



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

Phone: 503-842-2472

Fax: 503-842-3445

**Public Meeting Notice and Agenda
December 12, 2012 - 5:30 PM
Tillamook City Hall – 210 Laurel Avenue – Tillamook Oregon 97141**

1. **Call to Order and Roll Call**
2. **Resignation of Chair/Election of Chair**
3. **Approval of Minutes – Regular Meeting 11-14-2012, Special Meeting 11-20-2012**
4. **Approval of Bills - \$52,684.25**
5. **Approval of Financial Report – October 31, 2012**
6. **Public Non-Agenda Items - Public Concerns/Comments (5 minute limitation)**
7. **Pending Business**
 - a) Proposal Committee Recommendation on Pelican Pub and Brewery Application
 - b) 3rd Street Improvement Project – Liane Welch, Tillamook Co. Public Works Director
 - c) Sunseri Application Update
 - d) Resolution 2012-07 Amending the TURA Bylaws
 - e) Nominations and Appointments for Expiring Board Positions 1 and 4
 - f) Update on STIP Grant Application
8. **New Business**
 - a) Local Government Investment Pool (LGIP) Signatures and Updates
9. **Committee Reports and Project Updates**
 - a) Dixon Project Report
10. **Correspondence/Information**
 - a) Publication of Annual Report
11. **Concerns of the Board/ Non-Agenda Items**
12. **Executive Session per ORS 192.660 (2)(e) – Real Property Transactions and ORS 192.660 (2) (h) Legal Counsel**
13. **Potential Decision from Executive Session and Resolution 2012-08**
14. **Meeting Schedule: January 9, 2013**
15. **Adjournment**

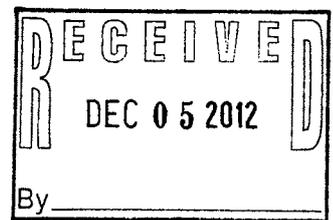
This is a public meeting per ORS Chapter 192. The Board reserves the right to adjourn into Executive Session per ORS 192.660. The meeting location is accessible to persons with disabilities. Please contact the office of the City Manager of Tillamook at 503-842-2472 should special accommodations be required 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 December 10, 2012

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

Agency Board Members:

Vice-Chair: Carolyn Decker; Cheryl Davy, John Sandusky, Alene Allen, Dave Schrom, Ruth LaFrance
City Administrator: Paul Wyntergreen, Executive Assistant: Debbi Reeves



TO

THE TILLAMOOK URBAN RENEWAL AGENCY BOARD

I hereby resign from the TURA Board, effective immediately this 5th of December 2012.

My resignation has not been influenced by the Janac / IOOF Building Inquiry, or the 3rd Street Enhancement Project, or the Proposal from the Pelican Pub. If it was I could have and would have stayed on the Board. My position on those three issues is well documented.

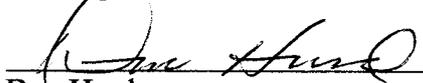
However, the time and effort required of me to serve on the TURA Board, without even considering the extra time and effort I need to serve as chair and to assist the dynamic board members seems to increase daily while the needle reading of my energy level often dips below the half way mark. That played a large part in my decision to make this change.

I am very proud of the accomplishments the board has made in this difficult economy and in such a short period of time, and I also know that you will continue to surprise and please those that wish the best for Tillamook City.

Many, many thanks to each of you for your efforts and support and special thanks to Debbi because her efforts were often the difference for me between success and failure.

I will stay active in other interests but I will always remain interested in your efforts to revitalize Tillamook City and I wish you the very, very, best.

Once again, thanks!



Don Hurd

Memorandum



To: TURA Board of Directors
From: Paul Wyntergreen, City Manager
Date: 12/10/2012
Re: TURA Board Resignation

In regards to a question regarding board resignations, the TURA Bylaws only state that:

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.

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.

Other than that we are required to look at Roberts Rules of Order where, under "Resignation From Membership" it states:

That a resignation should be accepted immediately, unless a member owes dues or has an outstanding obligation to complete.

Outside of those two circumstances, in my opinion, accepting a resignation is a formality preceding filling the vacancy.



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**TURA Regular Meeting
Wednesday, November 14, 2012, 2012
5:30 P.M.**

Board Members Present:

Chairman Don Hurd

Carolyn Decker

Alene Allen

John Sandusky

Dave Schrom

Ruth LaFrance

Cheryl Davy

Staff Present:

City Manager Paul Wyntergreen

Executive Assistant Debbi Reeves

Urban Designer Terra Wilcoxson

Guests/Public:

Aaron Zimmerman, Kathy Sunseri, Josh Matsell

HANDOUTS AFTER BOARD PACKET DELIVERY:

- 1) Annual Cash Flow Projections updated 11-13-2012
- 2) Revised Monthly Check Report - \$16,896.59
- 3) Tillamook Town Center Streetscapes conceptual design

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. D. Reeves called the roll and all board members present.
2. **Approval of Minutes:** Chairman Hurd asked for approval of the minutes from the regular meeting of October 10, 2012. D. Schrom noted some re-wording needs to be made on page 3 in the paragraph pertaining to the Sunseri application as the sentence is incomplete and there are a couple of spelling errors. After discussion the words "selection of contractors and" will be inserted into the sentence pertaining to TURA's involvement and purchasing laws.
 - D. Schrom made a motion to approve the minutes of October 10, 2012 as corrected. A. Allen seconded the motion. Ayes were received by all board members present. The motion passed unanimously.
3. **Approval of Bills:** Chairman Hurd advised the board that a revised check report had been handed out for a total of \$16,896.59. D. Reeves explained a couple of invoices had come in late for payment. She also commented on the quarterly payment for administrative services, financial services, grant funding, and legal services.
 - J. Sandusky made a motion to pay the bills in the amount of \$16,896.59 (check #692-

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Cheryl Davy, John Sandusky, Alene Allen, Dave Schrom, Ruth LaFrance
City Manager Paul Wyntergreen, Executive Assistant Debbi Reeves

699). **C. Decker** seconded the motion. All board members voted aye and the motion passed unanimously.

4. **Financial Report:** **D. Reeves** commented that everything on the financial report looked fine.

- **J. Sandusky** made a motion to approve the financial report of September 30, 2012. **D. Schrom** seconded the motion. **Chairman Hurd** called for the vote and ayes were received by all board members present. The motion carried.

5. **Public Non-Agenda Items:** There were no comments from the audience on non-agenda items.

6. **Pending Business:**

a) **Report from Josh Matsell on Sunseri's Dutch Mill Restaurant: Chairman Hurd** asked **Josh Matsell** to speak to the board. **J. Matsell** spoke about the inspection he had done and noted that he is not a building inspector but that the building is in pretty good shape in his opinion as a contractor. He went over the photos with the board explaining the cement beam on the front of the building needing repair, the stucco, the wood, the window sills, and frames. There was discussion about the metal siding and the windows. **J. Matsell** stated he thought the project could be in the \$5,000 to \$7,000 price range. There was discussion about the large sign on the front of the building. **Kathy Sunseri** commented that she will need to discuss all of this with her husband. The board continued discussion of the repairs, the cement beam, the ODOT project and its effects, the awning and timing. There was discussion about doing the project in phases. **J. Sandusky** stated that bids for each phase would need to be obtained. **K. Sunseri** said she would work on getting quotes. It was noted that Tillamook Apartments might have the name of a contractor who could quote the repairs of the cement beam. Staff will help **Sunseri's** with contractor names and phone numbers. **P. Wyntergreen** mentioned that the Public Works Department has a list of contractors.

b) **ODOT Report dated October 7, 2011 RE: US 101/Hwy 6 Project: P. Wyntergreen** commented on the ODOT letter from a year ago and that this was the first time staff had seen the letter. **R. LaFrance** asked what ODOT meant about the Dutch Mill sign being modified. **T. Wilcoxson** will contact them and get clarification. There are 4 business referenced in the letter that will have a direct impact by the project. **T. Wilcoxson** comment that ODOT will work with the property owners when the time comes. There was discussion about the report and ODOT obligations to notify property owners.

c) **Final Approval of Changes to Façade Grant and Grant Loan Application Guidelines and Overview: P. Wyntergreen** spoke about the final changes to the guidelines and overview document as discussed at the prior meeting.

- **J. Sandusky** made a motion to approve the changes to the Façade Grant and Grant Loan Guideline and Overview documents as presented. **R. LaFrance** seconded the

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motion. Chairman Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.

7. New Business:

a) Streetscapes Committee Recommendations for TURA Streetscapes Design to City Council for ODOT Project: Urban Designer **Terra Wilcoxson** presented the 2nd Street Pilot Program Recommendations to the board explaining Phase I. She went over the other phases of the project and how they will be implemented and budgeted. She spoke about through zones, infrastructure, public art program, street furnishing, signage, awning standards, street post standards, and the ODOT project. There was discussion about these topics and sidewalks. **T. Wilcoxson** noted the TURA Board would need to approve these standards as presented and forward the recommendations to the City Council. There was discussion about budget, grants, and other funding. **J. Sandusky** commented that he likes the conceptual designs. There was discussion about the designs.

➤ **C. Davy made a motion to approve the streetscapes design standards as presented with the addition of awning standards inserted. C. Decker seconded the motion. Ayes were received by all board members present. The motion carried.**

b) 1st Street Parking Lot Directional Signage for Public Parking: **C. Decker** spoke about the new parking lot, lack of use, and signage. **P. Wyntergreen** noted that directional signage would need to be approved by ODOT and that **T. Wilcoxson** may be able to fit this into her scheduled. **C. Decker** also commented to RV parking at the lot. **P. Wyntergreen** spoke about the electric car charging station going into the parking lot behind the Dutch Mill Restaurant and noted this issue can be added to the Public Works Committee agenda for discussion. **D. Schrom** stated the Pelican Pub may be interested in the 1st Street Parking lot.

c) Board Member Terms Expiring December 31, 2012: **P. Wyntergreen** noted that the board term for **Don Hurd's** position and **Ruth LaFrance's** position would be expiring on December 31, 2012.

d) Potential Revisions to TURA Bylaws: **P. Wyntergreen** spoke about the draft revisions to the agency bylaw pertaining to board appointments, board nominations, elections, and voting. He noted there were a few other minors recommended changes for clarity. There was discussion about the changes presented. **D. Reeves** commented the draft could be sent to the attorney for review but **P. Wyntergreen** did not think legal approval was necessary. He noted the resolution to change the bylaws would come to the board for approval and adoption in December. Consensus of the board was to add the word "TURA" to Section 1, 1a; to use the first recommendation in Section 2, 2c., to add in 2d. as presented, to remove 3g., and to clean up the rest of the document as recommended.

➤ **J. Sandusky made a motion to accept the changes to the bylaws as recommended**

and discussed and to direct staff to draw up a resolution for adoption in December. **A. Allen** seconded the motion. **Chairman Hurd** called for the vote and ayes were received by all board members present. The motion carried.

e) **Approval of 2011-2012 TURA Annual Report per ORS 457.460: D. Reeves** explained it was time to publish the annual report to be in compliance of ORS 457.460. **D. Schrom** asked about a couple of the photos on the cover. **D. Reeves** will try to find a couple of better and more current ones.

➤ **D. Hurd made a motion to approve the 2011-2012 Annual Report. J. Sandusky** seconded the motion. **Chairman Hurd** called for the vote and ayes were received by all board members present. The motion passed.

f) **Update on TURA 2011-2012 Audit: P. Wyntergreen** commented on the audit which should be finalized before the end of the year. He noted that it went well and explained the auditor request for secondary review of monthly bank reconciliations.

g) **Letter of Support for STIP Application: P. Wyntergreen** explained about the STIP application, the process, and what the grant funding would be used for. He commented on the other supporting entities noting TURA would be partnering with the City. The total matching funds required would be approximately \$90,000 and he would like TURA to consider committing \$50,000. He also explained the matching funds would not be required until 2016 if the grant is approved. There was discussion about the application, the project, and the budget.

➤ **J. Sandusky made a motion to authorize the Chair to sign a letter of support for the STIP application and for TURA to commit \$50,000 in matching funds in 2016. R. LaFrance** seconded the motion. **Chairman Hurd** called for the vote and ayes were received by all board members present. The motion passed unanimously.

h) **Financials: Chairman Hurd** stated there would be a special meeting held on Tuesday, November 20, 2012 to discuss the Pelican Pub. **P. Wyntergreen** explained what they are planning to do in Tillamook and that they are also looking for funding assistance. A group from the Pelican Pub will make a presentation to the board. An information packet will be handed out to the board after the meeting tonight and the Pelican Pub will be the only agenda item.

8. Committee Reports and Project Updates:

a) **Proposal/Contract Committee Reports:** There were no committee reports.

b) **3rd Street Improvement Project Update: Chairman Hurd** explained what has been happening with the 3rd Street Improvement project and that costs have gone over budget. There was discussion about the refund that TURA was supposed to receive. **Chairman Hurd** also commented on his conversations with **Liane Welch** from Tillamook County Public works.

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There was discussion about project costs and reasons for over-budget costs.

9. **Correspondence/Information:**

a) **2012-2013 Tax Roll Certification:** D. Reeves noted levied taxes were only increased approximately \$5,000 for 2012-2013.

b) **Amended 3rd Street IGA:** no comments or questions

10. **Executive Session:**

Chairman Hurd cited ORS 192.660 (2) (e) Real Property Transactions and read the disclosure statement into the record. He adjourned the regular meeting into Executive Session at 7:40 P.M.

Chairman Hurd reconvened the Regular Meeting at 7:50 P.M.

11. **Concerns of the Board/ Non-Agenda Items: None**

12. **Meeting Schedule:** The next meeting will be December 12, 2012

13. **Adjournment:** **Chairman Hurd** adjourned the meeting at 7:50 P.M.

Prepared by:
Debbi Reeves
Executive Assistant

Reviewed by:

Don Hurd
TURA Chairman



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**TURA Special Meeting
Tuesday, November 20, 2012, 2012
5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Carolyn Decker
Alene Allen
John Sandusky
Dave Schrom
Ruth LaFrance
Cheryl Davy

Staff Present:

City Manager Paul Wyntergreen

Guests/Public:

Mary Jones, Jeff Schons, Darron Welch, Ken Henson, Bob White - Tillamook PUD, Barbara Johnson – Tillamook PUD, Mayor Suzanne Weber

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:00 P.M. P. Wyntergreen called the roll. C. Decker came into the meeting at 5:40 P.M.

2. **Business – Pelican Pub Brewery Presentation** Chairman Hurd introduced Mary Jones, an owner of the Pelican Pub and Brewery and asked her to begin her presentation to the board. M. Jones proceeded to introduce the other members of her group. She then spoke about the history of the business, Pelican Brewing Company, the other businesses affiliated with Pelican, and the future plans for a production brewery in Tillamook.

Darron Welch gave a report on the history of the brewery and production. He explained the reasons for looking to open a new production brewery and moving to a new level. He commented on the medals and awards received by Pelican. He also noted the company is very proud of what they have accomplished.

Ken Henson spoke about the restaurant and management of the Pelican facility in Pacific City. He commented on the success of the business and the awards received by the restaurant and chefs.

M. Jones commented on the other Pelican family companies and why they are approaching TURA for financial assistance. **Jeff Schons** gave a summary of the net profits of each of the companies affiliated with Pelican. He commented on the real estate ventures of the company and the down-turn of the economy which created losses on the real estate end but they did

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make profits on the restaurant and hotel end of the company.

M. Jones spoke about the employment opportunities offered by the entire company which is the second largest employer in Tillamook County. **J. Schons** explained why the cash reserves of the company is down at this time but they do not want to wait to begin the new production brewery.

D. Welch spoke about the timing and the expansion of the brewery. He commented on the strength of craft and art brewing. He noted the present brewery is at near capacity. They would like to get their product on to more shelves to meet the demand. **J. Schons** spoke about the growth plans discussed several years ago. He spoke about the profitability of the Pelican brand. They are looking at increasing quantity and producing more efficiently. Offering local contractors, sales staff, and other employment would be an economical improvement to the community.

J. Schons went over the plans for remodel to the building on Front Street. He explained they will have a small tasting room and have brewery tours for the public. **K. Henson** commented on tourism and local use of the new facility. They will also have a small deli available for the public in the tasting room. Beer production and processing was explained. Silos, tanks, bottling, packaging, and distribution was explained.

J. Schons noted they anticipate opening on June 1, 2013.

The board asked questions of the group regarding production. It was explained this new facility could increase production by more than 4 times what is being produced now.

Estimated construction costs were discussed. **M. Jones** commented they are asking TURA for a \$100,000 loan and a \$100,000 grant to implement this plan for a new facility in Tillamook. The estimates and construction was discussed. Ingredients and process was discussed. Future expansions were discussed. **M. Jones** noted the 5 year projections included in the business plan submitted. There was discussion about the possibility of a restaurant in the future and where it could be placed.

