



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

**Phone: 503-842-2472**

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**TURA Regular Meeting  
Monday, November 8<sup>th</sup>, 2010  
5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Suzanne Weber  
Alene Allen  
Tony Faulkner  
Joe Martin  
Sean Lambert

**Board Members Absent:**

Carolyn Decker

**Staff Present:**

Rob Drake: Interim City Manager  
Debbi Reeves: Administrative Assistant

**Guests/Public:**

Andy Stricker, Rich Gitschlag

**Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:31 P.M. Reeves called the board roll noting Decker was absent.

Chairman Hurd stated he would change the order of the agenda to accommodate the guests at the meeting who were speaking with the board regarding services and projects therefore Pending Business would be first on the agenda.

**Pending Business:**

- a) **1<sup>st</sup> Street Parking Lot Project Manager Contract:** Chairman Hurd announced Rich Gitschlag of North Coast Engineering Services had drawn up a contract as project manager for the 1<sup>st</sup> Street Parking Lot and asked the board if they had any comments about the contract in the board packet. Weber said she did not see any red flags. Drake advised the board that the approved amount for services was \$1500 not to exceed \$2500 which should be stated on the contract. Gitschlag said it would be fine with him to have that added to the contract. This was discussed. Weber mentioned the contract could be amended if needed.

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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 adopt the contract with North Coast Engineering Service with the amendment of “not to exceed \$2,500.00” added to the cost description on page 2 and page 7. The second was made by Lambert. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

**Gitschlag** reported he was ready to start the bid process but needs the specs of the lighting fixture. This was discussed. **Hurd** said TURA would supply the fixture. **Gitschlag** also mentioned the types of trees and plants for the landscape. **Reeves** gave him a copy of Ordinance 1230 which addresses the species approved in the Town Center Plan. **Allen** asked about lighting configurations which **Gitschlag** answered. It was determined the board may need to be polled regarding the fixture chosen by the Streetscapes Committee.

- b) **Beals Building Inspection:** **Andy Stricker** of Stricker Engineering was next on the agenda for board discussion of his inspection report of the **Beals Building**. **Chairman Hurd** asked **Stricker** how he obtained the estimate of costs in the report which **Stricker** explained were repair and update comparisons of similar buildings. There was discussion of the condition and age of the roof including leaks. **Stricker** noted the roof parapet cap is the biggest issue. An elevator and costs were discussed. Windows, awnings and doors were discussed and what could be done. **Stricker** explained the mezzanine in the building. Electrical was discussed. **Stricker** has done restoration projects and prefers restoration to demolition if at all possible. The structural integrity of the building was discussed. **Stricker** would recommend the first steps for the **Beals Building** would be to seal the building, preventing any further water damage. Then to replace windows, doors and the entire roof including parapets. He also mentioned taking care of the water issues in the basement. **Hurd** asked **Stricker** to include the full roof replacement and elevator costs to the report and finalize. At that time the board will look over the report once again. **Hurd** asked **Stricker** if he could supply the board with a name of a local electrical contractor that may be able to do an electrical inspection on the building. The board thanked **Stricker** for his time and expertise. **Hurd** mentioned to the board that if the building is upgraded and remodeled than maybe someone like **McMenamins** might be interested since they lean toward combination restaurant, pub, hotel, theater types of buildings.
- c) **US Bank Signature Card:** **Reeves** explained the new signature card for all board signers can be done electronically with US Bank. She has all signatures except **Decker** and she will get that at the Streetscapes Committee meeting tomorrow. She will then get the document to US Bank for processing.

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**New Business:**

- a) **3<sup>rd</sup> Street Engineering October 2010 Costs:** The 3<sup>rd</sup> Street Improvement Project was discussed and the costs expended were discussed. **Lambert** asked what the next step would be once the engineering was completed. **Hurd** explained the grant funding the county is working on and time frames. **Drake** thought the grant award notification could be around the end of the year or beginning of 2011. **Hurd** spoke about the future building projects east of Tillamook. **Allen** asked about the progress of the Bi-Mart complex and this was discussed. Traffic in the area was also discussed.
- **Weber made a motion to approve the invoice dated November 2, 2010 for \$25,675.90 for October engineering costs and have TLC Credit Union issue a check to Tillamook County Public Works. Allen seconded the motion. Ayes were received by all board members present so the motion passed unanimously.**

**Approval of Minutes:** **Chairman Hurd** asked for board approval of the minutes of the October 28<sup>th</sup>, 2010 meeting.

- **Weber made a motion to approve the minutes of the October 28<sup>th</sup>, 2010 meeting as typed. Allen seconded the motion. Ayes were received by all board members present so the motion passed unanimously.**

**Approval of Bills:** **Chairman Hurd** asked for approval of the bills in the amount of \$2,571.10 as show on the revised billing list handed out prior to the meeting.

- **Allen made a motion to pay the bills in the amount of \$2,571.10, check numbers 274-278. Weber seconded the motion. Ayes were received by all board members present so the motion passed unanimously.**

**Non-Agenda Items:** **Lambert** asked about the taxes and loan payments for **Janac**. **Reeves** mentioned she had checked and as of October the taxes had not been paid and no payments had been made. She also noted the auditors had questioned the repayment of the loan. **Hurd** mentioned he has spoken with **Janac** and explained the conversations. **Allen** asked about liens and **Reeves** said all of the contracts with **Janac** are recorded at the county. The board discussed the Public Market, rent monies and what could be done. **Reeves** will contact the Public Market to inquire about rent payments.

**Hurd** explained the signage at the Public Market. He has asked for invoices of the signs in order to reimburse the Public Market under the final **Janac** grant. Consensus of the board is to fund the

signs for the Public Market as detailed in the contract.

**Drake** explained what he had found out about city signs. He has spoken with ODOT and since the whole city of Tillamook is not a historic city they cannot put a sign that says historic. He did mention signs for food, lodging, etc. would be available but at a cost. **Hurd** asked if **Drake** could find out how the vineyards on Hwy 6 get signage. This was discussed.

**Committee Updates:** None

**Board Updates:**

- a) **Schmidt Property:** **Drake** explained what is currently happening with the Schmidt property regarding grants. He and **Hurd** met with **Karen Homolac** from the State of Oregon who works with Brownfield Grants for cleanup. **Drake** explained the state will reimburse up to \$60,000 for environmental drilling and cleanup and he explained how the process would go.
- b) **TURA Bond Insurance:** **Reeves** reported the public employee blanket bond has been issued effective November 1, 2010. The payment for the annual premium is included in the invoice list and the original bond policy should be in shortly.
- c) **1<sup>st</sup> Street Lighting:** **Reeves** reported **Jim Hamilton** of Design Lighting will be at the November 22, 2010 meeting to make a presentation to the board and answer questions. **Reeves** reported on prices of fixtures from 2 of the companies. **Hurd** also asked about the NAPA wall repairs and **Reeves** advised that **Arley Sullivan**, Public Works Director, said the repairs had been completed. **Reeves** will contact **Doug Henson** regarding removal of the bricks from the site.

**Correspondence/Information:**

- a) **TURA Audit:** **Drake** reported that he and **Reeves** met with the auditors and that the TURA audit had gone well. The only issue the auditors commented on was where the checks should be kept and who had access to them. **Reeves** will have the only access at City Hall. The auditors would also like to see the range of checks numbers listed in the minutes for approved bills. **Drake** mentioned **Reeves** has done a fine job handling the TURA affairs and finances. **Hurd** added **Reeves** has done a fantastic job.

**Concerns of the Board:** None

**Meeting Notices:** The next regular meeting is November 22<sup>nd</sup>, 2010.

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**Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 6:53 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:  
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Don Hurd – Chairman