



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

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**TURA Regular Meeting  
Wednesday - June 22<sup>nd</sup>, 2011 - 5:30 P.M.**

**Board Members Present:**

Chairman Don Hurd  
Vice Chair Carolyn Decker  
Alene Allen  
John Sandusky  
Lynda Casey  
Joe Martin  
Dave Schrom

**Staff Present:**

Paul Wyntergreen: Administrator  
Debbi Reeves: Administrative Assistant

**Guests/Public:**

Milton Johnson and Kathie Gordon-Brooks of Bryan P Fitzsimmons, CPA

- 1) **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. Reeves called the roll call of the board.
- 2) **Approval of the Minutes:** Chairman Hurd asked for the approval of the minutes from the June 7<sup>th</sup> Budget Hearing if there were no corrections or additions.

➤ **Allen made a motion to approve the minutes of the Budget Hearing of June 7<sup>th</sup>, 2011 as presented. Casey seconded the motion. The motion passed unanimously.**

**Hurd** asked from approval of the minutes from the regular meeting of June 7<sup>th</sup>, 2011 if there were no corrections or additions. **Casey** asked that the word “public” be added to the reference of parking in downtown Tillamook on page 4, first paragraph. She also mentioned item #10, second sentence, does not make sense. **Reeves** will reword to read, “Hurd explained the Public Market purchased the sign and the TURA did not have any part in the design.”

➤ **Sandusky made a motion to approve with the corrections as noted for the minutes from June 7<sup>th</sup>, 2011. Schrom seconded the motion. Hurd called for the vote, ayes were received by all board members present, and the motion passed unanimously.**

3) **Approval of the Bills:** Chairman Hurd asked for approval of the bills.

➤ **Decker made a motion to pay the bills in the amount of \$736.84 (checks #544-#548). Sandusky seconded the motion. Ayes were received by all board members and the motion passed unanimously.**

4) **Financial Report:** None

5) **Non-Agenda Items:** None

6) **Pending Business:**

(a) **Bookkeeping Services:** Hurd asked Milton Johnson and Kathie Gordon-Brooks to speak to the board regarding their CPA firm. Johnson introduced himself and Gordon-Brooks and explained he and Gordon-Brooks would be the CPA's handling the financial statements for the agency. Gordon-Brooks would be the supervisor. The board asked questions of the two regarding costs, format of the financial statements, and spreadsheets. Decker would like the financial statement in a format that is easily understood. Gordon-Brooks thought they would be able to streamline the monthly statements. There was discussion about their firm and working with the auditors. Cash basis versus accrual basis was discussed. Wyntergreen explained the recent changes and auditor comments. Schrom asked if the board could see a financial statement from a current client to review. Gordon-Brooks will get a sample and there was discussion about whether or not to look at several different formats. When questioned about costs, Johnson commented they anticipate 5 to 7 hours of time per month at a rate of \$100 per hour. TURA will be billed only for hours used. He also explained what Reeves will need to send them. There was discussion about Springbrook, which is the system the City of Tillamook uses and Quick Books, which is what Reeves uses. Gordon-Brooks noted it would take a couple of months to get things set up. She also noted their office is in Lincoln City, and she and Johnson live in Beaver and Cloverdale. They will charge mileage to attend meetings if the board asks them to come. Johnson said they have a contract, which needs to be signed if the board is hiring their firm.

➤ **Sandusky made a motion to accept bookkeeping services from Bryan P. Fitzsimmons CPA firm of Lincoln City, OR and to sign the contract. Casey seconded the motion. Hurd called for the vote. Ayes were received by all board members and the motion passed unanimously**

(b) **Plan Amendment Solicitation Letter:** Reeves reported there have been no proposals received regarding the Plan Amendment and that the deadline date is July 1, 2011. Casey asked about the Plan Amendment as she is new to the board and does not understand what a Plan Amendment is. Sandusky explained why the TURA is looking into a plan amendment.

c) **1<sup>st</sup> Street Parking Lot:** The board discussed the 1<sup>st</sup> Street Parking Lot and the progress of the construction. The height of the lamps was discussed. **Hurd** noted the stripping, curbing, and landscaping would be completed soon. **Casey** asked about the few extra dollars added to the billing for the lights and **Reeves** explained it was most likely a shipping charge for sending the anchor bolts separate from the light poles.

➤ **Decker made a motion to pay the invoice from Pacific Standard and Lighting in the amount of \$4,223.65 for the lighting fixtures at the 1<sup>st</sup> Street Parking lot. Schrom seconded the motion. Hurd called for the vote. Ayes were received by all board members so the motion passed unanimously**

(d) **Tillamook County Quilt Trail Brochures:** **Chairman Hurd** commented on the brochure proofs included in the packet. After some discussion and consensus of the board, **Reeves** will notify the Quilt Trail committee of the changes and corrections as noted. **Casey** asked if the contribution to the brochures would be a one-time contribution. This was discussed. It was the consensus of the board to let the Quilt Trail committee know that at this time, it would be a one-time contribution but the Quilt Trail committee could come before the TURA board in the future should they need to.

(e) **Beals Building:** **Hurd** went over the meeting with **Marilyn Saito**, owner of the Beals Building and the committee assigned. He said the meeting was very productive and **Saito** is agreeable to the suggestions of the board. He mentioned a rough draft contract was included in the packet for discussion. **Schrom** and **Casey** both had several items to discuss. There was discussion about promissory notes, forgivable loans, interest accrual, and several other things. **Hurd** explained the contract had been derived from two of the **Janac** contracts and that **Sam Kuzma**, an attorney with **John Tuthill** had written the **Janac** contracts. He asked **Schrom** and **Casey** to submit their changes to **Reeves**, she will put them in the contract, and then **Hurd** will take the draft to **Kuzma**. The board proceeded to discuss the colors of paint and awning chosen by **Saito** and the committee. The building color, will be a tan color called Earl Gray, or similar, the trim will be a brown color called Tampico Brown, or similar, and the awning will be dark spruce green canvas from Sunbrella, or similar. The colors were chosen from the recommended TURA color palettes. There was further discussion of the project and the contract language.

## 7) **New Business:**

(a) **Tillamook Parks and Recreation Area Master Plan Presentation Request:** **Reeves** commented on the email from **City Planner Dave Mattison** about the Parks and Recreation Master Plan. She explained why **Mattison** asked TURA to be involved. The board was open for **Mattison's** presentation at either July meeting date. **Reeves** will speak with **Mattison** to select the date.

8) **Committee Reports:**

(a) **Loan Grant Application Committee:** Sandusky and Wyntergreen said they would meet on Thursday, July 14<sup>th</sup> at 9 am to work on the application forms.

(b) **Proposal Committee:** Hurd asked Casey to report on the committee meeting with the owners of Blue Moon Café. Casey went over the notes included in the packet. Sandusky thought maybe a combination loan and grant would work for them. Hurd explained his thoughts on the project. He would like painting and the removal of the tin siding included in the project. He also would like to contact the owner and see if they would be acceptable to a loan. There was discussion about the building, existing damage, the signs, and the siding. After discussion, it was the consensus of the board to offer a loan and grant to the owners.

9) **Correspondence/Information:** Reeves noted the OPI Conference in September and that Hurd attended an urban renewal session one year that was very informative. She asked the board to let her know if they are interested and she will check into it further. Wyntergreen noted the League of Oregon Cities (LOC) Conference is in September in Bend.

Schrom mentioned the email from Welch explaining the 3<sup>rd</sup> Street engineering was good.

10) **Concerns of the Board:** Allen asked about the condition of the awnings at Corky's Restaurant and if Sunseri's, the owners of the building has been contacted. There was discussion about awning conditions in the downtown core. Casey offered to contact Sunseri's about the awning and possible assistance from TURA. Hurd spoke about the façade program and other projects.

Allen asked about the proposed projects east of Tillamook and if TURA would be involved. Hurd said not at his time but that a sewer lift station could be an issue. He asked Wyntergreen to check into cost for a lift station. Hurd mentioned he has spoken with Appleton from the Bi-Mart project and they are still dealing with ODOT and Schild Road issues. Hurd said TURA looks at each proposal as they come in.

There was discussion about the future ODOT Intersection project on Hwy 101/US 6 regarding businesses, sidewalk widening, time frames, and business closure during construction. Wyntergreen mentioned ODOT would try to minimize business closure during construction.

Casey mentioned she received a newsletter from Economic & Small Business Development Center (ESBDC) and they offer grants for small businesses.

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Agency Board Members:

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

- 11) **Meeting Notices:** Reeves announced the City Council has set a workshop date of July 5<sup>th</sup>, 2011 at 6 p.m. for the discussion on the 1<sup>st</sup> Street Parking lot. This is a workshop of the Council and the TURA board, at the request of TURA. The next regular TURA meeting will be Wednesday, July 13<sup>th</sup>, 2011 at 5:30 p.m.
- 12) **Adjournment:** With no further business, **Chairman Hurd** adjourned the meeting at 6:50 P.M.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman