



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

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**TURA Regular Meeting  
Wednesday – February 8, 2012 - 5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Vice Chair Carolyn Decker  
Alene Allen  
Lynda Casey  
Dave Schrom  
John Sandusky

**Board Members Absent:**

Cheryl Davy - excused

**Staff Present:**

City Manager Paul Wyntergreen  
Executive Assistant Debbi Reeves

**Guests/Public:**

Shawna Sykes, WorkSource Oregon, David Mast

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. Davy had asked to be excused. All other board members were present.
2. **Presentation from WorkSource Oregon:** Chairman Hurd introduced Shawna Sykes, Workforce Analyst for WorkSource NW Oregon. Sykes stated she works for the Oregon Employment Department Research Division and explained what her division/department does. Sykes had a powerpoint presentation covering employment, employee, and businesses information, wage surveys, labor publications, and trends. She continued with Tillamook County trends, explaining she does Clatsop and Columbia counties also. She went over Tillamook population, median age, school enrollment, Hispanic population, educational levels, housing, and the county labor force. Board members had questions throughout the presentation. Unemployment in Tillamook county was discussed as well as job availability and those seeking jobs in the county. Sykes handed out information for the board to review. Hurd commented on future business in the Tillamook area, which was discussed. The board thanked Sykes for the information presented and her time.
3. **Approval of the Minutes:** Chairman Hurd noted the next item on the agenda was approval of the January minutes and asked for corrections or additions.
  - Sandusky made a motion to approve the minutes of January 11, 2012 as presented. Schrom seconded the motion. Ayes were received by all board members seated so the motion passed unanimously.

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4. **Approval of the Bills:** **Chairman Hurd** stated the bills, in the amount of \$2,134.02, were to be paid and asked **Reeves** for any comments. She noted on the revised bill list (handout) was the billing from the CPA, which was a bit higher as they had prepared the 1099's for fiscal year 2011.
- **Sandusky made a motion to pay the bills in the amount of \$2,134.02 (checks #627 - #630). Decker seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**
5. **Financial Report:** **Reeves** noted she and the CPA, **Milt Johnson**, had a meeting and went over journal entry debits and credits. **Reeves** said **Johnson** was pleased with the work she was doing for not having an accounting background. **Reeves** also noted the December 2011 Financial Statement looked fine. **Decker** had a question about some of the language in the CPA letter. **Sandusky** and **Wyntergreen** said it was standard CPA language.
- **Sandusky made a motion to approve the December 30, 2011 monthly financial statements as presented. Allen seconded the motion. Decker asked a question about the percentages that were over 100% which was discussed and noted that budget figures were low in those areas. Hurd called for the vote and Ayes were received by all board members seated therefore the motion passed unanimously.**
6. **Public Non-Agenda Items:** The audience had no comments on non-agenda items.
7. **Pending Business:**
- a) **Plan Amendment Project List and Final Property Updates:** **Hurd** went over the project list with a few revisions (handout). He commented on what the TURA board needs to review and he commented on the possible maximum indebtedness going to \$14M. He mentioned the project list is just a suggested list of possible projects for the future of TURA. The next list the board reviewed included the parcels being considered for addition and removal from the district. With the city annexations in the past, the Urban Renewal district could be approximately 280 acres. **Hurd** noted a few added parcels near Goodspeed Park, the parcels near Evergreen Avenue on the north side of 3<sup>rd</sup> Street, the bowling alley area, and the area near the college at Marolf Loop. The parcels were discussed in-depth, with **Hurd** explaining why certain areas were being looked at for addition to the district. **Allen** asked about the south gateway property and **Wyntergreen** explained the possibility of improvements to that gateway. **Wyntergreen** also commented on the old Tillamook RV site and the potential construction of an RV campground, which would create tax revenue. This was discussed. Environmental issues pertaining to the old Safeway site was also discussed. **Schrom** commented on the newest parcels added to the list and asked for explanations as to why these were now being considered. **Hurd** mentioned the owners of the bowling alley had shown an interest in urban renewal assistance in the past and that some of the homes are blighted along 3<sup>rd</sup> Street. After considerable board discussion, it was the consensus of the group to leave the new parcels near the Goodspeed Park on the revised list, to leave the parcels near the bowling alley, and to leave the area near the college. The area near Evergreen Drive would not be added to the district at this time. **Wyntergreen** went over the project list and asked the board if they would like

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to have the indexing figure increased to approximately \$14M and the consensus was to increase. The project list was reviewed and **Wyntergreen** noted the project dollars will be increased accordingly. **Reeves** will revise the district boundary changes with the county GIS and get this sent to **Howard** for the Plan Amendment.

b) **3<sup>rd</sup> Street Improvement Project Financing Updates** : **Chairman Hurd** remarked on the commitment letter from Columbia Bank and that legal fees have been quoted at \$8,000.

**Wyntergreen** and **Reeves** are working with the bank to have those fees lowered if possible. This was discussed. **Hurd** also noted the agency would have legal fees with TURA attorney **Launer**. There was discussion about the interest rate and prior fees. **Reeves** noted the legal fees are a one-time charge for the agency's relationship with Columbia State Bank. **Reeves** also explained the agency may need to finance the full amount \$1.5M for the 3<sup>rd</sup> Street project and the consolidation of the TLC loans. **Wyntergreen** explained further. **Hurd** has spoken with **Liane Welch** at the county and she is very certain the bids will come in lower. The financing will continue to be prepared and the bid advertisement will be going out soon.

c) **Langlois Application**: **Hurd** and **Casey** have inspected the businesses in the **Langlois** building and noted the building paint and conditions are not good. **Hurd** would like to speak with the painter and owner about painting and find out what repairs are being anticipated. At this time, the board will not make a decision on the application. There was discussion about paint colors and trim. **Hurd** will speak with **Scholerman**, the painter, about repairs. This item was tabled for the next meeting.

d) **Nick Peterson – Keith Thompson Grant Application**: **Chairman Hurd** noted the next agenda item was the application for a Façade Grant for **Peterson** and **Thompson**. **Sandusky** explained that the Proposal Committee had met which included **Hurd**, **Casey**, and himself. He went over what the applicants will be repairing and redoing on the façade of their building. An itemized list had been submitted by the applicant as requested. **Sandusky** stated the Proposal Committee would like to recommend a grant for \$5,200 for **Peterson** and **Thompson**. **Casey** asked about the amount of the façade grant being \$200 over what the program guidelines state is the highest amount for this type of grant. This was discussed. **Schrom** asked about the insulation and drywall for the interior and explained he was questioning this because the façade grant is for exterior not interior repair. Interior and exterior were discussed. **Hurd** spoke about the Proposal Committee meeting with **Peterson** and **Thompson**. **Schrom** stated that his personal opinion is that this proposal has an undefined scope and that the board needs better information in the future. There was discussion of specific window sizes, paint, trim, and what the Proposal Committee needs to extract from the applicants in the future.

➤ **Sandusky made a motion to approve the Façade Grant application for Nick Peterson and Keith Thompson for \$5,200 with the understanding they would submit specification details on the drawing of the building and repairs, and that a \$1,500 advance will be provided for the first material purchase, and that the balance of the grant would be paid upon completion of the project. Casey seconded the motion. Ayes were received by Hurd, Decker, Casey, Allen, and**

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**Sandusky. Schrom voted Nay. The motion passed by a majority of the board.**

e) **Final Audit FY 2010-2011:** **Hurd** asked the board if they are ready to accept the final audit for fiscal year 2010-2011. There was discussion and **Wyntergreen** noted the audit could be accepted by a consensus of the board. The board discussed the audit and there were no unfavorable comments. **Hurd** stated, with no opposition from the board, the audit would stand accepted.

f) **Draft Blade Sign Program:** **Casey** presented the Blade Sign Program from the Streetscapes Committee submitted from approval. She noted there were several corrections made since the last meeting, which she went over. There was discussion about the brackets and that TURA would retain full ownership of the bracket once installed. There was discussion about the cost of the installation and bracket not to exceed \$100. The matching cost of the sign not to exceed \$500 was discussed. City requirements were discussed. **Schrom** stated he would like to encourage that sign costs be included. Permits were discussed. **Reeves** noted the county permit would be \$50.73 and city permits would be \$50. **Casey** noted this proposal is just a recommendation from the Streetscapes Committee. After further discussion, the consensus of the board wording should be to revise:

- (1) Wording on Page 3, (Payment Procedures) Section 2, item A., of the Program Guidelines and Standards, for TURA to retain full ownership of the bracket installed and up to a maximum contribution of \$200 for the bracket and installation.
- (2) Section 2, item B. was also changed to read, "Fifty percent (50%) of the cost for the sign up to a maximum contribution of \$250.00.
- (3) There were a couple other minor corrections recommended.

➤ **Sandusky made a motion to approve Streetscapes Committee Blade Sign Program with amendments as discussed. Decker seconded the motion. Chairman Hurd called for the vote. Ayes were received by all board members seated therefore the motion passed unanimously.**

7. **New Business:** None

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

a) **Streetscapes Committee:**

**Casey** reported on the Blade Sign Program as stated above. She spoke next on the committee's discussion of the alley between the Beal's Building and the Elks Club. **Reeves** had contacted the Tillamook Fire Marshall and was told a fire escape was required for any building with 2 floors regardless if the building was currently occupied or not. A ladder type fire escape could replace the current one. There was discussion about fire escapes and safety issues. **Casey** asked if the committee could proceed with obtaining costs and create some kind of design for the alley as discussed. Prior discussion had been awnings, dumpsters, screening, power washing, and lighting. **Hurd** and **Wyntergreen** will contact the owner of Hal's Emporium to explain what TURA would like to do to the alley behind their business. The board recommended the Streetscape Committee

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speak with the Fire District regarding the fire escape and to contact City Sanitary regarding the dumpsters. Electrical for the alley was discussed. **Casey** went over the Window Painting program, which, was originally discussed in the fall of 2011. The Streetscapes Committee would like to proceed with a draft of the program. She noted she and **Reeves** had spoken with **Art Moore**, the owner of 2 empty buildings on Main Avenue, and he was interested in the window painting or decorating idea. He was also interested in the Façade Program. **Hurd** asked **Casey** about the artists and organization, with the possibility of the TRA being involved. **Casey** explained the committee will review all of these issues and questions while drafting the program. The Streetscapes Committee was given board approval to proceed with development of a Window Painting/Art Program. **Casey** then mentioned **Betty Rolston** has been unable to attend several meetings so **Connaughton** contacted her. **Rolston** would like to stay on the committee, but has not been able to receive email notification of the meetings due to computer problems. **Reeves** will make a phone call prior to the meetings from now on.

b) **Goodspeed Park Playground Equipment and Grand Opening:** **Reeves** mentioned the playground equipment is all in and has been well received by the community. She noted **Mayor Weber** had dropped off books for more equipment suggestions for other parks. **Reeves** said the Street Division asked TURA to think about putting in a couple of benches near the new equipment for parents to sit on while children are playing. She will get prices on benches. **Wyntergreen** mentioned the Beautification Committee is meeting next week and will set a date for the Grand Opening at the park.

9. **Correspondence/Information:** **Schrom** acknowledge the letter from **David Mast** included in the board correspondence and thanked **Mast** for his letter, which explained the potential interference with the proposed PUD lines to the city park plans. There was discussion about the PUD Transmission lines. **Sandusky** mentioned the City Council has voted not to allow transmission lines near Hoquarton.
10. **Concerns of the Board:** None.
11. **Meetings:** The next meeting will be on March 14, 2012.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 7:50 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:  
SIGNATURE ON FILE  
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Don Hurd – Chairman