

Dundee Urban Renewal Agency Board Meeting Minutes February 1, 2022

Call to Order

Chair David Russ called the meeting to order at 8:07 P.M.

Attendance

Agency Attendance: Chair David Russ; David Ford, Patrick Kelly, Ted Crawford, Jeannette Adlong and Tim Weaver. Attendance via Zoom: Storr Nelson.

Staff members: Rob Daykin, Executive Director; Steve Dahl, City Administrator; Matthew Kahl, City Attorney; and Melissa Lemen, Administrative Assistant. Attendance via Zoom: Greg Reid, City Engineer.

Public Comment

None.

Approval of Minutes

A **motion** was made and seconded to approve the Dundee Urban Renewal Agency meeting minutes from October 19, 2021. **The motion** passed unanimously.

Ninth Street Improvements Project

C.A. Daykin explained that an updated spreadsheet was provided as an error was discovered in one of the frontages that was reported. C.A. Daykin reviewed that the proposal is to allow the owner-occupied residences to make application to DURA for subsidy to the street/storm drain portion of their assessments provided they are still the owner and continue to reside in the dwelling. He noted that there is one residence which is unoccupied at this point; there is also a residence next to B&S Market (which is owned by Chong Park) that is rented out that and not included. C.A. Daykin discussed that there are also two properties which were purchased by O'Brien & Company; one seems to be actively being used and the other he does not believe to be occupied. Detailed discussion ensued and additional information reflected on the updated spreadsheet was reviewed.

C.E. Reid reviewed that 50% of the street, all of the landscaping and all of the island between Ninth Street and Liden Lane all went to urban renewal. Next step would be the formation of an engineers report that would start the process of the Local Improvement District (LID). C.E. Reid discussed that for the purpose of the provided estimates, he assumed that all existing driveways would be replaced; though if things moved forward into an LID, he suggested discussing the particulars of each driveway with the property owner. Discussion ensued.

C.A. Daykin reviewed some of the other goals of the urban renewal agency. Discussion ensued and different scenarios of potential urban renew contribution percentages were reviewed. The importance of the Ninth Street Project was noted; it is a great need for the community.

C.A. Daykin discussed that a preapplication was received yesterday for Parcel 17, which he felt would entail future discussion about the development of Linden Lane and the Tenth Street extension. C.A. Daykin explained that with those projects there would be significant costs that the city would rely on urban renewal to partner with. Discussion ensued.

Agency members discussed the importance of revisiting their list of priorities for urban renewal. A suggestion was made to determine what other projects are on the horizon which might be a high priority to assist the agency in making decisions.

C.A. Daykin discussed the goals of this process with the hope of getting the loan agreement back to the city and executed by August. C.A. Daykin explained that this ideal timeline would provide sufficient time for the engineer to be able to get the project put out to bid in March or April 2023, so that it could be a 2023 project. **A motion** was made and seconded to authorize the city administrator to increase the Dundee Urban Renewal Agency participation to 60% on the street and storm for the Ninth Street Improvement Project. C.A. Daykin referenced the map provided and explained that the properties highlighted in yellow are zoned single family residential. He explained that at one time in the past parcel #2 considered subdividing that property, though they ended up not moving forward with it. He wanted the Agency to be aware of this and asked whether they would want to treat Parcel #2 differently for any reason; this property owner would incur significant costs due to the long frontage. C.A. Daykin will check to see if a nonremonstrance agreement was ever signed. **The motion** passed unanimously.

Public Restroom Facility

C.A. Daykin referenced the restroom facility titled “Preferred Architectural Features” and noted that though this structure is larger than one which would be built in Dundee, it shows the type of architectural amenities that staff is considering as a higher end type of look if not cost prohibitive; the lower cost option was shown on the following page. C.A. Daykin discussed briefly the information required for the small grant application. He also noted that Chehalem Park & Recreation District (CPRD) has indicated that they will be applying of the large grant for Sander Estate Park, though he is uncertain of the work they wish to accomplish. Discussion ensued regarding the grant process. It was noted that one of the goals of urban renewal has been the addition of a public restroom facility.

Crawford pointed out that the Tourism Fund is very healthy at this time; revenues have been strong and they have already exceeded their budget estimates for the year with 6 months still remaining. He voiced support of a contribution from the Tourism Committee towards the restroom facility, though Council would need to approve the use of the funds; C.A. Daykin voiced that this could be accomplished through the budgeting process. It was noted that funding will still be pulled from the tourism fund to pay for expenditures at tipsu palach park. Brief discussion ensued regarding potential additional grant opportunities which could help provide additional auxillary items. Crawford discussed that he asked the Early Bird Rotary Foundation if they would accept a \$15,000 grant request; they said yes but have not yet received the formal request.

Weaver suggested the addition of some privacy screening along the sidewalk line of the restroom facility as part of the design process. He voiced that this would also enhance the appearance of the restroom facility and make it less prone to horseplay.


A motion was made and seconded that the Dundee Urban Renewal Agency participate in approximately \$160,000 of the remainder of the restroom facility to be split with the Dundee Tourism Committee Fund. **The motion** passed unanimously. C.A. Daykin briefly reviewed the process moving forward.

Agency Member Concerns

None.

The Dundee Urban Renewal Agency meeting was adjourned at 8:44 P.M.


David Russ, Chair


Rob Daykin, Executive Director
Steve Jahl