



Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141

Phone: 503-842-2472

Fax: 503-842-3445

TURA Regular Meeting
Wednesday – December 14, 2011 - 5:30 P.M.

Board Members Present:

Chairman Don Hurd
Vice Chair Carolyn Decker
Alene Allen
Lynda Casey
Cheryl Davy
Dave Schrom

Board Members Absent:

John Sandusky

Staff Present:

Executive Assistant Debbi Reeves

Guests/Public:

David Mast, Mayor Suzanne Weber

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 p.m. Reeves called the roll of the board. Sandusky was absent.
2. **Approval of the Minutes:** Chairman Hurd asked for approval of the minutes of the November 30, 2011 meeting and asked if there were additions or corrections.
 - **Decker made a motion to approve the minutes of November 30, 2011 as presented. Casey seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**
3. **Approval of the Bills:** Chairman Hurd asked Reeves to go over the bills presented. She explained the annual loan payments to TLC Credit Union were included in this list of payments. She also went over several of the other billings. Schrom asked about the payment to Attorney John Tuthill. Hurd noted the invoice had been for work done on the lease agreement with the City for the 1st Street Parking Lot. This was discussed.
 - **Allen made a motion to pay the bills totaling \$124,490.04 (checks #606 - #615). Davy seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**
4. **Financial Report:** None
5. **Public Non-Agenda Items:** Chairman Hurd asked if there was anyone in the audience that would like to speak but they declined.

6. Pending Business:

a) Plan Amendment – Map and Acreage Updates: **Hurd** asked if everyone had reviewed the revisions made to the maps. **Schrom** mentioned 12th Street and there was discussion about the area, the Right-Of-Way, and Marolf Loop. **Hurd** spoke about 12th Street, from Miller Avenue to Pacific Avenue. He commented on the drainage of Holden Creek in that area. He mentioned a conversation he had with Attorney **Jeannette Launer** and the agency's ability to help with drainage. **Schrom** added he thought the agency should look at the possibility of creating a loop from 12th, down Marolf Loop to 3rd Street at the community college. He also mentioned only doing ½ the ROW to the north on 12th Street. There was discussion. **Reeves** noted the GIS mapping was done for a full ROW. There was discussion about the meeting between Public Works Director **Arley Sullivan**, **Wyntergreen**, and **Hurd**. It was decided to wait until the meeting of December 28th to discuss this more after talking to **Sullivan** and **Wyntergreen** about the sewer line plans.

Allen mentioned FEMA and the grants for Holden Creek and asked **Mayor Weber** to comment. **Mayor Weber** noted the Holden Creek Group is working on grants. There was a brief discussion about the 12th Street easement area behind PUD.

b) Financing Options for 3rd Street Improvement Project: **Reeves** explained Sterling Bank and US Bank had both been contacted after the last meeting for a finance proposal, noting the date was extended to December 9th. Though US Bank had expressed an interest, they did not submit a proposal. Sterling Bank had declined. **Reeves** explained she had discussed the plans of the agency with TLC, as to not jeopardize the relationship formed with the credit union, and Senior Executive Vice President **Dianne Burkhardt** said TLC will work with TURA and will go with whatever is best for the agency. **Hurd** and **Reeves** explained the finance proposal and the options before the agency at this time. There was discussion about this.

➤ **Decker made a motion to direct staff to proceed with setting up the application for financing with Columbia Bank/Bank of Astoria, to pay off the current debt with TLC Federal Credit Union and to acquire financing for the 3rd Street Improvement Project. Allen seconded the motion. There was discussion of the consolidation, revenues, and finances. Casey asked if the total amount the agency would be financing with Columbia Bank/Bank of Astoria was approximately \$1,275,000 and Hurd said yes it was. Hurd then called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

Reeves will contact the representative from Columbia Bank/Bank of Astoria and have them proceed. **Schrom** mentioned the board should look over all of the loan documentation before giving final approval and the rest of the board were in agreement with him. **Reeves** thought everything may be able for review and approval by the January 11th, 2012 meeting.

