

Tillamook Urban Renewal Agency June 10, 2020 Meeting Minutes

CALL TO ORDER

The regularly scheduled meeting of the Tillamook Urban Renewal Agency was called to order by Chair Sierra Lauder on June 10, 2020 at 5:30 p.m. at the Tillamook City Hall. Chair Lauder welcomed everyone to an in-person meeting and asked D. Reeves to call the roll. D. Reeves called the roll and all board directors were present.

ROLL CALL

Present: Board Member Ruth LaFrance; Board Member Barbara Billstine; Board Member Cheryl Davy; Board Member Suzanne Weber; Chair Sierra Lauder; Board Councilor Jorge Rios; Vice Chair Brian Reynolds

Staff Present: TURA Administrator Paul Wyntergreen; Executive Assistant Debbi Reeves

Attendees: Jennifer Robitsch

PUBLIC HEARING FOR THE TILLAMOOK URBAN RENEWAL AGENCY 2020-2021 BUDGET

Chair Lauder opened the Public Hearing for the TURA budget for fiscal year 2020-2021. D. Reeves noted there had been no written comments submitted for the budget. Chair Lauder asked if any of the public would like to speak about the budget. There were no comments or questions about the budget. D. Reeves noted that revised budget form had been handed out prior to the meeting and these would be explained and discussed under New Business on the agenda pertaining to the budget and the adoption of the budget. Chair Lauder then closed the Public Hearing.

APPROVAL OF MEETING MINUTES

Chair Lauder noted there are two sets of minutes for approval and would entertain a motion for each.

1. Regular Meeting Minutes from May 13, 2020

MOTION: Vice Chair Brian Reynolds, **SECOND:** Board Member Suzanne Weber

B. Reynolds made a motion to approve the minutes of the May 13, 2020 regular board meeting as presented. S. Weber seconded the motion. There were no corrections or discussion. The vote was called for and passed unanimously.

VOTE: AYE: Board Member Ruth LaFrance, Board Member Barbara Billstine, Board Member Cheryl Davy, Board Member Suzanne Weber, Chair Sierra Lauder, Board Councilor Jorge Rios, Vice Chair Brian Reynolds

Carried - Unanimously

2. Budget Committee Meeting Minutes from May 21, 2020

MOTION: Board Member Suzanne Weber, **SECOND:** Vice Chair Brian Reynolds

S. Weber made a motion to approve the minutes of the May 21, 2020 Budget Committee meeting as presented. B Reynolds seconded the motion. There were no corrections or discussion. The vote was called for and passed unanimously.

VOTE: AYE: Board Member Ruth LaFrance, Board Member Barbara Billstine, Board Member Cheryl Davy, Board Member Suzanne Weber, Chair Sierra Lauder, Board Councilor Jorge Rios, Vice Chair Brian Reynolds

Carried - Unanimously

PUBLIC NON-AGENDA ITEMS

Chair Lauder asked if there were any public non-agenda items to discuss. There were none.

NEW BUSINESS

1. Proposal and Justification Committee Recommendations for Assistance

Proposal & Justification Committee Chair R. LaFrance spoke about the committee meeting held via Zoom on May 27th to discuss Jennifer Robitsch's facade project at Madeline's. She explained the committee was not in favor of the corrugated metal on the front and that the committee had asked J. Robitsch to consider other options. Staff contact J. Robitsch and she was willing to go with a wooden wainscot look. J. Robitsch stated that she was in agreement to the change from metal to wood. She also noted this decreased the full cost of the project to a total of \$15,425.00. There was

discussion about the changes and the project.

MOTION: Board Member Suzanne Weber, **SECOND:** Board Councilor Jorge Rios

S. Weber made a motion to approve the recommendation of the Proposal and Justification Committee to award a grant of up to \$15,425.00 for facade improvements to owner Jennifer Robitsch, for Madeline's Vintage Market Place. The motion was seconded by J. Rios. There was discussion about the paint colors which J. Robitsch stated were in the approved color palette. She handed a copy of the colors around for the Board to review. There was discussion about the project and the changes. The vote was then called for and approved unanimously.

VOTE: AYE: Board Member Ruth LaFrance, Board Member Barbara Billstine, Board Member Cheryl Davy, Board Member Suzanne Weber, Chair Sierra Lauder, Board Councilor Jorge Rios, Vice Chair Brian Reynolds

Carried - Unanimously

2. **2020-2021 Budget Discussion, Adoption of the budget and Approval of Resolution 2020-01 - A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021**

D. Reeves spoke about the proposed changes to the budget as the cash carryover amounts are higher in the General Fund and lower in the TIF fund. She went over the changes in the lines on the LB forms noting that the General Fund cash carryover should be increased to \$601,000 and the TIF cash carryover decreased to \$25,000. She explained the changes in the budget to reflect this and balance the funds. P. Wyntergreen noted the Board is able to change any of the budget lines, if necessary, before final adoption. There was discussion about the changes and that the Resolution adopting the budget would need to be changed also. D. Reeves commented she had a revised version of the resolution with these changes prepared for the board to review.

MOTION: Board Member Ruth LaFrance, **SECOND:** Vice Chair Brian Reynolds
R. LaFrance made a motion to approved Resolution 2020-01, adopting the TURA budget for fiscal year 2020-2021 with the changes as presented and discussed. B. Reynolds seconded the motion. With no further discussion, the vote was called for and passed unanimously.

VOTE: AYE: Board Member Ruth LaFrance, Board Member Barbara Billstine, Board Member Cheryl Davy, Board Member Suzanne Weber, Chair Sierra Lauder, Board Councilor Jorge Rios, Vice Chair Brian Reynolds

Carried - Unanimously

PENDING BUSINESS

1. Draft Financial Impact Statement for Columbia Bank

D. Reeves spoke about her recent phone call with Columbia Bank and their request for a financial impact statement pertaining to the pandemic situation and the future. She explained it is hard to determine what kind of impact the pandemic may have on agency revenues, which are strictly property tax revenues. She noted that we can only speculate what may happen in November when tax payments are received. There was discussion about revenues received during the 2008-2009 recession and that there are no other incoming revenues for the agency. Historically, the Agency receives approximately 93% of the yearly assessed tax revenue. The Board asked D. Reeves to elaborate more regarding these two items and send the letter to Columbia Bank.

2. City TURA Short Term Loan Agreement - Verbal Update

D. Reeves reported that the short-term loan with the City is being processed. The City issued the loan of \$200,000 to the Agency on June 1st, which was deposited into the TLC account. Funds of \$200,000 were transferred from the LGIP account to the US Bank account on June 8th to cover the repayment of the loan, which is listed on the Consent Agenda for tonight's approval. She stated she will then move the funds from the TLC account to the State Pool LGIP account for better interest. She explained these transfers are necessary for audit approval and that Contract Debt is how the agency can use the funds in the TIF account that had been accumulating in anticipation of new loan payments. She spoke about the 2 years the agency has been working towards a new bank loan that has not come to fruition and setting aside money for these payments for the past 2 budget years.

COMMITTEE REPORTS

1. P & J Committee Meeting Report - May 27, 2020

Committee Chair R. LaFrance noted there was nothing further to report from the committee.

2. Contract Committee Report - Reimbursement request for Tillamook Co. Library Foundation Park

Contract Committee Chair B. Reynolds stated the Committee is recommending the reimbursement payment of \$3,000 be approved for the landscape work completed at the Tillamook Library Park. There was discussion about the remaining amount on the grant. R. LaFrance noted the installation of the water feature should happen within the next couple of

months. She noted there are other planned phases for the park renovations. S. Weber spoke about how nice the Library Park looks. The board thanked B. Billstine for the great photos of the park.

PROJECT UPDATES - Verbal Report

D. Reeves commented that Ike Kendrick, Lot 101, will be paving the parking lot when weather permits. P. Wyntergreen spoke about the city projects and the delays. There were no updates on the remaining projects.

CONSENT AGENDA - BILLS, PAYMENTS, FINANCIAL REPORTS

D. Reeves noted the Consent Agenda included the full repayment of the short term loan between the City and TURA. The total amount of the bills is \$203,071.10 (US Bank checks #1111- #1114). The financial statement for May 31, 2020 has not been completed.

MOTION: Board Member Ruth LaFrance, **SECOND:** Board Member Suzanne Weber

R. LaFrance made a motion to approve the Consent Agenda as presented. The motion was seconded by S. Weber. The motion carried unanimously.

VOTE: AYE: Board Member Ruth LaFrance, Board Member Barbara Billstine, Board Member Cheryl Davy, Board Member Suzanne Weber, Chair Sierra Lauder, Board Councilor Jorge Rios, Vice Chair Brian Reynolds

Carried - Unanimously

CONCERNS OF THE BOARD - NON-AGENDA ITEMS

Chair Lauder asked for concerns of the board. C. Davy commented on blight in the city and enforcement of City Ordinances. This was discussed. She was advised to bring this up with the City Council. S. Weber mentioned the new bio-swales will be cleaned and replanted in the near future. She also noted the City nuisance ordinance is a complaint driven process. Chair Lauder spoke about the outreach to past applicants for assistance in the TURA committee's which was previously discussed at an earlier meeting. She would like staff to prepare an outreach letter and possibly a press release asking for assistance. This was discussed, as were residential sidewalk projects. D. Reeves noted a new pre-application had just been received for new sidewalks around the Windsor Apartments. Chair Lauder asked that a sidewalk discussion item be put on the next agenda. There were no further concerns of the board.

CORRESPONDENCE AND INFORMATION

1. Project Commitment and Funds Report - June 10, 2020

D. Reeves noted the Project Commitment and Funds Report now contains the Recurrent sign project that was approved in May. She also noted the funds available lines will change now that the short term loan has processed. These changes will be reflected in the next report.

2. Lot 35 Homes - New Sign

S. Weber commented on the new sign on Lot 35 Homes and this sign was the final part of M. Motsinger's project.

ADJOURNMENT

With no further business to discuss, Chair Lauder adjourned the meeting at 6:24 p.m. and thanked everyone for attending.

Chair Sierra Lauder

Respectfully Submitted By:

Debbi Reeves - Executive Assistant

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