



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA

Columbia Gateway Urban Renewal Agency

City Council Chamber

313 Court Street, The Dalles, Oregon

Meeting Conducted in a Handicap Accessible Room

Monday, June 25, 2012

Immediately Following the City Council Meeting

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. AUDIENCE PARTICIPATION
- V. APPROVAL OF MINUTES
 - A. Approval of June 11, 2012 Agency Meeting Minutes
- VI. ACTION ITEMS
 - A. Approval of Amendment to Wonder Works Museum Grant
- VII. EXECUTIVE SESSION
 - A. Recess to Executive Session in Accordance With ORS 192.660 (2) (e) to Conduct Deliberations With Persons Designated by the Governing Body to Negotiate Real Property Transactions
 - B. Reconvene to Open Session
- VIII. DECISIONS FOLLOWING EXECUTIVE SESSION
- IX. ADJOURNMENT

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

REGULAR MEETING
OF
JUNE 11, 2012

CITY COUNCIL CHAMBER
313 COURT STREET
THE DALLES, OREGON

PRESIDING: Chair Jim Wilcox

AGENCY PRESENT: Bill Dick, Carolyn Wood, Dan Spatz, Brian Ahier, Tim McGlothlin

AGENCY ABSENT: None

STAFF PRESENT: City Manager Nolan Young, City Clerk Julie Krueger, Community Development Director Dan Durow, Finance Director Kate Mast

CALL TO ORDER

The meeting was called to order by Chair Wilcox at 8:05 p.m.

ROLL CALL

Roll call was conducted by City Clerk Krueger; all members present.

APPROVAL OF AGENDA

It was moved by Ahier and seconded by Spatz to approve the agenda as presented. The motion carried unanimously.

AUDIENCE PARTICIPATION

None.

APPROVAL OF MINUTES

It was moved by Spatz and seconded by Dick to approve the minutes of the April 23, 2012 Agency meeting as presented. The motion carried unanimously.

MINUTES (Continued)
Urban Renewal Agency Meeting
June 11, 2012
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PUBLIC HEARINGS

Public Hearing to Receive Testimony Regarding Adoption of the 2012-13 Columbia Gateway Urban Renewal District Budget

Chair Wilcox reviewed the procedures to be followed for the hearing.

Finance Director Mast reviewed the staff report.

Testimony

No testimony was offered.

Resolution No. 12-077 Adopting the Fiscal Year 2012-13 Budget for the Columbia Gateway Urban Renewal Agency, Making Allocations and Certifying a Request for Maximum Tax Revenue to the County Assessor

It was moved by Spatz and seconded by Dick to adopt Resolution No. 12-077 adopting the fiscal year 2012-13 budget for the Columbia Gateway Urban Renewal Agency, making allocations and certifying a request for maximum tax revenue to the County Assessor. The motion carried unanimously.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:08 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

James L. Wilcox, Chair

ATTEST:

Julie Krueger, MMC, City Clerk

AGENDA STAFF REPORT

URBAN RENEWAL AGENCY

MEETING DATE	AGENDA LOCATION	AGENDA REPORT #
June 25, 2012		

DATE: June 25, 2012

TO: Urban Renewal Agency

FROM: Eric Nerdin, Urban Renewal Contract Consultant – Mid Columbia
Economic Development District, Loan Fund Manager

THRU: Nolan Young, City Manager 
Dan Durow, Urban Renewal Manager

ISSUE: Semi-annual competitive Property Rehabilitation Grant application review
and recommendation to the Agency Board.

BACKGROUND:

Wonderworks Children’s Museum was established in 1977 and is a Domestic Non-Profit Corporation. Wonderworks Children’s Museum mission is to give children and their families’ experiences in an original interactive environment that will cultivate, challenge and uphold their creative and intellectual potential. Their goals are to grow and serve children of the region ages 0-8 and their families through strong citizen base and permanent, stable space and to sustain and build enriching activities and classes for children and their families while continuing to live within their means. Wonderworks has moved five times in the last 30 years and would like for this building to become a permanent home.

The building at 206 Madison Street was built in 1940 and was purchased by Port of The Dalles in December 2008 and is being held by the Port as Wonderworks raises the money and performs the renovation work necessary to convert this old building to permanent museum of children and families and to purchase this building. Wonderworks plans to renovate and purchase this building by the end of 2013.

The approved Urban Renewal Agency Administrative Plan in Section C. Civic Improvements Grant Program states:

Grants may be made by the Agency to public, non-profit or civic organizations for projects within the boundaries of the Urban Renewal Area that serve a public purpose by meeting the selection criteria. Grants will be awarded semiannually on a competitive basis and based on the selection criteria. Grant awards are subject to availability of program funds.

APPLICATION:

The application from Wonderworks Children’s Museum was received on 1/25/2012. This application for a grant of \$13,650.00 was approved by the Urban Renewal Agency on 4-23-2012. The purpose of the project is the continued renovation of a building, which Wonderworks plans to eventually purchase, at 206 Madison Street. This renovation is being done in phases as the organization receives revenue, donations and grants to finance the needed work. The Urban Renewal grant monies will be used to complete the electrical upgrades required for their specific use and occupancy of this building.

According to the application, Wonder Works has raised just over \$248,000, which is 48% of the \$515,000 total project cost to renovate and purchase this building.

The applicant also reports that they have obtained \$68,000 in monies for this project outside of Urban Renewal grants. They recently were approved for a \$10,000 Oregon Investment Board grant.

This project has an approximate total project cost of \$515,000.

This amount is categorized as:

Already Completed Work:	\$116,130
Final Renovation Phase Expenses:	\$147,450
Building Purchase:	\$219,000
Administrative:	<u>\$ 32,420</u>
Total:	\$515,000

The application provides detailed expense breakdown and also provides a list of funds received, pending and applications planned for submission. The Administrative category includes expenses related to the following: grant writing, design, fundraising, volunteers’ coordination and other administrative expenses associated with this project.

Wonderworks Museum has received the required Conditional Use Permit for Community Facility Overlay on the property at 206 Madison for use as a museum and to resolve issues related to parking requirements. This was a requirement that had to be met before any grant monies were funded.

REQUEST:

Wonderworks Museum has changed its approach to the final Renovation Phase and its associated expenses. Wonderworks has determined that if it finishes the front portion of the building completely to allow for occupancy, then it would save considerable money in rent at its current location. Wonderworks would be allowed to occupy and use the front half of the building while the back half was finished. This approach requires electrical, plumbing and general construction work to be completed. The electrical and plumbing costs are just a portion of the budgeted expenses for the Final Renovation Phase, so the electrical expense is less than the Urban Renewal grant of \$13,650. Plus the original electrical bid for the front half was \$7,500, but Hire Electric submitted a lower bid of \$4,640 and is also donating \$1,800 in labor and materials for a total cost of \$2,935 to Wonderworks.

Wonderworks is requesting that the remaining \$10,715 of Urban Renewal grant monies be allowed to be used for the Plumbing Expense portion and general construction expense of the Final Renovation Phase Expenses. The Plumbing Expense budget is \$11,175.00. The plumbing expense is part of the Final Renovation Phase Expenses budgeted in the project submitted with the original grant application. Wonderworks has learned that they will incur additional plumbing expense due to being required to change a drain that leads to the storm drain, so that it leads to the sewer drain. Most of the plumbing expenses are for the ADA bathrooms that are located in the front half of the building and need to be completed prior to occupancy. The plumbing expense for the front half of the building is estimated at \$10,240.

The general construction work that will need to be completed includes, but is not limited to: patching the concrete floor after the plumbing work is completed, roof flashing around vent pipes of the plumbing work and ceiling beam repair. The expenses associated with this work will easily use any remaining grant funds, if there is any available after the plumbing is completed.

Being allowed to use Urban Renewal grant funds for plumbing and general construction expenses, in addition to electrical expenses will provides funds needed to get the building to the point of occupancy of the front half of the building. This will also allow for money that would be spent on rent of another location to be sued to continue the Final Renovation Phase of the back half of the building.

BUDGET IMPLICATIONS:

If approved, there would be no budget implications beyond the original implications. If this request is denied, there would still not be any budget implications as the project would move forward as originally planned and not focus solely on finishing the front half of the building.

RECOMMENDATION:

Staff Recommendation: Move to recommend approval of the applicant's request to allow unexpended grant monies, already approved to Wonderworks Children's Museum, to be used for plumbing expenses as part of the Final Renovation Phase Expenses of the building located at 206 Madison Street, The Dalles, Oregon.

ALTERNATIVE OPTIONS:

1. Move that the Urban Renewal Agency decline the request.
2. Move that the Urban Renewal Agency approve this request and approve an additional \$7,185, which provides sufficient monies to complete plumbing and electrical for the whole building.



Estimate

Date: 5/22/2012

2700 West Second Street
The Dalles, Or. 97058 CCB #10360
Phone (541) 296-5574
Fax (541) 296-2222
wirenut@hireelectric.com

Estimate Submitted To: Wonderworks

Project Address: The Dalles, OR 97058

ESTIMATOR	PHONE	CELL PHONE	CONTACT PERSON	JOB NAME
Taner Elliott			Anne	Bathrooms and west end improvements

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES TO FURNISH ALL LABOR AND MATERIALS AS FOLLOWS:
ALL LABOR AND MATERIALS TO COMPLY WITH ALL STATE AND LOCAL CODES. PRICE TO INCLUDE:

Scope of Work

- Install outlets and TV cable on walls and ceiling as per drawing.
 - Install three exit lights for egress at the front door and back door locations.
 - Install (6) 8' tandem fluorescent strip fixtures on the ceiling as per drawing connected to one switch.
 - Install (6) junction boxes in the ceiling for future track or other type of lighting controlled from a separate switch.
 - Install one switch, one exhaust fan and two ceiling mounted fixtures in each of the two bathrooms.
 - Install one light fixture in the corridor by the bathrooms.
- Any questions please call or email me at the office, Thanks Taner.

Note: Additional lighting was added from plan for future needs.

Estimate below is considered as budgetary.

50% down upon rough in. Balance due at completion.

Estimate	\$4,640.00
Donation amount of labor and material	(\$1,800.00)
<u>Permit</u>	\$95.00
TOTAL	\$2,935.00

Acceptance of Estimate - The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to perform the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized Signature: _____

Note: This estimate may be withdrawn by us if not accepted within 20 days.

IMPORTANT NOTICE TO OWNER ABOUT CONSTRUCTION LIENS ON REVERSE SIDE! PLEASE READ.
The above signature signifies the authorized person has read and understands the construction lien information on reverse side.

INFORMATION NOTICE TO OWNERS ABOUT CONSTRUCTION LIENS

OREGON HAS A CONSTRUCTION LIEN LAW. This law gives those who help to improve your property and provide materials and who ARE NOT paid for the work or materials, the right to ENFORCE THEIR CLAIM for payment against YOUR property.

OREGON LAW REQUIRES YOUR CONTRACTOR TO GIVE YOU THIS NOTICE if your contract price exceeds \$1,000.
The purpose of this notice is to explain the basics of the construction lien law and to help you protect yourself.

YOU HAVE FINAL RESPONSIBILITY FOR PAYMENT OF ALL BILLS FOR THE IMPROVEMENTS OF YOUR PROPERTY. This is true if YOU:

- HAVE HIRED a contractor to build a new home;
- ARE BUYING a newly built home;
- ARE REMODELING or improving your property;

EVEN THOUGH YOU HAVE PAID YOUR CONTRACTOR IN FULL, THE CONSTRUCTION LIEN LAW (ORS Chapter 87) PROVIDES THAT YOU ARE STILL RESPONSIBLE FOR SEEING THAT ALL BILLS FOR MATERIAL, LABOR AND SERVICES ARE PAID. Unpaid subcontractors and suppliers may claim a lien against your property. You may have to pay the same bill again to remove the lien.

Before a lien can be claimed against your property, a Notice of the Right to Lien must be sent to you by a supplier for labor or material ordered by your contractor. You will probably receive the notice within ten days after the sender of the notice started working on your property or delivering material to be used on your property.

Any person who has sent you a notice of the Notice of the Right to Lien may file a claim of lien with the county recorder or clerk within 90 days after ceasing work or providing materials or 60 days after completion of construction, whichever comes first. This lien may result in a legal action to foreclose the lien. FORECLOSURE OF A LIEN MEANS THAT YOUR PROPERTY COULD BE SOLD TO PAY THE LIEN HOLDER.

Caution: If you enter into a contract to buy a ready-built home or a partly-built home, you may not receive a Notice of the Right to Lien. Be aware that a lien may be claimed even though you have not received notice. You may want to ask your contractor or title insurance company about an ALTA title insurance policy based upon the receipt of lien waivers.

IF YOU RECEIVE A NOTICE OF THE RIGHT TO LIEN, TAKE THE NOTICE SERIOUSLY.

Let your contractor know you have received the Notice. Find out what arrangements are being made to pay the sender of the notice.

Here are some additional steps you may want to take to protect yourself.

- If you are dealing with a lending institution and you receive a Notice of the Right to Lien, ask your loan officer what precautions the institution takes when disbursing mortgage money to your contractor.
- If you are paying your contractor directly, request a current statement of labor and materials provided to your property from each party that has sent you a Notice of the Right to Lien. You should make this request in writing and send it by certified mail. The party sending the notice is required by law to respond to your request within 15 days from the date your letter is received. After you have received the statement, make your check payable jointly (name the contractor and the subcontractor or supplier as payees).
- OR ask your contractor for a lien waiver from each party who has sent a Notice of the Right to Lien.
- OR consider using the services of an escrow agent to protect your interests. If you are interested in this alternative, consult your attorney.

WHEN IN DOUBT OR IF YOU NEED MORE DETAILS, CONSULT AN ATTORNEY. WHEN AND HOW TO PAY YOUR CONTRACTOR IS A DECISION TO WHICH YOU SHOULD GIVE SERIOUS THOUGHT.

If you find yourself in a "pay twice" situation, help may be available to you through the Builders Board. You may be able to file a claim with that agency. For more details about the assistance available through the Builders Board, you may write to:

Builders Board
Department of Commerce
403 Labor and Industries Building
Salem, Oregon 97310-0310

Or call toll-free: 1-800-452-7813

Job site address: _____

This notice was furnished by:
HIRE ELECTRIC, INC.

Contractor

10360

Builders Board Registration Number

Date

This notice was received by:

Property Owner

Date

The material in this notice is not intended to be a complete analysis of the law (ORS Chapters 87 and 7012).
For more detailed information, contact your attorney.