



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

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**Regular Board Meeting  
Wednesday - December 12, 2012 - 5:30 P.M.**

Handouts to Board after packet distribution:

- 1) Board volunteer application for Don Hurd, Aaron Zimmerman, and Ruth LaFrance.
- 2) Board voting form
- 3) Letter of grant support request from Urban Designer Terra Wilcoxson
- 4) Streetscapes designs and cost estimates

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:32 P.M. D. Reeves did the roll call of the board.

Board Members Present:

Don Hurd  
Carolyn Decker  
Alene Allen  
John Sandusky  
Dave Schrom  
Cheryl Davy

Board Members Absent:

Ruth LaFrance (excused)

Staff Present: City Administrator Paul Wyntergreen, Executive Assistant Debbi Reeves

Guests/Public:

Tillamook Co. Public Works Director Liane Welch, Aaron Zimmerman, Doug Henson, Jane Wise, Kathy Sunseri, Mary Jones, Jeff Schons, Mayor Suzanne Weber

2. **Resignation of Chair/Election of Chair:**

**Chairman Hurd** announced he had rescinded his resignation and would remain Chair and has put in his application for a position on the board for the terms expiring at the end of the month.

3. **Approval of Minutes:**

- **John Sandusky made a motion to approve the minutes of the November 14, 2012 regular board meeting as presented and to approve the minutes of the special board meeting held on November 20, 2012 as typed. Dave Schrom seconded the motion. Ayes were received by all board members present. The motion passed.**

#### 4. Approval of Bills:

**D. Reeves** noted the bills include the first payment on the loan to Columbia State Bank for interest only. The next payment will be in June and will be principal and interest. She also noted the payment for the façade grant for **Dave and Sandra Dixon** is included. **D. Schrom** commented he would like to hold off approval of the bills until he can give the report from the Contact Committee later in the meeting.

➤ **After the report from the Contract Committee on the Dixon façade grant John Sandusky made a motion to approve the bills in the amount of \$52,684.25 (check #700 -704). Dave Schrom seconded the motion. Ayes were received by all board members present. The motion passed.**

#### 5. Approval of Financial Report:

**D. Reeves** commented the October 31, 2012 Financial Statement looked fine. No motion was made but consensus of the board was to accept the statement as presented.

#### 6. Public Non-Agenda Items:

**Aaron Zimmerman** commented on Roberts Rules of Order and the portion of the bylaws pertaining to that. His opinion is that the board should have legal advice before proceeding to remove that part of the bylaws. **P. Wyntergreen** noted the change was to use Roberts Rules guidelines only. There was discussion about the flexibility to the chairman.

#### 7. Pending Business:

a) **Proposal Committee Recommendation on Pelican Pub and Brewery Application:** **P. Wyntergreen** explained the recommended motion included in the packet that was drawn up by the Proposal Committee. He explained the terms commenting on the employment targets. There was discussion about the employment targets, forgivable loan requirements, and proforma data from the business plan. **D. Schrom** noted he had emailed concerns which were included in the packet for review. He went over his concerns. There was discussion about sub-contractors and timing for submitting invoices to TURA for payment. **Mary Jones** and **Jeff Schons** explained noting the 25<sup>th</sup> of the month would work for them. Marketing materials were discussed and will be revised. **P. Wyntergreen** noted the changes discussed will be restructured and clarified. There was discussion about jobs and estimated wages.

➤ **John Sandusky made a motion to approve the recommended motion as presented with amendments as discussed. Cheryl Davy seconded the motion. P. Wyntergreen went over the changes which include contractor' to sub-contractors' in paragraph 1, changing inspection work in paragraph 5 to the TURA Contract Committee and changing the billing submit date to the 25<sup>th</sup> of the month and rewording paragraph 6 regarding the marketing material. The**

**vote was called for and Ayes were received by all board members present and the motion passed.**

**P. Wyntergreen** stated the next step will be for the Pelican Brewing Company to take the motion to their attorney and begin drawing up the contract.

**b) 3<sup>rd</sup> Street Improvement Project:**

**Liane Welch** from the Tillamook County Public Works Department spoke to the board about the 3<sup>rd</sup> Street Improvement Project and the status of the project. She spoke about the issues with Centurylink, the groundwater problems, the negative impact on the businesses during the project, the raised manholes, ponding issues, the water lines, and the expenses. She handed out an article from the Headlight Herald and a cost spreadsheet. She commented on additional costs for the county, the city, and TURA. She spoke about the refund TURA was supposed to have received prior to the overages. There was discussion about the amount TURA has already contributed to the project, the county's investment into the project and the city's costs. The issues with Centurylink had added cost of over \$185,000 to the project. **L. Welch** explained they have filed a claim with Centurylink. **P. Wyntergreen** explained the board will need to review the information more and get back her about this. He commented on the expectancy of the refund, the current budget, and the current projects planned. **Chairman Hurd** noted this needs further discussion. **D. Schrom** commented the road will be city owned not county owned after completion. This issue will be tabled for further review.

**c) Sunseri Application Update:**

**Kathy Sunseri** explained that nothing has been received from **Josh Matsell** regarding repairs to the front of the building. This will be tabled until the next meeting.

**d) Resolution 2012-07 Amending the TURA Bylaws:**

The board discussed the resolution and decided to amend all the portions of the bylaws as discussed at the last meeting with the exception of Section 4g pertaining to Roberts Rules of Order. Board consensus is to send this to TURA attorney **Jeannette Launer** for her opinion and then to renumber the resolution after this change. **A. Zimmerman** asked for clarification regarding the changes and removal of Section 4 of the resolution.

➤ **Carolyn Decker made a motion to adopt Resolution 2012-07 as amended with the removal of Section 4 and renumbering the sections. Dave Schrom seconded the motion. Ayes were received by all board members present. The motion passed.**

**C. Davy** asked about the procedure for resignations, rescinding, and who tasks charge when a resignation takes place. **P. Wyntergreen** noted there was nothing in the bylaws pertaining to this. **Chairman Hurd** commented he would like to form a committee to evaluate the

Plan, priorities, and the work load. There was discussion about adding something into the bylaws or a resolution concerning resignations.

e) **Nominations and Appointments for Expiring Board Positions:**

**P. Wyntergreen** explained the board would be nominated applicants for the two board positions which terms end on December 31<sup>st</sup>. **C. Davy** nominated **Ruth LaFrance**. **D. Schrom** nominated **Aaron Zimmerman**. **C. Decker** nominated **Don Hurd**. **P. Wyntergreen** then explained each board member would enter 2 names on the voting form that was handed out and sign the form. The forms were collected, **D. Reeves** read the names of on the voting form, and **P. Wyntergreen** tallied the votes explaining the top two would be elected to the board. **Don Hurd** received 5 votes. **Aaron Zimmerman** received 4 votes. **Ruth LaFrance** received 3 votes. **Don Hurd** and **Aaron Zimmerman** will begin the new terms on January 1, 2013.

f) **Update on STIP Application:**

**P. Wyntergreen** spoke about the STIP application with a request for approximately \$700,000 noting the city would not know if the grant is approved until October 2013. He spoke about the design plans, TURA Streetscapes Pilot project, the ODOT Intersection project, street trees, and street lights. He noted that TURA has committed a \$50,000 match towards the project if approved for funding which would not be needed until 2016.

8. **New Business:**

a) **Local Government Investment Pool (LGIP):**

**D. Reeves** explained that signatures of board members have not been updated for the LGIP account with the State since 2009 and they are requesting updates. With the changes to the board she recommended we table this until January when the new board terms begin. She also explained she has contacted Columbia State Bank to see if the reserve funds can be moved to the state pool account for higher interest return or if Columbia State Bank can offer a higher interest rate but she has not heard back from them. **D. Reeves** commented the state pool account could earn well over an additional \$1000 in interest on the reserve funds.

9. **Committee Reports:**

a) **Dixon Project:**

**D. Schrom** stated the Contract Committee had met and inspected the windows and doors at the Dixon building. He commented their only concern was the windows did not match but color was not part of the application. There was discussion about this. **D. Schrom** noted how nice the building looks. He stated his opinion is to approve the grant but next time the committee should make sure the colors match. He would like to speak to **David and Sandra Dixon** about this also. There was discussion about the project. The Contract Committee was

in agreement to pay out the grant.

**10. Correspondence/Information:**

**a) Publication of Annual Report:**

**D. Reeves** explained the costs quoted to her by the Headlight Herald for publication of the 2011-2012 Annual Report. Since the costs are extremely high she will continue to work on a format that could bring the cost down. She noted the publications did not have to be completed until March 1, 2013 so there is still time to resolve this.

**11. Concerns of the Board and Non-Agenda Items:**

**D. Reeves** noted a memo had been handed out prior to the meeting from City Urban Designer **Terra Wilcoxson** asking for letters of support from TURA for 2 grant applications she is working on. **P. Wyntergreen** spoke about the grant pertaining to murals and the current city ordinance on murals.

- **John Sandusky made a motion to write the letters of support and authorize the chairman to sign. Dave Schrom seconded the motion. Ayes were received by all board members present. The motion passed.**

**D. Schrom** asked about the 3<sup>rd</sup> Street refund from the county. **P. Wyntergreen** noted it could be at least 6 months before TURA would receive any refund. There was discussion about this as well as the paving costs in the spring.

**12. Executive Session:**

**Chairman Hurd** read the Executive Session disclosure statement and cited ORS 192.660 (2)(e) and 192.660 (2)(h). The regular meeting was adjourned into Executive Session at 7:02 P.M.

**Chairman Hurd** reconvened the regular meeting at 7:30 P.M.

**13. Potential Decision from Executive Session and Resolution 2012-08:**

**P. Wyntergreen** went over the resolution pertaining to **John Janac** and the IOOF building. He commented on the resolution changes discussed during the Executive Session pertaining to authorization to the attorney and attorney retainer.

- **Don Hurd made a motion to approve and adopt Resolution 2012-08 as amended with the removal of item #3 and deleting the end of the sentence in item #2. Dave Schrom seconded the motion. Ayes were received by all board members present. The motion passed.**

**P. Wyntergreen** stated the changes would be made to the resolution for the Chairman to sign.

**14. Meeting Schedule:**

The next regular board meeting will be held on January 9, 2013.

**15. Adjournment:**

**Chairman Hurd** adjourned the meeting at 7:35 P.M.

Prepared by:  
Debbi Reeves  
Executive Assistant

~~~~ SIGNATURE ON FILE ~~~~

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Carolyn Decker - TURA Chairman