



Tillamook Urban Renewal Agency
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TURA Regular Meeting - Tuesday, June 7th, 2011 - 5:30 P.M.

Board Members Present:

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

Staff Present:

Debbi Reeves: Administrative Assistant

Guests/Public: None

- 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 the minutes from the May 17, 2011 meeting were ready for approval.
 - Sandusky made a motion to approve the minutes of May 17th, 2011 as presented. Schrom asked for a correction in the minutes stating Decker had made the motion to appoint him to the board. Reeves looked into the notes from the meeting and stated she had Hurd down as making the motion and Decker as making the second to the motion. Decker agreed. Sandusky's motion died for lack of a second.

 - Martin made a motion to approve the minutes from May 17, 2011 as typed. Schrom seconded the motion. Hurd called for the vote and ayes were received by all board members present and the motion passed unanimously.

- 3) **Approval of the Bills:** Chairman Hurd asked Reeves if there was any explanation for the bills and there was not.
 - Decker made a motion to pay the bills in the amount of \$1,775.21 (checks #542-#543). Casey seconded the motion. Ayes were received by all board members and the motion passed unanimously.

- 4) **Financial Report:** Chairman Hurd asked Reeves to report on the April 30, 2011 Financial Statement. She reported that everything looked good and that all discrepancies had been corrected and all previous months had been revised to reflect the corrections. The consensus of the board was to accept the April 30, 2011 Financial Statement as presented.
**NOTE* the April 30, 2011 Financial Statement was handed out to the board prior to the meeting.*

Chairman Hurd asked **Reeves** if she would like to discuss the bookkeeping issue at this time. She explained the current accounting firm had asked the TURA to find another firm to take over the services they have been providing, as they no longer wish to do this. She has spent many months trying to find a replacement firm and the only firm that is willing to accept the job is **Bryan P. Fitzsimmons** CPA's from Lincoln City. She has been in contact with **Milt Johnson** the CPA who will handle the account for the firm should they be hired. There was discussion about the City's proposal to do the bookkeeping, auditors comments on outside bookkeeping and other firms locally. **Hurd** asked **Reeves** to get in touch with the **Mr. Johnson** and ask him to attend the next meeting for potentially hiring the firm he represents.

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

6) **Pending Business:**

(a) **Tillamook County Quilt Trail Brochures:** **Reeves** gave an update that the text for the TURA portion of the brochures has been submitted and she has not heard anything further from the group. **Sandusky** would have liked to have seen credit given to the TURA for the monetary contribution to these brochures.

(b) **Plan Amendment Solicitation Letter:** **Reeves** reported the Plan Amendment solicitation letters were sent out May 25, 2011 but there have been no responses. She has received a call from one consultant who will be stopping into City Hall introduce himself next week. Proposals are due by 4 pm on July 1, 2011. There was discussion about how to proceed after the proposals come in. **Decker** would like the interviews to be limited on time. There was discussion about what the board is looking for from the consultants. **Sandusky** spoke about tax revenues from the potential Bi-Mart site. There was discussion about increased tax revenue, state measure already in place that cause limitations and general plan discussion. **Allen** talked about residential improvements and TURA public relations.

(c) **1st Street Parking Lot:** **Reeves** reported the sidewalks have been poured at the site and paving should begin shortly. There was no billing submitted for the month of May. **Schrom** brought up the extension of the contract was June 14th and that the parking lot may not be completed by then and TURA might need to give them extra time. There was discussion about weather, dates and time limits. **Schrom** does not want to see them pave in the rain just because of deadline dates. **Reeves** will send a note to **Gitschlag** about the board concerns. There was discussion about how to handle deadline dates in future contracts.

(d) **Standing Committee Updates:** **Chairman Hurd** commented on the committee list included in the packet. **Sandusky** asked about the Neighborhood Committee, which was discussed. The City Council workshop on the Sidewalk Plan was discussed.

Sandusky will report back to the City Council what the TURA discussed. **Hurd** mention the possibility of patching sidewalks, which was discussed. **Schrom** had questions about the purpose of the different committees with a brief discussion. There was discussion about board members looking for potential projects to bring before the board for consideration. **Hurd** explained some of his ideas. Applications were discussed.

7) **New Business:**

(a) **Resolution Adopting GASB 54:** **Reeves** said she could not fully explain what GASB54 was, other than a requirement of the auditors for the TURA to be in compliance with the standards and requirements of the Government Accounting Standards Board pertaining to ending balance funds and authorization assignment.

➤ **Sandusky made a motion to adopt Resolution 2011-05 regarding GASB Pronouncement No. 54. Allen seconded the motion. Hurd called for the vote. Ayes were received by all board members so the motion passed unanimously**

(b) **TURA Meeting Date Discussion and Resolution:** **Chairman Hurd** explained the reason for the request to change the meeting dates because of **Decker's** election to the Port of Tillamook Bay Board of Directors and their Tuesday night meetings. There was discussion about meeting dates and consensus was the 2nd and 4th Wednesday of the month would work best for all.

➤ **Schrom made a motion to adopt Resolution 2011-06 amending TURA regular meetings to the new days of the 2nd and 4th Wednesday's of the month beginning on June 22, 2011. Casey seconded the motion. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

(c) **3rd Street Engineering Invoice May 2010:** **Chairman Hurd** noted the invoice from Tillamook County for \$18,400.82. **Schrom** noted his concern of the lines over budget. This was discussed. He suggested we contact the county for an explanation from NW Engineering before releasing the payment. **Reeves** will contact Tillamook County Public Works and get and get a justification and explanation.

➤ **Sandusky made a motion to approve the invoice for \$18,400.82 for payment with the understanding that an explanation of the over budgeting before release of payment. Hurd seconded the motion. Hurd called for the vote. Ayes were received by all board members. The motion passed unanimously.**

(d) **1st Street Paring Lot & City Monthly Parking Rentals:** **Chairman Hurd** spoke about the possibility of recommending to the City Council switching parking lots

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

for monthly rentals and short term parking. He explained the need for short term public parking closer to the downtown core area. **Casey** explained about the current monthly rentals for the city parking lots. There was discussion about this. There was discussion about ownership of the 1st Street which TURA will retain for now, maintenance costs, parking enforcement, and parking meters. **Decker** recommended a workshop with the board and the council to talk about how to handle the details of the parking lot. **Reeves** will draft up a letter to the council regarding a workshop and email to the board for review. **Reeves** also mention since the parking lot will soon be completed, and it could take a while before all of the details are worked out with the City Council, there still needs to be signs placed on the lot pertaining to parking. Signs were discussed and consensus of the board was to allow temporary 2 hour public parking. **Reeves** will get an estimate of costs and placement.

8) **Committee Reports:**

(a) **Loan Grant Application Committee:** **Sandusky** and **Wyntergreen** have been unable to get together to work on the forms.

9) **Correspondence/Information:** None

10) **Concerns of the Board:** **Schrom** asked about the blade sign at the Public Market building that is one-sided. **Hurd** explained the Public Market purchased the sign and the TURA did not have any part in the design. **Schrom** will contact the Public Market to get his questions answered and bring the information back to the board. **Sandusky** would like to know the costs to finish the sign.

11) **Meeting Notices:** The next regular meeting will be Wednesday, June 22nd, 2011 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:

Don Hurd – Chairman