



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

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**TURA Regular Meeting
Wednesday – September 28, 2011 - 5:30 P.M.**

Board Members Present:

Chairman Don Hurd

Vice Chair Carolyn Decker

Alene Allen

Lynda Casey

Dave Schrom

John Sandusky

Joe Martin

Staff Present:

Debbi Reeves: Executive Assistant

Guests/Public:

None

- 1) **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:30 p.m. Reeves did the roll call of the board. Sandusky was absent at the time of the roll call but came into the meeting at 5:35 pm. All other board members were present.
- 2) **Approval of the Minutes:** Chairman Hurd asked if there were any corrections or additions to the minutes. Casey and Schrom both asked about the contract with Elaine Howard. Reeves said Elaine Howard has Professional Liability coverage of \$1 million and the other concerns were explained satisfactorily. The contract was signed. There were no further comments or questions.
 - Schrom made a motion to approve the minutes of September 14, 2011 as submitted. Decker seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.
- 3) **Approval of the Bills:** None
- 4) **Financial Report:** Chairman Hurd asked Reeves if there was anything to report regarding the August 2011 Financial report. She had nothing to comment on and said the report looked good. Several board members noted they like the format of the report. Consensus of the board was to accept the report as presented.
- 5) **Public Non-Agenda Items:** None

6) **Pending Business:**

- a. **3rd Street Improvement Project:** **Chairman Hurd** announced that neither **Liane Welch** or **Mark Labhart** from the county were able to attend the meeting therefore they would be rescheduled to the October 12th meeting. **Chairman Hurd** did explain the situation with the costs of the water lines and why they were almost double the original quote. He commented on ODOT involvement and what might be done to bring the project back into an affordable amount. Phase 2 was also talked about and **Hurd** said the county has already explained they would not have any dollars to add to this part of the project. The board discussed the \$420,000 amount the TURA would have to commit to for Phase 2, the bidding process, ODOT involvement, and the water line bids. **Allen** asked about NW Engineers and **Schrom** noted his experience with the firm. **Decker** mentioned she would not like to see TURA over-extend as there are several upcoming projects. There was discussion about Local Improvement Districts (LID) and how to implement one. Annexation was also discussed. **Hurd** would like the board to consider everything that has been discussed as well as any other questions and have them ready for the next meeting with the county representatives.
- b. **Plan Amendment:** **Chairman Hurd** said he thought **Howard** had most of the data gathered to move forward. **Hurd** asked when the next meeting date with **Howard** is set for which **Reeves** will check on.

Hurd also mentioned he, **Casey** and **Tom Connaughton** had walked the downtown core area to assess what building and businesses could potentially have façade upgrades.

Hurd went on to speak about the meeting with the representatives of the **Elks Lodge**. *(Note: Hurd handed out a quote from Josh Matsell Construction regarding the removal of the metal siding on the front of the Elks Lodge)* **Hurd** explained the quote from **Matsell Construction** to the Tillamook Elks Lodge and what TURA is looking to do on the building. TURA would like to remove the siding and repair the windows on the front if possible. The contractor has looked and determined there are windows and they could possibly be repaired or replaced. Safety glass, dry rot, and a type of faux window was discussed. **The Elks Lodge** has a painting bid of approximately \$15,000 which they will cover the costs of. TURA costs will be for restoring the front of the building for now.

➤ **Schrom made a motion to move forward with the removal of the metal on the front of the Elks Lodge and to approve spending \$1,680.00 as quoted by Josh Matsell Construction. Decker seconded the motion. Ayes were received by all board members seated. The motion passed unanimously.**

Hurd then mentioned the **Napa** Building and their intent to paint the back wall of the building next to the 1st Street Parking Lot. Colors were discussed, as well as the possibility of a mural one day. **Hurd** said for now **Napa** will be painting the wall gray.

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- c. **1st Street Parking Lot:** **Hurd** has contacted attorney **Kuzma** but has not received a return call. **Reeves** will email **Kuzma** the information to be included in the contact.
- d. **Beals Building Project:** **Chairman Hurd** said the awning should be going up next week. **Reeves** has been in contact with **Saito** regarding the \$225 added cost to the painting quote. She also sent **Saito** the quote on repair and replacement of the lights under the front awning. **Saito** was concerned with the color of trim selected but had not seen it personally.
- e. **Streetscapes Pilot Project Proposal:** **Casey** presented the Streetscapes proposal to the board and explained Phase 1 and Phase 2. She went over the vacant window painting ideas and how to potentially implement the project. This was discussed. She also went over the ideas of street sculptures, metal art, flags, and banners. **Hurd** asked if the ODOT project would have an impact on anything done in the pilot project and **Casey** did not think it would since they will only work of the corners and not down 2nd Street. There was discussion about cost estimates for Phase 1 of the project. The board discussed the businesses that need assistance and business willingness to participate. There was discussion about the business listed in the proposal. **Chairman Hurd** would like the board to further review the proposal and come back to the next meeting for approval. **Hurd** will attend the next Streetscapes Committee meeting on October 11th.

7) **New Business:** None

8) **Committee Reports:** None

9) **Correspondence:** **Reeves** spoke about the Sense of Place graph included in the board information. This graph was obtained from the OPI Conference attended by the City Planner and since it pertained to urban renewal and streetscapes he thought TURA would be interested. **Reeves** went on to explain about the large area that TURA could potentially design on 1st Street when the ODOT intersection project takes place. There was discussion about this. **Sandusky** thought a design contest could be held. Discussion.

Reeves explained the Annual Report document handed out to the board. (*Note: Draft Annual Report for FY 2010-2011 per ORS 457-460*). She explained why this report is being presented to the board, which was discussed. Consensus of the board was to publish the report.

Hurd spoke about the Associations Committee and why he wrote a letter to them. This is a City committee. There was discussion about the role of the committee in community planning and how to involve each agency in community events. The next meeting of the Associations Committee will be held on October 10 at the TCCA meeting room.

10) **Concerns of the Board:** **Casey** asked about the By-Laws concerning where board members live and that only two members were allowed outside the city limits. There is a possibility she may have to move outside the City limits. This was discussed.

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Casey said she, **Hurd** and **Connaughton** had done a field trip looking at the **Elks Lodge**, the alley between the **Elks Lodge** and **Beals Building** regarding the loose wiring and fire escape, the **Elks Lodge** parking lot, and other alley issues. They also looked at the **Muddy Waters Cafe** building pertaining to front and back building and canopy repairs. They also looked at **Corky's Restaurant**. She noted there is a lot of cleanup needed. **Hurd** spoke about the parking lots behind the **Dutch Mill Restaurant** and the west side City parking lot and that the asphalt is breaking up. TURA could help with paving these lots. He also mentioned there is wiring around some of the buildings that need to be placed into conduit. There was discussion. The electrical meters on the side of the building on 2nd Street were also discussed as well as enforcing ordinances.

Martin handed in his written resignation from the TURA board effective immediately. He has discussed this with **Mayor Weber** and she will speak with the council about this at the next council meeting. He explained there are medical reasons why he feels unable to continue on the board. The board thanked **Martin** for his time served on the TURA board.

11) **Meetings:** The next regular TURA meeting is October 12, 2011 at 5:30 p.m.

12) **Adjournment:** **Chairman Hurd** adjourned the meeting at 7:15 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:

Don Hurd – Chairman