

Tillamook Urban Renewal Agency Meeting Minutes - December 13, 2017

CALL TO ORDER

Chair Adam Schwend called the regular meeting of the Tillamook Urban Renewal Agency to order at 5:30 p.m.

He asked D. Reeves to call the roll. She noted C. Decker had asked to be excused. S. Weber and D. Henson were absent. All other board members were present. Chair Schwend noted there is a quorum for the meeting.

ROLL CALL

Present: Tom Connaughton
Adam Schwend
Cheryl Davy
Ruth LaFrance

Absent: Doug Henson
Carolyn Decker
Suzanne Weber

Staff Present: Debbi Reeves, Executive Assistant

Attendees: Sierra Lauder
Heidi and Jacob Holzgrafe

APPROVAL OF THE MINUTES - November 8, 2017

Chair Schwend asked for approval of the meeting minutes from November 8, 2017. R. LaFrance commented that she has a few typo and grammar corrections to submit, none of which change the content of the minutes.

MOTION: Board Member Ruth LaFrance, **SECOND:** Board Member Cheryl Davy

R. LaFrance made a motion to approve the minutes as corrected. C. Davy seconded the motion. The motion passed.

VOTE: AYE: Vice Chair Tom Connaughton, Chair Adam Schwend, Board Member Cheryl Davy, Board Member Ruth LaFrance
Carried - Unanimously

PUBLIC NON-AGENDA

Chair Schwend asked if there were any non-agenda items from the audience. There were none.

NEW BUSINESS

1. Volunteer Application for Expiring Board Position #2 and Position #3

Chair Schwend commented on the expiring board positions noting there are 2 At-Large board positions expiring on December 31, 2017. These are Carolyn Decker (Position 2) and Cheryl Davy (Position 3). Carolyn has said she will not be reapplying for the TURA board. Cheryl Davy has resubmitted a letter and volunteer application. Brian Cameron and Lonnie Jenck submitted volunteer applications for the board. He noted the City Council positions will most likely be filled at the December 18th City Council meeting. He then asked for nominations for the board positions. R. LaFrance nominated C. Davy for Board Position #3. T. Connaughton nominated Lonnie Jenck and Brian Cameron for Board Position #2. There was discussion about the qualifications for the TURA board. D. Reeves stated that the only qualification is that a person live in the School District #9 boundary and both applicants meet this qualification.

Each of the Board Members filled out the voting form included in the board packet and handed them to D. Reeves. She read each vote out loud and tabulated the votes. There were 4 votes for C. Davy for Position #3. There were 3 votes for Lonnie Jenck for Position #2 and 1 vote for Brian Cameron for Position #2. With the majority of the votes Lonnie Jenck was appointed to the TURA Board effective January 1, 2018. D. Reeves will notify the applicants of the results of the appointment.

2. Third Renewal of 1st Street Parking Lot

D. Reeves explained the original 2012 lease agreement offered five two year renewal periods for the TURA parking lot on 1st Street to the City of Tillamook and this is the third renewal. She noted the City Council has approved the renewal and the Mayor has signed. There was discussion about the lease agreement, any lease payments, insurance on the property, and maintenance. D. Reeves explained the City does not rent any of the spaces and the lot is for public parking. The insurance and maintenance is the City's responsibility.

MOTION: Board Member Cheryl Davy, **SECOND:** Board Member Ruth LaFrance

C. Davy made a motion to approve the third renewal of the TURA parking lot to the City and to authorize the Chair to sign. R. LaFrance seconded the motion. The motion passed.

VOTE: AYE: Vice Chair Tom Connaughton, Chair Adam Schwend, Board Member Cheryl Davy, Board Member Ruth LaFrance

Carried - Unanimously

3. Candace and Ross Ryding - Building Facade Issues on 312 Main Avenue

D. Reeves spoke about the Ryding Building on Main Avenue. The photo in the packet shows the front of the building where the letters are peeling away from the facade. She noted the TURA agreements require the Rydings to maintain the property in good condition and repair promptly any damage to improvements. She also noted the damage to the gutter has not been repaired which was requested in a letter from TURA to the Rydings in May 2017. There was discussion about the potential sale of the building to Jeff and Abby Hoffert who currently own the Yo Time Yogurt shop located in the building. S. Lauder spoke about the potential sale, current health issues of Mr. Ryding and that the children's clothing store has closed. There was discussion about the building, TURA's investment in the building, and how to proceed. It was determined that staff will send out a letter of concern to the Rydings and also make a phone call to speak directly to them to see how the issues can be taken care of.

4. Sale of Tillamook Apartments Building

D. Reeves commented that she had spoken with Carol Langlois, owner of the Tillamook Apartments, to let TURA know they will be selling the building to her grandson, Beau Blixseth, within the next month or so. There was discussion of the assistance award granted to the Langlois. D. Reeves noted Mr. Blixseth had contacted her to find out if the TURA assistance was transferrable and she told him it was not. He said he will apply for TURA assistance when the sale is complete. S. Lauder noted there were some issues that were preventing the sale from going through as soon as the sellers and buyer wanted. D. Reeves noted the board will need to revisit this issue once the sale is complete in order to defund the project for the Langlois that had been committed to in the summer of 2017. Carol Langlois said she would submit a letter when the sale is final.

PENDING BUSINESS

1. Contract Committee Duties

D. Reeves spoke about the duties of the Contract Committee which include project inspections, reimbursement requests, and contract document review and recommendation to the board. The Contract Committee has not been reviewing documents and the Fiscal Policies and Procedures and Bylaws both state this is a part of their duties. There was discussion about the duties, the new board member, and committee appointments in January. D. Reeves also noted the timeline included in the packet was an example of the length of time from approval of funding for the project to contract completion and signing. She noted simple projects should only take a month or two but a more in-depth project can take several months longer for contract documents depending on review by legal counsel. There was discussion of setting the Contract Committee meeting date to at least one week before the board meeting. This will be addressed again next month.

COMMITTEE REPORTS

1. Proposal and Justification Committee

R. LaFrance spoke about the P&J Committee meeting held on November 29th to review the pre-application of Jacob and Heidi Holzgrafe. The Holzgrafe's are renovating a 5 unit apartment building at 2015 8th Street and a rental house at 2013 8th Street. They have been invited to submit a full application. She spoke about the property being sold on contract and that nothing has been recorded so the property is in another name other than the applicant. This was discussed. The Holzgrafe's said they purchased this property by private contract but the sellers are more than happy to work with them and TURA. There was discussion on potential issues if the property is not in the Holzgrafe's names. After further discussion Chair Schwend stated that TURA Administrator Paul Wyntergreen will need to be involved in this discussion. The Holzgrafe's stated they intend on getting their full application in by end of next week to make it onto the P&J Committee agenda for December 27th.

PROJECT REPORTS

D. Reeves reported on the current projects. She noted nothing has been going on with the Hoquarton House. The pavers for the parking lot at the SHE Park should be coming anytime and J. Howard is ready to begin when they arrive. The 2nd Street Plaza Underground Electrical will not continue until ODOT has the sidewalks done on Main Avenue. The Tillamook Chamber of Commerce was planning to get the roof work done soon but the front facade will wait until spring. D. Reeves noted J. Aufdermauer will be asking for an extension as the project is nearing the one year deadline for completion. R. LaFrance asked about the TAPA parking lot but D. Reeves has not heard anything from them. They have until summertime to complete the project.

CONCERNS OF THE BOARD – Non-Agenda Items

Chair Schwend asked the board members for any non-agenda items of concern. There were none.

CONSENT AGENDA

D. Reeves noted the Consent Agenda includes all of the annual loan payments being made to TLC Fibre FCU and Oregon Coast Bank, a billing from the City and the Board Financial Report for month ending October 31, 2017.

MOTION: Vice Chair Tom Connaughton, **SECOND:** Board Member Cheryl Davy

T. Connaughton made a motion to approve the Consent Agenda as presented. (US Bank Checks #985-#991 and Financial Statement Ending 10/31/2017). C. Davy seconded the motion. T. Connaughton asked about the amount of tax revenues received in November and the annual payments being made. D. Reeves explained. Chair Schwend called for the vote and the motion passed.

VOTE: AYE: Vice Chair Tom Connaughton, Chair Adam Schwend, Board Member Cheryl Davy, Board Member Ruth LaFrance

Carried - Unanimously

CORRESPONDENCE AND INFORMATION

1. OBB Partners V - Second Loan Balloon Payment

D. Reeves commented that OBB Partners V had made their required balloon payment more than a month early. The funds have been deposited into the TLC Fibre account where loan payments are deposited and is available for private projects.

2. Future Financing for Private Projects and Update on Public Project Funding

D. Reeves spoke about future financing for private projects and explained the necessity for moving forward to determine if and when TURA will seek new funding for private projects. She asked the board to keep and review the financial spreadsheets and be prepared for a more lengthy discussion at the January meeting. There was discussion about private funds, upcoming balloon payments in 2018, and priority projects.

There was discussion about the credit line at Oregon Coast Bank for public projects and D. Reeves explained that part of the contract with the bank is that 85% of the credit line has to be disbursed within 3 years of the date of the loan, which was August 25, 2015. Therefore by August 2018 approximately \$650,000 will have to be expended from the line of credit. S. Lauder spoke about the sewer line issues on 5th Street that will need to be addressed by the City very

soon. There was discussion of the sidewalk projects near the schools. D. Reeves noted P. Wyntergreen and School Dist. #9 Superintendent Randy Schild have been discussing the sidewalks.

This issue will be discussed again in January.

3. Project Commitment and Funding - December 13, 2017

Chair Schwend commented that the Project and Commitment list is a very useful tool in helping the board see what has been committed, what the balances are, and keeping up on the agency finances in a simple way.

ADJOURNMENT

Chair Schwend reminded the board members to let T. Connaughton know which committee's they would like to be on for the upcoming new year and to be thinking of who will be elected as the next Vice Chair. He noted the elected Vice Chair moves into the Chair position the following year.

With no further business Chair Schwend adjourned the meeting at 6:20 p.m.

Chair Adam Schwend

Respectfully Submitted By:

Debbi Reeves - Executive Assistant