

**Dundee Urban Renewal Agency**  
**Board Meeting Agenda**  
**July 19, 2016**



**8:30 pm\*            Fire Hall Community Room**

**\*Or immediately following City Council meeting**

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- 1. Call to Order**
  - 2. Amendments to the Agenda**
  - 3. Public Comment:** Speakers will be allowed up to 5 minutes to speak after being recognized by the Chair.
  - 4. Action Items**
    - 4.1 Resolution No. 2016-01, Adopt Bylaws
    - 4.2 Appoint Legal Counsel
    - 4.3 Resolution No. 2016-02, Establish Advisory Committee
    - 4.4 Appoint Advisory Committee Members
    - 4.5 Select Next Meeting Date
  - 5. Agency Member Concerns**
  - 6. Adjourn**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Rob Daykin, City Administrator at 503-538-3922.

**URA RESOLUTION NO. 2016-01**

**A RESOLUTION OF THE DUNDEE URBAN RENEWAL AGENCY APPROVING  
AND ADOPTING AGENCY BYLAWS.**

**WHEREAS**, on June 7, 2016, the Dundee City Council adopted Ordinance No. 546-2016 establishing the Dundee Urban Renewal Agency (Agency); and

**WHEREAS**, Ordinance No. 546-2016 also amended the Dundee Municipal Code adding a new Chapter 2.36 Urban Renewal Agency, granting authority to the Agency to adopt bylaws and other rules of procedure as it deems necessary or proper to carry out its lawful duties; and

**WHEREAS**, the Agency desires to adopt bylaws to govern the conduct and business of the Agency as authorized by Section 2.36.060 of the Dundee Municipal Code.

**NOW, THEREFORE, THE DUNDEE URBAN RENEWAL AGENCY RESOLVES AS  
FOLLOWS:**

The Dundee Urban Renewal Agency hereby approves and adopts Agency Bylaws attached hereto as Exhibit "A".

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**Approved:**

\_\_\_\_\_  
Dave Russ, Chair

**Attest:**

\_\_\_\_\_  
Rob Daykin, Executive Director

# DUNDEE URBAN RENEWAL AGENCY BYLAWS

## Article 1: Authority

### 1.1: Name

The name of the Agency shall be the Dundee Urban Renewal Agency, hereinafter referred to as "Agency".

### 1.2: Office

The office of the Agency shall be the City Hall of the City of Dundee, Oregon.

### 1.3: Powers and Duties of Agency

The powers and duties of the Agency shall be as provided by Oregon Revised Statutes Chapter 457, the Dundee City Charter, and as authorized by the Dundee City Council in accordance with Chapter 2.36 of the Dundee Municipal Code.

## Article 2: Agency Board Members

### 2.1: Agency Membership

As authorized by Oregon Revised Statutes Chapter 457, and Chapter 2.36 of the Dundee Municipal Code, the governing body of the Agency shall be the Board of Directors of the Agency ("Agency Board"). The Agency Board shall be comprised of the members of the Dundee City Council, as it lawfully exists from time to time, including who shall be the Mayor and City Councilors of the City of Dundee.

### 2.2: Term of Office

The term of office for each member of the Agency Board is coterminous with the Agency Board member's service as Mayor or City Councilor of the City of Dundee.

### 2.3: Vacancies

Agency Board vacancies shall be filled in accordance with filling vacancies for City Council as described in the City Charter and Chapter 2.04 of the Dundee Municipal Code.

## Article 3: Officers and Personnel

### 3.1: Officers

The officers of the Agency Board shall be the Chair and Vice-Chair.

### 3.2: Chair

The Agency Board Chair position shall be filled by the Mayor of the City of Dundee. The Chair shall preside at meetings of the Agency Board. Except as otherwise authorized by resolution of the Board, the Chair shall sign all resolutions approved by the Agency Board. At each meeting, the Chair shall submit such recommendations and information as the Chair may consider proper concerning the business, affairs, and policies of the Agency.

### 3.3: Vice-Chair

The Agency Board Vice-Chair position shall be filled by the President of the Dundee City Council. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case of vacancy of the office of Chair, the Vice-Chair shall perform such duties as are imposed on the Chair.

### 3.4: Additional Duties

The Officers shall perform such duties and functions as from time to time may be required by the Agency Board or by the bylaws or rules and regulations of the Agency.

### 3.5 Executive Director

The position of Executive Director of the Agency shall be filled by the City Administrator, unless by majority vote of the entire Agency Board another person is appointed. The Executive Director, or designee, shall sign all contracts, deeds and other instruments authorized by the Agency Board. The Executive Director will assist the Agency Board in development of Agency policies and carry out policies established in adopted urban renewal plans or resolutions. The Executive Director may take part in all Agency Board discussions. The Executive Director may be removed at any time by a vote of a majority of the entire Board.

### 3.6 Legal Counsel

The Agency Board shall appoint legal counsel to advise the Agency on legal matters as necessary. Legal counsel shall be appointed for an indefinite term by vote of a majority of the Agency Board members. Legal counsel may be removed at any time by a vote of a majority of the entire Board.

### 3.7 Support Personnel

The Agency may create such positions and appoint such personnel as it may from time to time find necessary or convenient to perform its duties and obligations at such compensation as may be established by the Agency, which appointments shall continue at the pleasure of the Agency or until resignation. The Agency may contract with the City of Dundee for the services of City personnel.

## Article 4: Meetings

### 4.1: Regular Meetings

Regular meetings shall be in accordance with Oregon Revised Statutes Chapter 192. All regular meetings shall be held at the Dundee Fire Station Community Meeting Room. Regular Agency Board meetings shall generally precede regular City Council meetings as necessary. A regular Agency Board meeting may be adjourned to a time and date certain decided by a vote of the majority of the Agency Board members present and voting.

### 4.2: Special Meetings

The Chair may, when the Chair deems it expedient, and shall upon the request of three board members of the Agency, call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. The call for a special meeting must be made in writing unless voted upon during a regular Agency Board meeting. The call for a special meeting must be provided to all Agency Board members and the Executive Director. Notice of such meetings shall be in accordance with Oregon Revised Statutes Chapter 192. The presence of any board member at any meeting is deemed to be a waiver of notice of such meeting.

### 4.3: Quorum

Four (4) board members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and all other purposes. A majority of the board members of the Agency present and voting shall be necessary to determine any question before the Agency, unless otherwise specified in these bylaws, in a resolution of the Agency or in Roberts Rules of Order, Newly Revised.

### 4.4: Manner of Voting

At the request of any board member, any question shall be voted on by roll call. Unless a vote is unanimous, the ayes and nays, and board members present and not voting, shall be entered upon the minutes of such meeting. If a member abstains, any reasons stated for the abstention shall be entered in the record.

### 4.5: Order of Business

At a regular meeting of the Agency Board, the following shall be substantially the order of business:

- A. Call to Order
- B. Amendments to the Agenda
- C. Public Hearings
- D. Public Comments
- E. Presentations
- F. Consent Agenda

- I. Discussion and/or Action Items
- J. Agency Member Concerns or Committee Reports
- K. Adjourn

The order of business may be altered by the Chair to facilitate management of the meeting.

#### 4.6: Roberts Rules of Order

All rules or order not herein provided for or provided by resolution of the Agency shall be determined in accordance with Roberts Rules of Order, Newly Revised.

#### 4.7: Minutes

The Agency shall keep minutes of all Agency proceedings and committee meetings.

#### 4.8: Open Meetings

All meetings shall be open to the public, except that any portion of a meeting may be held in executive session if such session is in conformity with Oregon Revised Statutes Chapter 192.

### Article 5: Fiscal Matters

#### 5.1: Separate Fund

A separate fund or funds of the City of Dundee shall be established for the Dundee Urban Renewal Agency. All disbursements from these funds shall follow the regular disbursement procedures of the City of Dundee.

#### 5.2: Budget

Budget procedures shall be in compliance with state budget laws. The Executive Director shall be the budget officer and prepare the proposed budget. The committee that reviews and approves the Agency proposed budget shall consist of the members of the City of Dundee Budget Committee.

#### 5.3: Audit

An annual audit of the fund or funds of the Agency shall be performed by the auditor of the City of Dundee using the same procedures as are used for all other funds of the City and in accordance with state audit laws.

### Article 6: Committees

#### 6.1: Standing and Special Committees

The Agency Board is authorized to establish standing or special committees by resolution. The establishing resolution shall state the purpose of the committee, membership

requirements and terms, and duties. Membership to such committees need not be restricted to board members of the Agency, however, no more than three (3) Agency board members may be members of a committee. Committee members shall be appointed by the Chair, subject to approval by the Agency Board. Vacancies on standing or special committees shall be filled as soon as practicable.

#### Article 7: Amendments

##### 7.1: Amendments to Bylaws

The bylaws of the Agency Board shall be amended only with the approval of a majority of all members of the Agency Board at a regular or special meeting, but no such amendment shall be adopted unless at least seven (7) calendar days' written notice thereof has been previously given to all Agency Board members.

# DURA AGENDA R E P O R T

To: Chair Russ and Board of Directors  
From: Rob Daykin, Executive Director  
Date: July 14, 2016  
Re: Appoint Legal Counsel

Pursuant to Article 3.6 of the Dundee Urban Renewal Agency Bylaws, the Agency Board shall appoint legal counsel to advise the Agency on legal matters as necessary. The actions of the Agency are not considered the actions of the City Council. Except in rare situations (for example, sale of property acquired by the Agency to the City of Dundee), the city attorney will not be in a position to simultaneously represent the interest of the City Council and the Agency.

Recommendation: Motion to appoint the firm of Jordan Ramis PC as legal counsel for the Dundee Urban Renewal Agency.

## **URA RESOLUTION NO. 2016-02**

### **A RESOLUTION OF THE DUNDEE URBAN RENEWAL AGENCY ESTABLISHING AN ADVISORY COMMITTEE TO ASSIST IN THE PREPARATION OF AN URBAN RENEWAL PLAN.**

**WHEREAS**, the Dundee City Council accepted a proposal from the Mid-Willamette Valley Council of Governments to assist in the preparation of an urban renewal plan; and

**WHEREAS**, the Dundee Urban Renewal Agency desires to move forward with preparing an urban renewal plan including the Highway 99W corridor area; and

**WHEREAS**, ORS 457.085(1) requires opportunities for public involvement at all stages in the development of an urban renewal plan; and

**WHEREAS**, establishing an advisory committee to help develop the urban renewal plan provides such an opportunity for public involvement and allows the Urban Renewal Agency to leverage the expertise and experience of stakeholders within the community.

### **THE DUNDEE URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:**

Section 1. The Dundee Urban Renewal Agency (Agency) establishes a nine (9) member Urban Renewal Advisory Committee with the following composition:

- 3 Dundee Urban Renewal Agency members;
- 1 Planning Commission member;
- 1 Tourism Committee member;
- 1 Parks Advisory Committee member;
- 2 Citizens at-large;
- 1 Dundee Business representative.

Section 2. Appointments and removals to the Urban Renewal Advisory Committee shall be made by majority vote of the Dundee Urban Renewal Agency.

Section 3. The Urban Renewal Advisory Committee will provide oversight and guidance to city staff and the city's consultant in the preparation of the urban renewal plan, and will provide a recommendation to the Dundee Urban Renewal Agency that will then be presented to the Planning Commission and City Council relating to its adoption.

Section 4. At the first meeting of the Urban Renewal Advisory Committee, the committee shall select a chair to convene and preside over the meetings. Members appointed to the Urban Renewal Advisory Committee are charged with the following duties:

- Attend all meetings of the Urban Renewal Advisory Committee. If unable to attend a meeting, contact the Executive Director to get meeting materials and an update regarding the outcome of the meeting.
- Come prepared to participate. Meeting materials are scheduled to be distributed one week in advance of the meeting.

- Ask questions. Provide advice and comments through the course of the development of the draft plan.
- Collaborate and respect the opinion of others.
- Decisions shall reflect a super-majority consensus. Members not supporting a decision shall either declare reservations to the decision, or stand aside and not vote on a decision, or object to the decision. Three members objecting to a decision shall block the decision.
- Make a formal recommendation regarding the final draft urban renewal plan.

Section 5. The Urban Renewal Advisory Committee shall be empaneled until such time as an ordinance is presented to the City Council for adoption of an urban renewal plan.

Section 6. This resolution shall be effective immediately upon passage.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

**Approved:**

\_\_\_\_\_  
Dave Russ, Chair

**Attest:**

\_\_\_\_\_  
Rob Daykin, Executive Director

# DURA AGENDA R E P O R T

To: Chair Russ and Board of Directors

From: Rob Daykin, Executive Director

Date: July 14, 2016

Re: Appoint Advisory Committee Members

The Urban Renewal Advisory Committee was established to assist with the preparation of an urban renewal plan. The first meeting of the Committee will be with the Agency Board of Directors and project consultants to review the process and go over goals and objectives of the proposed plan. The Committee will then conduct three additional meetings with the project consultants with the intent of recommending a draft plan. Attached is an updated project timeline. The make-up of the nine-member Committee is the following:

- 3 Dundee Urban Renewal Agency members
- 1 Planning Commission member
- 1 Tourism Committee member
- 1 Parks Advisory Committee member
- 2 Citizens at-large
- 1 Dundee Business representative

I discussed the project with Francisco Stoller, Planning Commission and Allen Holstein, Argyle Winery. Mr. Stoller is very interested in seeing the blighted areas of Dundee addressed through urban renewal and expressed his willingness to serve on the Advisory Committee. Mr. Holstein served as the president of the Dundee Civic Association and was involved in the recent Argyle Winery remodel project. Mr. Holstein noted the Mayor's comments on urban renewal in the recent newsletter and is interested in participating in the development of the plan. I recommend appointments of Mr. Stoller and Mr. Holstein as the respective Planning Commission and Dundee Business representatives. Also, Tourism Committee Chair Ted Crawford recommends Joe Buck as the representative from the Tourism Committee. Mr. Buck has previously expressed support for urban renewal in Dundee and participates on urban renewal efforts in Lake Oswego as a member of the Council and Agency in that city. Parks Advisory Chair Jeannette Adlong will recommend a member from the Parks Advisory Committee.

Recommendation: Motion to appoint (name the persons) to the Urban Renewal Advisory Committee.



**DUNDEE URBAN RENEWAL PLAN  
PROJECT TIMELINE**

<b>DATE</b>	<b>PROJECT TASK</b>
July 5, 2016	Council review of draft COG/sub-consultant contract, preliminary schedule approval, and input from Council on potential URA technical advisory committee members
July 7, 2016	Ordinance activating the Dundee Urban Renewal Agency goes into effect
July 19, 2016	Council (serving as Urban Renewal Agency) to designate Urban Renewal Technical Advisory Committee (TAC) and adopt URA by-laws <ul style="list-style-type: none"> <li>• Meeting can start at 6:30 as the URA and move to Council at 7 pm OR Council can start meeting at 7 pm, put on the URA “hats” immediately, close that meeting and then go back to CC meeting</li> </ul>
August 18-30, 2016	Urban Renewal kick-off meeting with CC/Technical Advisory Committee (TAC) in attendance  Tasks- Review 2015 Feasibility Study; presentation of URA projects and opportunities by COG; draft Goals and Objectives; review/discussion of design contract
September 2016	TAC Meeting #1  Tasks- finalize Goals and Objectives; review and finalize URA Boundary Area and draft project list in alignment with Goals and Objectives
November 2016	TAC Meeting #2  Tasks- Review financial analysis from technical subcontractor based upon projects identified in meeting #1; debt schedule and borrowing options
November 2016	Staff and COG consultation meetings with taxing districts based upon financial analysis
December 2016	TAC Meeting #3  Task- Finalize draft plan
January 2017	Public Hearing Notices
February 2017	Planning Commission public hearing and recommendation on the

	Urban Renewal Plan.
February 2017	Yamhill County Board of Commissioners URA presentation
March 2017	City Council public hearing to adopt the Urban Renewal Plan
April 2017	Council 1 <sup>st</sup> reading of the Urban Renewal Ordinance. Ordinance needs to include a legal description of the urban renewal area.
May 2017	Council 2 <sup>nd</sup> reading of the Urban Renewal Plan Ordinance
June 2017	Record Urban Renewal Plan Ordinance with Yamhill County