



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

**Phone: 503-842-2472**

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**TURA Regular Meeting  
Wednesday, October 10, 2012  
5:30 P.M.**

**Board Members Present:**

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

**Board Members Absent:**

Cheryl Davy - excused

**Staff Present:**

City Manager Paul Wyntergreen  
Executive Assistant Debbi Reeves

**Guests/Public:**

Aaron Zimmerman, Mayor Suzanne Weber, Councilor Steve Forster, Councilor Doug Henson, Terry and Kathy Sunseri

**HANDOUTS AFTER BOARD PACKET DELIVERY:**

- 1) Revised Check Report for October 10, 2012 – Total Bills \$13,157.55
- 2) Dixon Grant Application – Quote from Banks Construction

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. D. Reeves called the roll with all board members present except Cheryl Davy who was excused.
2. **Approval of Minutes:** Chairman Hurd asked for approval of the minutes from September 12, 2012. R. LaFrance noted a period was missing on page 2.
  - Sandusky made a motion to approve the minutes of September 12, 2012 as amended. Schrom seconded the motion. Ayes were received by all board members present. The motion passed unanimously.
3. **Approval of Bills:** Chairman Hurd noted a revised Check Report totaling \$13,157.55 was handed out prior to the meeting and asked Reeves if there were explanations. Reeves commented on the two grant payments, the annual bond insurance payment and explained the payment to the accountant was for July and August financial statements. She noted that next month the accountant billing will also be higher as they found out they had not billed for the March 2012 financial statement.

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Agency Board Members:

Chairman Don Hurd: Vice Chairman Carolyn Decker  
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- **Decker made a motion to pay the bills in the amount of \$13,157.55 (check #685-691). Allen seconded the motion. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.**

4. **Financial Report:** (Agenda item omitted and then approved at the end of the meeting)

- **Schrom made a motion to approve the financial report of August 31, 2012. Sandusky seconded the motion. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.**

5. **Public Non-Agenda Items:** none

6. **New Business:**

a) **Amendment to Tillamook County, City of Tillamook, and TURA Intergovernmental Agreement for 3<sup>rd</sup> Street Improvement Project:** **Chairman Hurd** explained the amendment to the IGA. **Wyntergreen** noted the Mayor has signed and it would go to the County Commissioners next. **Sandusky** noted the changes are in bold type.

- **Sandusky made a motion to approve the amendment to the 3<sup>rd</sup> Street IGA and instruct the Chairman to sign. The motion was seconded by Allen. There was discussion. Hurd called for the vote. Ayes were received by all board members present and the motion passed unanimously.**

b) **Kathy Sunseri DBA Dutch Mill Grant Application:** **Councilor Doug Henson** asked **Chairman Hurd** if he would consider moving the **Sunseri** Grant application agenda item up on the agenda list since the **Sunseri's** attended the meeting. **Chairman Hurd** agreed and commented on the past discussions regarding the potential Dutch Mill renovations, process for application, and contractor quote issues. He noted TURA had been waiting for an application from the **Sunseri's** and that the investigation by **Josh Matsell** approved at the August 22, 2012 meeting was contingent upon a submitted application. There was considerable discussion about the application contents and incomplete items, the extent of the renovations including the awning, painting, and siding. **Kathy Sunseri** commented she has been unable to get complete quotes and would like to get the awning up before the weather changes. There was discussion about the siding investigation TURA hired **Matsell** to do. There was discussion about total cost of the project, the weather, the installation of the awning, the awning quotes, and permits.

- **Decker made a motion to approve the portion of the application regarding the awning. Allen seconded the motion. There was discussion about the awning quotes, TURA payment of 50% of the cost, and permit fees. Hurd noted he would like to see that "up to \$2,000" be added as part of the motion. Decker and Allen accepted the amendment to the motion that TURA will pay up to \$2,000 toward the purchase**

of the awning. Color and pattern were discussed and Sunseri's agreed they will come back to TURA with choices before ordering. Sandusky noted he will support this motion but that the procedure is not acceptable and need to be cleaned up. Hurd called for the vote. Ayes were received by Decker, Allen, Hurd, and Sandusky. Schrom and LaFrance voted "no." The motion passed by a majority of the board.

c) **Façade Grant and Grant Loan Application Review and Procedure: P. Wyntergreen** opened the discussion and explained why the guidelines and procedures for grant applications were being looked at. **Chairman Hurd** read from the Bylaws, Section 5, pertaining to procedures. There was discussion about procedure, bylaws, and guidelines. **Hurd** noted each application is different. There was discussion about City staff involvement with the application process.

**Wyntergreen** noted changes to the Façade Grant application guidelines, page 2 and 3, Approval Procedures section, should be changed to read; "1) Upon receipt of all application material described above, the Proposal Committee will review the application before referring it to the TURA Board of Directors," and to add number 5 to the same section as; "5) These processes and procedures may be altered by the TURA Board of Directors."

**Wyntergreen** mentioned changes regarding the Grant Loan Application Guidelines which were discussed and the changes to the Process section on page 3 are that; "The Proposal Committee will determine if an application is substantially complete and meets with program eligibility requirements. The Proposal Committee will conduct a tentative evaluation against the program objectives and proceed with recommendation for approval of the Board."

The board discussed the process that had just taken place with the **Sunseri** application. There was discussion about what is considered a complete application and how many quotes should be obtained by the applicant and why. **Hurd** commented that he had approached the Sunseri's quite some time before the awning fell to talk about renovations to their building. There was discussion about TURA's involvement in selection of contractors. **Wyntergreen** noted purchasing laws. He also commented on record retention laws that require original urban renewal documents be kept a minimum of 50 years or are permanent record therefore all originals will be kept at City Hall with copies to the board and committees. **A. Zimmerman** commented on Roberts Rules of Order pertaining to 2/3<sup>rd</sup> vote for bylaw amendments and **Wyntergreen** noted these are procedure changes not bylaw changes.

➤ **Sandusky made a motion to amend the program guidelines and overview as proposed by Wyntergreen. The motion was seconded by Schrom. With no further discussion Hurd called for the vote. The motion passed unanimously.**

**Chairman Hurd** noted that TURA needs a complete copy of Roberts Rules of Order. **Reeves** will order a copy.

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d) **Tillamook County-City of Tillamook Grant Application (old Safeway site improvements):** **Chairman Hurd** opened the discussion on the application for assistance by the County and City. There was discussion about what funding has been received which **Wyntergreen** reported on. **Wyntergreen** also explained what has been done at the site so far and what the TURA grant will be used for. There was discussion about grass seed and landscaping. There was discussion about potential use of the property. There was discussion about FEMA and flooding.

➤ **Chairman Hurd made a motion to approve the grant application for \$5,000 for the Tillamook County and City of Tillamook. The motion was seconded by Allen. LaFrance asked about the memo from City Manager Wyntergreen which was explained and discussed. Total project costs were discussed. The Chair called for the vote and ayes were received by all board members present. The motion passed unanimously.**

e) **David and Sandra Dixon Grant Application:** Proposal Committee **Chair Sandusky** commented that this application was the most complete application he has seen so far. He explained what the **Dixon's** are applying for and that the Proposal Committee is recommending approval. There was discussion about the windows and the sidewalks.

➤ **Sandusky made a motion to approve the application for David and Sandra Dixon in the amount of \$6,610.00 as requested. Schrom seconded the motion. Chairman Hurd called for the vote. Ayes were received by all board members present and the motion passed unanimously.**

## 7. Pending Business:

Chairman Hurd explained he would move Pending Business to the bottom of the agenda at this time.

## 8. Committee Reports and Project Updates:

a) **Streetscapes Committee:** **Allen** reported on the presentation made to the Streetscapes Committee by **Terra Wilcoxson**, the RARE student. **Wyntergreen** added his comments and said **Wilcoxson** could come to the next TURA meeting to make the presentation to the board. There was discussion about streetscapes.

b) **Langlois Project Completion:** There was discussion about the renovations the Tillamook Apartment building. **Schrom** noted the Contract Committee inspected and approved payment in full of the grant. **Reeves** will send a letter to Langlois asking for total project cost for the record.

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c) **Tillamook County Pioneer Museum Project Completion: Schrom** commented on completion of the painting to the museum which was also inspected and approved by the Contract Committee. **Allen** mentioned she would like to see some different paint colors in the next projects.

9. **Correspondence/Information:** none

10. **Concerns of the Board:** none

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**Chairman Hurd** cited ORS 192.660(2) (e) Real Property Transactions and ORS 192.660(2) (h) Legal Counsel and adjourned the regular meeting into Executive Session at 7:02 P.M.

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**Chairman Hurd** reconvened the Regular Meeting at 7:20 P.M.

11. **Pending Business (Continued):**

a) **IIOF Building Contracts: Chairman Hurd** urged the Board to consider having the attorney construct a letter to John Janac.

➤ **Hurd made a motion to instruct Albright and Kittell, to draft a letter to John Janac enforcing section 5 of each Trust Deed. Schrom seconded the motion. Hurd called for the vote. All members present voted aye. The motion carried unanimously.**

**Chairman Hurd** commented the record should reflect **Sandusky** had to leave the meeting prior to the motion to attend another meeting therefore was unable to vote.

12. **Meeting Notices:** The next meeting will be November 14, 2012

13. **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 7:22 P.M.

Prepared by:  
Debbi Reeves  
Executive Assistant

Reviewed by:  
~ ~ SIGNATURE ON FILE ~ ~  
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Don Hurd  
TURA Chairman