



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

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**TURA Regular Meeting  
Thursday, January 27<sup>th</sup>, 2011  
5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd, Vice Chair Carolyn Decker, Alene Allen, Tony Faulkner, Joe Martin

**Board Members Absent:**

Sean Lambert – excused; John Sandusky - excused

**Staff Present:**

Rob Drake: Interim City Manager, Debbi Reeves: Administrative Assistant; Arley Sullivan:  
Public Works Director

**Guests/Public:**

Liane Welch, Tillamook County Public Works Director, Gus Meyer

**1) Call to Order and Roll Call:**

**Chairman Hurd** called the meeting to order at 5:30 P.M. **Reeves** did the roll call of the board. **Lambert** and **Sandusky** were excused.

**Chairman Hurd** announced he would be adjusting the agenda to accommodate the guests making presentation tonight. He asked Tillamook City Public Works Director **Arley Sullivan** to begin his presentation.

**2) City Hall Council Chamber Doors:**

**Sullivan** explained there were 2 bids for City Hall doors in the board packet. One door bid is for the council chamber doors so the room could be used for executive session as the TURA board had requested. He explained the builder had included an automatic door but this was not necessary so that was adjusted. He also explained the window above the door will open and closed as needed for air exchange. **Sullivan** also went over the historic building requirements. He explained any electrical is not included but should be minimal and the city would cover those costs. **Hurd** asked about public bids and **Drake** noted it was put out for bid and this was the only bid received which **Sullivan** has all records of the bid process. **Decker** asked about the functioning of the door which **Sullivan** explained. **Sullivan** also noted he has worked with Precise Builder before. **Hurd** asked for a motion to approve the bid.

- **Decker made a motion to approve the bid for the door project by Precise Builders and to write a check for \$6,000.00 for the down payment. Allen seconded the motion. Faulkner made a friendly amendment to the motion to include the total bid amount of \$8,002.15. The friendly**

**amendment was accepted by Decker and Allen. Hurd called for the vote. Ayes were received by all board members seated so the motion passed unanimously.**

**Sullivan** noted there was a second bid from Precise Builders for the front doors of the City Hall building for \$11,450.00. He explained there is a \$10,000 grant the city will get on that but he would like the TURA board to consider paying the balance of those door repairs. The board discussed the front door. **Allen** asked about the structural integrity around the doors and **Sullivan** explained there is potential structural damage but they will not know until the project begins. **Drake** noted there was over 6000 inches of rain in Tillamook since the building was constructed which could have caused damage. **Sullivan** spoke about prior repairs done to City Hall and this was discussed.

- **Hurd made a motion to approve up to \$2,500.00 to complete the financing of the front doors of City Hall. Decker seconded the motion. Hurd called for the vote. Ayes were received by all board members seated so the motion passed unanimously.**

### 3) 3<sup>rd</sup> Street Improvement Project:

**Liane Welch**, Tillamook County Public Works Director spoke to the board about the progress of the engineering of the 3<sup>rd</sup> Street Improvement project which is at 95% completion. She explained the improvements of bike lanes, turn lanes, lighting, storm drains, parking and bus stops and noted the grant funding for the project was 99% certain. She explained the phases of the project and the anticipated start date in the spring of 2012 though the funding of \$1.8 million could allow them to start in September 2011. **Welch** also explained to the board easements and Right of Ways (ROW). The board and **Welch** discussed Holden Creek and the impact of the new road. **Welch** also explained an additional \$400,000 will need to be funded but she is working on that. There was discussion on the parking and ROW's. **Hurd** thanked **Welch** for the presentation and all of her work on the project. He noted she has done a fantastic job.

### 4) Approval of the Minutes:

**Chairman Hurd** asked for approval of the minutes of the January 13<sup>th</sup>, 2011 meeting if there were no corrections or additions.

- **Martin made a motion to approve the minutes of the January 13<sup>th</sup>, 2011 meeting as typed. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members seated so the motion passed unanimously.**

### 5) Approval of the Bills:

**Chairman Hurd** asked for approval of the revised bill payment amount of \$443.67. He asked **Reeves** to explain the changes and she said there were 2 bills that came in after the packet had

been sent out to the board.

- **Decker made a motion to pay the bills in the amount of \$443.67 (checks #502, #503, #504). Allen seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.**

**6) Financial Report:**

**Chairman Hurd** asked **Reeves** for comments on the December 31, 2010 Financial Report from the accountants. She mentioned a revised report had been handed out which moved the payments made to TLC Credit Union to the Special Payment line of the budget. She explained. The consensus of the board was to accept the revised financial statement as presented by the accountants.

**7) Non-Agenda Items:**

**Chairman Hurd** asked the audience if there were any non-agenda items. There were none.

**8) Board Updates – DEQ Meeting Regarding Schmidt Property:**

**Drake** reported he had met with **Rebecca Wells- Albers**, DEQ Brownfields Coordinator and they toured the **Schmidt** site. DEQ will pay for the cleanup of the site. They are very excited about the project and the potential of a park. **Drake** believes they will clean the entire site which he explained. **Drake** noted this project will eventually go back to **Karen Homolac**, Oregon State Economic Development for final cleanup. **Drake** mentioned the potential of state park involvement. **Allen** asked about the elevation, flooding and ROW's which was discussed.

