



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, April 23, 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 Regular Meeting Minutes of December 12, 2011
 - B. Approval of Regular Meeting Minutes of January 9, 2012
- VI. ACTION ITEMS
 - A. Approval of Property Rehabilitation Grants
- VII. ADJOURNMENT

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

REGULAR MEETING
OF
DECEMBER 12, 2011

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 Attorney Gene Parker, City Clerk Julie Krueger, Community Development Director Dan Durow,

CALL TO ORDER

The meeting was called to order by Chair Wilcox at 7:18 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

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

AUDIENCE PARTICIPATION

None.

APPROVAL OF MINUTES

It was moved by Dick and seconded by Wood to approve the meeting minutes of the November 28, 2011 Agency meeting. The motion carried unanimously.

CONTRACT REVIEW BOARD ACTIONS

Resolution No. 11-075 Adopting Revised Local Contract Review Board Rules

City Attorney Parker reviewed the staff report.

It was moved by Ahier and seconded by Wood to adopt Resolution No. 11-075 adopting revised Local Contract Review Board Rules. The motion carried unanimously.

ACTION ITEMS

Approval of Third Place Streetscape Plan

Community Development Director Durow reviewed the staff report. He introduced Todd Bulange and Bob Wallace from Wallace Engineering, who provided a Power Point presentation including the goals, corridor conditions, neighbors view points, parking demand, parking concepts, street lights, heritage details, sidewalk proposals, hardscape and tree options.

It was noted that traffic studies would be conducted prior to final engineering and that the preliminary engineering study could have changes made to it.

Bill Harvey, 529 West Third Place, The Dalles, expressed concern about the proposed traffic pattern, saying it would increase difficulty for him to get out of his driveway. He said the area was already very dangerous and not having stop signs at the intersections would make it worse. He suggested a 15 mile per hour speed limit through the area.

Mike Harvey, 529 West Third Place, The Dalles, said people did not pay attention to oncoming traffic and vehicles leaving driveways.

John Nelson 524 West Third Place, The Dalles, agreed that stop signs would be needed. He said traffic needed to be slowed down and he hoped the parking could be improved.

It was moved by Spatz and seconded by Ahier to approve the proposed Third Place streetscape conceptual design as presented by Wallis Engineers with the understanding that there were

MINUTES (Continued)
Urban Renewal Agency
December 12, 2011
Page 3

remaining design issues that could result in modifications of the conceptual design during final engineering. The motion carried unanimously.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:24 p.m.

Submitted by/
Julie Krueger, MMC
City Clerk

SIGNED:

James L. Wilcox, Chair

ATTEST:

Julie Krueger, MMC, City Clerk

MINUTES

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

REGULAR MEETING
OF
JANUARY 9, 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 Attorney Gene Parker, City Clerk Julie Krueger, Community Development Director Dan Durow

CALL TO ORDER

The meeting was called to order by Chair Wilcox at 7:22 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

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

AUDIENCE PARTICIPATION

None.

MINUTES (Continued)
Urban Renewal Agency
January 9, 2012
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EXECUTIVE SESSION

Chair Wilcox recessed the meeting to Executive Session at 7:23 p.m. in accordance with ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Reconvene to Open Session

The meeting reconvened to open session at 7:50 p.m.

DECISIONS FOLLOWING EXECUTIVE SESSION

None.

ADJOURNMENT

Being no further business, the meeting adjourned at 7:50 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 #
April 23, 2012		

DATE: April 11, 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 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 is for a grant of \$13,650.00. 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.

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 requested \$13,650 in Urban Renewal grant monies will be used to complete the electrical upgrades required for their specific use and occupancy of this building.

The applicant also reports that they have obtained \$68,000 in monies for this project outside of Urban Renewal grants. Additionally, they recently were approved for a \$10,000 Oregon Investment Board grant; which is listed as a pending grant application in their Urban Renewal application.

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.

As of this staff report, Urban Renewal has provided a total of \$94,267 in two separate grants. These grant funds helped Wonderworks obtain additional grant funds and helped to significantly improve the building.

The staff scoring of criteria is attached. The application is eligible and meets many of the criteria. There were no other applications.

Wonderworks 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.

BUDGET IMPLICATIONS:

The beginning dollar amount balance available for the Property Rehabilitation Grant & Loan Program for Fiscal Year 2012, which is through June 30, 2012, was \$60,000. Of this amount, approximately \$57,000 is still available at this time.

PRIOR ACTIONS: The Urban Renewal Advisory Committee recommended approval by the Urban Renewal Agency for this \$13,650.00 grant application at their March 20, 2012 meeting (see draft of motion below).

After further discussion, it was moved by Nelson and seconded by Hege to recommend that the Urban Renewal Agency approve the request for a \$13,650.00 grant as submitted; contingent upon obtaining required permits related to completing the upgrade to the electrical system. The motion carried unanimously; Zukin, Dick, Elkins, and Weast were absent.

RECOMMENDATION:

Urban Renewal Advisory Committee: Move that the Urban Renewal Agency approve the request for a \$13,650.00 grant as submitted; contingent upon obtaining required permits related to completing the upgrade to the electrical system.

This recommendation is based on identical staff recommendation presented to Urban Renewal Advisory Committee at their March 20, 2012 meeting.

ALTERNATIVE:

Move that the Urban Renewal Agency decline the grant request.

The Dalles Urban Renewal Agency
Property Rehabilitation Grant and Loan Programs

APPLICATION

Application Date January 22, 2012

Application Number _____

General Information

Applicant Wonderworks Children's Museum

Contact person Anne Kelly 541-296-1057

Mailing Address P.O. Box 355

The Dalles, OR 97058

Property Address 206 Madison Street

The Dalles, OR 97058

Applicant is: Property Owner Business Leasing the property
WW has contract to purchase.

Telephone # (541) 980-5922 Fax# _____

Federal Tax ID # or Social Security # 93-0686750

Bank of account and contact Centerpointe Bank

Name of Business _____

(if different than applicant)

Mailing Address _____

Name of Principal Erin Kovalchuck, Board Chair 541-980-3542

PROJECT INFORMATION

Site address 206 Madison Street

The Dalles, OR 97058

Legal Description 1N13E 3 AC

Building Age 1947 Square Footage 4887 sq. ft.

Building Use Children's Museum

Project Description Outline

As this Board already knows, Wonderworks has been working to create a permanent home for the Children's Museum since 2009. We have identified a building downtown (206 Madison) which the Port of The Dalles has purchased and is holding for us until we can raise the funds necessary to purchase and convert it into a children's museum.

With this new, permanent home, we will serve more children (up to 12-years-old). We will also serve more community groups, more parents, more visitors, more students, and more community members. We currently only serve families with children ages 0-4 through our Playstation in the basement of a local church.

The new building itself is a simple, 4,800 sq. ft cinder block structure that is appealing for several reasons, but as with any business, it is the location, location, location, that makes this one right. It sits a half block off 2nd Street, directly behind Taco del Mar; it is easy to find, and it has plenty of off-street parking.

In these difficult economic times, families need a safe, affordable, and fun place to visit with their children. Wonderworks has been filling this role for decades, but we have never been able to meet our full potential because we have never had a permanent home. We have always needed to raise money to pay the rent, which has been diverting, time, energy and money away from increasing and improving our programs.

The total cost of this project is \$515,000. We have raised just over \$248,000 (or 48%) toward that goal. These funds include two prior grants from the Urban Renewal Board which have helped us work with Kase Construction to significantly improve the building by replacing the roof, installing a new HVAC, installing energy efficient doors and windows, and repairing and painting the outside of the building with new stucco. The prior Urban Renewal grants have helped us secure more funding from Google, Union Pacific, and the Swindells Foundation.

At this point, we are breaking the project down into two final phases - Completing the Renovation (\$147,450) and Purchasing the building (\$219,000). Our plan for completing these two phases is simple. We plan on moving the Playstation from the UCC Church to the new building in the spring. We will not only expand the playstation, but generate more interest and more financial support as people can more readily see the buildings potential. After we are moved in, we will then renovate the rest of the space by the end of 2012. Once the space is fully renovated, we will then focus on purchasing the building from the Port by the end of 2013.

The total cost for the Final Renovation Phase is \$147,450. We already have more than \$68,000 available for this work. The most significant steps we need to take in this phase is installing ADA appropriate bathrooms and fully upgrading the electrical system. We are asking the Urban Renewal Board for a grant of \$13,650 to complete the electrical upgrade on this structure. With this grant we will be able to move into the space and begin using it to increase the number of families with young children we can serve from The Dalles and the rest of the Gorge. As one Board member recently said, "As long as mothers continue to have children in The Dalles, they will need Wonderworks Children's Museum."

Please include the following with your Application:

1. Project Outline
2. Initial Concept sketches
3. Proposed timeline
4. Final plans and specifications (prior to final certification)

PROJECT COSTS

Already Completed Renovation Work

Patch & Stucco Building Exterior	\$ 29,000.00
Replace Existing Storefront Glazing	\$ 4,950.00
Replace Entrance System with Fiberglass Pre-hung Units	\$ 1,450.00
Electrical Panel Installation	\$ 6,500.00
Gas Lines, Curb repair, Demolition	\$ 3,065.00
Roof repair	\$ 33,000.00
HVAC	\$ 25,900.00
Electrical	\$1,150.00
Trenches	\$2,000.00
Curb Repair	\$800.00
Powerwash	\$500.00
Pre-Approval Site Plans	\$600.00
Doors & window stucco	\$7,000.00
Tile demolition	\$215.00
Renovation Work Already Completed Total	\$ 116,130

Final Renovation Phase Expenses

Parking Lot	\$ 50,000.00
Beam Repairs	\$ 2,200.00
Framing	\$ 8,000.00
Lumber	\$ 3,660.00
Finish Materials	\$ 2,500.00
Finish Carpentry	\$ 5,400.00
Insulation	\$ 13,975.00
Int Doors	\$ 875.00
Door Hardware	\$ 1,200.00
Skylight	\$ 4,400.00
Drywall	\$ 8,835.00
Painting	\$ 6,575.00
Floor surfacing	\$ 5,000.00
Plumbing	\$ 11,175.00
Electrical	\$ 13,650.00
GC OH&P	\$ 10,000.00
Final Renovation Total	\$147,450.00

Total Renovation Costs \$263,580

Building Purchase \$219,000.00

PROPOSED SOURCES OF FUNDING

Final Renovation Phase

<u>Source</u>	<u>Amount</u>
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Committed:

Local Support	\$25,000
Google	\$36,000
Union Pacific Foundation	\$2,000
Swindells Foundation	<u>\$5,000</u>
Total committed	\$68,000

Pending:

Urban Renewal	\$13,650 (pending)
Collins Foundation	\$30,000 (pending)
Oregon Investment Board	\$10,000 (pending)
Petti Foundation	\$5,000 (pending)
Safeway Foundation	\$5,000 (pending)
Insitu	<u>\$10,000 (pending)</u>
Total Pending	\$73,650

To be submitted:

Oregon Comm Foundation	\$20,000
Union Pacific	\$5,000
Total Proposed Funding	\$166,650

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by The Dalles Urban Renewal Agency and its agents for the purpose of obtaining the financial assistance requested in this application.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

I have read and understand the guidelines of The Dalles Urban Renewal Agency Property Rehabilitation Grant and Loan Programs and agree to abide by its conditions.

Erin H. Kovalchuk

Erin Kovalchuk, Board Chair

01/22/12

Signature

(and Title if appropriate)

Date

The following additional items will be required before the loan is approved:

1. Certificate of approval form agency (if required).
2. Letter of approval from Historic Landmark Commission.
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Cost estimates or bids from contractor.
6. Evidence that building permits or any other required permits are in place.
7. Preliminary commitment of any other funds to be used in the project.
8. Amount of loan requested and proposed terms being requested.
9. Bank's loan application and any other information the bank requires, such as current financial statements, including Balance Sheets and Income Statements.

For Applicant under the Civic Improvements Grant Program:

The Grants will be awarded semi-annually on a competitive basis and based on the selection criteria as outlined in the accompanying Application Instructions. Be sure to address all of the selection criteria in your narrative and attach it to this application form. The deadlines for applications are July 31 and January 31 of each year.

