



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

**Phone: 503-842-2472**

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**TURA Regular Meeting**  
**Thursday, December 9<sup>th</sup>, 2010**  
**5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd, Suzanne Weber, Alene Allen, Carolyn Decker, Tony Faulkner, Joe Martin

**Board Members Absent:**

Sean Lambert - excused

**Staff Present:**

Rob Drake: Interim City Manager, Debbi Reeves: Administrative Assistant, Arley Sullivan;  
Public Works Director

**Guests/Public:**

Rich Gitschlag

**1) Call to Order and Roll Call:**

**Chairman Hurd** called the meeting to order at 5:30 P.M. and **Reeves** did the roll call of the board noting **Lambert** has asked to be excused.

**2) Approval of the Minutes:**

**Chairman Hurd** asked for approval of the minutes for the November 22<sup>th</sup>, 2010 meeting.

- **Weber made a motion to approve the minutes of the November 22<sup>nd</sup>, 2010 meeting as printed. Martin seconded the motion. Hurd called for the vote, ayes were received by all board members so the motion passed unanimously by all board members seated.**

**3) Approval of the Bills:**

**Chairman Hurd** announced there were changes to the billing list prior to the meeting. **Decker** asked what the changes were. **Reeves** explained there were two additional billings that came in after the agenda had been printed so the revised amount of the bills to be paid is \$2,528.83. She also noted she had given the board a handout of the revised billings list.

- **Martin made a motion to pay the bills in the amount of \$2,528.83 (checks #282-285,289,290). Allen seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.**

4) **Financial Report:**

**Chairman Hurd** mentioned the financial report had been received but **Reeves** noticed an error that needed to be corrected before presenting it to the board. The November financial will be ready at the next meeting.

5) **Non-Agenda Items:**

**Chairman Hurd** asked if there were any Non-Agenda items and there were not.

a) **Chairman Hurd** then opened the meeting for the Public Hearing on the Supplemental Budget for FY2010-2011. He read the hearing disclosure statement. He then asked if there was any public testimony and there was none. **Chairman Hurd** closed the Public Hearing. There was no discussion from the board.

➤ **Decker made a motion to approve the Supplemental Budget for Fiscal Year 2010-2011 as presented. Weber seconded the motion. Hurd called for the vote and ayes were received by all board members. The motion passed unanimously.**

6) **New Business:**

a) **John Janac:** **Chairman Hurd** noted **John Janac** was not in attendance at this time so he would move on to the next agenda item and come back to the **Janac** issue later in the meeting.

b) **1st Street Parking Lot Bid Award:** **Chairman Hurd** asked **Rich Gitschlag** of North Coast Engineering to explain what was happening on the 1<sup>st</sup> Street Parking Lot bid process. **Gitschlag** stated that not all of the contractors had bid on the complete package and that Earth Works Construction had submitted a complete package at the lowest bid of \$90,715. **Gitschlag** went over each contractor and what part of the project they had bid on and the bid amount. The board discussed landscaping and paving. **Drake** asked if a performance bond was going to be required of the contractor selected. This was discussed by the board. **Hurd** noted he would like to see the bid go to a contractor who submitted a complete bid. **Sullivan** agreed with **Hurd** stating it makes a project run much smoother when one contractor is in charge of the entire project. **Gitschlag** noted the owner of Earth Works Construction said the majority of the project could be done in one week. **Gitschlag** recommended the bid award be made to Earth Works Construction for the complete project at the cost of \$90,715. The board discussed a start date and a finish date on a contract with the contractor. **Gitschlag** will come up with a calendar for the project. The board discussed the performance bond requirements and the contract language. **Martin** thought a \$100,000 performance bond would be adequate as the bonds usually cover the cost of the project plus 10 percent.

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- **Weber made a motion to approve the bid, not to exceed \$90,715.00, submitted by Earth Works Construction including a performance bond in the amount of \$90,715 plus 10 % for the entire project. Decker seconded the motion. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

**Chairman Hurd** asked **Gitschlag** to get a project calendar and contract lined up for staff approval.

- c) **3<sup>rd</sup> Street Project Drainage:** **Chairman Hurd, Drake** and **Sullivan** explained the water line issues that have surface while the engineering of 3<sup>rd</sup> Street was going on. **Sullivan** explained the engineers estimated the water line upgrades to be in the approximate amount of \$250,000 to \$275,000. He gave a brief history of the lines and the improvements and that doing this upgrade at the time of the 3<sup>rd</sup> Street improvement would only make sense. **Sullivan** also noted he had been in contact with the manager of Fairview Water District who is also involved in water lines on 3<sup>rd</sup> Street. **Sullivan** said the City would be able to provide \$90,000 and he is asking the TURA to commit to \$160,000. This was discussed. **Hurd** noted nothing really needed to be done regarding the \$160,000 commitment at this time as the project is only in the engineering stage and grant funding of the rest of the project is still up in the air. The board discussed the added engineering cost of \$10,000 that is needed at this time. **Allen** asked about an agreement and partnership between the City, Fairview Water District and TURA. **Sullivan** explained how an agreement would work.

- **Weber made a motion to approve and commit \$10,000 for the extra engineering costs on the 3<sup>rd</sup> Street Improvement Project. The motion was seconded by Allen. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

- d) **TURA 2009-2010 Final Audit Draft:** **Interim City Manager Drake** explained the final audit of the TURA Fiscal Year 2009-2010 had been completed and is ready for approval of the board. He noted the audit was clean except a notation regarding the supplemental budget form document which was a minor language issue. **Drake** said the auditors need the Chairman of the Board to sign the letter of approval so they can proceed.

- **Weber made a motion to approve the final audit draft for FY 2009-2010 and to instruct the Chairman to sign the approval**

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letter. Allen seconded the motion. Ayes were received by all board members present so the motion passed unanimously.

7) **Pending Business:**

- a) **Approval of Supplemental Budget Resolution 2010-08:** Hurd asked the board to approve Resolution 2010-08 adopting the Supplemental Budget for FY 2010-2011 as presented. Drake explained to the board the reason for the Supplemental Budget and the line items effected.
- **Faulkner made a motion to accept the Supplemental Budget for FY 2010-2011 and to adopt Resolution 2010-08. Martin seconded the motion. Hurd called for the vote and ayes were received by all board members present and the motion passed unanimously.**
- b) **Approval of TLC Federal Credit Loan Payments for \$157,474.37:** Chairman Hurd stated the next item on the agenda is approval of the TLC loan payments. He explained the board had approved the payoff of the Kimmel property loan at the October 14, 2010 meeting and that the other 2 payments were the scheduled annual payments.
- **Weber made a motion to approve the TLC Federal Credit Union payments in the amount of \$157,474.37 (check #286, #287, #288). Hurd seconded the motion. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**
- c) **Approval of 3<sup>rd</sup> Street Engineering Invoice for November 2010:** Chairman Hurd noted the November billing for the engineering of the 3<sup>rd</sup> Street Improvement Project is \$28,216.43. Reeves did not have any concerns or comments on the billing. Hurd asked for a motion to approve payment of the invoice from TLC Federal Credit Union.
- **Weber made a motion to approve the payment \$28,216.43 for the 3<sup>rd</sup> Street Engineering project on invoice dated 12/3/2010 from the Tillamook County Public Works Department and to authorize TLC Federal Credit Union to issue a check for that amount. Allen seconded the motion. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

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8) **Committee Reports:**

- a) **Streetscapes Committee:** **Decker** stated she had not been able to attend the Streetscapes meeting on December 7<sup>th</sup>. **Allen** gave a brief update of what was discussed. **Weber** reported the City Council had discussed the Quilt Theme idea and council thoughts. **Drake** said the theme idea will be on the December 20<sup>th</sup> Council agenda for further discussion. **Hurd** explained he had been contact by the Headlight Herald and they wanted a statement from the TURA Board about the idea. Publicity was discussed. **Hurd** would like the board members to work on an article for publicity and bring it to the next meeting.

9) **Board Updates:**

- a) **Schmidt Property:** **Drake** mentioned by the time the **Schmidt** land donation is completed 3 City Managers will have worked on it. He reported on the progress of the Brownfield grant and water samples. He should hear from **Karen Homolac** about funding shortly. He explained the cost of cleanup and removal of the piles of cement on the property and reimbursement. **Drake** also explained to the board the current issue with the relocation of PUD transmission lines proposed to go through the **Schmidt** property and the future plans the City has for this property. There was discussion about the future plans and the transmission line relocation. **Drake** will speak with the council and get back to the board on this. **Allen** mentioned Oregon Solutions and their plans.
- b) **Beals Building Electrical Inspection:** **Chairman Hurd** noted a letter from the County Electrical Inspection, **John Kelley**, was handed out. **Drake** thought the billing for the inspection would be minimal. **Hurd** would like to have more details than what was included in the letter so **Drake** will contact **Butch Parker** at the county building department. **Reeves** noted **Andy Stricker** had sent an email advising his report would be finalized shortly. **Hurd** said the board needs to contact the building owner, **Marilyn Saito**, to see where we go now. There was discussion about the building. **Decker** mentioned she would like to see at least the outside fixed up. **Hurd** mentioned painting and awnings. **Decker** asked if the building was insured and **Faulkner** mentioned equity in the building.
- c) **City Council and Tillamook Slogan:** **Drake** reported on this in the Streetscapes Committee report above.

- 10) **Correspondence/Information:** **Chairman Hurd** asked if the board had read the email sent by **Liane Welch** of the County Public Works Department and noted it was filled with exceptional information regarding the 3<sup>rd</sup> Street Project.

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- 11) **Concerns of the Board:** **Chairman Hurd** said that since **John Janac** had not showed up for the meeting it was time for the board to discuss the situation. **Reeves** mentioned there had been no communication of any sort regarding the letter mailed to **Janac** telling him to attend the meeting or contact the agency. She also noted no payments had been received on the loan which started in June 2010 and that the property taxes for 2009 and now 2010 were due. There was discussion about the rent and lease of the Public Market building and **Hurd** said as far as he knows there is not a lease in place. **Drake** said he can contact the City attorney to determine the next step to collect from **Janac**. There was discussion about liens on the building. **Hurd** said **Janac** has not made any attempt to pay the loan. **Faulkner** said TURA needs to see some kind of effort from **Janac**.

**Allen** asked if there were any other dates the board meetings could be in order for **Lambert** to be able to attend more frequently. The 1<sup>st</sup> and 3<sup>rd</sup> Tuesday's of the month were discussed. It was decided to wait and speak with **Lambert** about this.

There was discussion about the next meeting date of December 23<sup>rd</sup> and it was the consensus of the board to cancel the meeting since it was 2 days before Christmas.

**Martin** asked whether **Drake** found out if **Weber** would be able to stay on the TURA board once she became Mayor. **Drake** reported she would not be able to stay on and that a council member would have to be appointed in January. There was discussion about **Weber's** vacant Ward 3 council position.

- 12) **Meeting Notices:** The meeting of December 23<sup>rd</sup>, 2010 was cancelled so the next regular meeting is January 13<sup>th</sup>, 2011.
- 13) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 7:05 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman