



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

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**TURA Workshop and Regular Meeting  
Tuesday, April 5<sup>th</sup>, 2011  
5:00 P.M.**

**Board Members Present:**

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

**Board Members Absent:**

Sean Lambert - excused

**Staff Present:**

Paul Wyntergreen: Administrator

Debbi Reeves: Administrative Assistant

**Guests/Public:**

Elaine Howard, John Janac, Barry Mende

**Chairman Hurd** opened the workshop at 5:03 pm to discuss a potential amendment for the TURA Plan. He proceeded to explain to the board the reasons for amending the plan and the areas that could potentially be removed from the plan and the areas that could be added. There was discussion about city sidewalks, school areas, grants and property values. **Elaine Howard**, a consultant in UR plan amendments was in attendance and answered questions by the board as to the process and time frame. She explained a substantial plan amendment, the costs, process and timing. TURA Attorney **Jeannette Launer** will be contacted for further input. **Chairman Hurd** thanked **Ms. Howard** and adjourned the workshop at 5:28 pm

- 1) **Call to Order and Roll Call:** **Chairman Hurd** called the meeting to order at 5:30 P.M. and asked **Reeves** to do the roll call.
  
- 2) **Approval of the Minutes:** **Chairman Hurd** asked for approval of the minutes of March 15, 2011 if there were no corrections or additions.
  - **Sandusky made a motion to approve the minutes of March 15, 2011 as submitted. 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:** **Reeves** mentioned a revised invoice list was handed out and included in the record. Changes were explained. The new amount of bills to be paid is \$3,979.65.
  - **Sandusky made a motion to pay the bills in the amount of \$3,979.65 as revised (checks #521-#525). Allen seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.**

- 4) **Financial Report:** Reeves noted the February 2011 Financial Statement had been received a few hours before the meeting and she did not have time to review it. The financial statement will be on the next meeting agenda.
- 5) **Non-Agenda Items:** None
- 6) **Pending Business:**
- (a) **Plan Amendments:** **Chairman Hurd** introduced **Elaine Howard** who gave a brief history of herself and urban renewal plan amendment experience. There was further discussion about topics discussed at the workshop. **Chairman Hurd** said the TURA would have to get 3 bids for consulting services as directed by the attorney.
- **Sandusky made a motion to proceed with the process to moved forward for Request for Proposals from three consultants for Urban Renewal amendments and to authorize the Chairman contact the attorney to proceed. Martin seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously**
- (b) **Janac Contract:** **Chairman Hurd** moved the **Janac** Contract agenda item forward and explained **Janac** has agreed to the contract amendment included in the meeting packet. There was discussion about the amendment. **Janac** said he did not have the initial payment but should have that within a week. **Chairman Hurd** and **Janac** will meet next week to sign the amendment.
- **Sandusky made a motion to approve the First Amendment to the Loan Agreement with John W. Janac. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously**
- (c) **Quote for Accounting Services:** Reeves explained the letter from the CPA firm in Lincoln City. **Wyntergreen** said he would like to find a way to bring the accounting into the city and should know if this can be done in the next few weeks. **Sandusky** asked if this could be tabled until we have more information.
- (d) **Beals Building:** **Chairman Hurd** went over the discussion he had with **Marilyn Saito**, building owner, and that she is willing to take both loan and grant funding. This was discussed. Financing was discussed.
- **Decker made a motion to proceed with the process of developing a contract with Marilyn Saito for her building located at 312 Main Avenue, Tillamook, OR. with financial details to follow. Sandusky seconded the motion. Allen made a motion to request a credit report but the motion died for lack of a second. After further discussion Hurd called for the vote.**

**Ayes were received by Decker, Martin and Sandusky. Hurd voted no. Allen abstained. The motion passed by a majority.**

(e) **Authorization for 3<sup>rd</sup> Street Project Payment:** Chairman Hurd explained the funding for the ROW Commitment approved at the March 15<sup>th</sup>, 2011 meeting needs a motion.

➤ **Decker made a motion to authorize TLC Federal Credit Union to increase the current 3<sup>rd</sup> Street Improvement Project Line of Credit #148 for \$133,000 for the additional Right-of-Way costs. Sandusky seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously**

7) **New Business:**

(a) **Budget Process for FY 2011-2012:** Wyntergreen went over the Proposed Budget Process memo in the packets explaining staff will prepare the budget notices. The Budget Committee for the TURA is the same committee as the City's. Consensus of the board was to move forward as proposed.

8) **Committee Reports:**

(a) **Streetscapes:** Allen went over the March 22, 2011 meeting and handed out 2 color palettes for the board to look at. The Streetscapes Committee is recommending the 2 color palette's or equivalent be adopted by the TURA. Wyntergreen and Reeves explained the recommendations.

➤ **Sandusky made a motion to adopt both color palette's or equivalent recommended by the Streetscapes Committee. Decker seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously**

(b) **Loan Grant Application Committee:** Sandusky said the committee is at a standstill for now. He, Lambert and Wyntergreen will get together soon.

9) **Correspondence/Information:** Reeves mentioned the deed for the Kimmel property has been reconveyed therefore TURA now owns property. She also mentioned Lynda Casey is the only applicant for the board vacancy at this time. The grant for the Goodspeed Park Playground Equipment has been submitted.

10) **Concerns of the Board:** Chairman Hurd said there will be a meeting regarding a Senior Center at the library on April 21, 2011 at 6 pm. The meeting will be to discuss the need for a community center. The board had approved up to \$500 in expenditures for this meeting. There will be approximately \$400 in advertising costs and approximately \$100 for beverages. Hurd will be sending a letter to the Editor of the Headlight Herald.

**Decker** asked about the letter she had drafted for the businesses. The letter refers to the application which is still being revised. It was suggested to take out the wording regarding the applications.

- 11) **Meeting Notices:** The next regular meeting will be Tuesday, April 19<sup>th</sup>, 2011.
- 12) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 7:10 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman