



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

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**TURA Regular Meeting
Wednesday, September 12, 2012
5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Carolyn Decker
Alene Allen
John Sandusky
Dave Schrom

Board Members Absent:

Cheryl Davy - excused

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public:

Aaron Zimmerman, Ruth LaFrance

HANDOUTS AFTER BOARD PACKET DELIVERY:

- 1) July 31, 2012 Financial Statement
- 2) Board Volunteer Application from Ruth LaFrance

1. **Call to Order and Roll Call: Chairman Hurd** called the meeting to order at 5:31 P.M. **D. Reeves** did the roll. All board members were present with the exception of **Cheryl Davy** who asked to be excused.
2. **Approval of Minutes: Chairman Hurd** asked for approval of two sets of minutes from August. There was discussion of whether the August 1st meeting was a regular meeting or a special meeting as the meeting had been switched from the second Wednesday of the month to a week earlier due to conflicts with the Tillamook County Fair.
 - **Sandusky made a motion to approve the minutes of the meeting held on August 1, 2012 as presented. Allen seconded the motion. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.**
 - **Decker made a motion to approve the minutes from the August 22, 2012 meeting. Allen seconded the motion. Hurd called for the vote. The motion passed unanimously.**

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3. **Approval of Bills:** Chairman Hurd asked for approval of the bill in the amount of \$898.93. Decker asked about the payment to the Oregon Ethic Commission and Reeves noted it was the annual fee the state has accessed on all agencies for the past couple of years. Wyntergreen noted it is a fee not a due.

- Sandusky made a motion to pay the bills in the amount of \$898.93 (check #681-684). Schrom seconded the motion. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.

NOTE: For audit reference in the minutes, the Check Report for August payments was included in the Board Packet under Correspondence/Information. Due to the dates meetings were held in August, bills were paid in the amount of \$5,565.14 (check #677-680) approved by the board by email consensus on August 20, 2012.

4. **Financial Report:** Chairman Hurd noted the July 31, 2012 Financial Statement had been handed out prior to the meeting asking Reeves if there was any comments. She commented on the budget amounts and the difference in beginning fund balances which had to be revised by the accountant to the actual amounts. She also commented on the amount of bills paid out in June and July.

- Sandusky made a motion to approve the financial report for July 31, 2012. Allen seconded the motion. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.

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

6. **Pending Business:**

a) **Adopt Resolution 2012-06 – Amendment to the Bylaws:** Chairman Hurd commented on the amendment to the bylaws pertaining to agency membership and that the board would make the ultimate decision who is appointed to the board. Wyntergreen noted the resolution had been revised by Attorney Jeannette Launer. Reeves explained the reason for rescinding of 2012-05 and the adoption of 2012-06 per legal counsel.

- Decker made a motion to adopt Resolution 2012-06 which rescinds Resolution 2012-05 and changes the agency membership of the Bylaws. The motion was seconded by Allen. There was discussion. Hurd called for the vote. Ayes were received by C. Decker, A. Allen, and D. Hurd. J. Sandusky voted “no” and D. Schrom abstained. The motion passed by a majority of the board.

b) **Board Volunteer Application and Board Vacancy:** Chairman Hurd noted an application had been submitted by Ruth LaFrance and was handed out to the board prior to the

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meeting. An application from **Aaron Zimmerman**, who was previously on the TURA board in 2009-2010, was included in the packet. **Hurd** asked **Ruth LaFrance** to speak to the board about her application and volunteer history listed in the application. **LaFrance** spoke to the board. **Hurd** asked **Zimmerman** to comment on his interest in TURA at this time and his current work load at his job. **Zimmerman** commented on this. There was board discussion about the two applicants. **Zimmerman** then asked to withdraw his application since there was another volunteer willing to fill the position. He explained he only applied at the request of the Chair.

- **Sandusky made a motion to appoint Ruth LaFrance to the position vacated on the TURA Board by Lynda Casey. Decker seconded the motion. There was discussion about meeting times and LaFrance's schedule. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.**

Schrom thanked **Aaron Zimmerman** and noted the board appreciates his continued support and involvement. **Zimmerman** commented he will continue to come to the TURA meetings as time allows and that he is very interested in TURA activities.

Ruth LaFrance joined the board at the front of the room and everyone welcomed her.

- c) **Sunseri's Dutch Mill Façade Grant: Decker** said she had a meeting with **Kathy Sunseri** who is interested in applying for TURA funding but is having an issue getting painters and contractors to quote the job. **Decker** provided her names of both. **Josh Matsell**, who was contacted, will be on vacation for several weeks, and is not able to provide a quote either. **Sunseri** would like to get things fixed and to paint the entire building. There was discussion about the building. **Schrom** commented at this time TURA is waiting for an application.

7. New Business:

- a) **Tillamook Pioneer Museum Façade Grant: Hurd** commented this was one of the most complete applications received. The façade grant application was discussed.
 - **Schrom moved to approve the Tillamook County Pioneer Museum grant application for \$1,150. Sandusky seconded the motion. There was discussion about the museum and future partnering with TURA for parking signage on their property. Zimmerman explained his conversations with Museum Director Gary Albright regarding this. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.**

Wyntergreen noted he will continue conversations with the museum regarding the parking signage as well as have Urban Designer **Terra Wilcoxson** also work on this.

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b) **Review of Façade Grant and Grant Loan Application & Procedures:** **Hurd** asked the board to hold off on this discussion until he and the rest of the board had time to review the façade grant and grant-loan application guidelines and procedures. **Schrom** asked about the potential changes. **Wyntergreen** explained that **Hurd** may want to propose changes to procedures.

Wyntergreen suggested to **Hurd** that the agenda could be revised to allow the regular business to take place before going into Executive Session.

c) **Findings Related to IOOF Property: Moved to the bottom of the agenda.**

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

a) **Streetscapes Committee – Allen** said she was not prepared to give a report at this time.

b) **Langlois Project:** **Hurd** asked **Sandusky** if there was anything to report on the project. **Sandusky** commented that the painting is moving along and the repairs have been made. There was discussion about how nice the building looks. **Reeves** commented she has not heard from **Carol Langlois** about completion.

At 6:05 P.M **Chairman Hurd** adjourn into Executive Session and cited ORS 192.660(2) (e) Real Property Transactions and ORS 192.660(2) (h) Legal Counsel. **Wyntergreen** commented on the two ORS’s for property negotiation and legal counsel.

Chairman Hurd reconvened the Regular Meeting at 6:40 P.M.

New Business Continued:

c) **Findings Related to IOOF Property:**

➤ **Sandusky** proceeded to make a motion for the City Manager to begin to develop findings to identify what possible steps to take to rectify the loans with Mr. Janac, which was seconded by **Schrom**. **Sandusky** added to the motion that the Chair and City Manager take these finding to be reviewed by an attorney. **Hurd** commented that **Wyntergreen’s** memo regarding this could be reviewed by an attorney and then the attorney advice and findings could be discussed at the next meeting. At this time **Sandusky** withdrew his motion.

There was discussion on how to proceed. **Hurd** asked the board to allow **Attorney Lois**

Albright review and recommend the next steps.

- **Schrom made a motion that the Chairman and City Manager contact Attorney Lois Albright to review Wyntergreen's memo dated 9/7/12, Janac Property Analysis and provide a summary of those documents and a recommend on how to proceed. Allen seconded the motion. There was discussion about potential default of the contracts and the process. Hurd called for the vote and the motion carried unanimously.**

9. Correspondence/Information:

- a) **Hoquarton NOI Results: Wyntergreen** explained the grant for the Hoquarton was not successful but he will continue to apply. Grants and funding were discussed.
- b) **STIP:** No comments.
- c) **David and Sandi Dixon: Reeves** explain she received a phone call from **Sandi Dixon** and explained what may work for the **Dixon's** regarding updates to their building. **Dixon's** would like to meet with a committee. There was discussion about doors, windows, and sidewalks. **Wyntergreen** mentioned the building is not on the national historic registry but is on the state historic list and explained the restrictions are nothing like the national registry. **Reeves** will set up a meeting date and time.
- d) **David Neal: Hurd** commented he spoke with **David Neal** noting **Neal** is not interested in updating his building on Main but has another location in the district which he would like to discuss. The Board discussed the other building.
- e) August Check Report: No comments.

10. Concerns of the Board:

Wyntergreen noted the City Council will be looking at the updates to the Comprehensive Plan and that the Urban Renewal plan is tied to the comp. plan. He explained what is happening and the updates. A copy is available for review. There was discussion.

Schrom asked about the status for the variance request for the Rodeo sign. **Wyntergreen** explained the Planning Commission has put a deadline on the request.

11. Meeting Notices: The next meeting will be October 10, 2012

12. Adjournment: With no further business **Chairman Hurd** adjourned the meeting at 7:00 P.M.

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Prepared by:
Debbi Reeves
Executive Assistant

Reviewed by:

~~SIGNATURE ON FILE~~

Don Hurd
TURA Chairman

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