Tillamook Urban Renewal Agency
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Tillamook, Oregon 97141

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Regular Board Meeting
Wednesday – May 8, 2013 - 5:30 P.M.

Board Members Present:
Carolyn Decker
Alene Allen
Steve Forster
Cheryl Davy
Ruth LaFrance
Dave Schrom
Staff Present:
City Administrator Paul Wyntergreen
Executive Assistant Debbi Reeves
Urban Designer Terra Wilcoxson
Guests/Public:
Aaron Palter

HANDOUTS PRIOR TO THE MEETING:
(1) Dave Schrom Email 4/25/2013 RE: TURA Finances
(2) TLC Revised Payment due dates 5/7/2013
(3) EDC Annual Dinner Invitation
(4) Town Center Planter Project Application
(5) Updated Financial Spreadsheets 5/6/2013

Call to Order and Roll Call:
Chairman Decker called the meeting to order at 5:30 P.M. **Reeves** did the roll call of the board and all board members were present. **Chair Decker** announced she would be adding an item to New Business on the agenda if there were no objections.

- **Chair Decker** made a motion to add the Tillamook Chamber Planter application to the agenda under New Business. **Schrom** seconded the motion. With no discussion all board members voted aye and the motion passed.

Approval of the Minutes:
Chairman Decker asked for approval of two sets of minutes included in the packet. **LaFrance** noted there was a spelling correction on page 1 and that her name was omitted from the motion on page 2 of the Special Meeting minutes held on April 18, 2013.

- **Forster made a motion to approve the Special Meeting minutes of April 18, 2013 as amended. LaFrance seconded the motion. Ayes were received by all board members present and the motion passed.**

- **LaFrance made a motion to approve the Budget Committee Meeting minutes of April 23, 2013 as written. Schrom seconded the motion. Ayes were received by all board members present and the motion passed.**

Approval of Bills:
Chair Decker asked for board approval of the bills in the amount of $821.10. **Schrom** asked about the web services and **Reeves** explained it was more than normal as there were quite a few changes on the TURA web pages in March.

- **Schrom made a motion to pay the bills in the amount of $821.10 (check #721-722). Davy seconded the motion. The vote was called for and ayes were received by all board members present. The motion passed unanimously.**

Financial Report:
There was a brief discussion of the March 31, 2013 financial report. The report was accepted as presented.

Public Non-Agenda Items:
Chair Decker asked if anyone in the audience would like to speak on non-agenda items.

Aaron Palter, PO Box 1157, Tillamook: **Mr. Palter** spoke about skateboard parks noting he and a group of local children had been at the City Council meeting on May 6, 2013 to talk about this topic. He commented on the new Parks and Recreation Master Plan adopted by the council and also noted an Ad Hoc committee is being formed for a Skate Park. There was discussion about this and TURA grants.

Pending Business:

1) **Letter from Vice Chair Dave Schrom – Discussion of TLC Loan:**
Schrom noted the correct email was handed out prior to the meeting with revised information. He commented on TURA projects in the past and future. There was discussion about the refinance of the Columbia Bank loan, the new TLC Line of Credits (LOC) and the first payment due date. **Forster** noted a motion was made and approved at the April 10th meeting and has all been set in motion at TLC. **Chair Decker** asked each board member for their opinion on **Schrom's** email. There was discussion of existing and future projects and the LOC's. **Wyntergreen** commented on revisions to a previous motion. **Chair Decker** asked for a board decision.

- **Schrom made a motion to change the new TLC Loan documents to not defer the first payment and make the first payment on June 1, 2013. Allen seconded the motion. Chair Decker called for the vote. Schrom, Allen, and Decker voted Aye. Forster, Davy and LaFrance voted Nay. The motion failed because of a tie vote therefore there will be no change in the TLC loan payment date.**

Wyntergreen asked the board if they approved of the 3 year draw period on the LOC's as shown on the Payment Chart from TLC which was handed out prior to the meeting. He explained how the LOC's will be used as needed. The board agreed with the 3 year draw period.

2) **Public Employee Blanket Bond Insurance Quote:**
Reeves explained the bond currently held by the agency and the auditor recommendation to increase coverage. She explained the quote for the increased coverage to $500,000 from **Tony Veltri Insurance** and that the current agent was unable to write coverage at that limit. She also noted the current bond does not expire until 11/2/2013.

> ➢ **Davy made a motion to order the new bond for $500,000 and to cancel the old bond on November 2, 2013. LaFrance seconded the motion. There was brief discussion. The vote was called for and Ayes were received by all board members present. The motion passed.**

3) **Application Procedures and Revisions Progress Report:**
Wyntergreen spoke about the current moratorium in place for TURA applications. There was discussion about the revisions the Proposal & Justification Committee were assigned to work on, special projects, a competitive application process, financing, the reason the moratorium was put into place and approved applications.

> ➢ **Schrom made a motion to eliminate the moratorium on applications and that the Proposal & Justification Committee still be charged with recommending a plan for application acceptance and gather information to present to the full board. Allen seconded the motion. There was discussion about the application process and what could be changed to improve the flow. There was discussion about Special Projects. There was discussion about assignment of categories to projects. The vote was called for and Ayes were received by Schrom, Allen and Decker. Nay votes were received by LaFrance, Davy and Forster. The motion failed due to a tie vote.**

The application moratorium will remain in effect until a recommendation can come back from the Proposal & Justification Committee. There was further discussion on this subject as well as discussion of an application approved for the Hoquarton House in April. **Wyntergreen** commented on the Tillamook Chamber Planter Program application, added to the agenda at the beginning of the meeting, should be tabled until the June meeting. **Wilcoxson** commented on the Chamber planter program and noted new sidewalk standards have not been written and adopted. Costs and the 2nd Street Pilot project were discussed. These items will be on the next agenda.

New Business:

1) **FY 2012-2013 Supplemental Budget Discussion:**
Wyntergreen explained the Supplemental Budget forms included in the board packet and noted that the refinance and establishment of the LOC's with TLC Credit Union are the reason for the supplemental budget this year. The 2012-2013 Supplemental Budget Hearing will be held at the June 12, 2013 meeting along with the 2013-2014 Budget Hearing.

Schrom asked about the payments from **John Janac** that have not been made. **Wyntergreen** explained and there was discussion.

2) **Board Vacancy:**
Wyntergreen asked how the board would like to post the current board vacancy. It was board consensus to post the vacancy at the regular posting locations, on the website and see if KTIL would announce as a Public Service item or Community Announcement until the position is filled.

3) **Contract Committee Chair Vacancy:**
Reeves explained the resignation of **Zimmerman** also left the Contract Committee without a Chair and the committee could be meeting very soon for Pelican Brewing expenditures.

- **Schrom made a motion to appoint Alene Allen as Chair of the Contract Committee. Decker seconded the motion. The vote was called for and Ayes were received by Allen, Schrom and Decker. Nay votes were received by Davy, Forster and LaFrance. The motion failed.**

There was further discussion for the need for a Chair of the Contract Committee at this time.

- **Forster made a motion to appoint Schrom to the Contract Committee. LaFrance seconded the motion. The vote was called for and Ayes were received by Allen, Decker, Davy, Forster, and LaFrance. Schrom voted Nay. The motion passed by majority.**

- **Forster made a motion to appoint Schrom as Chair of the Contract Committee. Allen seconded the motion. There was brief discussion. The vote was called for and Ayes were received by Allen, Decker, Davy, Forster, and LaFrance. Schrom voted Nay. The motion passed by majority.**

Committee Reports and Project Updates:

1) **Bouchard 1st Street Project Update/Discussion:**
Reeves reported she had spoken with **Todd Bouchard** about the project and that he stated he will be moving forward with construction cost quotes and with an application when the moratorium is lifted. There was a brief discussion. The board is open to reviewing the application in June if **Bouchard** is ready, but that a decision may not be made at that meeting.

Correspondence/Information:

1) **TURA and City Auditor RFP**:
Wyntergreen commented on the RFP process for auditors and invited the TURA board to attend the meeting when the proposals are reviewed.

2) **Certification Letter from Tillamook County**:
Wyntergreen explained the recertification letter from the county which includes the changes to the district boundaries from the Plan Amendment completed in June 2012. He noted the agency may not know the financial impact for a couple of years.

Reeves stated the invitation for the Economic Development Council (EDC) Annual Dinner was handed out to the board prior to the meeting and if any board members were interested in attending to contact her before June 7th.

Wyntergreen commented on the Economic Opportunity Analysis (EOA) Stakeholders Meeting being held on May 9th at the POTB Conference room and encouraged the board to attend.

Concerns of the Board and Non-Agenda Items:
Schrom asked about the Power Point Presentation from **Elaine Howard** which was emailed to the board. **Wyntergreen** explained it was a presentation about public markets and **Howard's** ideas.

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Executive Session

Chairman Decker announced the TURA Board will go into Executive Session pursuant to ORS 192.660 (2)(e) Real Property Transactions. She read the disclosure statement. The regular meeting was adjourned into Executive Session at 7:15 P.M.

Chairman Decker reconvened the regular meeting at 7:35 P.M.

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After reconvening the regular meeting:

- **Schrom made a motion to proceed with ordering the Guaranty Title Report on the IOOF Building contingent on the current building owner not paying his taxes by May 15, 2013. Forster seconded the motion. The vote was called for and Ayes were received by all board members. The motion passed unanimously.**

There was discussion about the property taxes and the foreclosure process by the county on taxes.

Meeting Schedule:
June 12, 2013 – Regular Meeting with Budget Hearings

Adjournment:
With no further business **Chairman Decker** adjourned the meeting at 7:40 P.M.

Carolyn Decker - TURA Chairman

Prepared by:

Debbi Reeves
Executive Assistant