**9) New Business:**

**a) Railroad Depot Relocation:**

**Chairman Hurd** spoke with **Jeannette Launer**, Attorney regarding the potential of TURA helping with the relocation of the historic railroad depot building. He also commented on the progress of the project with the Port of Tillamook Bay (POTB) and the Oregon Coast Scenic Railroad (OCSR) and their last meeting regarding the depot. He commented on the excursion train and future plans involving the depot building. The proposed relocation is the Blue Heron Cheese Factory property. The advice of the attorney was discussed. **Hurd** noted he would not vote on anything pertaining to the railroad because of his involvement with the POTB and the OCSR. He asked the board to consider contributing \$5,000 to help with lifting the power lines during the relocation process. **Drake** asked if PUD has been approached to assist in the costs and **Hurd** noted they have been contacted. **Martin** asked about use of TRT funds. The route and the TURA district were discussed. This issue will go back on the agenda for the February 15<sup>th</sup> meeting so that TRT funds can be looked at. **Faulkner** asked about the possibility of the exchange of funds with Farmers Market which is in the TURA district boundary. **Drake** will

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Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker  
 Joe Martin, John Sandusky, Sean Lambert, Alene Allen, Tony Faulkner  
 City Administrator: Rob Drake, Administrative Assistant: Debbi Reeves

look into this.

b) **Resolution 2011-01 – Amending TURA Meeting Times:**

**Hurd** asked for a motion to approve Resolution 2011-01 which will change the meeting times for the regular TURA meetings to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. **Decker** asked why the changes are being made and **Hurd** explained **John Sandusky** has been appointed by the City Council to fill the council vacancy left by **Mayor Weber**. **Sandusky** has a conflict with Thursday meetings.

➤ **Decker made a motion to approve to adopt Resolution 2011-01 changing the meeting dates to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Allen seconded the motion. Hurd called for the vote. With ayes received by all board members the motion passed unanimously.**

**Reeves** mentioned the first Tuesday meeting would be on February 15<sup>th</sup> as February 1<sup>st</sup> was only 5 days from this current meeting.

10) **Pending Business:**

a) **Janac Contract Revisions:**

**Hurd** spoke about the **Janac** contract revisions and explained. **Drake** noted the attorney is currently working on the contract and it should be back shortly. **Hurd** spoke about the taxes owing on the property at this time. **Drake, Hurd** and **Mayor Weber** have met with attorney **Clark Balfour**, the attorney handling the contract. **Drake** may be able to come to the meeting when the attorney brings the contract. **Hurd** reported on the work being done in the upstairs of the building and mentioned **Janac** is anxious to get a new agreement. **Janac** also mentioned he should be able to pay the taxes of approximately \$8,500.00 for 2 years of taxes. **Hurd, Lambert** and **Decker** will work on a lease agreement that will protect TURA, **Janac** and 2<sup>nd</sup> Street Public Market. **Drake** thought it would be good to get **Balfour's** opinion on the lease agreement drawn up. This was discussed. The future of the Public Market was also discussed.

b) **TURA Plan Amendment:**

**Hurd** went over the district boundaries and the potential of adding city streets to the district. He went over the district map with the board and the idea of adding the ROW. He also went over the section of land at Wilson River Loop and Highway 6 and why it was not included in the TURA Plan in the beginning. He believes this property should be added to the district if possible. Attorney **Launer** advised TURA to have a firm investigate the costs, measurements, etc regarding a plan amendment. The Bi-Mart project was discussed. **Faulkner** asked which streets in the city should be looked at and **Hurd** noted he would be speaking with **Sullivan** about which streets are in need of improvements at this time. Streets and truck routes were discussed. **Faulkner** would like to hear the recommendations from **Sullivan**. **Hurd** will speak with City Manager **Paul Wyntergreen** about firms that could evaluate this for us. This issue will be on the

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agenda for the next meeting.

c) **Standing Committees:**

**Hurd** would like the board to consider which committees they would like to be on and advise him. There was discussion about a new Neighborhood Improvement Committee. **Hurd** explained his idea of splitting improvement cost with the property owner. There was discussion about what TURA could do with streets, sidewalks and curbs. **Hurd** also mentioned the ODOT intersection project and the businesses affected. The property behind the Mar Clair Motel was discussed. Relocation of businesses was discussed.

**Hurd** asked the board member to email him with committee interests. **Decker** asked to be taken off the Streetscapes Committee as she has a conflict on Tuesdays. **Faulkner** would like to be on the Contract Committee with **Lambert**. Committee appointments will be discussed at the next meeting.

9) **Committee Reports:** None

10) **Correspondence/Information:** No Discussion

11) **Concerns of the Board:**

**Hurd** mentioned the search for a new accounting firm and TURA will put a Public Notice in the Headlight Herald for services and see if there is any response.

**Drake** mentioned to the board this would be his last TURA meeting as **Paul Wyntergreen** would be taking over as City Manager on February 1<sup>st</sup>. He thanked the board for everything and said he had enjoyed his time with TURA. The board thanked **Drake** for 5 months of excellent service.

12) **Meeting Notices:** The next regular meeting will be Tuesday, February 15<sup>th</sup>, 2011.

13) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 7:07 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman