



Tillamook Urban Renewal Agency
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TURA Regular Meeting - Tuesday, May 17th, 2011 - 5:00 P.M.

Board Members Present:

Don Hurd, Alene Allen, John Sandusky, Lynda Casey, Joe Martin, Carolyn Decker

Staff Present:

Paul Wyntergreen: City Administrator

Debbi Reeves: Administrative Assistant

Guests/Public:

Dave Schrom, Jeff Sherman, Rich Gitschlag, Mayor Suzanne Weber, Teri Fladstol, Diane Colcord

- 1) **Call to Order and Roll Call:** **Chairman Hurd** called the meeting to order at 5:01 P.M. Reeves called the roll of the board. **Decker** came into the meeting at 5:15 pm.
- 2) **Approval of the Minutes:** **Chairman Hurd** asked for a motion to approve the minutes of May 3rd, 2011 if there were no corrections or additions.
 - **Sandusky made a motion to approve the minutes of May 3rd, 2011 as distributed. Allen seconded the motion. Hurd called for the vote and ayes were received by all board members. The motion passed unanimously.**
- 3) **Approval of the Bills:** **Chairman Hurd** asked for approval of the bills in the revised amount of \$1,875.23. Reeves explained there were a couple of bills that came in after packets were sent and noted there were invoices for supplemental budget publications and invoices for the Senior Center meeting. ****NOTE* A revised billing list was handed out to the board prior to the meeting.***
 - **Martin made a motion to pay the bills in the amount of \$1,875.23 (checks #532-#541). Sandusky seconded the motion. Ayes were received by all board members and the motion passed unanimously.**
- 4) **Financial Report:** **Chairman Hurd** asked **Reeves** if there was anything on the financial statement that needed an explanation. She noted there were a couple of things that needed minor corrections and explained. Consensus of the board was to accept the March 31, 2011 financial statement with corrections to follow. ****NOTE* The March 31, 2011 Financial Statement was handed out to the board prior to the meeting.***
- 5) **Non-Agenda Items:** **Chairman Hurd** asked the audience if there were any Non-Agenda Items and there were none.
- 6) **Public Hearings:** **Chairman Hurd** opened the Public Hearing for the Supplemental

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Budget. There were no audience comments so the Public Hearing was closed. **Wyntergreen** explained the need for the Supplemental Budget for FY 2010-2011 to appropriate funds for the 3rd Street Project which had been an unanticipated project.

- **Sandusky read the title of Resolution 2011-03 into the record and made a motion to adopt the resolution for a Supplemental Budget for FY 2010-2011. Martin seconded the motion. With no further discussion Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

7) Pending Business:

(a) **Board Vacancy and Interviews: Chairman Hurd** asked **Jeff Sherman** to come to the table and speak with the board. **Sherman** gave a brief history of his schooling, position with the Tillamook Economic Development Council and interest in urban renewal. The board asked him questions about time constraints, project ideas, community involvement which he answered. The board thanked **Sherman** for his interest.

Chairman Hurd asked **Dave Schrom** to come to the table for questions. **Schrom** spoke of his architect and design background and his interest in urban renewal. The board asked him questions similar to the other applicant. After responding the board thanked him for coming.

The board discussed both applicants commenting that both are very fit for the urban renewal board. There were comments of the applicants living outside the city limits. **Decker** and **Hurd** both commented they liked **Schrom's** architect and design background.

- **Hurd made a motion to appoint Dave Schrom to fill the board vacancy. Decker seconded the motion. Hurd called for the vote. Ayes were received by Martin, Sandusky, Hurd, Decker and Allen. Casey abstained. The motion passed.**

Schrom joined the board at the table. **Chairman Hurd** and the board spoke with **Sherman** about being on some of the TURA committee's. **Hurd** also read the letter being sent to **Lambert** to thank him for his time on the board.

(b) **Cash vs. Accrual Basis Recommendation: Wyntergreen** went over the difference between the two different accounting systems. The city has adopted the Cash Basis accounting. This was discussed. **Wyntergreen** recommended the TURA do the same as this accounting basis is simpler and cleaner. **Hurd** noted he was also in favor of this change.

- **Sandusky made a motion to accept the City Managers**

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recommendation and adopt cash basis accounting for the TURA. The motion was seconded by Martin. With no further discussion Hurd called for the vote and Ayes were received unanimously. The motion passed

8) **New Business:**

(a) **Quilt Trail Brochures:** **Chairman Hurd** asked **Teri Fladstol** to come before the board to speak about the Tillamook County Quilt Trail brochures and the Walk Our Blocks brochures. **Ms. Fladstol** gave a brief history of the Tillamook County Quilt Trail and what they have been doing in the community for the past several years. She explained the group has added many new quilt blocks to the quilt trail and will be printing new brochures within the next couple of months. The group would like the TURA Board to consider helping with the cost of the brochures in return for advertising. They will be printing anywhere from 20,000 to 60,000 new brochures depending on TURA involvement. The board and **Ms. Fladstol** discussed the Quilt Trail, brochures, community involvement and tourism. **Mayor Weber** commented it is a good project for TURA to be involved with.

➤ **Sandusky made a motion to contribute \$3,000 to the Tillamook Quilt Trail for brochures. Casey seconded the motion. Hurd called for the vote. Ayes were received by all board members so the motion passed unanimously**

Chairman Hurd said the board would get back to the Quilt Trail committee with wording for TURA's portion on the brochure.

(b) **Potential Plan Amendment:** **Chairman Hurd** and **Wyntergreen** spoke about their conversations with **Elaine Howard** reading the plan amendment explaining her thoughts on a financial analysis. **Hurd** would like to recommend the board stay with the plan to go out for proposals to the 3 firms as previously discussed. **Wyntergreen** agreed. The board consensus was to proceed with the RFQ's.

(c) **2010-2011 Audit:** **Reeves** commented on the Letter of Engagement and Contract for Pauly, Rogers & Co. for the 2010-2011 audit services. The audit services were discussed and **Wyntergreen** recommended the board sign for this year possibly get quotes for audit services next year.

➤ **Sandusky made a motion to accept and adopt the Letter of Engagement and Contract for services for Pauly Rogers & Co for FY 2010-2011 audit for \$6,200. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

(d) **3rd Street Improvement Project:** **Reeves** commented on the county billing for

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\$12,157 for the TURA's half of the 3rd Street ROW costs for the month of April. There was discussion about what the ROW's are and why these costs came up.

➤ **Martin made a motion to pay the bill to Tillamook County Public Works for \$12,157. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

(e) **Tillamook PUD Installation Costs and 1st Street Parking Lot Update:** **Rich Gitschlag** of North Coast Engineering spoke to the board about the progress of the 1st Street Parking Lot and the delays. He went over the report provided in the meeting packet. There was discussion about the delays, construction, completion date, curbing and concrete. **Gitschlag** said the contractor is asking for an extension of the deadline date to June 14, 2011 with no increase in costs expected. **Gitschlag** went over the Earth Works Excavation invoice and noted he approved of the billing so far. The board had questions about adjacent buildings and the extra costs of PUD.

➤ **Sandusky made a motion to pay Tillamook PUD for electrical costs in the amount of \$3,417. Decker seconded the motion. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

➤ **Sandusky made a motion to pay Earth Works Excavation \$25,228.95 for the 1st Street Parking lot construction costs as invoiced. Allen seconded the motion. With no further discussion Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

➤ **Martin made a motion to extend the contract for Earth Works Excavation to June 14, 2011 with no increase in costs for TURA. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

9) Committee Reports:

(a) **Streetscapes Committee:** **Casey** reported the committee had met and at the request of **Allen** did the flag salute at the beginning of the meeting. She went on to speak about **Wyntergreen's** presentation to the committee on the 2nd Street Pilot Project. The committee will take a field trip at the next meeting to see the street and make plans for Phase I and Phase II which she explained. She spoke about the 1940's look for the project.

Decker mentioned the City Beautification Committee had met and will be cleaning up the city for the June Dairy Parade. **Mayor Weber** mentioned the City Spring Clean-up and Holden Creek Clean-up by the THS students that are being organized. There was

discussion about a list of projects for Tillamook.

(b) **Loan Grant Application Committee:** Sandusky said he has received comments on the forms handed out at the last meeting but would like more input. Wyntergreen thought they could schedule a committee meeting for next week.

- 10) **Correspondence/Information:** **NOTE* Handouts were given to the board of the written report Chairman Hurd had given to City Council on Monday, May 16, 2011 and the Tillamook County Statement of Revenue & Expenditures for the month of April 2011.*
- 11) **Concerns of the Board:** Chairman Hurd explained his ideas for TURA assistance for Marilyn Saito on the Beals Building. In speaking with her, she would consider a 50/50 loan and grant with the loan set up on a 5 years repayment plan. The loan would be \$10,000 and the grant would be \$10,000. He went over the painting and repair costs for approximately \$13,000 and the awning replacement costs at approximately \$7,000. He would like an ad hoc committee of Sandusky and Casey to meet with Saito to go over everything and come back with a recommendation to the board. Hurd noted Saito seems to be available on Wednesday's. Sandusky and Casey could both be available for a Wednesday meeting. Hurd will contact Saito and set up the meeting date and time.

Decker asked about the condition of the Elks Club building. Reeves mentioned Bob Wester of the Elks Club had picked up an application a couple of weeks ago but there has been no response.

Schrom asked about committee appointments and Hurd noted this will be addressed at the next meeting.

- 12) **Meeting Notices:** The next regular TURA meeting will be Tuesday, June 7th, 2011 p.m.
- 13) **Adjournment:** With no further business Chairman Hurd adjourned the meeting at 6:40 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:


Don Hurd – Chairman