



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

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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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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:
~~ SIGNATURE ON FILE ~~

Don Hurd
TURA Chairman