



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

**Phone: 503-842-2472**

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**TURA Regular Meeting**  
**Tuesday, May 3<sup>rd</sup>, 2011**  
**5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd, Alene Allen, John Sandusky, Carolyn Decker, Lynda Casey

**Board Members Absent:**

Joe Martin

**Staff Present:**

Paul Wyntergreen: Administrator

Lynda Casey: City Staff

**Guests/Public:**

Dave Schrom

- 1) **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. Casey did the roll call. Martin was absent.
- 2) **Approval of the Minutes:** Chairman Hurd asked for approval of the minutes of April 19, 2011. There were no corrections or additions.
  - Sandusky made a motion to approve the minutes of April 19, 2011 as presented. 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:** Chairman Hurd asked for approval of the bills. There was discussion about a couple of the bills pertaining to Administrative services and legal services.
  - Decker made a motion to pay the bills in the amount of \$4,463.40 (checks #528 - #531). Sandusky seconded the motion. Ayes were received by all board members seated and the motion passed unanimously.
- 4) **Financial Report:** None
- 5) **Non-Agenda Items:** None
- 6) **Pending Business:**
  - (a) **Board Resignation:** Chairman Hurd spoke of the letter of resignation from Sean Lambert effective April 26, 2011. There was discussion about board member

resignations in the past month or so.

- **Allen made a motion to accept the resignation of Sean Lambert. Decker seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

**Chairman Hurd** asked that a letter be sent to **Lambert**.

7) **New Business:**

(a) **Agency By-Laws Pertaining to Membership – Resolution 2011-02: Chairman Hurd** explained the Resolution and the reasons for a request of changes pertaining to board membership and residential location of board members. This was discussed by the board. The board spoke with **Dave Schrom** who has applied for the board vacancy and about his residential location which is Netarts. **Chairman Hurd** noted **Lynda Casey** lives in the city limits and would be a good addition to the board. **Casey** mentioned the different groups and community service she is involved with.

- **Chairman Hurd made a motion to appoint Lynda Casey to the board. Decker seconded the motion. Sandusky asked about the Chair making motions, which was discussed. After discussion Hurd rescinded his motion and Decker withdrew her second. Decker then made a motion to appoint Casey to the TURA Board of Directors as a member within the city limits and the motion was seconded by Sandusky. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously**

The board discussed the board membership and the resident location of each board member.

- **Sandusky made a motion to accept Resolution 2011-02 amending the By-Laws to allow for the At-Large Membership of the TURA Board to be a minimum of 3 living within the City limits and no more than 2 living outside the City limits. Decker seconded the motion. Hurd called for the vote. Ayes were received by all board members seated. The motion passed unanimously.**

The Board interviewed **Dave Schrom** who is applying for the other board vacancy. There was discussion about **Schrom's** involvement with the Farmers' Market and he spoke about his interest and involvement in Tillamook. **Chairman Hurd** noted there was one other applicant so it was decided to invite and interview **Jeff Sherman** at the May 17<sup>th</sup> meeting.

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Agency Board Members:

Don Hurd: Chairman; Vice Chair; Carolyn Decker  
 Joe Martin, John Sandusky, Alene Allen, Lynda Casey  
 Administrator: Paul Wyntergreen, Administrative Assistant: Debbi Reeves

8) **Committee Reports:**

(a) **Loan Grant Application Committee:** **Sandusky** went over some of the changes he will be proposing for changes to the applications and the guidelines. He handed out drafts of what he has been working on. There was board discussion of the drafts. **Sandusky, Hurd and Wyntergreen** will meet as soon as possible for final draft recommendations to the board.

9) **Correspondence/Information:** **Hurd** noted he has taken care of the 3<sup>rd</sup> Street increase at TLC. **Casey** explained the City business renewal mailings will go out toward the end of May and will include the brochure.

10) **Concerns of the Board:** **Wyntergreen** explained “Cash Basis” vs. “Accrual Basis” and will make a recommendation at the next meeting. The Council has approved going to cash basis for the City.

**Allen** mentioned the Streetscapes Committee had not met since the last TURA meeting but commented on the vision the committee had for underground wiring on the 2<sup>nd</sup> Street project. She mentioned the committee would like direction. This was discussed.

**Decker** asked about the 1<sup>st</sup> Street Parking Lot. The board will ask **Gitschlag** for a progress report. **Hurd** mentioned there is an additional cost of approximately \$3,400 for PUD to install underground service to the parking lot which will put the project over the \$100,000 estimated construction amount. This was not included in the original bid. There was board discussion about the project.

11) **Meeting Notices:** The next regular TURA meeting will be Tuesday, May 17<sup>th</sup>, 2011 and will begin at 5:00 p.m. as **Sandusky** has another meeting that evening at 7:00 p.m.

12) **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 6:30 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman