



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

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**TURA Regular Meeting
Wednesday – May 9, 2012 - 5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Vice Chair Carolyn Decker
Alene Allen
Lynda Casey
Cheryl Davy

Board Members Absent:

Dave Schrom - excused

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public: None

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting of May 9, 2012 to order at 5:30 p.m. Reeves called the roll of the board noting Schrom was excused. All other board members were present.

2. **Approval of Minutes:** Chairman Hurd asked for approval of the minutes from the regular board meeting of April 11, 2012. Davy asked for clarification on items mentioned in the minutes. Her questions were answered.
 - **Davy made a motion to approve the minutes of April 11, 2012 as written. Allen seconded the motion. There was no further discussion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**

Chairman Hurd asked for approval of the minutes of the Supplemental Budget Meeting held on April 11, 2012.

 - **Davy made a motion to approve the minutes of April 11, 2012 as typed. Allen seconded the motion. There was no further discussion. Chairman Hurd called for the vote. All board members voted Aye. The motion passed unanimously.**

3. **Approval of Bills:** Chairman Hurd noted the revised Check Report handed out before the meeting. He asked Reeves for an explanation which she noted a revised billing for legal publications do to an error on the part of the newspaper and a revised billing for printing charges.
 - **Sandusky made a motion to pay the bills in the amount of \$698.69 (Check #646 - #651). Allen seconded the motion. With no further discussion, Chairman Hurd called for the vote. All board members seated voted Aye so the motion passed**

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unanimously.

4. **Approval of the Financial Report:** Chairman Hurd stated the financial statement for March 31, 2012 was handed out before the meeting. He asked Reeves if she had any comments. She noted the supplemental budget figures incorporated into the budget totals looked correct. Decker asked about the statement made by the accountant in the cover letter. Hurd and Wyntergreen commented it was standard accountant wording.

➤ Sandusky made a motion to approve the March 31, 2012 financial statement as presented. Hurd seconded the motion and called for the vote. All board members seated voted Aye. The motion passed unanimously.

5. **Public Non-Agenda Items:** There was no audience present.

6. **Pending Business:**

a) **Petersen Thompson Façade Grant:** Hurd noted the applicants Nick Peterson and Keith Thompson had asked to be included on the agenda. Reeves commented she had mailed out an agenda to them. Hurd would like to table the discussion until later in the meeting if they show up.

b) **Streetscapes Pilot Project:** Casey opened the discussion regarding the 2nd Street Pilot Project and asked the board how the Streetscapes Committee should proceed on this project. She noted the committee recommendation from September 2011 had been included in the board packet and part of the minutes from the September 28, 2011 and October 12, 2011 board meeting when the proposal was discussed. Hurd asked about the project area, which was determined to be in two phases with Phase 1 being 2nd Street from Main Avenue to Ivy Avenue. Phase 2 is 2nd Street from Pacific Avenue to Main Avenue. Hurd said the committee should get quotes together for the projects mentioned in the proposal. He thought the committee could contact a contractor, get quotes, and then have a work session with the board. There was discussion about one-way traffic. Wyntergreen mentioned it is valuable to re-evaluate this topic because of the electric charging stations coming in. He also mentioned there had been a design meeting with ODOT regarding the intersection project coming up and it is important to be ready with a plan. He explained right-of-way issues and ownership and explained that ODOT's ownership is curb to curb and the City's ownership is the rest of the ROW, therefore the City has design control. There was discussion about a pilot project and the costs. Costs would be a factor. Hurd noted the owners should have some cost investment in improvements to their property. Banners were also discussed, and Davy mentioned there is a business at the Port of Tillamook Bay that is making banners. She will get the information.

Casey explained that Elaine Howard had mentioned window painting and displays did not fall under the scope of projects that TURA could fund and that the Chamber is working on a project like this. Davy noted she and Justin Aufdermauer are pulling a plan together.

Sandusky asked to discuss the pilot project a bit more and wanted to know about sidewalks and maintenance. This was discussed. Lighting on the street was discussed.

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Davy asked if murals are still prohibited by the City and **Wyntergreen** explained the Comprehensive Plan does ban murals at this time but the plan is being updated and this will hopefully change soon.

- c) **Oregon Coast Scenic Railroad**: **Chairman Hurd** has sent an email and project scope to the TURA Attorney but we have heard nothing back. **Hurd** explained the city is having problems with email and we just found out the email did not go through, therefore nothing will be done on this for now. **Hurd** mentioned the possibility of using loan funds for OCSR assistance. He explained what he and the attorney had spoken about on approved projects and those not approved.

7. **New Business:**

- a) **2012-2013 Budget**: **Wyntergreen** said that Tuesday, May 15, 2012 will be the full budget committee meeting. He went over the draft budget explaining a 3% increase, which is conservative. He went over the budget lines and the changes. He explained debt service, cash carry-over, and potential refunds from ODOT. He went over general fund expenditures, which are down this year as the Plan Amendment consulting costs were on last year's budget. There was discussion about the budget draft and operating expenses. **Hurd** mentioned the refund from ODOT could be much higher according to **Liane Welch**. There was discussion about what to do if a large refund does come back to the agency. Projects were discussed as well as interest rates if TURA paid down the debt and then had to turn around and borrow to fund a project at a higher interest rate.

*(**** NOTE: During this part of the meeting several topics were discussed and are included in the agenda item for that topic.)*

- b) **City TURA IGA Renewal**: **Chairman Hurd** went over the changes on the IGA draft noting the change from a 3-year agreement to a 5-year agreement. He said he did not see a need to go to a longer agreement and asked why staff was recommending this. **Wyntergreen** explained it is a normal time-period for an IGA. There was discussion about the IGA and that changes cannot be made to the IGA, during the term, unless both parties agreed. **Davy** noted a spelling correction and **Casey** asked about direct and indirect charges. **Wyntergreen** went over the agreement and noted changes in employee status for **Reeves**.
- **Sandusky made a motion to renew the TURA- City of Tillamook IGA, with changes and corrections, and authorize the Chair to sign. Decker seconded the motion. With no further discussion, Hurd called for the vote. All board members seated voted Aye. The motion passed unanimously.**
- c) **1st Street Parking Lot Permanent Number Request**: **Hurd** explained the request from Street Department Supervisor **Jon Williams** for numbering the 1st Street Parking lot. Since the City now has a lease and are moving the rental spaces to that lot the spaces need to be numbered. **Davy** asked about the numbering material, which was discussed. Rental of the parking lot was discussed. **Hurd** noted the revenues received off the lease agreement could be used for projects outside the district.

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- **Sandusky made a motion to authorize the expense request for numbering the parking lot in the amount of \$734.35. Casey seconded the motion. All board members seated voted Aye. The motion passed unanimously.**

- d) **TE-OBPAC Combined Solicitation 2012 Grant Opportunity:** **Wyntergreen** went over the list of eligible projects on the TE-OBPAC grant letter commenting these were projects TURA may be interested in. There was discussion of the projects and ideas of projects. Phase 2 of the 3rd Street Enhancement Project was discussed. Pedestrian improvements on Meadow Avenue were discussed. Pedestrian improvements near Liberty School were discussed. **Wyntergreen** mentioned these are federal dollars, therefore small projects are not normally funded. There would be a 10.27% matching contribution for any project. This grant would pay for sidewalks and curbs for Phase 2 of the 3rd Street project but there would be no funding for paving. There was more discussion about Phase 2. There was discussion about historical preservation, Hoquarton, and Front Street in Tillamook history. **Wyntergreen** mentioned the current plans involving this area in the Parks and Recreation Master Plan that is being developed, and the plans for improvements during the ODOT Hwy 101/US 6 intersection project. **Wyntergreen** spoke of the enhancement of the historic portion of Front Street and Hoquarton. **Hurd** noted that Phase 2 of 3rd Street could be funded easily because the engineering portion is completed. **Hurd** also mentioned that to be true to downtown, TURA should look at Front Street. There was discussion of the park plans for Front Street, which included a walking path on the water and the possibility of a walking path from Goodspeed Park, across the old railroad bridge on Hwy 6 to Hoquarton Park and down to the Schmidt property. The consensus of the board was to proceed with plans for Front Street enhancement with the Notice of Intent for the grant. **Wyntergreen** will work on the project. He noted this type of grant comes around every two years.

Reeves noted the TURA Board have been invited to the Historic Preservation meeting in Astoria on May 11, 2012. A copy of the invitation is included in the packet.

Wyntergreen will work on a potential project list for the next agenda. He asked the board to email him with any ideas they may have for the list.

8. **Committee Reports and Project Updates:**

- a) **Streetscapes Committee:** **Decker** asked about the \$50,000 amount in the budget for Streetscapes. **Wyntergreen** explained the potential 2nd Street pilot project. **Casey** gave a report on the Streetscapes Committee meeting from May 8th. She commented on the alley between the Beals Building and the Elks Club. The committee will be doing a cleanup of the surface. Any cleanup to the buildings will require owner permission. There was discussion about what needs to be cleaned up and discussion about ownership of the alley. **Casey** had spoken with City Planner **Dave Mattison** and he said it was a public alley. There was discussion about trash containers, electrical, and code enforcement. **Allen** mentioned there are downspouts not connected. **Casey** asked if the committee could proceed with bids on the ideas and **Hurd** said to go ahead. There was discussion about screening the dumpsters.

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- b) **3rd Street Improvement Project:** **Hurd** mentioned Phase 2 of the 3rd Street Project and grant dollars. There will be a meeting with the County about grants and Phase 2. **Wyntergreen** explained what they are looking to do in this project.
- c) **Langlois Façade Project:** **Reeves** reported she had spoken with **Carol Langlois** and there are some issues that have come up regarding the project. **Langlois** said there are bricks on the 3rd Street side of the building that will need to be repaired or replaced before they can think about painting. **Reeves** asked **Langlois** to keep TURA posted of the situation. The painting project will be on hold for now. There was discussion about the project and the building. **Wyntergreen** mentioned that historic bricks are not as durable as bricks today. **Hurd** noted the board may need to look at a grant to assist with the building.
9. **Correspondence and Information:** **Chairman Hurd** asked the board to review the correspondence and make note of the meeting information.

10. **Concerns of the Board:**

Hurd explained **Marilyn Saito** had contacted **Reeves** and himself regarding her loan. Saito is asking for a letter of subordination for a new loan she is taking out on the property. A letter has been sent to the financial company asking for more information about the subordination request. **Hurd** explained the situation and will get back to the board about this matter.

Davy asked about the painting on the back of the Coliseum Theatre. There was some discussion. The ownership of the theatre is separate from the Beals Building. There was discussion about painting projects.

Decker asked about the progress of the Plan Amendment, which is moving along. **Wyntergreen** explained the next step is to get a revised legal description of the district boundary. **Reeves** handed out a memo and list of quotes for the legal description. **Hurd** suggested going with the low bid as long as it included all requirements. There was discussion about the time-frame for getting the completed legal description back. **Reeves** explained what needed to be done and the rest of the process for completion of the Plan Amendment.

- **Sandusky made a motion to approve a contract with Bayside Surveying for the revised Urban Renewal District boundary legal description, not to exceed \$1,500 contingent on the surveyor expediting the bid results. Allen seconded the motion. Hurd called for the vote. All board members seated voted Aye. The motion passed unanimously.**

Hurd noted that since **Petersen** and **Thompson** had not shown up for the meeting he will have the Contract Committee meet with them. **Davy** mentioned the upgrades to the building are not as they stated in the application. She explained her thoughts and there was board discussion. **Decker, Davy, and Casey** went to see the applicants at the request of the Chairman and explained the conversation with the applicants. **Hurd** said there would need to be a meeting.

Davy said the City will host a cleanup on June 2nd and 3rd. There was discussion about TURA involvement. She also mentioned a video call "Paint The Town". **Justin Aufdermauer** from

the Chamber is working on the window display idea with a historical photo display being talked about.

The city is talking about the purchase of a “cake making” machine for the WWTP. **Wyntergreen** explained what this is about. This issue will be discussed at the next meeting.

11. **Next Meeting:** The next regular TURA meeting is on June 13, 2012. This will also be the Budget Hearing meeting.
12. **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 7:20 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:
~ SIGNATURE ON FILE ~

Don Hurd – Chairman