



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

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**TURA Regular Meeting**  
**Thursday, October 14<sup>th</sup>, 2010**  
**5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Suzanne Weber  
Alene Allen  
Sean Lambert  
Tony Faulkner

**Board Members Absent:**

Carolyn Decker – excused  
Joe Martin - excused

**Staff Present:**

Rob Drake: Interim City Manager  
Debbi Reeves: Administrative Assistant

**Guests/Public:**

Marshall Doak, Lynda Casey, Marilyn Saito

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. and asked Reeves to call the roll. Martin and Decker were excused.
2. **Approval of Minutes:** Chairman Hurd asked for approval of the minutes for the September 9<sup>th</sup> and September 23<sup>rd</sup> meetings if there were no corrections, comments or additions.
  - Weber made a motion to approve the minutes of the September 9<sup>th</sup> meeting as presented. Faulkner seconded the motion. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.
  - Lambert made a motion to approve the minutes of the September 23<sup>rd</sup>, 2010 meeting as typed. The motion was seconded by Faulkner. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.
3. **Approval of Bills:** Chairman Hurd asked Reeves if there was anything to mention regarding the list of bills. She noted a revised list was handed out before the meeting as one billing had been received after the packets had been sent out. She also noted the payment to Connaughton for the Façade Grant was included as well as the payment to North Coast Engineering.

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Agency Board Members:  
Don Hurd: Chairman; Vice Chair; Suzanne Weber  
Joe Martin, Carolyn Decker; Sean Lambert, Alene Allen, Tony Faulkner  
City Administrator: Rob Drake, Administrative Assistant: Debbi Reeves

- **Weber made a motion to approve the payment of the bills in the amount of \$8,241.45 for October 14<sup>th</sup>, 2010. The motion was seconded by Lambert. Ayes were received by all board members present. The motion passed unanimously.**

4. **Financial Report: Chairman Hurd** stated the August 30<sup>th</sup>, 2010 financial statement was included in the board packet and asked **Reeves** if there were any comments. She stated in looking over the financial statement the balance of the Streetscapes line item was incorrect and still showed \$50,000 though \$10,350 had been paid out for the new garbage cans. She has contacted the CPA's and advised them the balance of that line should show \$39,650. **Hurd** asked how the board should proceed and she thought an approval of the financial statement with the correction noted would be sufficient.

- **Weber made a motion to approve the August 30, 2010 Financial Statement with the corrections as noted by Reeves in the Streetscapes line item. Faulkner seconded the motion. Ayes were received by all board members present and the motion passed unanimously.**

5. **Non-Agenda Items: Chairman Hurd** announced there were a few issues the board needed to discuss that were not on the agenda. At that time **Faulkner** mentioned his brother-in-law was a sales representative for Holophane Lighting and had met and talked with **Weber** at the League of Oregon Cities and explained the products offered by the company.

- **Faulkner made a motion to invite his brother-in-law to attend a TURA meeting to present Halophane Lighting to the board. There was board discussion. Hurd thought a special meeting with several lighting companies would be best. Lambert thought the more options the better. At that time Drake asked the board to reconsider and ask Faulkner to withdraw his motion. He proceeded to explain ethics laws, consequences and correct procedure when there is a potential and/or apparent conflict of interest. Board discussion followed regarding procedure and future lighting plans. Faulkner withdrew his motion to avoid any conflict of interest.**

**Allen** and **Casey** explained the discussions taken place at the Streetscapes meetings regarding lighting recommendation and future plans. ODOT plans for the Hwy 101/OR 6 project and lighting were discussed.

**Hurd** would like the three lighting companies that have been contacted regarding lighting be invited to a meeting to make a presentation to the entire board as well as the Streetscapes committee. **Drake** would like the companies to prepare information for the

board packets. **Reeves** will contact Kim Lighting, Holophane Lighting and Design Lighting and make the arrangements possibly for a meeting on November 4<sup>th</sup>.

**Reeves** mentioned there are holiday conflicts with the regular meeting dates in November because of Veterans Day and Thanksgiving Day. Meeting dates were discussed.

**Chairman Hurd** informed the board he and **Drake** had spoken about bonding of the board. **Drake** explained the issue of bonding and that the TURA board and employees were not bonded. **Reeves** explained the costs and amounts of bonding and she will obtain a quote and bring to the board at the next meeting.

**Chairman Hurd** addressed the issue of the lack of privacy for any Executive Session held in the council chamber room. He felt that since the TURA meetings are held in the council chamber that putting an entry door in the hallway would be appropriate for TURA to do. Discussion ensued about the construction of a doorway and estimates. Consensus of the board was to contact a contractor and get an estimate. The board also discussed other options for holding Executive Sessions in City Hall.

## 6. Pending Business:

- a. **1<sup>st</sup> Street Parking Lot Update:** **Chairman Hurd** explained what has been happening on construction. There are hold-ups because of an issue with the NAPA building wall adjacent to the site. The building owner has been contacted to secure and stabilize the wall. ODOT has been contacted to remove a light pole. **Doug Henson** has been contacted to remove a pile of bricks.

**Hurd** then explained issues arising from TURA using City employees for TURA projects. He went on to explain he and **Drake** had looked at the IGA between the City and TURA and they felt there may need to be some revisions made and clarity added to the agreement. **Hurd** and **Drake** explained Public Works Director **Arley Sullivan** was unclear about his role in assisting TURA and needed direction and clarification from the City Manager.

**Weber** asked how the progress of construction of the parking lot will take place since the bid process did not go as expected. Discussion of how to proceed was discussed.

- b. **3<sup>rd</sup> Street Improvement Project:** **Chairman Hurd** explained what was now happening with the project and that a billing was included in the packet for the September engineering costs. There will be a meeting on Monday, October 18<sup>th</sup> with the County Public Works which **Hurd**, **Drake** and **Weber** will attend. The meeting will be to discuss information on a new grant the county is looking at for the project. There was discussion about engineering completion on the project.

- c. **Beals Building Inspection:** **Chairman Hurd** noted the owner of the Beal's Building, **Marilyn Saito** was in attendance of the meeting and asked if she would like to speak to the board. **Saito** explained to the board she thought the potential of the building is good and that she would like to start with repairs of the roof and painting. She is financially strapped at this time and would seek grant funding from TURA to begin. She mentioned she envisions retail and arts in the building in the future. **Hurd** explained the role of the TURA and the grant and loan process. There was discussion about funding, financing and historic grants. **Marshal Doak** from EDC spoke about historic buildings and grants. The building is not on the historic registry. **Hurd** asked **Saito** to look into the concerns of the board and get back to them.
- d. **Goodspeed Park Playground Equipment:** **Weber** has not received a list of potential donors for matching funds for playground equipment from **Ed Armstrong**. She mentioned she had also been looking into adult exercise equipment. She also explained plans of a skateboard park and where one might be appropriate. There was discussion about children's and adult structures at Goodspeed Park and that this park was not appropriate for a skateboard park. **Faulkner** offered to speak with his son and get ideas from the youth about a skateboard park.

## 7. **New Business:**

- a) **Schmidt Property:** **Chairman Hurd** commented on concerns with environmental issues of the property. He and **Drake** had spoke with **Erik Anderson** of Anderson Geological and they are confident there are no contaminants on the property. He explained what they had learned from **Anderson** regarding the test holes and underground water on the property. There was discussion about the value of the property, issues of cleanup of the property, flooding and wetlands issues. **Drake** explained the acceptance of the property had come before the City Council but that because of his concerns with contamination and cleanup he had asked them to postpone. **Lambert** thought it is a very interesting piece of property. **Weber** spoke about potential uses of the property. Consensus of the board is to recommend to the City Council to accept the property. **Drake** will take this back to the council at the November 1<sup>st</sup> meeting. **Allen** asked why TURA is concerned and involved in this and **Hurd** explained TURA had paid for the environmental studies at the request of the prior City Manager. **Lambert** would like to see an estimate for cleanup of the site.

- **Weber made a motion to recommend to the City Council to accept the donation of the property from the Schmidt family. The motion was seconded by Faulkner. With no further discussion ayes were**

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 Joe Martin, Carolyn Decker; Sean Lambert, Alene Allen, Tony Faulkner  
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**received by all board members present. The motion passed unanimously.**

- b) **Oregon Main Street Conference:** **Weber** reported there had been quite a few people from Tillamook attending the conference and that it was a great opportunity and well worth the time. She felt TURA is on track with the projects it is currently working on. Projects were discussed. She mentioned all cities are battling blight, finances and old buildings. **Weber** noted the Streetscapes committee needs to be involved in this program. Front Porch brochures were discussed and **Reeves** will work on a draft. There was also discussion of window displays, street sandwich board signs and partnering with other agencies and groups in the city to take care of Main Street issues. **Doak** spoke about the financial assistance from COLPAC for 6 conference attendees from the county. He explained EDC involvement and that EDC would be in support of a Tillamook Main Street program.
- c) **Theme of Downtown Tillamook:** **Chairman Hurd** addressed the issue of the theme for downtown Tillamook presented by the Streetscapes committee. **Allen** explained what had been discussed at the committee meetings about a theme. There was discussion about the architectural style of Tillamook in the past and currently evolving. **Allen** noted the city of Albany is very ornate but that Tillamook is not ornate. **Casey** mentioned the committee had discussed the term “historic” and “heritage” and she felt the “historic” term was more appropriate for Tillamook. **Reeves** explained what had been discussed at the Streetscapes meeting since **Decker** was not in attendance to explain further theme ideas. **Hurd** would like the Streetscapes committee to discuss and come back to the board with a recommendation and how to use the theme. **Weber** noted Tillamook needs a “Hook” and that downtown Tillamook needs something to get people to come.
- d) **Financial Planning:** **Chairman Hurd** explained the proposal and charts in the board packet and his ideas of consolidation of loans, repayment of one of the loans and establishing LOC’s for future projects. He also explained his projections of revenues and expenditures. There was board discussion regarding future projects, construction and employment opportunities. The Janac loans and the 2<sup>nd</sup> Street Public Market were discussed. **Hurd** explained a letter to TLC Federal Credit Union had been drafted and handed out to the board as to how a motion for these items might be worded. He also noted a signed letter from the board would need to be presented to TLC since approved minutes would not be available until after the October 28<sup>th</sup> meeting and he would like to move on this now.
- **Weber made a motion to authorize the Chairman and the Vice Chairman to establish 3 new Line of Credit loans at TLC Federal Credit Union for Façade Grants in the amount of \$50,000, Parking**

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**Lots in the amount of \$100,000 and 3<sup>rd</sup> Street Transportation Enhancement Grant Matching Funds in the amount of \$65,000. The Board authorizes the combination of current loans #143, #146 and #147 into a principal and interest loan for a term of 5 years with the first payment due on December 21, 2010 and that the Board authorizes the payment in full of loan #144. This motion was seconded by Allen. With no further discussion Hurd called for the vote and ayes were received by all board members present therefore the motion passed unanimously.**

8. **Committee Updates:** None
9. **Correspondence/Information:** There were no comments or discussion about correspondence included in the meeting packets.
10. **Concerns of the Board:** None
11. **Meeting Notices:** The next regular meeting is October 28<sup>th</sup>, 2010.
12. **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 7:32 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman