



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

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**TURA Regular Meeting
Wednesday – April 11, 2012 - 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 - Excused

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public:

Elaine Howard, Elaine Howard Consulting LLC, Judy Doohar

1. **Call to Order and Roll Call:** **Chairman Hurd** called the meeting to order at 5:30 p.m. on April 11, 2012. **Reeves** called the roll of the board. **Sandusky** was excused. All other board members were present.
2. **Approval of Minutes:** **Chairman Hurd** asked for approval of the minutes from the regular board meeting of March 14, 2012. **Schrom** noted a spelling error on page 2 which **Reeves** will correct.
 - **Schrom made a motion to approve the minutes of March 14, 2012 as corrected. Allen seconded the motion. There was no further discussion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**
3. **Approval of Bills:** **Chairman Hurd** mentioned there was a revised billing report handed out before the meeting and asked **Reeves** for any explanation. She noted a billing from **Elaine Howard Consulting** and Tillamook County for GIS services was received after packet distribution.
 - **Decker made a motion to pay the bills in the amount of \$10,585.20 (Check #638 - #645). Casey seconded the motion. With no further discussion, Chairman Hurd called for the vote. All board members seated voted Aye so the motion passed unanimously.**

4. **Approval of the Financial Report:** **Chairman Hurd** noted there were two financial reports to approve since the report from January required a correction. **Reeves** said the correction on the percentages for Materials and Services for January 2012 was taken care of and the February report looked good.
- **Decker made a motion to approve the January 2012 and February 2012 Financial Report as presented. Schrom seconded the motion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**
5. **Public Non-Agenda Items:** **Chairman Hurd** asked if there were audience comments and there were none.
6. **Pending Business:**
- a) **Final Plan Amendment:** **Chairman Hurd** asked **Elaine Howard** to present the Plan Amendment to the board. **Howard** spoke about the past year of work on this Plan Amendment and that it is now ready to present and adopt. She noted that the board would need to make a motion to start the public process of adoption. She explained that once this is done, it would be presented to the Planning Commission, then the County Board of Commissioners, and then the City Council. She asked that as many of the board as possible attend the meetings. She gave the dates and times of each of the meetings. **Howard** then went on to explain the entire process and what the board could expect as the plan amendment is presented at the meetings. The board asked questions which she answered. **Howard** went over the substantial amendment that has been worked on for the past year including parcel additions, removals, maximum indebtedness, cost of inflation, projects, and project costs. She went over the notices that have been done, according to the ORS's regarding Urban Renewal plan amendments. **Howard** also noted the public may call and want an explanation for what is happening. She will have a FAQ sheet prepared for the Open House and for a handout. **Howard** continued with an explanation of the maximum indebtedness and what may happen with the Bi-Mart complex addition. The changes in the Plan Amendment also include extending the plan by one year, but also includes many projects not included before. There was discussion of the ODOT Intersection project upcoming and the response of the taxing districts. **Howard** will be attending all of the meeting scheduled. **Wyntergreen** asked about the Open House and her plans, which she explained she would address any public that attend. She again asked the board members to attend if possible. **Howard** spoke about opposition of the taxing districts, which has to be addressed in the Ordinance passed by the City Council. She went over opposition and petitions by the public. **Allen** asked about publicity and **Wyntergreen** or **Reeves** will contact the Headlight Herald to notify them of the upcoming meetings. **Davy** asked **Howard** to explain one of the tables to her, which was done.
 - **Schrom made a motion for the Tillamook Urban Renewal Agency to move forward with the Urban Renewal Plan Amendment and Report on the Urban Renewal Plan Amendment to the Tillamook City Council, Planning Commission,**

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and Board of County Commissioners, and recommend approval of the Plan Amendment. Decker seconded the motion. There was no further discussion so Chairman Hurd called for the vote. All board members voted Aye and the motion passed unanimously.

Howard mentioned that all of the mailings and publications can be taken care of now. She also thanked **Reeves** for all of her help over the past year and commented to the board what a good asset she is to the district.

There was discussion about urban renewal projects that have been completed, including future and planned projects. **Howard** commented on several projects she has seen and been involved with in her position. She will forward some information to the board.

Howard mentioned she would be back next week for the meetings.

- b) **FY 2011-2012 Supplemental Budget Resolution 2012-03:** **Wyntergreen** went over the Supplemental Budget documents, explained the changes in the 2011-2012 budget, and the reason for the supplemental budget. There was discussion about the budget committee and the resignation of a couple of the budget members.
- **Decker made a motion to adopt Resolution 2012-03, a Resolution adopting a Supplemental Budget for FY 2011-2012 and Appropriating funds within the General Fund of the agency. Schrom seconded the motion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**
- c) **FY 2012-2013 Budget Process and Dates:** **Wyntergreen** noted the schedule of the FY 2012-2013 Budget dates included in the meeting information. **Hurd** asked if anyone had any problems with the dates and there were none. **Wyntergreen** said TURA would only need one meeting and then a hearing.
- **Decker made a motion to approve the dates on the 2012 Budget Committee Schedule. Casey seconded the motion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**
- d) **Oregon Coast Scenic Railroad Update:** **Hurd** explained what the OCSR needs financial help with at this time. He also commented on the email included in the meeting packet from TURA Attorney **Jeanette Launer**. **Hurd** went over the maintenance plans of the railroad tracks. At this time, **Hurd** would like to formulate a scenario and present the scenario to **Launer** to get her opinion. He will put together an email with his thoughts to get board approval before sending anything to **Launer**. There was discussion about the amount of funding OSCR needs at this time, which **Hurd** stated was in the \$3,000 to \$5,000 range. There was discussion about tourism and the railroad. Some of the ideas to get the people from the railroad downtown include coupons, handouts, and incentives.

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Ticket sales were also discussed. **Decker** emphasized that the board needs to make sure any contribution is legitimate.

7. **New Business:** None

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

- a) **Streetscapes Committee:** **Casey** went over the Streetscapes meeting from April 10th. The committee had discussed the window-painting program and would like the board to reconsider a window display program instead. The committee thought a window-painting program would create a lot of cleanup. She explained the committee ideas of historic displays, art displays, and the possibility that the Pioneer Museum might want to help with coordination. **Davy** has offered to contact a friend of hers that may be interested in helping with coordination. This topic will be on the next Streetscapes agenda also. **Casey** next spoke about the Beals/Elks alley. The committee will take a field trip next month and start the design of the alley, which will include lighting, awnings, possibly some benches, and screening of the dumpsters. There was board discussion of the alley and the plans. **Casey** asked the board for approval to move ahead with the window program and costs were discussed. **Wyntergreen** noted the Chamber is also working on a window program. **Davy** added her thoughts about the program and did not think there would be costs but owner permission is an important aspect. Consensus of the board is for Streetscapes to move forward with the window project.

Davy mentioned the Associations Committee is working on a cleanup day in June and explained. TRA will be taking the lead in the project. She also noted the next Associations meeting will be in May.

- b) **3rd Street Improvement Project:** **Reeves** stated the construction bids are in but as far as she knows, has not been awarded. This was discussed. The Bi-mart project is on hold for now as there are new owners and new architects.
- c) **Langlois Façade Project:** **Wyntergreen** mentioned the letter to **Langlois'** regarding the procedure and process for the façade grant is ready to be mailed out, so we should hear from them soon.
- d) **Petersen-Thompson Façade Project:** **Chairman Hurd** spoke about the progress of the project. The project is moving forward and the siding is being completed at this time. **Hurd** noted the applicants had spoken to him and said they would not be able to do the awning at this time, as they did not have the extra funds. There was a discussion about the awning and need for one. **Hurd** mentioned an old photo of the building at **Lenore Rutledge's** business next door. **Reeves** will try to get a copy of the photo. **Schrom** commented that it does not look like the front lighting is being done. There was discussion about the items listed on the application and the cost list not being the same. **Reeves** will send a letter to **Petersen** and **Thompson** regarding the concerns of the board. **Hurd** would

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like the applicants to send a letter explaining these concerns to the board.

9. **Correspondence and Information:** **Chairman Hurd** asked the board to review the correspondence and make note of the meeting information.
10. **Concerns of the Board:** Decker asked about **John Janac** and the delinquent taxes. **Wyntergreen** said the insurance on the property has been reinstated. There was discussion about the taxes and what TURA could do. **Hurd** mentioned an appraisal could be done on the IOOF and Beals building. **Wyntergreen** will get some information prepared for the next meeting. Trends were discussed.

Casey said the Streetscapes Committee would like to have the board forward on the 2nd Street Pilot project that was present to the board a month or so ago. **Davy** explained the committee would like the design and project ready before the ODOT Intersection Project begins. **Hurd** would like this item back on the agenda for the next meeting. There was discussion of lighting and style, and that costs would need to be determined. **Wyntergreen** said a design theme would need to be set so a request could be presented to ODOT to follow that theme.

Wyntergreen will have a report ready for the next board meeting regarding the sewer plant issue. The City may need TURA assistance for CIP projects for the upcoming year. **Chairman Hurd** noted that TURA should try to help in any way possible.

11. **Next Meeting:** The next regular TURA meeting is scheduled for May 9, 2012.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 7:20 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:
SIGNATURE ON FILE

Don Hurd – Chairman