J. Sandusky had to leave the meeting early but noted he is in favor of adding this facility to the City of Tillamook.

There was discussion of employment and wages brought into the community. Benefit packages were discussed. Number of employees, hours of operation, and shifts were discussed. It was noted the main focus would be on production but there would be emphasis placed on the tasting room and tourism. Parking was discussed for employees and public.

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It was discussed that they will lease the building for 7 years with a requirement to purchase the building at the end of the lease. The landlord would keep part of the building for his personal use during the lease.

OLCC compliance was discussed and noted that Pelican is considered family friendly.

There was discussion of currently owned equipment that will be moved to this new location. There was discussion of seasonal/craft brewing and regular brewing. The plan is for the facility in Pacific City to be used for specialty products.

Distributing and transportation was discussed. Employment was discussed.

Chairman Hurd gave a brief history of what TURA has done for the past several years and commented on the financial status of TURA at this time. He noted the Proposal Committee will meet to develop a plan and come up with requirements. There was discussion about part of the grant being a forgivable loan if all requirements are met. Renovation costs were discussed.

Current encumbrances and equity was discussed. COLPAC, EDC, Oregon Coast Bank and State SRF funding were discussed. Budgeting was discussed. **J. Schons** noted he hopes to have firm quotes/bids in the next few weeks.

P. Wyntergreen spoke about TURA working on a reimbursement basis in past projects. **Chairman Hurd** commented on the type of things TURA is allowed to fund by state law. This was discussed.

There was discussion about how to proceed and a motion.

- **D. Schrom made a motion to conceptually approve the proposal from Pelican Brewing Company for a dollar amount of \$200,000 to be made up of a forgivable loan and potentially a grant based on the final proposal that is delivered to the agency at the next meeting. C. Davy seconded the motion. A. Allen asked about the funding of a loan and grant and it was discussed that these details would be worked out later and that this is a tentative approval for now to satisfy the other funding entities. With no further discussion Chairman Hurd called for the vote which was unanimous. The motion carried.**

The board thanked the group for the presentation. There were questions about the different types of beer produced by Pelican.

3. **Public Comment:** None

4. **Concerns of the Board/ Non-Agenda Items:** None
5. **Adjournment:** Chairman Hurd adjourned the meeting at 6:20 P.M.

Prepared by:
Debbi Reeves
Executive Assistant

Don Hurd - TURA Chairman

DRAFT

10:16 AM
December 10, 2012
Cash Basis

Tillamook Urban Renewal Agency
Monthly Check Report
December 12, 2012

Date	Num	Name	Memo	Paid Amount
Dec 12, 12				
12/12/2012	700	Columbia State Bank	25001 Loan Interest Only Payment	-45,156.25
12/12/2012	701	Albright And Kittell PC	62140 November Legal Service	-150.00
12/12/2012	702	City of Tillamook	62145 November Web Service	-18.00
12/12/2012	703	Bryan P. Fitzsimmons CPA	62142 Financial Services (October Stmt)	-750.00
12/12/2012	704	David and Sandra Dixon	70070 Facade Grant	-6,610.00
Dec 12, 12				-52,684.25

**Tillamook Urban Renewal Agency
General Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Actual Comparisons
For the Four Months Ended October 31, 2012**

	<u>Month of Oct 2012</u>	<u>Fiscal Year to Date</u>	<u>Annual Budget</u>	<u>Over (Under) Budget</u>	<u>% of Budget</u>
Resources & Receipts					
40001 · Beginning Fund Balance - 7/1/2012	-	229,541.04	248,642.00	(19,100.96)	92.32%
45037 · Transfer in From TIF	-	50,000.00	80,655.00	(30,655.00)	61.99%
27200 · Long Term Loan Repymt Income	1,000.00	4,000.00	13,300.00	(9,300.00)	30.08%
45031 · Interest Earned	33.61	104.48	500.00	(395.52)	20.9%
45035 · Late Charges & Fees	-	-	1,500.00	(1,500.00)	0.0%
45036 · Deposit Refund	-	-	226,000.00	(226,000.00)	0.0%
Total Resources & Receipts	1,033.61	283,645.52	570,597.00	(286,951.48)	49.71%
Disbursements:					
Materials and Services:					
62100 · CONTRACT SERVICES					
62110 · IGA Services (City Tillamook)	-	16,305.55	40,055.00	(23,749.45)	40.71%
62140 · Legal Services	180.00	180.00	10,000.00	(9,820.00)	1.8%
62141 · Consulting Fees	-	80.00	5,000.00	(4,920.00)	1.6%
62142 · Financial/Audit Service	1,650.00	5,820.00	15,000.00	(9,180.00)	38.8%
62143 · Engineer/Archi Services	-	-	2,500.00	(2,500.00)	0.0%
62144 · Design/Enviro Studies	-	-	2,500.00	(2,500.00)	0.0%
62145 · Internet Web Services	38.50	215.20	500.00	(284.80)	43.04%
62146 · Appraisals Inspections	-	-	200.00	(200.00)	0.0%
Total 62100 · CONTRACT SERVICES	1,868.50	22,600.75	75,755.00	(53,154.25)	29.83%
65000 · OPERATIONS					
65005 · Legal/Advertise/Publica	-	102.90	1,500.00	(1,397.10)	6.86%
65010 · Insurance	573.00	573.00	-	573.00	100.0%
65020 · Postage	-	-	200.00	(200.00)	0.0%
65040 · Office Supplies	16.05	1,056.37	1,000.00	56.37	105.64%
65110 · Bank Fees	10.12	45.23	500.00	(454.77)	9.05%
65140 · Loan Service Fees	800.00	800.00	1,000.00	(200.00)	80.0%
Total 65000 · OPERATIONS	1,399.17	2,577.50	4,200.00	(1,622.50)	61.37%
68300 · TRAVEL AND MEETINGS					
68310 · Agency Comm Meet Exp	-	265.93	500.00	(234.07)	53.19%
68330 · Conference Education	-	-	200.00	(200.00)	0.0%
Total 68300 · TRAVEL AND MEETINGS	-	265.93	700.00	(434.07)	37.99%
Total Materials and Services	3,267.67	25,444.18	80,655.00	(55,210.82)	31.55%

**Tillamook Urban Renewal Agency
General Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Actual Comparisons
For the Four Months Ended October 31, 2012**

	<u>Month of Oct 2012</u>	<u>Fiscal Year to Date</u>	<u>Annual Budget</u>	<u>Over (Under) Budget</u>	<u>% of Budget</u>
70000 - CAPITAL OUTLAY					
70070 - Facade Loan Grant	9,900.00	14,597.58	50,000.00	(35,402.42)	29.2%
70100 - Streetscape Beautification	-	-	50,000.00	(50,000.00)	0.0%
70107 - Reserved Agency Project	-	-	344,942.00	(344,942.00)	0.0%
70110 - Playground Equipment	-	-	5,000.00	(5,000.00)	0.0%
Total 70000 - CAPITAL OUTLAY	<u>9,900.00</u>	<u>14,597.58</u>	<u>449,942.00</u>	<u>(435,344.42)</u>	<u>3.24%</u>
Total Disbursements	<u>13,167.67</u>	<u>40,041.76</u>	<u>530,597.00</u>	<u>(490,555.24)</u>	<u>7.55%</u>
Net Change/Ending Fund Balance	<u>(12,134.06)</u>	<u>243,603.76</u>	<u>40,000.00</u>		
 Components of Fund Balance:					
Cash held in Bank of Astoria account		\$ 201,973.94			
Cash held in TLC account		30,898.15			
Cash held in US Bank account		19,006.81			
Cash held in LGIP #3702		28,761.12			
Due To Tax Increment Fund		<u>(37,036.26)</u>			
		<u>\$ 243,603.76</u>			

**Tillamook Urban Renewal Agency
Tax Increment Fund
Statement of Cash Receipts, Disbursements and Balance
with Annual Budget to Actual Comparisons
For the Four Months Ended October 31, 2012**

	<u>Month of Oct 2012</u>	<u>Fiscal Year to Date</u>	<u>Annual Budget</u>	<u>Over (Under) Budget</u>	<u>% of Budget</u>
Resources and Receipts					
80001 · Beginning Fund Balance - 7/1/2012	-	165,249.15	130,000.00	35,249.15	127.12%
83690 · Interest Earned - TIF	42.96	225.55	500.00	(274.45)	45.11%
83680 · Prior Years' Taxes Received	861.06	6,486.29	9,000.00	(2,513.71)	72.07%
83677 · LGIP 3677 Tax Revenues Received	-	-	231,000.00	(231,000.00)	0.0%
Total Resources and Receipts	<u>904.02</u>	<u>171,960.99</u>	<u>370,500.00</u>	<u>(198,539.01)</u>	<u>46.41%</u>
Disbursements:					
86000 · Loan Repayments	-	-	170,000.00	(170,000.00)	0.0%
87010 · Transfer Out to GF	-	50,000.00	80,655.00	(30,655.00)	61.99%
87000 · Other Disbursements					
85110 · Bank Fees - TIF	10.35	41.51	1,500.00	(1,458.49)	2.77%
Total 87000 · Other Disbursements	<u>10.35</u>	<u>41.51</u>	<u>1,500.00</u>	<u>(1,458.49)</u>	<u>2.77%</u>
Total Disbursements	<u>10.35</u>	<u>50,041.51</u>	<u>252,155.00</u>	<u>(202,113.49)</u>	<u>19.85%</u>
89000 · Reserve for Future Debt Svc	<u>893.67</u>	<u>121,919.48</u>	<u>118,345.00</u>		
Components of Fund Balance:					
		\$ 84,883.22			
Cash held in LGIP #3677		37,036.26			
Due From General Fund		<u>\$ 121,919.48</u>			
Loan Balances:					
		\$ 1,500,000.00			
Bank of Astoria		<u>\$ 1,500,000.00</u>			

RECOMMENDED

MOTION TO APPROVE

THE TERMS OF THE PELICAN PUB FINANCING

TURA WILL AUTHORIZE TWO LOANS OF UP TO \$100,000 EACH UPON THE CONTRACT COMMITTEE'S REVIEW OF SIGNED LEASE AND RECEIPT OF ACCEPTABLE CONTRACTORS' BID(S) FOR THE PROJECT AS CONCEPTUALLY PRESENTED TO THE BOARD ON 11/20/12, AND WHICH INCLUDES A TASTING ROOM.

THE FIRST LOAN WILL BE A CONVENTIONAL LOAN WITH A TERM OF 10 YEARS (WHICH WILL BE AMORTIZED AT FIFTEEN YEARS WITH A TEN YEAR BALLOON) AND A FIVE PERCENT INTEREST RATE WITH MONTHLY DEBT SERVICE PAYMENTS TO COMMENCE IN AUGUST 2013.

ONCE THAT FIRST LOAN IS EXHAUSTED, THE SECOND LOAN WILL BE AUTHORIZED ON SIMILAR TERMS, BUT WILL BE FORGIVEABLE IN THIRD'S AS THE EMPLOYMENT TARGETS ENUMERATED IN THE 11/20/12 PROPOSAL (WITH SALARIES & BENEFITS AS DETAILED IN THE ATTACHED PRO FORMAS FOR 2013, 2014, AND 2015) ARE ACHIEVED. ONE THIRD OF THE LOAN WILL BE FORGIVEN ONCE EMPLOYMENT TARGETS FOR EACH YEAR ARE VERIFIED ON DECEMBER 31.

INTEREST ON EACH THIRD WILL BE CARRIED FORWARD FOR EACH TARGET YEAR SO THAT IF A TARGET IS NOT REACHED BY ITS DUE DATE, DEBT SERVICE ON ACCUMULATED INTEREST AND PRINCIPAL WILL COMMENCE IMMEDIATELY THEREAFTER.

DISBURSEMENTS WILL BE MADE AS FOLLOWS: PELICAN BREWING WILL SUBMIT ITEMIZED PROGRESS BILLINGS ON THE 5TH OF EACH MONTH FOR WORK COMPLETED THROUGH THE 30TH DAY OF THE PRIOR MONTH. THE PROGRESS BILLING SHALL SHOW THE PERCENTAGE COMPLETION OF EACH LINE ITEM REQUESTED, SHALL INCLUDE COPIES OF SUBCONTRACTOR AND/OR MATERIAL INVOICES, PLUS A 10% GENERAL CONTRACTOR FEE. INSPECTION SHALL BE MADE BY REPRESENTATIVE OF TURA AND IF PROGRESS HAS BEEN MADE IN THE WORK IN ACCORDANCE WITH THE BILLED AMOUNTS, THEN THE PROGRESS BILLING SHALL BE PAID TO THE GENERAL CONTRACTOR BY THE 2ND THURSDAY OF THE MONTH. THE TOTAL AMOUNT OF DRAWS SHALL NOT EXCEED \$200,000.

TURA'S ASSISTANCE AND THE BREWERY'S LOCATION IN THE CITY OF TILLAMOOK NEED TO BE NOTED LEGIBLY ON ALL MARKETING MATERIALS AND MENUS IN THE FACILITY, THE WEBSITE, AND OTHER NON-FACILITY SALES MATERIALS AS DEEMED APPROPRIATE BY THE PELICAN BREWERY SALES AND MARKETING DIRECTOR UNTIL ALL LOANS ARE EXTINGUISHED.

CONTRACT TO BE PREPARED BY THE PELICAN PUB AND REVIEWED BY TURA'S ATTORNEY PRIOR TO FINAL AUTHORIZATION.

THE ELEMENTS OF THE BUILDING RENOVATION COSTS THAT ARE ALLOWABLE FOR TURA REIMBURSEMENT ARE:

BREWERY	TOTAL	Source of funds (original)		Source of funds (proposed)			
		TURA	Other	TURA	Other		
Engineering & Architecture	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00		
Permits	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00		
SDC's	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	SUB PROJECT SITE -	\$30,000.00
Floors	\$66,000.00	\$0.00	\$66,000.00	\$33,000.00	\$33,000.00	SUB PROJECT BUILDING EXTERIOR -	\$25,500.00
Electrical Service	\$75,000.00	\$7,500.00	\$67,500.00	\$40,000.00	\$35,000.00	SUB PROJECT UTILITIES -	\$85,000.00
Water Service	\$10,000.00	\$10,000.00	\$0.00	\$5,000.00	\$5,000.00	SUB PROJECT BUILDING INTERIOR-	\$59,500.00
Sewer Service	\$20,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$200,000.00
Plumbing	\$55,050.00	\$10,050.00	\$45,000.00	\$30,000.00	\$25,050.00		
Carpentry	\$30,000.00	\$0.00	\$30,000.00	\$15,000.00	\$15,000.00		
Millwork / Finish Carpentry	\$15,000.00	\$0.00	\$15,000.00	\$7,500.00	\$7,500.00		
Paint & Seal Exterior	\$12,000.00	\$12,000.00	\$0.00	\$10,000.00	\$2,000.00		
Paint & Seal Interior	\$8,000.00	\$0.00	\$8,000.00	\$4,000.00	\$4,000.00		
Roof Repair / Skylights	\$15,000.00	\$15,000.00	\$0.00	\$10,000.00	\$5,000.00		
Parking Lot Paving	\$17,000.00	\$17,000.00	\$0.00	\$12,000.00	\$5,000.00		
Parking lot curbs & curb cut	\$4,000.00	\$4,000.00	\$0.00	\$3,000.00	\$1,000.00		
Parking lot striping	\$750.00	\$750.00	\$0.00	\$500.00	\$250.00		
Replace / Repair Sidewalks	\$16,200.00	\$16,200.00	\$0.00	\$12,000.00	\$4,200.00		
Landscaping	\$3,500.00	\$3,500.00	\$0.00	\$2,500.00	\$1,000.00		
Exterior Signage & Graphics	\$7,500.00	\$7,500.00	\$0.00	\$5,500.00	\$2,000.00		
Total:	\$400,000.00	\$113,500.00	\$286,500.00	\$200,000.00	\$200,000.00		
TASTING ROOM							
Kitchen Equipment	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00		
Bar and Overbar	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00		
Tables, chairs, etc	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00		
Patio Furniture	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00		
Smallwares	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00		
Total:	\$86,500.00	\$86,500.00	\$0.00	\$0.00	\$86,500.00		
TOTAL CONSTRUCTION COSTS	\$486,500.00	\$200,000.00	\$286,500.00	\$200,000.00	\$286,500.00		

MINOR ADJUSTMENTS OF DOLLAR AMOUNTS OUTSIDE OF THE ABOVE PARAMETERS MAY BE APPROVABLE BY THE CONTRACT COMMITTEE.

ALLOWABLE WORK AS INDICATED ON THE MATRIX CAN INCLUDE UP TO 10 PERCENT FOR GENERAL CONTRACTOR MANAGEMENT FEES.

RECOMMENDED

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THE TERMS OF THE PELICAN PUB FINANCING

TURA WILL AUTHORIZE TWO LOANS OF UP TO \$100,000 EACH UPON THE CONTRACT COMMITTEE'S REVIEW OF SIGNED LEASE AND RECEIPT OF ACCEPTABLE CONTRACTORS' BID(S) FOR THE PROJECT AS CONCEPTUALLY PRESENTED TO THE BOARD ON 11/20/12, AND WHICH INCLUDES A TASTING ROOM.

Comment [OTET1]: Not sure how bids are going to work, as owner is the general contractor. There will be sub contractor bids, but it will not be "bids" that come from the owners contracting company. Do we need to use a different term?

THE FIRST LOAN WILL BE A CONVENTIONAL LOAN WITH A TERM OF 10 YEARS (WHICH WILL BE AMORTIZED AT FIFTEEN YEARS WITH A TEN YEAR BALLOON) AND A FIVE PERCENT INTEREST RATE WITH MONTHLY DEBT SERVICE PAYMENTS TO COMMENCE IN AUGUST 2013.

Comment [OTET2]: Dave ignorance here – does this mean that the principle and interest will be calculated as if it was a 15 year loan, but the final five years worth all come due at the end of 10 years?

ONCE THAT FIRST LOAN IS EXHAUSTED, THE SECOND LOAN WILL BE AUTHORIZED ON SIMILAR TERMS, BUT WILL BE FORGIVEABLE IN THIRD'S AS THE EMPLOYMENT TARGETS ENUMERATED IN THE 11/20/12 PROPOSAL (WITH SALARIES & BENEFITS AS DETAILED IN THE ATTACHED PRO FORMAS FOR 2013, 2014, AND 2015) ARE ACHIEVED. ONE THIRD OF THE LOAN WILL BE FORGIVEN ONCE EMPLOYMENT TARGETS FOR EACH YEAR ARE VERIFIED ON DECEMBER 31.

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Comment [OTET3]: This should be a member of the contract committee.

Comment [OTET4]: This is too soon IMHO. The second Thursday could be as early as the 8th of the month, which would only allow us 3 days to review the work completion and get the check written. It needs to be 30 days, sorry PP.

TURA'S ASSISTANCE AND THE BREWERY'S LOCATION IN THE CITY OF TILLAMOOK NEED TO BE NOTED LEGIBLY ON ALL MARKETING MATERIALS AND MENUS IN THE FACILITY, THE WEBSITE, AND OTHER NON-FACILITY SALES MATERIALS AS DEEMED APPROPRIATE BY THE PELICAN BREWERY SALES AND MARKETING DIRECTOR UNTIL ALL LOANS ARE EXTINGUISHED.

Comment [OTET5]: What if he/she decides no materials are appropriate for mentioning TURA? I think we need some kind of leverage here.

CONTRACT TO BE PREPARED BY THE PELICAN PUB AND REVIEWED BY TURA'S ATTORNEY PRIOR TO FINAL AUTHORIZATION.

THE ELEMENTS OF THE BUILDING RENOVATION COSTS THAT ARE ALLOWABLE FOR TURA REIMBURSEMENT ARE:

BREWERY	TOTAL	Source of funds (original)		Source of funds (proposed)			
		TURA	Other	TURA	Other		
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SDC's	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	SUB PROJECT SITE -	\$30,000.00
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Millwork / Finish Carpentry	\$15,000.00	\$0.00	\$15,000.00	\$7,500.00	\$7,500.00		
Paint & Seal Exterior	\$12,000.00	\$12,000.00	\$0.00	\$10,000.00	\$2,000.00		
Paint & Seal Interior	\$8,000.00	\$0.00	\$8,000.00	\$4,000.00	\$4,000.00		
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Smallwares	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00		
Total:	\$86,500.00	\$86,500.00	\$0.00	\$0.00	\$86,500.00		
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ALLOWABLE WORK AS INDICATED ON THE MATRIX CAN INCLUDE UP TO 10 PERCENT FOR GENERAL CONTRACTOR MANAGEMENT FEES.

Debbi Reeves

From: Ruth LaFrance <rmlafrance@gmail.com>
Sent: Saturday, December 08, 2012 12:22 PM
To: Paul Wyntergreen
Cc: Alene Allen; Carolyn Decker (deckerrealestate@yahoo.com); Cheryl Davy; Cheryl Davy; Dave Schrom (happyclamer@charter.net); John Sandusky (jsandusky@oregoncoast.com); John Sandusky; John Sandusky (sandusky@tillamookbay.cc); Debbi Reeves (debbireeves@centurylink.net); Debbi Reeves; suzannetom; Suzanne Weber
Subject: Re: Recommended motion

I will not be attending the Dec. 12 meeting of TURA. I do, however, want to let the board members know that the recommended motion as presented as an attachment in Paul's Dec. 8 e-mail represents what the Proposal Committee discussed at the Dec. 5 meeting with Mary and Jeff from Pelican Pub. I fully support this motion.

Ruth LaFrance

On Sat, Dec 8, 2012 at 11:30 AM, Paul Wyntergreen <pwyntergreen@tillamookor.gov> wrote:

Dear Board Members,

Attached is the Proposal Committee's recommended motion related to the financing terms for Pelican Pub for your consideration.

It was reviewed in draft form with the Pelican Pub owners on Wednesday the 5th and shaped into a form that was acceptable to all parties, including Don Hurd shortly before his resignation. If it is found acceptable to the Board on the 12th, then the Pelican's attorney will prepare a draft contract using the resulting terms which will then be reviewed by the UR's attorney, Jeannette Launer, before being brought back to the Board for a third and final vote.

The remainder of the agenda packet will be sent to you on Monday morning.

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

**TILLAMOOK URBAN RENEWAL AGENCY
RESOLUTION NO. 2012-07**

**A RESOLUTION AMENDING THE
TILLAMOOK URBAN RENEWAL AGENCY BYLAWS**

WHEREAS,

Resolution 2006-01 established Agency Bylaws for the Tillamook Urban Renewal Agency on October 30, 2006, and;

WHEREAS,

The Board wishes to revised, clarify, simplify, and correct certain portions of the Bylaws as recommended by the City manager at the November 14, 2012 regular meeting, and;

**NOW, THEREFORE, THE TILLAMOOK URBAN RENEWAL AGENCY HEREBY
RESOLVES AS FOLLOWS:**

Section 1: Article I – Authority amended as follows:

1a. Name: The name of the Agency shall be the Tillamook Urban Renewal Agency, hereinafter referred to as "Agency or TURA."

Section 2: Article II, - Board Members amended as follows:

2b. The Terms of Agency Board Members: The terms of Agency board members shall be: 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 (2) at-large member position terms ended in 2008 and will now end in 2012; the other three (3) 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.

- 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. Vacancies of Positions within the Agency: Board terms expire on December 31 of the year associated with that position number. After advertising for each position, nominations and appointments will be done at the December meeting. If for some reason the position cannot be

filled prior to December 31st, the remaining Agency board members will meet as soon as possible to nominate and fill the expired position.

Should the position of any member of the Agency become vacant at any time, the Agency shall seek, at its earliest convenience, to fill said vacancy for the remainder of the term. Vacant positions 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.

2d. Procedure of Voting on Vacant At-Large Positions:

- 1d. Nominations for vacant positions will open with no second required. When nominations are exhausted, discussion will follow.
- 2d. Voting by existing Board members will be done all at once by written ballot.
- 3d. Votes equaling the number of vacant will be placed on a ballot and signed by each remaining agency member.
- 4d. Votes will be read aloud as to voting members name and their selection(s) and tallied.
- 5d. Nominee(s) with the greater number of votes will fill the vacant position(s).

2e. 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 amended as follows:

3g. deleted in its entirety and the complete section renumbered.

Section 4: Article IV – Meetings amended as follows:

4g. Roberts Rules: Roberts Rules of Order, Newly Revised edition shall be used as guidelines to determine rules of order not herein provided for or provided for by resolution. The Chair may modify those rules as he/she see fit for the expeditious conduct of business.

Section 5: Article V – Procedures, amended as follows:

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 should consist of at least three (3) members.
- Any committee should not be made up solely of TURA members, if possible.
- 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:

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 by the TURA Application Guideline and Overview procedures 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 shall make a recommendation for consideration of assistance before the full Board.
4. 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 TURA Application Guideline and Overview procedures and requirements, 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.

Section 6: Article VI – Financial, amended as follows:

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 plus the appointed at-large members of the City of Tillamook budget committee.

Section 7: This Resolution shall take effect on December 12, 2012 upon approval and adoption by the Agency.

APPROVED AND ADOPTED by the TURA Board of Directors this 12th day of December, 2012.

TURA Chairman

ATTEST:

City Administrator

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

Resolution 2012-01 Concerning Regular Meeting Times – 1-11-2012

Resolution 2012-06 Concerning Agency Board Membership – 9-12-2012

Resolution 2012-07 Multiple Amendments to the Bylaws – 12-12-2012

Section 1. ARTICLE I - AUTHORITY

1a. **Name:** The name of the Agency shall be the Tillamook Urban Renewal Agency, hereinafter referred to as "Agency or TURA."

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.

2b. **The Terms of Agency Board Members:** The terms of Agency board members shall be: 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:

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Tillamook Urban Renewal Agency Bylaws

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- 3d. Votes equaling the number of vacant will be placed on a ballot and signed by each remaining agency member.
- 4d. Votes will be read aloud as to voting members name and their selection(s) and tallied.
- 5d. Nominee(s) with the greater number of votes will fill the vacant position(s).

2e. 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.

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- 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, are required by the Agency or by the bylaws or rules and regulations of the Agency.
- 3e. **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.
- 3f. **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.
- 3g. **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.

- 3h. **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. Provided the agenda is not altered, beginning on February 1, 2012, the Tillamook Urban Renewal Agency shall meet on the second Wednesday of each month at 5:30 p.m. or due to conflict or special circumstances may meet on

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other days, by the consensus of a majority of the board. Additional or special meetings may be held.

- 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 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:** Roberts Rules of Order, Newly Revised edition shall be used as guidelines to determine rules of order not herein provided for or provided for by resolution. The Chair may modify those rules as he/she see fit for the expeditious conduct of business.
- 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

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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 should consist of at least three (3) members.
- Any committee should not be made up solely of TURA members, if possible.
- 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:

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 by the TURA Application Guideline and Overview procedures 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 shall make a recommendation for consideration of assistance before the full Board.
4. 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 TURA Application Guideline and Overview procedures and requirements, 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.

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- 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 plus the appointed at-large members of the City of Tillamook budget committee.
- 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.

Memorandum



To: TURA Board of Directors
From: Debbi Reeves, Executive Assistant
Date: 12/6/2012
Re: Publication of Annual Report

I received an email from the Headlight Herald regarding publication of the annual report. Publication of this report for 2 weeks will cost the agency approximately \$1100. I have been in contact with the paper to see if there is any way to get the cost down. Right now they have explained they have to run it as a "photo legal" because of the tables in the document. Cost to run the budget document, which also has tables, was only \$250 so that is in my inquiry also.

We have time to investigate this cost since the ORS does not require publication until March 1, 2013.

Please let me know your thoughts. Thank you.