c) Final Approval of TURA-City Parking Lot Agreement: **Hurd** stated the next item on the agenda was the parking lot lease agreement between the City and TURA. **Casey** asked about the

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due date of the payments and this was discussed. It was determined the board would have to speak with **Wyntergreen** about payments and late charges. She noted there was an extra word, "of", in Section 2.3 which needed to be removed. **Casey** also asked about the January 1, 2012 effective date and if the City would take possession on that date. **Hurd** said the City would be responsible for the parking lot effective January 1, 2012. **Schrom** asked about paid parking and monthly leases. This was discussed. There was discussion regarding Section 14.6 pertaining to late fees and after discussion, it was the consensus of board to leave it as is.

➤ **Schrom made a motion to approve the lease agreement pertaining to the 1st Street Parking Lot with the change as noted, striking the word "of" in Section 2.3, and to instruct the Chairman to sign. Casey seconded the motion. Allen mentioned the due dates issue. Davy thought it would be fine to leave in the section pertaining to late fees and the agency could decide to enforce or waive late fees. With no further discussion Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

7. **New Business:**

a) *Grant Loan Program Application from George & Carol Langlois, Tillamook Apts.:* **Hurd** stated the Proposal Committee needs to meet to review the application submitted by the Langlois'. He explained what they are planning and spoke about TURA projects. He also noted the Proposal Committee would come back to the board with a recommendation after meeting and discussion. **Davy** said she would like to see more color downtown. There was board discussion about the building and what the **Langlois'** would like to do to the building.

8. **Committee Reports and Project Updates:**

a) *Elks Lodge Update:* **Hurd** said the Elks building looks wonderful. **Reeves** mentioned the final payment was included and approved earlier in the list of bills.

b) *3rd Street Improvement Project Invoice for December 2011:* **Chairman Hurd** stated the December billing for the 3rd Street Project was been received for \$4,264.12. There was discussion on whether to pay cash for the invoice or draw from the line of credit at TLC. Consensus of the board was to pay cash for the billing.

➤ **Allen made a motion to pay cash for the 3rd Street Improvement Project billing from the Tillamook County Public Works Department in the amount of \$4,264.12 (check #616). The motion was seconded by Davy. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

9. **Correspondence/Information:** **Reeves** noted the board requested for a presentation has been scheduled with **Shawna Sykes** of WorkSource NW Oregon for January 25, 2011.

10. **Concerns of the Board:** **Hurd** commented that the board might want to consider going to one

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meeting a month during the winter months and that the meetings could be a bit longer. **Chairman Hurd** then handed out his letter of resignation to each of the board members effective 12-15-2011. He spoke about his reason for resigning at this time. He thanked the board for all of their support. Each of the board members commented on **Hurds** contribution to the agency and the community and that they were saddened to see him go. **Hurd** spoke about all of the other things he is involved with at this time. **Mayor Weber** mentioned all that **Hurd** has done and that the community owes **Hurd** a great deal of debt for getting the agency up and running. She noted it was because of his vision and ability that TURA is what it is today. She called **Hurd** the glue and the catalyst. **Hurd** noted the agency would need to implement a succession plan and to find someone who has the time to commit. **Hurd** went on to speak about his thoughts and ideas of how the agency could move forward. He noted he would try to help from the outside if he could. **Decker** asked if he would stay on as a consultant. **Allen** noted the footwork is very time consuming. **Casey** asked if the agency could advertise for a Chairman.

11. **Meetings:** After discussion about once a month board meetings it was the consensus the board to cancel the December 28, 2011 meeting. The next regularly scheduled meeting will be January 11, 2012 at 5:30 p.m. **Reeves** mentioned there would also be a work session for the planning of future project for the agency beginning at 4 p.m.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 6:45 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:



Don Hurd – Chairman