



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/83404909676>

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

Meeting ID: 834 0490 9676

October 18, 2022

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. Approval of Minutes**
 - 3.1 DURA Meeting, February 1, 2022**
 - 3.2 DURA Meeting, June 7, 2022**
 - 3.3 DURA Meeting, September 20, 2022**

- 4. Agency Member Concerns**

- 5. Adjournment**

*Or immediately following City Council meeting.

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 renewal 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

**Dundee Urban Renewal Agency
Board Meeting Minutes
June 7, 2022**

Call to Order

Chair David Russ called the meeting to order at 8:19 P.M.

Attendance

Chair David Russ; Patrick Kelly, Ted Crawford, Jeannette Adlong and Tim Weaver. Attendance via Zoom: Councilor Storr Nelson. Absent: Councilor David Ford. **Staff Attendance:** Steve Dahl, City Administrator; Bill Monahan, City Attorney; and Melissa Lemen, Administrative Assistant.

Public Attendance

None.

Public Comments

None.

Public Hearing: Budget Hearing

Chair Russ called the hearing to order at 8:19 P.M.

Staff Report

C.A. Dahl reviewed information pertaining to the urban renewal fund within the proposed resolution.

Public Testimony

None.

The public testimony portion of the hearing was closed at 8:20 P.M.

Additional Staff Comments

None.

Resolution No. 2022-1, Adopt FY 2022-2023 Budget

A **motion** was made and seconded to adopt Resolution No. 2022-1, a resolution of the Dundee Urban Renewal Agency adopting the budget for the FY 2022-2023. **The motion** passed unanimously.

Agency Member Concerns

None.

The Dundee Urban Renewal Agency meeting was adjourned at 8:21 P.M.

David Russ, Chair

Steve Dahl, Executive Director

**Dundee Urban Renewal Agency
Board Meeting Minutes
September 20, 2022**

Call to Order

Chair David Russ called the meeting to order at 7:48 P.M.

Attendance

Public Attendance:

David Russ; Councilors Storr Nelson, Ted Crawford, David Ford, Tim Weaver, Jeannette Adlong and Bruce Starr.

Staff Attendance: Steve Dahl, City Administrator; Matthew Kahl, City Attorney; Brandon Hamilton, Fire Chief; and Melissa Lemen, Administrative Assistant.

Public Attendance

Alex Chiper, 520 SW Fifth Street; and Alex Schoebel.

Public Comments

None.

Public Hearing: Application for a Loan from the Oregon Transportation Infrastructure Fund

Chair Russ called the hearing to order at 7:48 P.M.

Staff Report

C.A. Dahl referenced his previously provided Staff Report at the preceding City Council meeting; he had nothing more to add and there were no questions.

Public Testimony

None.

The public testimony portion of the hearing was closed at 7:49 P.M.

Additional Staff Comments

Following discussion, it was noted that the loan applicant should be named as the City of Dundee Urban Renewal Agency.

Resolution No. 2022-02, Authorizing a \$1,387,433 Loan Application from the Oregon Transportation Infrastructure Fund

A motion was made and seconded to adopt Resolution No. 2022-02, a resolution authorizing a \$1,387,433 loan application from the Oregon Transportation Infrastructure Fund. Ford suggested that prior to submission of the loan documents, they are carefully reviewed to ensure that reference is made to the Dundee Urban Renewal Agency and not the City. C.A. Dahl indicated that he will review the documents and discuss the details with the bank as well. Adlong inquired about whether there will be further discussion about street design. C.A. Dahl explained that City Engineer Reid has not yet finished

the final plans for the project; he anticipates the information being brought to City Council & Urban Renewal Agency to review in November or December. Starr suggested that the potential development on Ninth Street could play some sort of role in what kind of street scape design should be considered and coordinated. It was noted that the developers have been in contact with the city engineer. Starr also expressed concern about parking needs in the area and felt Council should consider this in the design plan as well. Brief discussion ensued and it was noted that the city design standards include an off-street parking requirement. **The motion** passed unanimously.

Agency Member Concerns

None.

The Dundee Urban Renewal Agency meeting was adjourned at 8:01 P.M.

David Russ, Chair

Steve Dahl, Executive Director