	-	-	1,500.00	(1,500.00)	0.0%
Total Resources & Receipts	<u>1,138.93</u>	<u>276,898.18</u>	<u>658,000.00</u>	<u>(381,101.82)</u>	<u>42.08%</u>
Disbursements:					
Materials and Services:					
62100 · CONTRACT SERVICES					
62142 · Financial/Audit Service	750.00	7,253.50	10,500.00	(3,246.50)	69.08%
62143 · Engineer/Archi Services	-	250.00	3,000.00	(2,750.00)	8.33%
62144 · Design/Enviro Studies	-	-	2,500.00	(2,500.00)	0.0%
62145 · Internet Web Services	32.13	155.83	500.00	(344.17)	31.17%
62146 · Appraisals Inspections	-	-	200.00	(200.00)	0.0%
62110 · IGA Services (City Tillamook)	-	7,969.45	37,695.00	(29,725.55)	21.14%
62140 · Legal Services	57.75	1,163.03	5,000.00	(3,836.97)	23.26%
62141 · Consulting Fees	4,235.25	4,287.75	25,000.00	(20,712.25)	17.15%
Total 62100 · CONTRACT SERVICES	<u>5,075.13</u>	<u>21,079.56</u>	<u>84,395.00</u>	<u>(63,315.44)</u>	<u>24.98%</u>
65000 · OPERATIONS					
65010 · Insurance	-	573.00			
65005 · Legal/Advertise/Publica	-	-	1,500.00	(1,500.00)	0.0%
65020 · Postage	-	-	300.00	(300.00)	0.0%
65040 · Office Supplies	-	4.70	1,500.00	(1,495.30)	0.31%
65110 · Bank Fees	10.06	45.30	-	45.30	100.0%
Total 65000 · OPERATIONS	<u>10.06</u>	<u>623.00</u>	<u>3,300.00</u>	<u>(2,677.00)</u>	<u>18.88%</u>
65100 · OTHER TYPES OF EXPENSE					
68300 · TRAVEL AND MEETINGS					
68310 · Agency Comm Meet Exp	-	48.00	500.00	(452.00)	9.6%
68330 · Conference Education	-	-	200.00	(200.00)	0.0%
Total 68300 · TRAVEL AND MEETINGS	<u>-</u>	<u>48.00</u>	<u>700.00</u>	<u>(652.00)</u>	<u>6.86%</u>
Total Materials and Services	5,085.19	21,945.68	88,395.00	(66,644.44)	50.71%
70000 · CAPITAL OUTLAY					
70070 · Facade Loan Grant	4,215.00	22,180.00	50,000.00	(27,820.00)	44.36%
70100 · Streetscape Beautification	-	3,000.00	10,000.00	(7,000.00)	30.0%
70105 · Land/Prop Purch/Develop					
70106 · Project Fees	100.34	669.84	-	669.84	100.0%
70148 · TLC Loan #148 3rd St Engineerin	-	66,202.70	-	66,202.70	100.0%
70151 · TLC Loan #151 Parking Lot	-	68,190.76	-	68,190.76	100.0%
70105 · Land/Prop Purch/Develop - Other	-	-	358,000.00	(358,000.00)	0.0%
Total 70105 · Land/Prop Purch/Develop	<u>100.34</u>	<u>135,063.30</u>	<u>358,000.00</u>	<u>(222,936.70)</u>	<u>37.73%</u>

See Accountant's Report

**Tillamook Urban Renewal Agency
General Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Interim Actual Comparisons
For the Five Months Ended November 30, 2011**

	<u>Month of Nov 11</u>	<u>Year to Date 2011</u>	<u>Annual Budget</u>	<u>Over (Under) Budget \$</u>	<u>% of Budget</u>
70107 · Reserved Agency Project	-	300.34	121,000.00	(120,699.66)	0.25%
Total 70000 · CAPITAL OUTLAY	<u>4,315.34</u>	<u>160,543.64</u>	<u>539,000.00</u>	<u>(378,456.36)</u>	<u>29.79%</u>
Total Disbursements	<u>9,400.53</u>	<u>182,489.32</u>	<u>627,395.00</u>	<u>(444,905.68)</u>	<u>29.09%</u>
Net Change/Ending Fund Balance	<u>(8,261.60)</u>	<u>94,408.86</u>	<u>30,605.00</u>		
Components of Fund Balance:					
Cash held in TLC account		\$ 9,015.68			
Cash held in US Bank account		8,359.03			
Cash held in LGIP #3702		71,664.33			
Due From Tax Increment Fund		<u>5,369.82</u>			
		<u>\$ 94,408.86</u>			

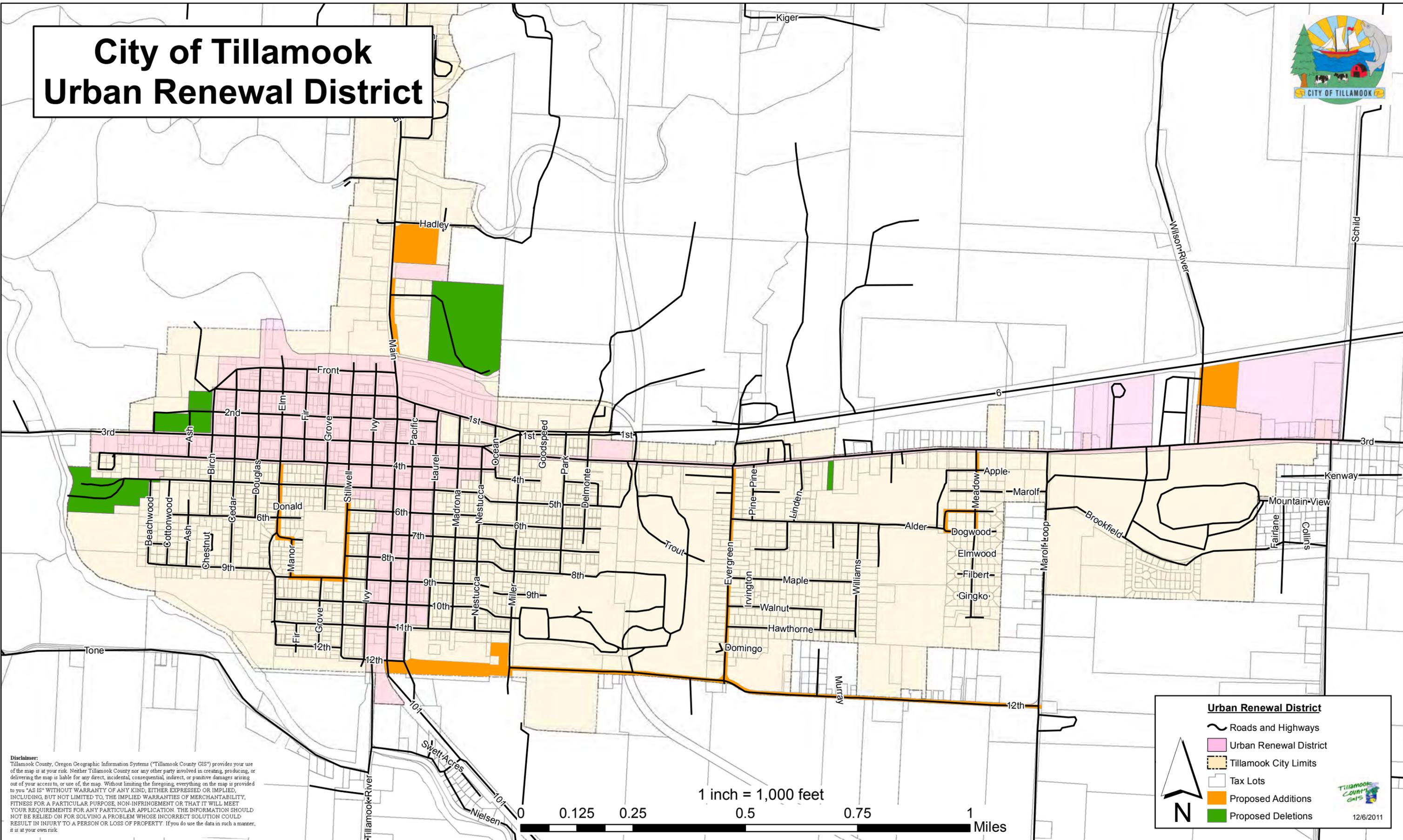
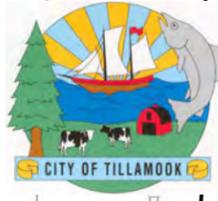
See Accountant's Report

**Tillamook Urban Renewal Agency
Tax Increment Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Interim Actual Comparisons
For the Five Months Ended November 30, 2011**

	<u>Month of Nov 11</u>	<u>Year to Date 2011</u>	<u>Annual Budget</u>	<u>Over (Under) Budget \$</u>	<u>% of Budget</u>
Resources and Receipts					
80001 · Beginning Fund Balance - 7/1/2011	-	49,067.28	30,000.00	19,067.28	163.56%
83690 · Interest Earned - TIF	46.24	135.22	500.00	(364.78)	27.04%
83680 · Prior Years' Taxes Received	1,553.52	7,139.14	7,000.00	139.14	101.99%
83677 · LGIP 3677 Tax Revenues Received	175,742.27	175,742.27	240,000.00	(64,257.73)	73.23%
Total Resources and Receipts	<u>177,342.03</u>	<u>232,083.91</u>	<u>277,500.00</u>	<u>(45,416.09)</u>	<u>83.63%</u>
Disbursements:					
86000 · Loan Repayments					
86110 · Repay Special Payments	-	-	11,500.00	(11,500.00)	0.0%
86145 · Repay TLC #145 Cameron	-	-	42,000.00	(42,000.00)	0.0%
86148 · Repay TLC #148 Third St. Engin	992.37	4,438.18	36,000.00	(31,561.82)	12.33%
86149 · Repay TLC #149 Janac Combined	-	-	46,000.00	(46,000.00)	0.0%
86151 · Repay TLC #151 Parking Lot	-	931.64	22,500.00	(21,568.36)	4.14%
86111 · Anticipated Repayment - Playgrd	-	-	4,800.00	(4,800.00)	0.0%
Total 86000 · Loan Repayments	<u>992.37</u>	<u>5,369.82</u>	<u>162,800.00</u>	<u>(157,430.18)</u>	<u>3.3%</u>
87000 · Other Disbursements					
85110 · Bank Fees - TIF	11.75	53.15	1,500.00	(1,446.85)	3.54%
Total 87000 · Other Disbursements	<u>11.75</u>	<u>53.15</u>	<u>1,500.00</u>	<u>(1,446.85)</u>	<u>3.54%</u>
Total Disbursements	<u>1,004.12</u>	<u>5,422.97</u>	<u>164,300.00</u>		
89000 · Reserve for Future Debt Svc	<u>176,337.91</u>	<u>226,660.94</u>	<u>113,200.00</u>		
Components of Fund Balance:					
Cash held in LGIP #3677		\$ 232,030.76			
Due to General Fund		(5,369.82)			
		<u>\$ 226,660.94</u>			
Loan Balances:					
TLC Loan #145 Cameron Property		\$ 110,790.81			
TLC LOC #148 Third Street Improvement		280,717.55			
TLC Loan #149 Janac Consolidation of Loans		164,531.85			
TLC LOC #151 Parking Lots		101,241.40			
		<u>\$ 657,281.61</u>			

See Accountant's Report

City of Tillamook Urban Renewal District



Disclaimer:
Tillamook County, Oregon Geographic Information Systems ("Tillamook County GIS") provides your use of the map as at your risk. Neither Tillamook County nor any other party involved in creating, producing, or delivering the map is liable for any direct, incidental, consequential, indirect, or punitive damages arising out of your access to, or use of, the map. Without limiting the foregoing, everything on the map is provided to you "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT OR THAT IT WILL MEET YOUR REQUIREMENTS FOR ANY PARTICULAR APPLICATION. THE INFORMATION SHOULD NOT BE RELIED ON FOR SOLVING A PROBLEM WHOSE INCORRECT SOLUTION COULD RESULT IN INJURY TO A PERSON OR LOSS OF PROPERTY. If you do use the data in such a manner, it is at your own risk.

Urban Renewal District

- Roads and Highways
- Urban Renewal District
- Tillamook City Limits
- Tax Lots
- Proposed Additions
- Proposed Deletions

N

TILLAMOOK COUNTY GIS

12/6/2011

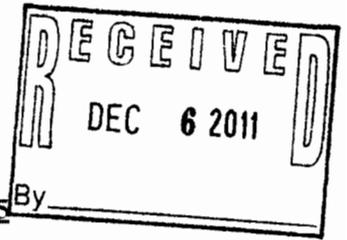
REMOVE	ACRES
WW Treatment/Carnahan Park	8.24
Hoquarton N/Coast Tire	19.15
City Shops	1.30
Hospital	3.70
Daniel Phillips	0.49
	<u>32.88</u>

ADD	ACRES
Safeway	5.33
ROW To Safeway	1.19
Stillwell/9TH ROW	3.90
12th, Main To Miller ROW, Child Care Center	6.06
Evergreen/12TH to Marolf ROW	8.71
Meadow/Cypress/Dogwood ROW	1.77
Neal Property	5.06
	<u>32.02</u>

Dated 12/6/2011



Tillamook Urban Renewal Agency
 210 Laurel Avenue
 Tillamook, Oregon 97141



Phone: 503-842-2472

Fax: 503-842-3445

Tillamook Urban Renewal Agency
 Grant-Loan Program Application

Date of Submission _____

1) Applicant

Name: The Tillamook Apts, Inc | George + Carol Langlois
 Mailing Address: 218 Pacific Ave | 10990 Chance Rd
Tillamook, OR 97141 | Tillamook OR 97141
 Phone: 503 815 3858 Cell Phone: 503 812 1904 primary
 Email address: Tillapto@centurylink.net

2) Business or Property Needing Improvement

Business Name or Description: The Tillamook Apts, Inc
 Property Address: 218 Pacific Ave, Tillamook
 Owner's Name: George + Carol Langlois
 Owner's Address: same as above
 Owner or Business Phone: 503 812 1904 primary

3) Brief Description of Renovation Project and Costs

Power Wash + paint the building



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

Please complete the Project Budget below:

Expenses	Amount
Permits	
Architect	
Materials	
Labor	
Other Project Expense <i>see quote attached</i> Paint	28,998.00
Other Project Expense <i>see quote attached</i> Labor	23,750.00
Total Expense	26,648.00

Project Funding Sources	Amount
Amount of TURA Loan Request	
Amount of TURA Grant Request	8,750.00
Owner Contribution	2,898.00
	15,000.00
Other Source of Funds	
Other Source of Funds	
Total Cost of Project	



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

Phone: 503-842-2472

Fax: 503-842-3445

Where did your estimated costs come from? ^{Paint} Quote + Paint/Power Wash Proposal

4) **If applicant is not the owner of the subject property, does applicant:** NA

Rent or Lease _____ Lease Expires _____

5) **To be included with application**

- ___ Evidence of Ownership
- ___ Property Owner Consent Form
- ___ Plot Plan
- ___ Preliminary Design Drawings (rough design showing approximate improvements)
- ___ Cost Estimate from Licensed Contractor
- ___ Copy of Lease (if applicable)

6) **Certification by Applicant**

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant's knowledge.

If the applicant is not the owner of the property to be renovated, or if the applicable business is a partnership corporation, etc. rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the renovation work on the property.

Carol Langlois
Applicant's Signature

12/6/11
Date

George Langlois
Applicant's Signature

12-6-11
Date

Return Completed Application to: Tillamook Urban Renewal Agency
210 Laurel Ave
Tillamook, OR 97141



**PITTSBURGH
PAINTS**

QUOTE

Colorcraft Paint

2646 Diamond Lake Blvd
Roseburg, OR 97470
541-672-2252

INVOICE #	0
ACCOUNT #	1651
DATE	28-Nov-11
TIME	09:40
EMPLOYEE	3
TERMINAL	2
PAGE #	1

SOLD TO:

LANGLOIS GEORGE & CARROL
218 PACIFIC AVE
TILLAMOOK, OR 97414

SHIP TO:

LANGLOIS GEORGE & CARROL
218 PACIFIC AVE
TILLAMOOK, OR 97414

ITEM	DESCRIPTION	QTY	SALE	U/M	EXT
055015	MOORLASTIC ELASTAMERIC	20.00	144.90	None	2898.00
055015	WHITE BASE		163.98		
EXTERIOR LOW LUSTRE FINISH FOR TILLAMOOK APARTMENTS					
<i>Historical Colors</i> <i>HC-28 main</i> <i>HC-65 Trim</i>					

I AGREE TO PAY THE ABOVE TOTAL ACCORDING TO THE POSTED TERMS AND CONDITIONS

SIGNATURE _____
Authorized Signer

SUBTOTAL \$	2,898.00
TAX \$	0.00
TOTAL \$	2,898.00

WE ARE A PAINT STORE
NOT A PAINT DEPARTMENT
SINCE 1955

Bill Scholerman
PH. (503) 322-0318
Lic. # 46097

P.O. Box 271
Garibaldi, OR 97118

A-1 PAINTING

Proposal and Contract



TO George + Carol Langlois
Tillamook APTS.

Date Nov-15, 2011

Dear Sir:

A-1 Painting proposes to ~~XXXXXXXXXX~~ perform all labor necessary to complete the following:

This bid is for powerwashing and painting the exterior of the 4th APTS, including the courtyard. Two coats of elastomeric paint will be applied to most of the exterior surface.

19,000 sq' of surface x \$1.25 per sq' = \$23,750.00

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of _____ Dollars (\$ 23,750.00)

Payments to be made 7,500 down the rest when the job is completed and approved.

_____ as the work progresses to the value of _____ percent (_____ %) of all work completed. The entire amount of contract to be paid within _____ days after completion.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing

Respectfully submitted,

By A-1 Painting

Tim Rolahn

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which _____ agree to pay the amount mentioned in said proposal, and according to the terms thereof.

ACCEPTED

Date, _____, 20 _____

Department of the Treasury Internal Revenue Service

Do not file this form unless the corporation has filed or is attaching Form 2553 to elect to be an S corporation. See separate instructions.

2010

For calendar year 2010 or tax year beginning 10/01 2010 ending 12/31 2010

Header section containing: A S election effective date (10/01/2010), B Business activity code number (532310), C Check if Sch M-3 attached, D Employer identification number (93-1001836), E Date incorporated (5/19/1989), F Total assets (\$ 375,357).

Section G-I: G Is the corporation electing to be an S corporation beginning with this tax year? (Yes), H Check if: (1) Final return, (2) Name change, (3) Address change, (4) Amended return, (5) S election termination or revocation, I Enter the number of shareholders who were shareholders during any part of the tax year (2).

Caution. Include only trade or business income and expenses on lines 1a through 21. See the instructions for more information.

Table with columns for Income (1-6), Deductions (7-19), and Total (20-21). Includes handwritten entries: 1a Gross receipts or sales (70,223), b Less returns and allowances (1,868), c Bal (68,355), 8 Salaries and wages (7,500), 9 Repairs and maintenance (3,962), 14 Depreciation (3,514), 19 Other deductions (SEE STATEMENT 1), 20 Total deductions (55,935), 21 Ordinary business income (loss) (12,420).

Proof of Ownership

TAX AND PAYMENTS section (22-27). Includes: 22a Excess net passive income or LIFO recapture tax, 22b Tax from Schedule D, 22c Add lines 22a and 22b, 23a 2010 estimated tax payments and 2009 overpayment credited to 2010, 23b Tax deposited with Form 7004, 23c Credit for federal tax paid on fuels, 23d Add lines 23a through 23c, 24 Estimated tax penalty, 25 Amount owed, 26 Overpayment, 27 Enter amount from line 26 Credited to 2011 estimated tax (Refunded).

Sign Here section: Signature of officer (Carol Langlois), Date, Title (PRESIDENT), Preparer's name (ROBERT C. WEITMAN EA), Preparer's signature, Date (3/8/11), Check self-employed (Yes), PTIN (P01323514), Firm's name (ROBERT C. WEITMAN, E.A.), Firm's address (2216 4TH STREET, TILLAMOOK, OR 97141-2417), Firm's EIN (93-0951874), Phone no. (503) 842-4417.



Memorandum



To: Paul Wyntergreen, City Manager
From: Debbi Reeves, Executive Assistant
Date: 1/9/2012
Re: Goodspeed Park Playground Equipment Commitment

As you know TURA committed \$21,000 towards the purchase of playground equipment for Goodspeed Park. The excavation has been done and the playground equipment will be delivered within the next few days. Installation will be scheduled after delivery. The terms of the agreement with Columbia Cascade is full payment within 30 days of delivery. Since our next meeting may not be until February 8th we would be cutting it fairly close to the 30 day term.

I would like to recommend TURA issue a check to the City for \$21,000 and take care of our part of the commitment. The City will be paying the balance of the equipment.

We can discuss whether we need to finance the commitment or pay cash.

Thank you.



**Tillamook Urban Renewal Agency
Façade Design Assistance Grant Program**

Application

Date Application Submitted 12/12/11

Applicant Information:

Company Petersen Painting + Thompson Painting + Drexell, LLC

Address 110 Stillwell Ave., Tillamook, OR

Address of Subject Property 110 Stillwell Ave Tillamook, OR

Assessor Tax Lot Number 1510 25 AD 5900

Contact Person Nick Petersen Email Address Petersenpainting@hotmail.com

Phone Number 503-812-9000 Fax Number _____

Building Owner Tenant

Building Owner Information (if different from applicant):

Contact Person Same As above

Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

Owner is aware of the application Owner has endorsed the application

Please submit the following information with your application:

- Photographs clearly showing existing conditions of the building to be improved;
- A written description of the proposed work (attached);
- Basic drawings or sketches showing the proposed improvements
- Written consent from the property owner, if owner is different from applicant.

Requirements:

- Professional design work shall not begin until this application is approved by the Tillamook Urban Renewal Agency board.
- Design services are limited to facades or building exterior improvements (further descriptions of eligible projects are describe by the Façade Grant Program Guidelines and Overview).
- Funding will **only** be provided to design consultants pre-approved by the Tillamook Urban Renewal Agency Proposal Committee.
- Design assistance funding shall be issued by the Tillamook Urban Renewal Agency board directly to the approved designer **only** after receipt of reproducible design materials.

Project Start Date Jan. 1st 2012

Expected Completion Date Jan 30th 2012

Total Estimated Cost of Project \$12,400

Grant Amount Requested \$5,000.⁰⁰

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the Tillamook Urban Renewal Agency.

Signature of Applicant 

Signature of Design Consultant _____

Property Owner Consent Form:

I, Nick Peterson/Keith Thompson ("Property Owner"), certify that I own the property located at 110 Stillwell Ave. ("Address") in Tillamook, Oregon and that I have reviewed the application by Nick Peterson/Keith Thompson ("Applicant") for participation in the Tillamook Urban Renewal Agency's Façade Grant Program. I understand that the proposal includes the following changes and/or enhancements to my building:

New siding, New lighting (exterior), New paint (exterior), New windows and front door.

I fully support this application and further certify that the Applicant holds a valid lease for NA months, expiring on NA.

3/15/06

Date Signature of Property Owner

Nick C. Peterson & Keith Thompson

Printed Name of Property Owner

110 Stillwell Ave. Tillamook, OR

Mailing Address of Property Owner

Telephone Number of Property Owner

Nick 503-812-9000 / Keith 503-812-0158

Return to:

Tillamook Urban Renewal Agency
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

WRITTEN SUMMARY OF PROPOSED WORK

The following work only includes the two most visible sides of our building

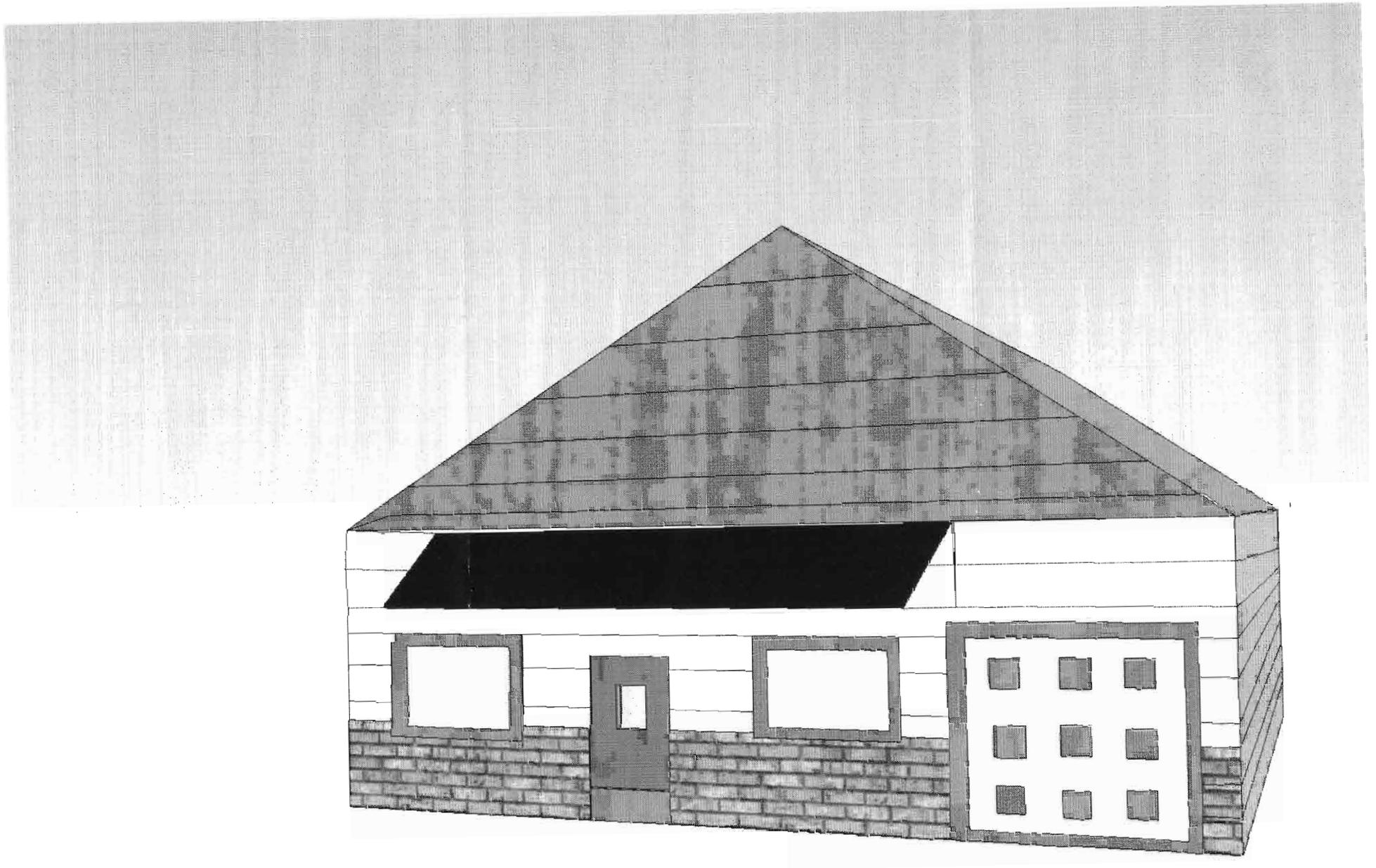
- Remove existing siding and windows
- Replace all rot and prep for siding
- Install new siding and trim (cement fiber siding, hardi)
- Caulk and paint new siding
- Replace front door with energy efficient door
- Install exterior lighting to front of building (similar to Diamond Art lighting)
- Install custom awning to overhang front door and windows
- Install new blade signs to awning
- Install new gutters

Nick Petersen and Keith Thompson are both licensed and insured contractors. We will be contributing both labor and materials to this project. The total bid for the above work is \$12,400. We are requesting the grant amount of \$5,000. The \$5,000 will be used to purchase the materials needed to complete this project. Thank you for your consideration.

Sincerely,

Nick Petersen

Keith Thompson





create

studio & gallery

CLOSED



Written Summary of Proposed Work:

Please be specific, providing as many details regarding materials as possible. Also explain how the proposed project will enhance the integrity of the TURA District. In addition, please provide; purpose for the project, intended use of the building, current use of the building and estimated age of the building.

See Attachment

ONLY 3 sides!

most

- #5 - Gutters - Repair or replace
- #5 - Remove ext. siding rotten ~~# sides~~ visible sides
- #5 - Repair rot + replace siding
- #6 - Remove old sign + repair or Replace as needed
- #7 - Insulation
- #7 - Replace windows w/ vinyl
- #7 - Replace front door > energy efficient
- #8 - Install ext. Lighting
- #2 - Apply ext. paint

Note - Our labor is our contribution
above + beyond 5000 \$

**Attach additional sheets if necessary.

Tillamook Urban Renewal Agency Bylaws

Revisions to the Bylaws by Resolution as Follows:

Resolution 2006-01 Adopting Bylaws - 10-30-2006

Resolution 2009-03 Establish Regular Meeting Time – 7-21-2009

Resolution 2009-04 Board Member Continuity – 7-21-2009

Resolution 2009-07 Establishing Standing Committees – 9-10-2009

Resolution 2011-01 Concerning Regular Meeting Times – 1-27-2011

Resolution 2011-02 Concerning Agency Board Membership – 5-3-2011

Resolution 2011-06 Concerning Regular Meeting Times – 6-7-2011

Section 1. ARTICLE I - AUTHORITY

- 1a. **Name:** The name of the Agency shall be the Tillamook Urban Renewal Agency, hereinafter referred to as "Agency".
- 1b. **Office:** The office of the Agency shall be the City Hall of the City of Tillamook, Oregon, or as mutually agreed to by the Tillamook City Council and the Agency.
- 1c. **Powers and Duties of the Agency:** The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes and Tillamook City Charter and as authorized by the Tillamook City Council in accordance with Ordinance No. 1211, adopted by the Tillamook City Council July 17, 2006.

Section 2. ARTICLE II - BOARD MEMBERS

- 2a. **Agency Membership:** The Board of the Agency shall be comprised of seven (7) members, including two (2) members of the Tillamook City Council as it lawfully exists from time to time; and five (5) at-large positions. The at-large membership shall consist of a minimum of three (3) members living inside the Tillamook City limits and no more than two (2) members outside the City limits.
- 2b. **The terms of Agency board members shall be as follows:** the two (2) members of the City Council shall serve for a term consistent with their elected term of office not to exceed four (4) years; the five (5) at- large positions shall serve as follows:

- Beginning in 2006, the initial term of office was staggered for at-large appointments per the following:

Two persons at-large for a two (2) year term; Three persons at- large for a four (4) year term; Subsequent appoints shall be made every other year for the full four (4) year term to allow continuity of committee make-up (For example - two at-large member position terms ended in 2008 and will now end in 2012; the other three at-large member positions will end in 2010 and will end again in 2014, and so it goes thereafter three in 2016 the other two ending in 2018, three in 2020 and the other two in 2022). Any Agency members may be removed by a majority vote of all members of the Agency. Any vacancy shall be filled by the Agency subject to the provisions set forth in Section 3g (Vacancies of Positions within the Agency).

Tillamook Urban Renewal Agency Bylaws

- Board Member and City Council positions shall be numbered as follows:

At Large Position #1 – 4 year term

At Large Position #2 – 4 year term

At Large Position #3 – 4 year term

At Large Position #4 – 4 year term

At Large Position #5 – 4 year term

City Council Member #1

City Council Member #2

- 2c. **Initial Appointment of Positions:** The initial appointment of the seven (7) positions of the Agency shall be determined as follows: the two (2) councilor positions shall be determined by a vote of the Tillamook City Council; the five (5) at-large positions shall be determined by lottery draw at the first meeting of the Agency.

Section 3. ARTICLE III - OFFICERS AND PERSONNEL

- 3a. **Officers:** The officers of the Agency shall be chair and vice chair.

- 3b. **Chair:** The chair shall be elected by the board members of the Agency and shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of board members, the chair shall sign all contracts, deeds, and other instruments made by the Agency. At each meeting, the chair shall submit such recommendations and information as the chair may consider proper concerning the business, affairs, and policies of the Agency.

- 3c. **Vice chair:** The vice chair shall be elected by the board members of the Agency and shall perform the duties of the chair in the absence or incapacity of the chair; and in case of resignation or death of the chair, the vice chair shall perform such duties as are imposed on the chair until such time as the Board shall elect a new chair.

- 3d. **Additional Duties:** The officers of the Agency shall perform such other duties and functions as may, from time to time, be required by the Agency or by the bylaws or rules and regulations of the Agency.

- 3f. **Election or Appointment:** The chair and vice chair shall be elected annually by the board members at the first regular meeting of the Board in January of each year, and shall hold office for one year or until their successors are elected and qualified.

- 3g. **Vacancies of Positions within the Agency:** Should the office of any member of the Agency become vacant at any time, the Agency shall seek, at its earliest convenience, to fill said vacancy. Vacant offices of members shall be filled as follows: Vacant councilor member positions shall be referred to the Tillamook City Council for action; at-large member positions shall be filled by the Agency.

Tillamook Urban Renewal Agency Bylaws

3h. **Vacancies of the Chair or Vice-Chair:** Should the offices of the chair or vice chair become vacant, the Board shall elect a successor from its members at the next regular meeting and such election shall be for the unexpired term of such office.

3i. **Personnel:** The Board shall appoint an administrator and legal counsel. The administrator shall be appointed for an indefinite term by vote of a majority of the board members. The administrator shall keep the records of the Agency, record all votes, keep a record of the proceedings of the Agency and perform all duties incident to the office and other duties and functions as may from time to time be required by the bylaws or rules and regulations of the Agency.

The legal counsel shall be appointed for an indefinite term by vote of a majority of the board members. No board member shall be eligible to become legal counsel to the Agency until at least one year after leaving office as a board member.

The Board may create additional positions and appoint such personnel as it may, from time to time, find necessary or convenient to perform its duties and obligations at such compensation as may be established by the Agency, which appointments shall continue at the pleasure of the Agency or until resignation.

3j. **Removal:** The chair, vice chair, administrator, and legal counsel may be removed at any time by a vote of a majority of the entire Board.

Section 4. ARTICLE IV - MEETINGS

4a. **Regular Meetings:** Regular meetings shall be in accordance with ORS Chapter 192. All meetings shall be held in the council chambers in the City of Tillamook, Oregon, or at such other place as the chair shall determine. A regular meeting may be adjourned to a time and date certain decided by a vote of the majority of the Agency board members present and voting, and no notice of such adjourned meeting need be given.

Meeting Times: The Tillamook Urban Renewal Agency shall meet on the second and fourth Wednesday of each month at 5:30 p.m. beginning June 22nd, 2011.

4b. **Special Meetings:** The chair may, when the chair deems it expedient, and shall upon the written request of two board members of the Agency, call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Notice of such meeting shall be in accordance with ORS Chapter 192. Presence of any board member at any meeting shall be deemed to be a waiver of notice of such meeting. Special meetings may also be held at any time by the unanimous consent of all board members of the Agency.

4c. **Quorum:** Four (4) board members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. A majority of the board members of the Agency present and voting shall be necessary to determine any

Tillamook Urban Renewal Agency Bylaws

question before the Agency, unless otherwise specified in these bylaws, in a resolution of the Agency or in Roberts Rules of Order, Newly Revised.

- 4d. **Manner of Voting:** The voting on formal resolutions, matters to any federal, state, county or city agency, and on such other matters as may be requested by a majority of the Agency board members shall be by roll call, and the ayes and nays and board members present and not voting shall be entered upon the minutes of such meeting, except on the election of officers, which may be by ballot.
- 4e. **Order of Business:** At the regular meetings of the Agency, the following shall be substantially the order of business:
- 1e. Additions to the Agenda
 - 2e. Approval of Minutes from previous meetings
 - 3e. Discussion and/or Action items
 - 4e. Public Comment
 - 5e. Agenda Additions
 - 6e. Adjourn
- 4f. **Resolutions:** All resolutions shall be in writing.
- 4g. **Roberts Rules:** All rules of order not herein provided for or provided for by resolution shall be determined in accordance with Roberts Rules of Order, Newly Revised.
- 4h. **Open Meetings:** All meetings shall be open to the public, except that any portion of a meeting may be held in Executive Session if such session is in conformity with ORS Chapter 192.

Section 5. ARTICLE V - PROCEDURES

- 5a. **Standing or Special Committees:** The chair is authorized to refer items to standing or special committees for recommendation and report. All committees shall be appointed by the chair unless otherwise ordered by the Agency. The committee member first named shall act as chair thereof. Appointments to such committees need not be restricted to board members of the Agency.
- All committees shall consist of three (3) members.
 - The third member of the committee will be appointed by the Committee Chair. [But not a three member committee made up solely of TURA members.]
 - All committee appointments by the TURA Chair or the Committee Chair shall be reconsidered at the same time each year as the TURA officers are chosen, but a vacancy should be filled as soon as possible.

Standing Committees shall be as follows:

A. The Proposal Committee:

Tillamook Urban Renewal Agency Bylaws

1. The Committee shall first ascertain that the applicant request for either financial, and or technical assistance has filed all of the necessary forms, and that they are completed as required, and any other obligation assigned by a majority of the Board.
2. The Committee has the authority to require that additional forms be completed that it deems necessary before allowing the request to come before the full Board for consideration.
3. The Committee will from time to time report to the full board as requested by the TURA Chair.

B. The Contract Committee:

1. The Committee will monitor the TURA contracts for compliance with the contract, make recommendations concerning payments to the applicant if applicable, and generally oversee the completion of the contract requirements, and any other obligation assigned to it by a majority of the Board.
2. The Committee will from time to time report to the full TURA Board as requested by the TURA Chair.

5b. **Authorization of Expenditures:** Authorization and approval of expenditures of money may be made only at a regular meeting or at a special meeting called for that purpose. No authorization or approval of expenditures of money may be made at a special meeting unless all board members of the Agency have been advised in advance of said meeting that such authorizing action is intended to be taken or considered.

Section 6. ARTICLE VI - FINANCIAL

- 6a. **Separate Fund:** A separate fund or funds of the City of Tillamook shall be established for the Agency. All disbursements from these funds shall follow the regular disbursement procedures of the City of Tillamook.
- 6b. **Budget:** Budget procedures shall be in compliance with state budget laws. The committee which reviews the budget of the Agency shall consist of the board members of the Agency.
- 6c. **Audit:** An annual audit of the fund or funds of the Agency shall be performed by the auditor of the City of Tillamook using the same procedures as are used for all other funds of the City and in accordance with state audit laws.

Section 7. ARTICLE VII - AMENDMENTS

Amendments to Bylaws: The bylaws of the Agency shall be amended only with the approval of a majority of all members of the Agency at a regular or special meeting, but no such amendment shall be adopted unless at least ten (10) days' written notice thereof has been previously given to all of the board members.

TILLAMOOK COUNTY PUBLIC WORKS

503 MAROLF LOOP
 TILLAMOOK, OR 97141
 (503) 842-3419
 pubwks@co.tillamook.or.us

Fax (503) 842-6473

STATEMENT

Date Printed: 1/6/2012
 Customer Acct: 200
 Payment Terms: 30 days

Tillamook Urban Renewal Agency
 210 Laurel Avenue
 Tillamook,, OR 97141

Ship To:

Invoice#	Invoice Date	Description	Invoice Total	Invoice Balance
0106121558	01/06/2012	Reimbursement of NW Engineers Invoice #1452	\$6,138.36	\$6,138.36
		Payment Date	Check #	Amount
				\$0.00
Invoice Activity Sub-Totals			\$0.00	\$6,138.36
Credits		Check #	Check Amount	Remaining Balance
		Total Credits		\$0.00
Total Balance Due				\$6,138.36

TILLAMOOK COUNTY PUBLIC WORKS

503 MAROLF LOOP

TILLAMOOK, OR 97141

(503) 842-3419

Fax: (503) 842-6473

pubwks@co.tillamook.or.us

INVOICEInvoice #: **0106121558**

Date Printed: 1/6/2012

Customer Acct: 200

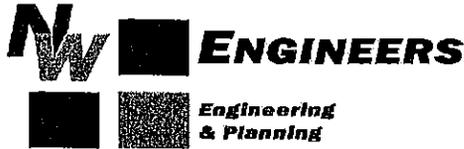
Payment Terms: 30 Days

Tillamook Urban Renewal Agency

210 Laurel Avenue

Tillamook, OR 97141

Date	Qty.	UOM	Description	Unit Price	Amount
1/6/2012	1	Each	Reimbursement of NW Engineers Invoice #1452	\$6,138.36	\$6,138.36
Total:				\$6,138.36	



INVOICE

Tillamook County
 Attn: Lane Welch
 201 Laurel Avenue
 Tillamook, OR 97141

Invoice No: 12-11 #1452
 Invoice Date: 06-Jan-12
 Due Date: Upon Receipt

Contract: N0151 Tillamook County 3rd Street Design
 For professional services through December 31, 2011

Customer ID: H0039

Billing Summary

Contract Services Time Expense/Costs - NW Engineers, LLC

	Budget	Billed to date	Total
1 <u>Project Management</u>	\$6,650.00	\$6,431.51	\$0.00
2 <u>Survey</u>	\$31,500.00	\$33,452.99	\$0.00
3 <u>Offsite Survey</u>	\$5,250.00	\$5,250.00	\$0.00
4 <u>Geotechnical</u>	\$13,825.00	\$12,781.47	\$0.00
5 <u>Preliminary Civil Engineering</u>	\$26,616.00	\$30,364.14	\$0.00
6 <u>Preliminary Stormwater Engineering</u>	\$17,970.00	\$17,354.35	\$0.00
7 <u>Final Civil Engineering Design</u>	\$13,475.00	\$29,453.35	\$0.00
8 <u>Final Stormwater Design</u>	\$8,985.00	\$13,904.45	\$0.00
9 <u>Cost Estimates</u>	\$3,610.00	\$1,800.00	\$0.00
10 <u>Specification/Bidding Documents</u>	\$8,235.00	\$7,515.00	\$0.00
11 <u>NEPA</u>	\$2,350.00	\$664.13	\$0.00
12 <u>Right of Way Allowance (includes GRI)</u>	\$12,600.00	\$11,352.66	\$0.00
13 <u>Meetings/Open House</u>	\$10,960.00	\$4,671.73	\$0.00
14 <u>Modification #1</u>	\$10,000.00	\$9,385.00	\$0.00
15 <u>Modification #2</u>	\$2,100.00	\$1,008.00	\$0.00
16 <u>Modification #3 Surveying</u>	\$13,320.00	\$21,351.75	\$0.00
17 <u>Modification #3 Right of Way Work</u>	\$227,565.00	\$148,170.32	\$3,969.23
18 <u>Modification #3 Right of Way Drawings</u>	\$3,880.00	\$6,325.00	\$0.00
19 <u>Modification #3 Revise Specifications</u>	\$2,000.00	\$10,312.50	\$2,187.50
20 <u>Modification #3 ODOT Plan Revisions</u>	\$16,000.00	\$52,007.66	\$6,120.00
21 <u>Modification #3 ODOT Meetings</u>	\$3,160.00	\$1,856.63	\$0.00
22 <u>Modification #3 Water Main Additional Section</u>	\$3,160.00	\$4,635.00	\$0.00
Subtotal Time Expense/Costs	\$443,211.00	\$430,047.64	\$12,276.73

Total Invoice **\$12,276.73**

Total Past Due \$ 8,528.25

Approved By

Total Due Now \$20,804.98

Greg Thiel
 PROJECT MANAGER

NW Engineers
 19075 NW Tenasbourne Drive
 Suite 160
 Hillsboro, OR 97124
 Phone (503) 601-4401
 Fax (503) 601-4402

For professional services through December 31, 2011

Billing Detail				
Project Management				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Greg Thiel	Mileage			\$0.00
Greg Thiel	Meals			\$0.00
	Copies and postage			\$0.00
Subtotal				\$0.00
Survey				
Name	Designation	Hours	Rate	Amount
Baysid Surveying	Additional Topo			\$0.00
	5% markup			\$0.00
Subtotal				\$0.00
Offsite Survey				
Name	Designation	Hours	Rate	Amount
Bayside Surveying	Office Site Surveying			\$0.00
	5% markup			\$0.00
Subtotal				\$0.00
Geotechnical				
Name	Designation	Hours	Rate	Amount
Chinook GeoServices	Geotech field work			\$0.00
	5% markup			\$0.00
Subtotal				\$0.00
Preliminary Civil Engineering				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Subtotal				\$0.00
Preliminary Stormwater Engineering				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager		\$125.00	\$0.00
Subtotal				\$0.00

NW Engineers
 19075 NW Tanasbourne Drive
 Suite 160
 Hillsboro, OR 97124
 Phone (503) 801-4401
 Fax (503) 801-4402

Final Civil Engineering Design

Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Matt Clemens	Technician	0	\$90.00	\$0.00
Richard Gitschlag, PE	Engineer	0	\$95.00	\$0.00
	5% markup			\$0.00
Richard Gitschlag, PE	Copying			\$0.00
Richard Gitschlag, PE	Mileage			\$0.00
Subtotal				\$0.00

Final Stormwater Design

Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Chris Baker	Planning Designer	0	\$90.00	\$0.00
Danelle Isenhardt	Planning Designer	0	\$90.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Clint Davis	Engineer	0	\$75.00	\$0.00
Clint Davis	Mileage			\$0.00
Subtotal				\$0.00

Cost Estimates

Name	Designation	Hours	Rate	Amount
Matt Clemens	Technician		\$90.00	\$0.00
Subtotal				\$0.00

Specification/Bidding Documents

Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Danelle Isenhardt	Planning Designer	0	\$90.00	\$0.00
Subtotal				\$0.00

NEPA

Name	Designation	Hours	Rate	Amount
Subtotal				\$0.00

Right of Way Allowance (includes GRI)

Name	Designation	Hours	Rate	Amount
GRI Invoice				
Markup				
Subtotal				\$0.00

NW Engineers
 19075 NW Tanasbourne Drive
 Suite 180
 Hillsboro, OR 97124
 Phone (503) 601-4401
 Fax (503) 601-4402

Meetings/Open House

Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Subtotal				\$0.00

Modification #1

Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Subtotal				\$0.00

Modification #2

Name	Designation	Hours	Rate	Amount
Bayside Surveying Markup				\$0.00
Subtotal				\$0.00

Modification #3 Surveying

Name	Designation	Hours	Rate	Amount
Bayside Surveying Markup				\$0.00
Subtotal				\$0.00

Modification #3 Right of Way Work

Name	Designation	Hours	Rate	Amount
Right of Way Associates	ROWA Invoice November			\$3,910.57
				\$0.00
Markup-	Markup			\$58.66
Subtotal				\$3,969.23

Modification #3 Right of Way Drawings

Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Subtotal				\$0.00

NW Engineers
 19075 NW Tanasbourne Drive
 Suite 160
 Hillsboro, OR 97124
 Phone (503) 601-4401
 Fax (503) 601-4402

Modification #3 Revise Specifications				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	17.5	\$125.00	\$2,187.50
Subtotal				\$2,187.50
Modification #3 ODOT Plan Revisions				
Name	Designation	Hours	Rate	Amount
Matt Clemens	Technologist	60	\$90.00	\$5,400.00
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Chris Baker	Technologist	8	\$90.00	\$720.00
NCES	NCES Bill		\$0.00	\$0.00
Chinook GeoServices	Chinook GeoServices Invoice			\$0.00
Mark up	NCES			\$0.00
Greg Thiel	Mileage	0	0.585	\$0.00
Subtotal				\$6,120.00
Modification #3 ODOT Meetings				
Name	Designation	Hours	Rate	Amount
Greg Thiel	Division Manager	0	\$125.00	\$0.00
Matt Clemens	Technologist	0	\$90.00	\$0.00
Mileage-G. Thiel	100 miles @ \$0.585			\$0.00
Subtotal				\$0.00
Modification #3 Water Main Additional Section				
Name	Designation	Hours	Rate	Amount
Matt Clemens	Technologist	0	\$90.00	\$0.00
Chris Baker	Technologist	0	\$90.00	\$0.00
Subtotal				\$0.00
Project Total				\$12,276.73

NW Engineers
19075 NW Tanasbourne Drive
Suite 100
Hillsboro, OR 97124
Phone (503) 601-4401
Fax (503) 601-4402



Right-of-Way Associates, Inc.
 10186 SW Laurel St.
 Beaverton, OR 97005
 Phone: (503) 644-3436 Fax: (503) 644-7400

NW Engineers LLC
 Attn: Greg Thiel
 19075 NW Tanasbourne Dr, Ste 160
 Hillsboro, OR 97124

Date:
 12/21/2011
INVOICE
 11002-113011-014

Job Number	Project Name	Due Date
11-002	3rd Street Road & Drainage	Net 30 Days
Contract Expiration Date: December 31, 2011		
Services Provided		Amount
For Professional Services between 11/01/2011 and 11/30/2011		
3rd Street Road and Drainage		\$ 678.66
Decambra.01		62.80
Cummings.03		28.00
United States Bakery.04		20.00
Zweifel Trust.05		20.00
Keppart.06		92.29
Mezyk Zweifel.08		14.67
Schultz.09		66.67
Jacob.10		70.80
Decambra.12		62.67
Long.14		82.67
Billow.16		82.67
Wodesky.17		54.67
Plantenga.19		54.67
Crabtree.20.		20.00
Wright.21		16.00
Wyss.23		66.96
Hayes.24		16.00
Faudskar.25		16.00
Degree.27		48.00
Garcia Trust.28		116.50
Musgrove.29		16.00
Goodspeed.30		49.67
Pickett.33		106.67
Brown.34		36.00
Rodman-Hendrickson.36		16.00
White.37		88.50

Handwritten signature

NW Engineers, LLC
 Payables

Project No.	
Fixed Asset	
Acct No.	
Due Date	
QB	
Approved	<i>Handwritten signature</i>
Date	12/27/11



Right-of-Way Associates, Inc.
 10186 SW Laurel St.
 Beaverton, OR 97005
 Phone: (503) 644-3436 Fax: (503) 644-7400

Bouthiller.38	28.00
Ferry-Skopin(Weber).39	80.63
Palter.40	16.00
Dean.41	28.00
Jones.43	558.00
Thompson.44	92.50
Wilks.45	269.34
Phillips.46	16.00
Priss.48	52.00
Bristow.49	52.00
Seeger.50	104.50
Griffeth.51	64.00
Thompson.53	44.00
Erickson.54	16.00
Crume.55	28.00
Martin.57	340.00
Tillamook Co. Trans. Dist.59	125.63
Direct Costs:	
Postage - November	48.93
Meal - 11/2 La Mexicana	15.50
Credit:	
Fee to re-record Slope Easement paid by County Road Dept.	(72.00)
Total Invoice Amount:	\$ 3,910.57

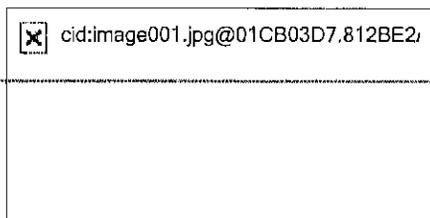
Account Status - Summary to Date			
Authorized Limit		\$	224,200.00
Previously Billed	156,382.36		
This Billing	3,910.57		
Total Billings to Date	\$ 160,292.93		
Remaining Funds		\$	63,907.07

Peggy Weitman

From: Greg Thiel [GregT@nw-eng.com]
Sent: Friday, January 06, 2012 10:00 AM
To: Peggy Weitman
Cc: Liane Welch
Subject: FW: Message from KMBT_C352-NW Engineers Invoice for 3rd Street project
Attachments: SKMBT_C35212010611110.pdf

Here's the invoice-please call or email me with any questions. Thanks.

Greg



Greg Thiel, PE
Principal
Cell 503.913.8098
gregt@nw-eng.com
www.nw-eng.com

NW Engineers, LLC
19075 NW Tanasbourne Drive, Ste 160
Hillsboro, Oregon 97124
T 503.601.4401
F 503.601.4402

This message is intended for the sole use of the individual to whom it is addressed. It may contain information that is privileged, confidential or exempt from disclosure under applicable laws. If you are not the intended addressee you are hereby notified that you may not use, copy, disclose, or distribute to anyone this message or any information contained within this message. If you have received this message in error, please immediately advise the sender by replying to this email and delete this message.

Sent: Friday, January 06, 2012 3:12 AM
To: gregt@nw-eng.com
Subject: Message from KMBT_C352

THIRD STREET DESIGN CONTRACT WITH NW ENGINEERS			
COUNTY PORTION	\$11,000.00	(our portion was paid on 8/3/10 payment)	
TURA PORTION	<u>\$151,026.00</u>		
TOTAL CONTRACT AMOUNT	\$162,026.00		
Change Order # 1	\$10,000.00		
Change Order # 2	\$2,100.00	\$174,126.00	
Change Order #3	\$269,085.00	TURA will pay \$133,000 and County will pay \$136,085.00	
TOTAL WITH CHANGES	\$443,211.00		
7/10/2010	Invoice #1126	18,109.85	County paid \$11,000 TURA paid \$7,109.85
8/10/2010	Invoice #1130	28,699.67	
9/30/2010	Invoice #1156	21,365.56	
11/1/2010	Invoice #1174	25,675.90	
12/1/2010	Invoice #1184	28,216.43	
1/3/2011	Invoice #1200	18,477.75	
2/1/2011	Invoice # 1192	17,092.03	
3/1/2011	Invoice #1199	10,491.89	
4/1/2011	Invoice #1228	5,996.92	last payment on \$174,126.00 Portion
4/1/2011	Invoice 1228	7,567.11	First payment on \$269,085.00 will divide 50% each agency
5/3/2011	Invoice #1247	24,314.00	50% each agency
6/1/2011	Invoice #1272	36,801.64	50% each agency
6/30/2011	Invoice #1281	25,205.25	50% each agency
7/31/2011	Invoice #1291	30,588.38	50% each agency (only paid \$15,294.19 owe \$15,294.19)
8/12/2011	Invoice #1302	37,449.31	50% each agency
9/1/2011	Invoice #1307	37,722.71	50% each agency
10/1/2011	Invoice #1386	1,439.78	50% each agency
10/31/2011	Invoice #1410	35,534.72	50% each agency
12/7/2011	Invoice #1427	8,528.25	50% each agency
1/6/2012	Invoice #1452	12,276.73	50% each agency
Paid to Date		431,553.88	
Balance on Contract		\$11,657.12	

ENGINEERING COSTS & ROW COMPENSATION PAID BY THE		
	COUNTY	
ROW COMPENSATION		\$27,000.00
ENVIRONMENTAL		\$17,898.00
HISTORICAL		\$9,200.00
	TOTAL	\$54,098.00

Starting 4/1/11 \$269,085.00 bills will be divided 50% to each agency		
TURA	COUNTY	
133,000.00	136,085.00	
3,783.56	3,783.56	4/1/2011
12,157.00	12,157.00	5/3/2011
18,400.82	18,400.82	6/1/2011
12,602.62	12,602.63	7/5/2011
15,294.19	15,294.19	8/2/2011
18,724.65	18,724.66	8/15/2011
18,861.35	18,861.36	9/7/2011
719.89	719.89	10/1/2011
17,767.36	17,767.36	11/8/2011
4,264.12	4,264.13	12/7/2011
6,138.36	6,138.37	
128,713.92	128,713.97	Paid to Date
4,286.08	7,371.03	Balance

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 DEC 12 2011
 BY: _____

TILLAMOOK COUNTY
Statement of Revenues and Expenditures - Taxing Districts
 989 - Tillamook Urban Renewal District
 From 11/1/2011 Through 11/30/2011

		Current Period Actual	Current Year Actual
Revenues			
Property Taxes - Current	4010	175,742.27	175,742.27
Property Taxes - Previous	4011	1,553.52	7,139.14
Interest	4699	3.79	4.99
Total Revenues		177,299.58	182,886.40
Distributions & Transfers			
Distributions to Districts	9104	177,299.58	182,886.40
Total Distributions & Transfers		177,299.58	182,886.40

TILLAMOOK COUNTY
Expanded General Ledger
 989 - Tillamook Urban Renewal District
 From 11/1/2011 Through 11/30/2011

GL Code	Effective Date	GL Title	Document Number	Debit	Credit	Transaction Description
1110		LGIP #4169 - General	Opening Balance	0.00		
1110	11/10/2011	LGIP #4169 - General	3677111011		1,013.38	Pool Transfers to Districts 11/11
1110	11/10/2011	LGIP #4169 - General	3677111011.1		239.37	Pool Transfers to Districts/Weekly
1110	11/18/2011	LGIP #4169 - General	3677111811		61,452.49	Pool Transfers to Districts/Weekly
1110	11/18/2011	LGIP #4169 - General	3677111811.1		36,674.09	Pool Transfers to Districts/Weekly
1110	11/28/2011	LGIP #4169 - General	3677112811		77,920.25	Pool Transfers to District/Weekly
1110	11/10/2011	LGIP #4169 - General	TX111011Wkly	239.37		Tax Distribution 11/10/11
1110	11/10/2011	LGIP #4169 - General	TX1111	1,009.59		Tax Distribution 11/11
1110	11/18/2011	LGIP #4169 - General	TX111811Wkly	61,452.49		Tax Distribution 11/18/11
1110	11/18/2011	LGIP #4169 - General	TX111811Wkly	36,674.09		Tax Distribution Correction 11/18/11
1110	11/28/2011	LGIP #4169 - General	TX112811WKLY	77,920.25		Tax Distribution 11/28/11
1110	11/10/2011	LGIP #4169 - General	UI1111	3.79		Unsegregated Interest 11/11
			Transaction Total	<u>177,299.58</u>	<u>177,299.58</u>	
Balance 1110		LGIP #4169 - General			0.00	
4010		Property Taxes - Current	Opening Balance	0.00		
4010	11/10/2011	Property Taxes - Current	TX111011Wkly		79.27	Tax Distribution 11/10/11
4010	11/10/2011	Property Taxes - Current	TX1111		439.28	Tax Distribution 11/11
4010	11/18/2011	Property Taxes - Current	TX111811Wkly		61,146.42	Tax Distribution 11/18/11
4010	11/18/2011	Property Taxes - Current	TX111811Wkly		36,674.09	Tax Distribution Correction 11/18/11
4010	11/28/2011	Property Taxes - Current	TX112811WKLY		77,403.21	Tax Distribution 11/28/11
			Transaction Total	<u>0.00</u>	<u>175,742.27</u>	
Balance 4010		Property Taxes - Current			175,742.27	
4011		Property Taxes - Previous	Opening Balance		5,585.62	
4011	11/10/2011	Property Taxes - Previous	TX111011Wkly		160.10	Tax Distribution 11/10/11
4011	11/10/2011	Property Taxes - Previous	TX1111		570.31	Tax Distribution 11/11
4011	11/18/2011	Property Taxes - Previous	TX111811Wkly		306.07	Tax Distribution 11/18/11
4011	11/28/2011	Property Taxes - Previous	TX112811WKLY		517.04	Tax Distribution 11/28/11
			Transaction Total	<u>0.00</u>	<u>1,553.52</u>	
Balance 4011		Property Taxes - Previous			7,139.14	
4699		Interest	Opening Balance		1.20	
4699	11/10/2011	Interest	UI1111		3.79	Unsegregated Interest 11/11

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 BY: _____

TILLAMOOK COUNTY
Expanded General Ledger
 989 - Tillamook Urban Renewal District
 From 11/1/2011 Through 11/30/2011

<u>GL Code</u>	<u>Effective Date</u>	<u>GL Title</u>	<u>Document Number</u>	<u>Debit</u>	<u>Credit</u>	<u>Transaction Description</u>
			Transaction Total	0.00	3.79	
Balance 4699		Interest			4.99	
9104		Distributions to Districts	Opening Balance	5,586.82		
9104	11/10/2011	Distributions to Districts	3677111011	1,013.38		Pool Transfers to Districts 11/11
9104	11/10/2011	Distributions to Districts	3677111011.1	239.37		Pool Transfers to Districts/Weekly
9104	11/18/2011	Distributions to Districts	3677111811	61,452.49		Pool Transfers to Districts/Weekly
9104	11/18/2011	Distributions to Districts	3677111811.1	36,674.09		Pool Transfers to Districts/Weekly
9104	11/28/2011	Distributions to Districts	3677112811	77,920.25		Pool Transfers to District/Weekly
			Transaction Total	177,299.58	0.00	

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 DEC 1 2 2011
 BY: _____



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

Phone: 503-842-2472

Fax: 503-842-3445

January 3, 2012

The Estate of Mabel Koehler
Steven J and Janice Oliva
915 W. 11th Street
Vancouver, WA 98660

RE: 312 Main Avenue, Tillamook OR 97141
Hal's Emporium

Dear Steven and Janice,

The City is in the process of exploring options for the renovation and revitalization of its downtown and one of the areas of interest is the City's alleyway located behind your property noted above.

The current occupants of the property, Hal's Emporium, have been storing a number of pallets and waste dumpsters in that alleyway, which when combined effectively block comfortable passage through that area. We would appreciate it if you would let us know the proper contact person(s) with whom we could meet to discuss designs and/or arrangements by which we can make that alleyway safe, attractive, and usable for all parties.

Please contact me via any of the means provided below. Thank you in advance for helping us out with this project.

Sincerely,

Paul Wyntergreen
City Manager
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141
(503) 842-2472 Ext. 3460
FAX (503) 842-3445
Email: pwyntergreen@tillamookor.gov

Agency Board Members:

**Chairman Don Hurd; Vice-Chair Carolyn Decker;
Cheryl Davy, John Sandusky, Alene Allen, Lynda Casey, Dave Schrom
Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves**

Debbi Reeves

From: Liane Welch <lwelch@co.tillamook.or.us>
Sent: Friday, January 06, 2012 12:03 PM
To: Paul Wyntergreen Tillamook City Manager; Arley Sullivan; Don Hurd (Don Hurd); Debbi Reeves
Cc: Peggy Weitman; Jeanette Steinbach; Mark Labhart
Subject: FW: ODOT ftp / 3rd St specs and estimate
Attachments: 17724PSE1.pdf; 17724 Final Specs 01.04.12.doc

Hi All: a status update for you. We have all the documents into ODOT for final review. Our current plan is bid opening on March 8, 2012. They have recently revised the cost estimate which is attached. The difference between the pdf cost estimate and below is that the Construction Engineering costs were taken out of the biddable costs, reducing the 3.5% contingency and the required 10% above the engineers cost estimate. So, let's keep our fingers crossed for good bids this spring.

I will be indentifying the trees that need to be cut prior to March 1st in the project area. Due to the Migratory Bird Act, all trees and shrubs that have nesting potential need to be cut prior to March 1. I will be working with ODFW, PUD and public works staff to do this. I plan to identify the trees and shrubs to be cut, mark them in the field, write a letter to all the residents and businesses in the area to let them know about the project status and the tree and shrub cutting.

If you have any questions, please call me.

Liane

From: Ian Machan [mailto:ian.machan@otak.com]
Sent: Wednesday, January 04, 2012 10:58 AM
To: Liane Welch; SCHROEDER Michael K
Cc: 16346; Greg Thiel
Subject: RE: ODOT ftp / 3rd St specs and estimate

All- I have attached the latest specs and estimate to this email. I will also post the specs to the ftp site as Greg requested below. To update everyone on the estimate, I've put together a quick summary:

Total Biddable Items - \$2,610,222
3.5% Contingency - \$91,358
Subtotal - \$2,701,580
Additional 10% coverage needed to bid - \$270,158
Subtotal - \$2,971,738
Const Engineering - \$345,614 (based on initial fee estimate submitted by Otak)
Total - \$3,317,352

The available budget, based on the discussion that Liane, Mike and I had several weeks ago, is \$3,327,824, so it's looking like we're squeaking by.

Let me know if you have any questions.

Thanks,
Ian

Ian Machan
Otak, Inc.
v: 503.699.4546 | c: 503.313.6862

From: Greg Thiel [mailto:GregT@nw-eng.com]
Sent: Tuesday, January 03, 2012 11:28 AM
To: Ian Machan

Cc: 'Liane Welch'; 'SCHROEDER Michael K'
Subject: FW: ODOT ftp

Here is the site we are uploading the revised drawings to. Ian --please post the specs there also. Thanks.

Greg



Greg Thiel, PE
Principal
Cell 503.913.8098
gregt@nw-eng.com
www.nw-eng.com

NW Engineers, LLC
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T 503.601.4401
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From:
Matt
Clemens
[mailto:mattc@nw-eng.com]
]

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Sent: Tuesday, January 03, 2012 10:05 AM
To: 'Greg Thiel'
Subject: ODOT ftp

Greg,

This is the location that plans will be uploaded to:
<ftp://ftp.odot.state.or.us/incoming/3rd%20Street%20Tillamook%20Historic>

Matt



Matt Clemens
Senior Designer
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