

DUNDEE URBAN RENEWAL AGENCY MEETING

Board Meeting Agenda

Dundee Fire Station Community Room
801 N. Highway 99W
Dundee, OR 97115

TELECONFERENCED MEETING OPEN TO THE PUBLIC IN-PERSON OR VIA ZOOM

Join Zoom Meeting:

<https://us02web.zoom.us/j/84884245089>

Or Via Phone: +1-301-715-8592

Meeting ID: **848 8424 5089**

April 15, 2025

8:30 PM*

- 1. Call to Order**
- 2. Public Comment:** Speakers will be allowed up to 3 minutes to speak after being recognized by the Chair.
- 3. CPRD-Sander Estate Park Discussion**
- 4. Agency Member Concerns**
- 5. Adjourn**

*Or immediately following City Council meeting.

AGENDA REPORT

To: Agency Board Chair and Members
From: Steve Dahl, City Administrator
Date: April 15, 2025
Reason: Sander Estate Park Development Ask

Background:

In discussions between the City of Dundee and CPRD it was always assumed that the city would help CPRD with some of the costs of Sander Estate Park. Historically, the city has helped pay for infrastructure development when a project happens within the Urban Renewal Area. CPRD has an estimated cost of the park and an estimated cost of the infrastructure requirements for the park.

The City Administrator has spoken with CPRD about the current lack of funds available for help. However, there would be a willingness to repay some of the development costs when the city receives more urban renewal revenue or is able to go out for a loan. This is similar to the agreement we have with the owner, formerly Saj Jivanjee, of the property on SW 9th Street.

The packet includes a list of the income and expenses from the beginning of the Urban Renewal Agency to date, and a summary of expected future expenses.

CPRD is here to initiate discussions with the city to gauge its interest and determine what the city is willing and able to contribute financially.

Staff are looking for directions from the board on how they would like to proceed.

SANDER ESTATE

Preliminary Design Estimate
Lango Hansen Landscape Architects
2024.05.09 Cost Estimate

Item	Quantity	Unit	Cost/Unit	Cost	Subtotal	Notes
CPRD WORK						
EARTHWORK					\$110,000	
Construction Staking	1	lf	\$20,000.00	\$20,000		Will need a surveyor
General Demolition	1	lf	\$75,000.00	\$75,000		Back garage will need to be demolished
Erosion Control	1	ls	\$15,000.00	\$15,000		Materials only
Site Earthwork	236,083	sf	\$0.00	\$0		Unsure if this is at no cost
IRRIGATION					\$81,667	
Lawn	140,725	sf	\$0.50	\$70,363		materials only
Shrubs and groundcover	8,489	sf	\$0.75	\$6,367		materials only
Parking lot shrubs and groundcover	2,584	sf	\$0.75	\$1,938		materials only
Irrigation Controls	1	ea	\$3,000.00	\$3,000		materials only
PLANTING					\$76,791	
Site Trees	140	ls	\$200.00	\$28,000		materials only
Shrubs and groundcover	8,489	sf	\$2.50	\$21,223		materials only
Parking lot shrubs and groundcover	2,584	sf	\$2.50	\$6,460		materials only
Lawn	140,725	sf	\$0.15	\$21,109		materials only
CPRD WORK TOTAL					\$268,459	no contingency
GENERAL SITE WORK						
GENERAL CONSTRUCTION / EARTHWORK					\$63,217	
Maintain/Removal of Erosion Control	1	ls	\$10,000.00	\$10,000		
Tree Protection	1	ls	\$6,000.00	\$6,000		
Earthwork						
Site Earthwork	236,083	sf	\$0.20	\$47,217		Slight adjustments
HARD SURFACES					\$210,771	
Pedestrian concrete	19,161	sf	\$11.00	\$210,771		
PARKING LOT					\$163,430	
Parking Lot Curbs	1,126	lf	\$25.00	\$28,150		
Parking Lot Asphalt	21,705	sf	\$6.00	\$130,230		
ADA curb ramps	1	ea	\$1,550.00	\$1,550		
Striping	1	ls	\$3,500.00	\$3,500		
SITE FURNISHINGS					\$218,100	
Restroom Building	1	ea	\$75,000.00	\$75,000		Should confirm
+ Restroom labor	1	ea	\$100,000.00	\$100,000		Should confirm
Bike Racks	4	ea	\$650.00	\$2,600		
Bench	3	ea	\$1,500.00	\$4,500		
Trash Receptacles	3	ea	\$2,000.00	\$6,000		
ADA Picnic Table	2	ea	\$2,500.00	\$5,000		
STD Picnic Table	5	ea	\$2,000.00	\$10,000		
Entry Sign	1	ea	\$15,000.00	\$15,000		
SPLASH PAD					\$407,470	
Concrete Paving	1,898	sf	\$15.00	\$28,470		Includes some color additive
Concrete Seat walls	108	lf	\$250.00	\$27,000		
WF Concrete for Stone	25	cy	\$800.00	\$20,000		
Stone Material	200	ea	\$310.00	\$62,000		185 total on current plan
Stone Install	1	lf	\$70,000.00	\$70,000		
Water Feature Equipment	1	ls	\$120,000.00	\$120,000		
Water Feature Install	1	ls	\$80,000.00	\$80,000		
WATER					\$27,530	
Domestic Water Supply	267	lf	\$90.00	\$24,030		
Domestic Water Backflow	1	ea	\$2,000.00	\$2,000		
Irrigation Backflow	1	ea	\$1,500.00	\$1,500		
SANITARY					\$13,540	
Sanitary Sewer	138	lf	\$80.00	\$11,040		
Sanitary Sewer Connection to Main	1	ea	\$2,500.00	\$2,500		
STORMWATER					\$95,200	
Storm Sewer	1,190	lf	\$80.00	\$95,200		
ELECTRICAL					\$100,000	
Electrical	1	ls	\$100,000.00	\$100,000		Includes parking lot lighting
5TH STREET IMPROVEMENTS					\$720,000	
5th Street Right of Way	1	ls	\$720,000.00	\$720,000		All R.O.W. work. See Public Works Cost Estimate for complete break down
GENERAL SITE WORK TOTAL					\$2,019,258	
Estimating Design Contingency 10%					\$201,926	
Contractor General Conditions 7.50%					\$151,444	
General Requirements 7%					\$141,348	
Office Overhead and Profit 5.50%					\$111,059	
Bonds and Insurance 1.50%					\$30,289	
GENERAL SITE WORK AFTER CONTINGENCY					\$2,655,324	
+ CPRD work	1	ls	\$268,459	\$268,459	\$268,459	no contingency
GRAND TOTAL					\$2,923,782	

Sander's Estate Park

359 SW 5th Street PRELIMINARY ESTIMATE

Prepared by: Harper Houf Peterson Righellis, Inc.

Job No. LHL-05

May 2, 2024

PUBLIC WORKS COST ESTIMATE

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
1	Pavement Demo (Asphalt and Concrete)	SY	702	\$ 6.00	\$ 4,212
2	2" Asphalt Grind and Overlay	SY	737	\$ 25.00	\$ 18,425
3	Sawcut	LF	2,608	\$ 2.00	\$ 5,216
4	Asphalt Pavement (4" Depth, Level 2)	TON	201	\$ 150.00	\$ 30,150
5	Aggregate Base (For Asphalt Paving)	TON	565	\$ 100.00	\$ 56,500
6	Concrete Sidewalk	SF	4,932	\$ 15.00	\$ 73,980
7	Concrete Driveway	SF	870	\$ 20.00	\$ 17,400
8	Aggregate Base (For Concrete Paving)	TON	219	\$ 100.00	\$ 21,900
9	Concrete Stairs	LS	1	\$ 2,500.00	\$ 2,500
10	Handrails	LF	10	\$ 150.00	\$ 1,500
11	Concrete Curb and Gutter	LF	575	\$ 35.00	\$ 20,125
12	Standard Concrete Curb	LF	26	\$ 30.00	\$ 780
13	General Landscaping	SF	4,904	\$ 4.00	\$ 19,616
14	Street Trees	EA	24	\$ 750.00	\$ 18,000
15	2" Water Meter and Box Assembly	EA	1	\$ 1,500.00	\$ 1,500
16	2" Water Service Line	LF	24	\$ 80.00	\$ 1,920
17	(Storm Facilities) 18" Depth Grow Media	CY	53	\$ 75.00	\$ 3,975
18	(Storm Facilities) 3" Depth 3/4" - 1/4" Crushed Rock	CY	9	\$ 70.00	\$ 630
19	(Storm Facilities) 9" Depth 1 1/2" - 3/4" Crushed Rock	CY	26	\$ 70.00	\$ 1,820
20	(Storm Facilities) 4" Solid PVC Storm Pipe	LF	162	\$ 75.00	\$ 12,150
21	(Storm Facilities) 4" Perforated PVC Storm Pipe	LF	193	\$ 40.00	\$ 7,720
22	(Storm Facilities) Concrete Splash Pad	SF	88	\$ 20.00	\$ 1,760
23	(Storm Facilities) Metal Inlet Assembly	EA	22	\$ 500.00	\$ 11,000
24	(Storm Facilities) Thickened Concrete Curb and Gutter	LF	293	\$ 120.00	\$ 35,160
25	(Storm Facilities) Check Dams	EA	9	\$ 1,750.00	\$ 15,750
26	(Storm Facilities) Planter Wall	LF	309	\$ 120.00	\$ 37,080
27	(Storm Facilities) 24" Overflow Structure	EA	2	\$ 3,000.00	\$ 6,000
28	(Storm Facilities) Storm Cleanout	EA	2	\$ 800.00	\$ 1,600
29	12" PVC Storm Pipe	LF	191	\$ 140.00	\$ 26,740
30	G-2 Catch Basin	EA	1	\$ 4,000.00	\$ 4,000
31	48" Dia. Shallow Manhole	EA	1	\$ 10,000.00	\$ 10,000
32	Storm Connection to Existing Manhole	EA	1	\$ 3,000.00	\$ 3,000
33	Street Lighting	LS	1	\$ 55,000.00	\$ 55,000
34	PGE Vaults	EA	3	\$ 10,000.00	\$ 30,000
35	Franchise Handholes	EA	6	\$ 3,500.00	\$ 21,000
36	Utility Undergrounding Conduit	LF	3,500	\$ 40.00	\$ 140,000
37	Electrical Reconnections to Extg Homes Allowance	EA	3	\$ 20,000.00	\$ 60,000
				Sub-total	\$ 718,109

AGENDA REPORT

To: Agency Board Chair and Members
From: Steve Dahl, City Administrator
Date: March 18, 2025
Reason: Summary of Urban Renewal Financials

Background:

The City of Dundee started the Urban Renewal Agency in 2017. Since its inception, the agency has been collecting tax-increment increases from taxing districts that operate within the city. This means that the tax rate for taxing districts within the urban renewal district is frozen at the rate set in 2017. For example, if the tax rate were \$100 and the increment was 3%, then in 2018, the taxing district would receive \$100, while the \$3 increment would go to the Urban Renewal Agency.

For the 2025 tax year, the expected revenue is lower than the estimate for the 2024 tax cycle. This is because equipment that was previously taxed as personal property was moved outside of Dundee, reducing revenue for the district.

I have planned \$35,000 for technical assistance in the next fiscal year. The city has approximately \$418,732 in loan payments. I say “approximately” because we currently have a variable interest rate loan from Cashmere Valley Bank, which depends on the interest rates at the time of our biannual payments. Additionally, the city has not yet withdrawn the remaining half of the \$3 million loan it has received. The timing and method of this withdrawal will impact the required payments.

We have the following outstanding grants. Currently, we have a \$1,000,000 grant for the Terrain project. Of this amount, \$300,000 will most likely be paid this fiscal year when construction begins. The remaining \$700,000 will be paid over time as different phases of the project are completed. The Urban Renewal Agency also awarded a \$749,000 grant to Mr. Jivanjee for the mixed-use facility on 9th Street. Under the agreement, the agency has up to five years to pay the developer, with the city covering interest on the amount owed. However, since the agreement was finalized, the project has entered bankruptcy. As a result, there is currently no timeline for when the funds may be required.

The agency has had discussions with CPRD about assisting with the Sander Estate Park development. In these discussions, we considered providing a grant to CPRD once the city generates sufficient urban renewal revenue to fund the upgrades. However, these discussions took place before the new director was hired, and we have not yet had a serious conversation about the amount they are requesting or the payment structure since he came on board. I have scheduled this discussion for the April 1, 2025, Urban Renewal meeting. One upgrade I would like to prioritize is replacing the six-inch water line running through the park with a twelve-inch water line. The city already has twelve-inch water lines in place before the park on 5th Street and at 99W.

Urban Renewal History

2019

Income	\$51,121.14
Materials and Service	\$8,931.71
Undergrounding	\$25,000
Ending Balance	\$17,189.63

2020

Income	\$99,404
Materials and Service	\$4,307
Undergrounding	\$50,000
Sewer Extension	\$12,148
Ending Fund Balance	\$50,139

2021

Income	\$148,562
Materials and Service	\$281
Undergrounding	\$135,000
Ending Fund Balance	\$66,751

2022

Income	\$174,854
Materials and Services	\$2,056
Ending Fund Balance	\$239,549

2023

Income	\$219,639
Materials and Service	\$13,253
Transfer to Parks	\$80,000
Ending Fund Balance	\$356,265

2024

Income	\$310,511
Materials and Service	\$141,037 includes \$75,955 Grant Expense
Olive Brance Grant	\$45,045
Wine by Joes Grant	\$25,000
Transfer to Street CIP	\$1,800,000

Transfer to Parks	\$30,000
Transfer to General Fund	\$75,000
Ending Fund Balance	\$419,753

2025**

Income	\$288,914
Materials and Service	\$15,000
Debt Service	\$150,000
Terrain Grant	\$300,000
Olive Branch	\$79,955
Transfer to General Fund	\$75,000
Ending Fund Balance	\$334,186

2026**

Income	\$283,000
Materials and Service	\$35,000
Debt Service	\$351,484
Olive Branch	\$125,000
Terrain	\$700,000
5 th Street Water Line	\$320,000
Transfer to General Fund	\$75,000
Ending Fund Balance	\$205,700

Total Revenue	\$1,576,000
Loan OTIP	\$1,387,433
Loan Cashmere Valley Bank	\$1,500,000
Total Revenue	\$4,463,433

Expenses

Materials and Service	\$212,100
Undergrounding 99W	\$210,000
Sewer Extension	\$12,148
Transfer to Parks	\$110,000
Olive Branch Grant	\$250,000
Wine by Joes Grant	\$25,000
Transfer to General Fund	\$150,000
Transfer to Street CIP	\$2,887,433
Terrian Grant	\$1,000,000

Total Expenses \$4,856,681

Agreements for future revenue

Saj Grant \$749,000*

The grant runs with the property. When the property is developed the city would have five years to start making payments on the funds.

The city has available a \$1,500,000 loan from Cashmere Valley Bank that we can take out in \$25,000 increments.

** 2025, 2026 are estimates.