



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

**Phone: 503-842-2472**

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**TURA Regular Meeting  
Tuesday, February 15<sup>th</sup>, 2011  
5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd, Vice Chair Carolyn Decker, Alene Allen, Tony Faulkner, Joe Martin, John Sandusky

**Board Members Absent:**

Sean Lambert – excused

**Staff Present:**

Paul Wyntergreen: City Manager, Debbi Reeves: Administrative Assistant

**Guests/Public:**

None

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

The meeting was called to order by **Chairman Hurd** 5:30 P.M. **Reeves** did the roll call of the board. **Lambert** was excused.

**2) Approval of the Minutes:**

**Chairman Hurd** asked if there were any corrections or additions to the January 27, 2011 minutes. There were none.

- **Martin made a motion to approve the minutes of the January 27<sup>th</sup>, 2011 meeting as typed. Decker seconded the motion. Hurd called for the vote and ayes were received by all board members seated. The motion passed unanimously.**

**3) Approval of the Bills:**

**Chairman Hurd** noted a revised list of bills submitted for approval was handed out prior to the meeting in the total of \$3,486.73. **Reeves** noted there were a couple of additional billings for office supplies that came in.

- **Martin made a motion to pay the bills in the amount of \$3,486.73 (checks #506 - #514). Sandusky seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.**

4) **Financial Report:**

**Chairman Hurd** commented to the board that the financial statement was being discussed with the accountants regarding the 3<sup>rd</sup> Street Engineering Project payments and the budget lines. The report should be ready for the next meeting. **Hurd** also mentioned bookkeeping services and this was discussed. **Sandusky** mentioned the local bookkeepers are busy. **Wyntergreen** mentioned the auditors will want an outside firm looking at the books therefore we could not keep this in house. **Hurd** noted an ad will be in the Headlight Herald on February 16<sup>th</sup> so we will wait to see if someone responds. **Reeves** will contact West Coast Temps if we do not get any response. **Sandusky** will check with TBCC and see if there are any students in accounting that would qualify. This will be on the agenda for the next meeting.

5) **Non-Agenda Items:**

There were no non-agenda items.

6) **New Business:**

(a) **3<sup>rd</sup> Street Engineering Invoice:**

**Chairman Hurd** stated the 3<sup>rd</sup> Street Engineering invoice for January 2011 was included in the board packets. He asked for a motion to approve the payment.

- **Martin made a motion to pay the 3<sup>rd</sup> Street Engineering bill in the amount of \$17,092.03 and have a check issued to Tillamook County from the TLC Line of Credit. Allen seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.**

(b) **TLC Federal Credit Union Line of Credit Increase:**

**Chairman Hurd** explained that a motion from the board is needed to have TLC Federal Credit increase the 3<sup>rd</sup> Street Engineering Project Line of Credit (LOC) for the extra water line engineering costs of \$10,000. The motion to approve the added costs was done at the December 9, 2010 meeting but the motion did not include instructions for TLC to increase the LOC. **Sandusky** asked about the LOC's at TLC. **Hurd** and **Wyntergreen** explained the process for urban renewal agencies and debt servicing. **Hurd** also explained tax increment and debt.

- **Sandusky made a motion to instruct TLC Federal Credit Union to increase the 3<sup>rd</sup> Street Engineering Line of Credit for \$10,000 for the cost of the water line engineering costs on the 3<sup>rd</sup> Street project. Faulkner seconded the motion and ayes were received by all board members seated. The motion passed unanimously.**

7) **Pending Business:**

a) **Janac Contract:**

**Chairman Hurd** said there is nothing yet from the attorney on the new Janac contract. Hurd will call Clark Balfour, the attorney working on the contract, tomorrow to see what is happening.

b) **Railroad Depot Relocation:**

**Chairman Hurd** spoke with TURA attorney **Jeannette Launer**. Her advice was that since the relocation is not in the district the TURA would not be able to do more than help with some of the costs of raising the lines and an invoice would be needed. **Hurd** explained the cost of raising the lines and that there is not really a quoted amount for that. He mentioned an email had been sent to the TURA board for sending a letter of support to the Tillamook PUD for a grant the Oregon Coast Scenic Railroad has applied for. The entire board had given their consensus for the letter to be sent by the Chairman. **Hurd** passed a copy of the letter around for the board members to read. He mentioned the move should take place on February 25<sup>th</sup> and that the contractor is ready. The No-Rise analysis has been done. There was discussion about the relocation to the Blue Heron property.

(c) **Standing Committee and Appointments:**

**Chairman Hurd** asked if there were any comments on the committee list included in the packet. **Hurd** noted the board could come back to this topic later.

(d) **Potential Plan Amendments:**

**Chairman Hurd** explained adding the City Right-of-Way's to the UR district. He had spoken with Attorney **Launer** and the amount of land in the city needs to be determined. He went on to explain to the board that he, **Wyntergreen, Sullivan, Mattison** and **Mayor Weber** had met to discuss this issue. There was also discussion about land swap, city properties and potential properties. **Hurd** said this would most likely be a major plan amendment which would require a consulting firm. **Decker** would favor a land trade if possible. **Hurd** will contact **Launer** again for a course of action and to find out what TURA can do. **Faulkner** mentioned parks and trails need to be looked at.

8) **Board Updates:**

a) **City Hall Council Chamber Doors:**

**City Manager Paul Wyntergreen** explained the council chamber door project should begin next week. The door is a specialty door and is a few weeks out. He also noted the front doors are on order and will proceed in approximately 2 to 4 weeks.

## 9) Committee Reports:

**Decker** spoke about a letter she has drafted for absentee landlords of businesses downtown. She handed out copies for the board to read and discuss. **Hurd** thought it was a good idea and would like the board to email **Reeves** any further thoughts or ideas to be added to the letter. **Decker** mentioned she and **Allen** had done a walk-about and talked to the businesses about TURA. The board discussed facades and the color palette. **Wyntergreen** will check into the colors on the Town Center Plan color palette. **Hurd** has spoken with **Mattison** and let him know the TURA would like to have input into changes in the Town Center Plan.

## 10) Correspondence/Information:

### (a) US Bank & TLC Signature Cards:

**Reeves** noted all board members have signed at TLC Federal Credit Union with the exception of **Sandusky** and he said he will go into the branch to sign. She also mentioned she has the US Bank signature card for the board to sign and she will contact **Lambert** to stop by City Hall to sign.

### (b) TURA Project List:

**Chairman Hurd** explained the project list that had been compiled and included in the meeting packet. He noted he wanted the board aware of project spending.

## 11) Concerns of the Board:

**Chairman Hurd** spoke about the upcoming meeting with **Marilyn Saito**, owner of the Beals Building. Painting the building was discussed. TRA projects in the past were discussed. **Sandusky** asked about the current TURA grants and loans available. There was discussion about the application and forms. Any changes or ideas on the application packets should be emailed to **Reeves**. **Wyntergreen** mentioned programs available in Jacksonville were advertised and done on a seasonal basis. There was discussion about application deadlines and painting of the Beals Building.

**Faulkner** would like to see the application form changed to include lines for amounts needed for a project, amounts the applicant would contribute to the project and the amount the applicant is requesting from TURA. The guidelines were discussed. **Hurd** thought matching funds language needs to be added to the forms. **Sandusky** offered to work on the forms and process of application. **Faulkner** also offered to help with this.

- **Decker made a motion to have a committee of Sandusky and Faulkner work on improvements to the Loan and Grant application forms and the Façade Grant application forms and bring back recommendations to the board in a month. Allen seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.**

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Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker

Joe Martin, John Sandusky, Sean Lambert, Alene Allen, Tony Faulkner

City Administrator: Paul Wyntergreen, Administrative Assistant: Debbi Reeves

**Allen** mentioned the Coast Printing building and several other businesses and the idea to add plaques to building projects. This was discussed.

**Martin** asked about the absence of **Lambert** and quite a few meeting in the past several months. **Hurd** said he is sure **Lambert** is interested in staying on the board and has had conflicts. **Hurd** will speak with Lambert about meeting attendance. **Wyntergreen** mentioned there is nothing in the bylaws pertaining to absenteeism.

**Hurd** mentioned the services provided by the city staff and the use of City Hall which TURA does not pay for. He noted the TURA and City are joined at the hip and went on to speak about taxing districts, the amount of tax dollars paid into urban renewal and increased assessed valuation of properties.

**Hurd** spoke about his involvement with the Oregon Coast Scenic Railroad. He also mentioned there are state grants available for historic cemeteries for improvements. He thought by TURA relaying this information onto the cemeteries it would show the TURA cares about the community. This was discussed.

12) **Meeting Notices:** The next regular meeting will be Tuesday, March 1<sup>st</sup>, 2011.

13) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 6:45 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman