



**Tillamook Urban Renewal Agency
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**TURA Workshop and Regular Meeting
Tuesday, April 19th, 2011
5:00 P.M.**

Board Members Present:

Chairman Don Hurd, Alene Allen, Joe Martin, John Sandusky, Sean Lambert

Board Members Absent:

Carolyn Decker

Staff Present:

Paul Wyntergreen: Administrator

Debbi Reeves: Administrative Assistant

Guests/Public:

Dave Schrom and Lynda Casey

- 1) **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:00 P.M. and asked Reeves to do the roll call. Decker was absent.
- 2) **Approval of the Minutes:** Chairman Hurd asked for approval of the minutes of April 5, 2011 if there were no corrections or additions.
 - Sandusky made a motion to approve the minutes of April 5, 2011 as submitted. Martin 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:** Reeves noted there were 2 bills submitted for a total amount of \$357.12.
 - Martin made a motion to pay the bills in the amount of \$357.12 (checks #526 & #527). Sandusky seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.
- 4) **Financial Report:** Reeves stated the February 2011 Financial Statement still had a couple of line items that needed to be amended pertaining to the short term loans for the 3rd Street Project but other than that looked okay. Baertlein and Phegley CPA's had sent revised monthly financial statements but July 2010 and August 2010 still had a couple of small amendments to be made. She did not see any reason not to accept it with the revisions to follow.
 - Allen made a motion to accept the February 28, 2011 financial statement as submitted with revisions to follow. Sandusky seconded the

motion. Ayes were received by all board members seated and the motion passed unanimously.

- 5) **Non-Agenda Items:** **Chairman Hurd** asked if there were any Non-Agenda Items. **Dave Schrom** stood and introduced himself and explained he has submitted an application for the TURA Board vacancy. He gave a brief history of himself and asked the board to consider his application.
- 6) **Pending Business:**
- (a) **Plan Amendment Update:** **Chairman Hurd** said he and **Reeves** had not had the time to review the draft letter from Attorney **Jeannette Launer** that will be sent out for the Request for Proposals (RFP) for a consultant for a potential plan amendment. They will work on this after the Budget Meeting next week.
- (b) **Beals Building Update:** **Chairman Hurd** mentioned he and **Reeves** again have not had time to work on the development of a contract for **Saito**. Hopefully they will have something by the next meeting. **Chairman Hurd** also mentioned the Elks Club has approached him about painting their building and will come in for an application.
- (c) **Janac Contract Update:** **Chairman Hurd** told the board **John Janac** had signed the amendment to the contract and paid the \$2,000 payment as stated in the amendment. **Janac** also signed the automatic transfer for the monthly payments that will begin in May. **Martin** asked if the back taxes have been paid and this was discussed.
- (d) **Accounting Services Update:** **Wyntergreen** would like to explore the possibility of bringing the bookkeeping services in-house. He explained personnel services and that possibly **Yuriy Ukhach** in the Water Department could do the bookkeeping. **Hurd** asked when **Wyntergreen** would know whether this was something that could be done and what the costs would be to the TURA. **Wyntergreen** said it would be on an hourly rate. **Hurd** asked this issue be kept on the agenda for the next meeting.
- (e) **Board Vacancy Applications:** **Chairman Hurd** said there are 2 applicants for the vacancy. He would like to interview **Dave Schrom** at the next meeting. **Lynda Casey** noted she had applied for and been interviewed by the board last summer when she had applied for a vacancy at that time. This issue will be on the agenda for the next meeting.
- 7) **New Business:**
- (a) **Supplemental Budget FY 2010-2011:** **Wyntergreen** explained a Supplemental Budget was needed for the revenues and expenditures for the 3rd Street Project and other projects not budgeted for. The Supplemental Budget meeting is set for May 17th, 2011.

(b) Authorization for 3rd Street Project Payment: Reeves explained the invoice included in the board packet from Tillamook County Public Works. Part of the amount due is for the last of the engineering costs and part is for the ROW costs. From now on the invoice will be for the ROW costs.

➤ **Sandusky made a motion to pay Tillamook County Public Works Department \$9,780.48 as invoiced. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously**

(c) Front Porch Brochures Sent With City Business Renewals: Allen explained the Streetscapes Committee thought it would be a good idea to mail the Front Porch Brochures out with the City business license renewals that would be going out in late May. This would get the word out to the local business owners about the Front Porch initiative as well as the TURA. City Recorder **Bernadette Sorensen** has okayed this for TURA. Consensus of board was to mail the brochures.

8) Committee Reports:

(a) Streetscapes: Allen spoke about the downtown businesses and explained there is business counseling available. The counseling would help them understand how to revitalize their business. There was discussion about this. **Sandusky** mentioned it would be good to contact the college and see what they have to offer. **Hurd** asked **Allen** to follow-up with the college. **Allen** also mentioned she will be attending a grant writing seminar on Thursday.

(b) Loan Grant Application Committee: **Sandusky** has been working on the forms and mentioned **Decker** had provided him CAT loan applications to use as examples. Applications were discussed and it was decided to use the forms we have approved for now. **Reeves** mentioned she has handed out 2 application packets in the past week. The downtown area was discussed.

9) Correspondence/Information:

(a) Tillamook County Tax Statement: **Wyntergreen** mentioned the monthly tax statements and said there are could possibly be a couple more payments to come in. There was discussion about the taxes being under the anticipated revenues in the budget.

10) Concerns of the Board: **Allen** mentioned the Streetscapes Committee is looking into the corner of 1st Street and Pacific Avenue next to the Pioneer Museum which will be a dead area when the ODOT Intersection happens. She explained some of the thoughts for the use of the area.

There was discussion about the Streetscapes Committee, **Marilyn Saito** and the color palette choices.

Reeves said she would be on vacation and not attending the next meeting. **Lynda Casey** will take minutes and record that meeting. There was discussion about any potential conflict and determined there would not be any conflict if **Casey** were appointed to the board and took minutes of the meeting.

- 11) **Meeting Notices:** **Reeves** noted the Ethics meeting and the TURA Budget meeting next week as listed on the agenda. The next regular TURA meeting will be Tuesday, May 3rd, 2011.
- 12) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 5:35 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman