

Dundee Urban Renewal Agency
Board Meeting Agenda
October 15, 2019



8:00 pm* **Fire Station Community Meeting Room**
801 N. Highway 99W

***Or immediately following City Council meeting**

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- 1. Call to Order**
 - 2. Public Comment:** Speakers will be allowed up to 5 minutes to speak after being recognized by the Chair.
 - 3. Approval of Minutes:**
 - 3.1 DURA Meeting June 19, 2018**
 - 3.2 DURA Meeting June 18, 2019**
 - 4. Agreement for Construction and Financing**
 - 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, Executive Director at 503-538-3922.

Dundee Urban Renewal Agency Board Meeting Minutes

June 19, 2018

Call to Order

Chair Russ called the meeting to order at 6:40 pm. Present: David Russ, Ted Crawford, Jeannette Adlong, Doug Pugsley, Tim Weaver and Kristen Svicarovich. Absent: Storr Nelson. Staff members: Rob Daykin, Executive Director, Greg Reid, City Engineer and Melissa Lemen, Administrative Assistant.

Public Comment

None.

Approval of Minutes

A **motion** was made and seconded to approve the Dundee Urban Renewal Agency meeting minutes from November 21, 2017 and February 20, 2018. **The motion** passed unanimously.

FY 2018-19 Budget Hearing

Mayor Russ called the hearing to order at 6:41 P.M. to consider the budget for the fiscal year 2018-2019. There was no public testimony or comments or questions from the Council. The hearing was closed at 6:42 P.M.

Resolution No. 2018-03, Adopt FY 2018-19 Budget

A **motion** was made and seconded to adopt Resolution No. 2018-03, a resolution of the Dundee Urban Renewal Agency Adopting the budget for FY 2018-19. **The motion** passed unanimously.

Ninth Street Project

C.A. Daykin discussed the map provided along with his agenda report. He explained that the purpose of the map is try to identify different types of properties that appear to be on the verge of developing, in which case the street frontage improvements under the Development Code would be their responsible to bring up to full street standards. He also discussed that there are some properties in the past that had partition approval, and they are allowed to defer the construction of their street improvements. Discussion ensued and the different types of zoning in this area were noted. C.A. Daykin suggested that different approaches could be taken based on the ownership or the situation of the properties, though he proposed beginning the process of developing a concept map and starting conversations between the Agency and City Council about what kind of improvements they would like to see on Ninth Street between Alder Street and the Highway. Development of cost estimates could then form a basis to be able to get an application into the Oregon Transportation Infrastructure bank program.

M. Russ discussed that DURA/City Council may be interested in knowing the costs as discussion moves forward regarding making decisions about individual properties. C.A. Daykin reviewed that a limited budget in the amount of \$10,000 was adopted for engineering related costs, of which some could be utilized for the development of this concept plan if the Agency felt it to be the direction they would like to go. M. Russ inquired as to whether an estimate of engineering costs is known to which C.A. Daykin indicated it is unknown; much of those costs were noted to be dependent upon how many hours will be required going back and forth with the DURA,

Council and the engineer, as well as what type of improvements and research would be required. C.A. Daykin pointed out that at this time the design is not being considered, only the desired key elements. It was noted that the City already has adequate right-of-way in the area. C.A. Daykin discussed that the TSP identified Ninth Street as a collector street (36 feet from curb to curb) which allows for a couple of different options. Discussion ensued and C.A. Daykin pointed out that Ninth Street is the "gateway to wine country." He also discussed some of the potential additional features which are beyond the TSP and more of the urban renewal type of amenities. It was noted that the City has 60 feet width of right-of-way for the most part, though back when some of the properties were partitioned several properties on both sides gave up an additional 3 feet, providing a total of 66 feet of right-of-way. C.A. Daykin discussed that he has not been able to determine why this was done and noted that there have been two TSP's since that time which make no mention of 66 feet right-of-ways in that area. C.E. Reid discussed that by moving forward with this process now, it would help the City get ahead of some of the developers; when they are ready to develop the City will be able provide expectations other than what a standard collector would require. M. Russ voiced support of C.E. Reid keeping the DURA/City Council up to date with the current costs as reports are provided throughout the process. C. Adlong inquired about the possibility of a roundabout in this area, as previously suggested as an idea by a developer. C.A. Daykin explained that presently the City does not have enough right-of-way for a roundabout. Additional discussion ensued. C.E. Reid noted that he does not know if there is enough traffic to warrant the financial and property impacts that would need to be made for a roundabout in this area. The consensus of DURA is to move forward with a concept plan.

Agency Member Concerns

C. Crawford inquired as to whether master plan has been received yet from Wine Legacy Partners with regard to the property at Ninth Street and Highway 99W to which C.A. Daykin informed that the City has not heard back from them. M. Russ noted that their property in this location has become a bit overgrown (over 12 inches) and C.A. Daykin indicated that he will send out a letter regarding this concern.

The Dundee Urban Renewal Agency meeting was adjourned at 6:55pm.

David Russ, Chair

Rob Daykin, Executive Director

**Dundee Urban Renewal Agency
Board Meeting Minutes
June 18, 2019**

Call to Order

Chair Russ called the meeting to order at 8:41 P.M. Present: David Russ, Ted Crawford, Patrick Kelly, Tim Weaver and Kristen Svicarovich. Absent: Jeannette Adlong and Storr Nelson. Staff members: Rob Daykin, Executive Director; Dan Olsen, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Comment

None.

Approval of Minutes

A copy of the Dundee Urban Renewal Agency meeting minutes from June 19, 2018 was not available at the meeting tonight. Approval of these minutes will be deferred to a future meeting.

FY 2019-20 Budget Hearing

Chair Russ called the hearing to order at 8:42 P.M. to consider the budget for the fiscal year 2019-2020. There was no public testimony, comments or questions from the Council. The hearing was closed at 8:43 P.M.

Daykin briefly discussed the calculations used to provide the financial information in the proposed FY 2019-2020 budget.

Resolution No. 2019-04, Adopt FY 2019-04 Budget

A **motion** was made and seconded to adopt Resolution No. 2019-04, a resolution of the Dundee Urban Renewal Agency Adopting the budget for FY 2019-20. **The motion** passed unanimously.

Agency Member Concerns

Crawford recalled previous discussion about the potential use of urban renewal dollars for the Alder Street improvements. Daykin clarified that the intersection improvements could be handled as part of urban renewal.

Daykin discussed that he and C.E. Reid will be meeting with PGE Officials this week. They will meet for an onsite visit with regard to the various undergrounding and to help define that scope of work. Daykin explained that they will be having another discussion with City Council on some of those issues at a future meeting as well. Chair Russ inquired about the potential of the Agency approving some amount of funds to go towards paying for property owners to underground their utilities. Crawford inquired about whether there have also been conversations with Frontier and Comcast with regard to undergrounding of the cables on the hillside of Highway 99W. Daykin confirmed that ongoing discussions are taking place with both of those entities. Crawford voiced support of potentially using some façade and urban renewal dollars to keep utilities underground. Daykin confirmed that all available façade funds were committed to the Dundee Community Center project.

The Dundee Urban Renewal Agency meeting was adjourned at 8:48 pm.

David Russ, Chair

Rob Daykin, Executive Director

**AGREEMENT FOR CONSTRUCTION AND FINANCING
OF SEWER LATERAL REPAIRS**

This Agreement is by and between the City of Dundee, a municipal corporation of the State of Oregon, ("Dundee") and the Dundee Urban Renewal Agency, a statutory urban renewal agency of the State of Oregon ("DURA").

RECITALS

WHEREAS, DURA was lawfully established and the Dundee City Council has adopted an urban renewal plan (the "Plan") in accordance with statutory procedures; and

WHEREAS, the sewer lateral serving 992 N. Highway 99W (Property) has failed; and

WHEREAS, the failure of the sewer lateral appears to be due to damage incurred during construction activities within the public right of way that were not the responsibility of the property owner; and

WHEREAS, the property owner requested assistance to complete repairs and until such time repairs are made the property the owner believes the property is not able to adequately support a commercial tenant; and

WHEREAS, the property is located within the boundaries of the Dundee Urban Renewal Plan area; and

WHEREAS, the City Engineer recommends the extension of the sewer main on Tenth Street and construction of a new lateral connection from the extended sewer main to 922 N. Highway 99W;

WHEREAS, DURA finds that the sewer main extension and sewer lateral construction is an eligible project of the Plan; and

WHEREAS, DURA desires that Dundee act as the construction and financing agent of the DURA with regard to the sewer main extension and sewer lateral construction with use of city funds; and

WHEREAS, DURA must enter into an agreement issuing or incurring debt payable by DURA to authorize payment of funds to Dundee; and

WHEREAS, Dundee and DURA are authorized to enter into this intergovernmental agreement pursuant to ORS 190.101.

NOW THEREFORE, THE CITY OF DUNDEE AND THE DUNDEE URBAN RENEWAL AGENCY AGREE AS FOLLOWS:

AGREEMENT

1. Dundee agrees to undertake and construct the extension of the sewer main on Tenth Street and sewer lateral for 992 N. Highway 99W with city funds at an estimated cost of \$15,000.
2. DURA and Dundee agree that such construction is being undertaken by Dundee as a part of the fulfillment of the Plan and in furtherance thereof, and at the request of DURA.
3. DURA covenants and agrees to repay to the Sewer Fund of Dundee the actual cost of construction of the aforementioned sewer improvements, including construction engineering and inspections, not to exceed \$15,000, no later than December 31, 2020. Dundee and DURA understand and agree that such agreement and covenant shall constitute an indebtedness issued or incurred by DURA to carry out the Plan as such indebtedness is contemplated and authorized pursuant to ORS 457.010 to ORS 437.470.
4. DURA shall have no ownership in the sewer lateral and shall have no obligation to maintain the sewer lateral.
5. Dundee and DURA understand and agree that DURA reserves and maintains its authority to issue or incur additional subordinate or parity debt pursuant to ORS 457.010 to ORS 437.470.
6. This Agreement may be modified by mutual written consent of the parties. Any modification to a provision of this Agreement shall have no effect upon other provisions in this Agreement unless stated in writing.
7. This Agreement shall remain in effect until terminated by the parties as provided in this Section. This Agreement may be terminated by mutual consent of the parties. Termination of this Agreement shall not affect the duties and obligations

of the parties that accrued prior to the termination, including any bond loan or other repayment obligations.

- 8. This Agreement is effective upon the latest date it is executed by the parties below.

IN WITNESS WHEREOF the parties, by the signatures of their authorized representatives, have executed this agreement effective on the date shown below each signature.

CITY OF DUNDEE

DUNDEE URBAN RENEWAL AGENCY

By: _____
David Russ, Mayor

By: _____
David Russ, Chair

Date

Date

ATTEST:

ATTEST:

By: _____
Rob Daykin, City Administrator-Recorder

By: _____
Rob Daykin, Executive Director

Date

Date

