



**Tillamook Urban Renewal Agency
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Tillamook, Oregon 97141**

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**TURA Special Meeting
Wednesday, August 1, 2012
5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Carolyn Decker
Alene Allen
John Sandusky
Cheryl Davy
Dave Schrom

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public: None

HANDOUTS AFTER BOARD PACKET DELIVERY:

- 1) Awning Quotes for Sunseri's Dutch Mill from Pike Awnings and Rose City Awnings
- 2) June 30, 2012 Financial Statement
- 3) Enlarged copies of the Report on the Plan Table 17 & 20 and Financial Charts A & B

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 P.M. D. Reeves did the roll and all board members were present.

2. **Approval of Minutes:** Chairman Hurd asked for approval of two sets of minutes from the regular meeting and the special workshop meeting.

- C. Decker made a motion to approve the regular meeting minutes of July 11, 2012. The motion was seconded by A. Allen. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.
- C. Decker made a motion to approve the minutes from the July 17, 2012 special meeting as typed. A. Allen seconded the motion. Hurd called for the votes and ayes were received by all board members so the motion passed unanimously.

Hurd and Schrom both commented the board will miss L. Casey's proof reading abilities.

3. **Approval of Bills:** D. Reeves explained that since the meeting had been moved ahead by a week, that only one billing had come in. She would recommend the board wait until later in the month to pay the bills, noting that she does not want to wait until the next meeting as that would be on September 12th which is too long to wait. After a short discussion it was the consensus of the board to have the bills paid around the middle of the month. The board will be contacted for

Agency Board Members:

Chairman Don Hurd: Vice Chairman Carolyn Decker
Cheryl Davy, John Sandusky, Alene Allen, Dave Schrom
City Manager Paul Wyntergreen, Executive Assistant Debbi Reeves

approval of any payments. It was noted that **Steve Kershaw's** façade grant might need to be paid sometime in August also.

4. **Financial Report:** **D. Reeves** stated the June 30, 2012 Financial Statement was handed out prior to the meeting and that it was the final statement for the fiscal year. She also noted that everything looked fine and cash carry-over was very close to what was anticipated.

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

6. **New Business:**

a) **Request for Assistance for City of Tillamook Service Facility:** **Chairman Hurd** opened the portion of the meeting to discuss the City's request for assistance.

➤ **C. Decker made a motion to reject the application for a grant from TURA to the City of Tillamook to make improvements to their shop building on 3rd Street for the amount of \$225,000 or for any amount at this time. The motion was seconded by A. Allen. Schrom asked for discussion. Hurd noted a motion has been made and seconded and open up the discussion.**

Hurd began by explaining he has done an analysis of the proposal. He went on to speak about the hospital project, property purchase and the remodeling project of the City. He went over the language in Oregon Revision Statutes (ORS) 457.085 (2)(j) pertaining to Public Buildings and benefits to the UR District. He went on to speak of findings, funding, potential projects, flexibility, and the amount of current tax revenues received in comparison to the request. **C. Decker** explained why she made the motion, blight in Tillamook, and the businesses in Tillamook. She also noted that most of TURA's project are smaller and downtown improvements. She spoke of the 3rd Street Project and that it is a good project because local businesses can only move that direction out of the floodway. **A. Allen** commented on the additional revenues that will be produced by TURA projects that increase tax revenues. There was discussion about future projects that can come to Tillamook. **Hurd** commented on early pay off of the loan obtained for the 3rd Street Project. **P. Wyntergreen** commented on the proposal from the City and noted the cash flow projections presented to the board, noting the proposal is contingent on the refund from ODOT on the 3rd Street Project. He spoke of the phases of the City Shop project and the goals and objectives of the agency and listed in the plan. There was discussion about annexation, goals, objectives, future borrowing potential, current banking trends, park grant applications, and matching contributions. **J. Sandusky** spoke about the excess borrowed money currently being held in the bank and using it for future projects. **D. Schrom** commented on the City project and the project list. There was discussion of the Columbia Bank loan, future loaning capabilities, the 3rd Street Project, and the City Shop property. **D. Schrom** noted the board had anticipated helping the city with this project all along and even added the property into the district boundary in the recent Plan Amendment. He commented on the blight that the old City Shops were. He is not in favor of paying down the loan and then going back to

the bank for future borrowing and does not want any further paperwork on this issue. **C. Davy** and **C. Decker** discussed the original plan of starting an Urban Renewal District for revitalizing downtown Tillamook. There was discussion about the difficulty of borrowing at this time and receipt of tax revenues in the future.

- **(CONTINUED) Chairman Hurd stated there is a motion on the table and asked C. Decker to repeat her motion which she did. Hurd called for the vote. Ayes were received by C. Decker, A. Allen, C. Davy, and D. Hurd. J. Sandusky and D. Schrom voted “No.” The motion to reject the application for assistance from the City of Tillamook was passed by a majority of the board.**

Chairman Hurd spoke about future loans, which was discussed. **J. Sandusky** would seriously like to get the banks to discuss the agency’s ability to secure funding. **P. Wyntergreen** will check to see if the League of Oregon Cities could help TURA with future funding. He will also check with the banks. **P. Wyntergreen** also asked for interpretation of the motion and would like to know if the agency will allow any sunk costs the City expends as matching costs. Consensus of the board is to honor any sunk costs that the City has expended to be applied towards any future application for this project and to record this into the minutes.

b) Sunseri’s Dutch Mill Restaurant Facade Grant- Loan: Chairman Hurd commented on his conversation with the owners of the Dutch Mill, a painter, and a contractor about improvements to the building. He also commented on electrical issues, metal siding, and the awning. Two awning quotes were handed out for the board to review. **Hurd** noted measurements are needed to quote an awning at the business next door. **Hurd** will contact **Josh Matsell** for a quote on removing the siding from the building.

c) Cash Flow and Project Priorities: P. Wyntergreen noted the cash annual flow Chart A in the packet that can be updated year after year. He explained how the charts were compiled and commented on reserve accounts and audit procedures. He also commented on the long term Chart B derived from a chart in the recent amendment noting updates he made from the board project list. He asked the board to review and come back with any questions or potential changes.

d) 1st Street Parking Lot and Electric Car Charging Station: P. Wyntergreen explained what has been happening with electric car charging (ECC) stations coming to the area. The company bringing in the station would like to use the TURA parking lot since environmental studies have been done. He explained the lease agreement with the City and TURA on the parking lot. There was discussion about electric car charging usage, the length of the lease, the potential sale of the parking lot, the future use of the parking lot, other potential locations for the ECC, and how the ECC’s are installed and/or removed.

- **C. Davy made a motion to decline the opportunity to have the ECC located on the TURA 1st Street Parking Lot. The motion was seconded by D. Schrom. Hurd called**

for the vote and the motion passed unanimously.

e) **Cancellation of the August 8, 2012 Regular Meeting:**

- **C. Davy made a motion to cancel the regularly scheduled TURA meeting on August 8, 2012 due to the Tillamook County Fair. D. Schrom seconded the motion. Hurd called for the vote and the motion passed unanimously.**

7. **Pending Business:**

a) **Board Vacancy:** **Hurd** said he thought it would be good to advertise the board vacancy. He commented on potential applicants.

- **J. Sandusky made a motion to advertise the board vacancy. A. Allen seconded the motion. Hurd called for the vote and the motion passed unanimously.**

b) **AgendaQuick Program and Costs:** **D. Reeves** noted the AgendaQuick program had been tabled from the prior meeting. She commented on the amount of meetings the City would use the program in comparison with TURA. There was discussion about the laptop computer, the program, paper consumption, board preference, and the benefit of the program. She explained how the AgendaQuick program will work. Some of the board members are willing to try the laptops and the program. **P. Wyntergreen** noted the city will allow TURA to use the laptops and program regardless of contribution. **Hurd** commented on increased overhead for TURA throughout the years.

- **J. Sandusky made a motion to contribute \$600 to the AgendaQuick program this year. C. Decker seconded the motion. Hurd called for the vote and the motion passed unanimously.**

c) **Bank of Astoria:** **D. Reeves** explained that the Bank of Astoria had come to the agency with a proposal for opening a checking account. There was discussion about our current banking needs. She noted that all financial institutions should have equal opportunity to submit an RFP. After discussion the board decided to keep the current checking account with US Bank for now. **D. Reeves** will contact Bank of Astoria about this decision.

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

a) **Contract Committee - Kershaw Façade Project:** **C. Davy** asked about being the Chair of the committee as she did not remember being appointed. The Contract Committee will meet on Monday, August 6th at 3 p.m. to inspect the building and finalize the grant. **Steve Kershaw** will get the paid receipt submitted.

b) **Update on Langlois Project:** The repair work on the south side of the building is

progressing.

9. Correspondence/Information:

- a) **3rd Street Centurylink Letter from Tillamook County Public Works Dept.:** The board discussed the letter and the progress of the project.
- b) **TURA Annual Schedule:** **D. Reeves** noted the Annual Schedule is a reminder to the board of different items and issues that happen annually at specific times.

10. Concerns of the Board:

P. Wyntergreen commented to the board that the City Council will set a workshop next month for ODOT Transportation Grant Projects and that the council would want the TURA Board to attend if possible. He explained the program and asked the board to begin thinking of long range plans for road projects a million dollars or less. Phase II of 3rd Street is most likely over \$2 million.

Curb painting around town was discussed and **A. Allen** said to tell Street Dept. Supervisor **Jon Williams** it looks GOOD!

11. Meeting Notices: The next meeting will be September 12, 2012

12. Adjournment: With no further business **Chairman Hurd** adjourned the meeting at 7:10 P.M.

Prepared by:
Debbi Reeves
Executive Assistant

Reviewed by:

~~~~SIGNATURE ON FILE~~~~

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Don Hurd  
TURA Chairman