



Board of Directors

- Mayor**
Rich Slack
- Director**
Carlos Barrientos
- Director**
Anthony Blosser
- Director**
Larry Briggs
- Director**
Kim Fitzgerald
- Director**
Micah Jantz
- Director**
Michael Schilling
- Director**
David Shein
- Director**
Debbie Virden

**Urban Renewal Agency
Board of Directors Agenda**

**Rich Slack, Presiding
Tuesday, January 21, 2025
Immediately following the 7:00 pm City Council Meeting
Dallas City Hall, 187 SE Court St. Dallas, OR 97338**

All persons addressing the Agency will please use the table at the front of the Agency. All testimony is electronically streamed and recorded via the City of Dallas YouTube Channel:

<https://www.dallasor.gov/community/page/dallasyoutube>

CITY STAFF

- City Manager**
Brian Latta
- Asst. City Manager**
Emily Gagner
- City Attorney**
Lane Shetterly
- Fire & EMS Chief**
April Wallace
- Police Chief**
Tom Simpson
- Economic & Community Development Director**
Charlie Mitchell
- Public Works Director**
Gary Marks
- Library Director**
Mark Johnson
- Finance Director**
Cecilia Ward
- City Recorder**
Kim Herring

	ITEM	RECOMMENDED ACTION
1.	ROLL CALL	
2.	Approve minutes of January 6, 2025 Urban Renewal Agency Board of Directors Meeting p.2	MOTION
3.	Resolution No. UR 2025-01 amending the Dallas Downtown Urban Renewal Plan to approve the purchase of property located at 791 Main Street, Dallas, Oregon p.3	ROLL CALL VOTE
4.	Resolution No. UR 2025-02 ratifying a loan of money from the City of Dallas, Oregon, for the purchase of property located at 791 Main Street, Dallas, Oregon, and related costs, and approving a Loan Repayment Agreement for the repayment of said loan p.6	ROLL CALL VOTE
5.	ADJOURNMENT	

MEETING MINUTES

**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY BOARD OF DIRECTORS
Monday, January 6, 2025**

1 The Dallas Development Commission Urban Renewal Agency Board of Directors met on
2 Monday, January 6, 2025 at 8:01 pm with Mayor Richard Slack presiding.

3 **ROLL CALL**

4 **Directors Present:** Director Carlos Barrientos, Director Anthony Blosser, Director Larry Briggs,
5 Director Kim Fitzgerald, Director Micah Jantz, Director Michael Schilling, Director David Shein
6 and Director Debbie Virden

7 **Directors Excused:**

8 **Also present were:** Mayor Richard Slack, City Manager Brian Latta, Assistant City Manager
9 Emily Gagner, Finance Director Cecilia Ward, Fire and EMS Chief April Wallace, Police Chief
10 Tom Simpson, City Attorney Lane Shetterly, Economic and Community Development Director
11 Charlie Mitchell, Library Director Mark Greenhalgh-Johnson, Public Works Director Gary
12 Marks and City Recorder Kim Herring.

13 **APPROVAL OF DECEMBER 9, 2024 MEETING MINUTES**

14 Director Schilling made a motion to approve the minutes of December 9, 2024 as presented. Di-
15 rector Shein seconded the motion. The vote was taken and the motion passed with a vote of 8-0.

16 **APPOINTMENTS TO THE URBAN RENEWAL DISTRICT ADVISORY COMMITTEE**

17 Mr. Latta reviewed the staff report that includes three applications for three open positions on the
18 Urban Renewal District Advisory Committee (URDAC). One member, Trevor Petersen, is cur-
19 rently serving on the Committee and the other two applicants, Helen Connolly and Troy Hazel-
20 ton, are new applicants. Director Schilling made a motion to appoint Helen Connolly, Troy Ha-
21 zelton and Trevor Petersen to serve on the Urban Renewal District Advisory Committee for
22 terms ending December 2028. Director Briggs seconded the motion. The vote was taken and the
23 motion passed with a vote of 8-0.

24 **ADJOURNMENT: 8:04 pm**


Read and approved this _____ day of _____ 2025.

Chair Richard Slack

Brian Latta, City Manager



**DALLAS DEVELOPMENT COMMISSION
URBAN RENEWAL AGENCY
STAFF REPORT**

MEETING DATE: January 21, 2025
AGENDA ITEM NO. 3
TOPIC: Minor Plan Amendment for the acquisition of 791 Main Street property
PREPARED BY: Charlie Mitchell
APPROVED BY:  City Manager
ATTACHMENTS: A – Draft Resolution No. UR 2025-01

RECOMMENDED ACTION:

Staff recommends the Agency Board of Directors/ Development Commission approve Resolution No. UR 2025-01.

BACKGROUND:

On June 8, 2023, the Agency purchased the property at 791 Main Street, the site of the former Bank of America. The Agency purchased this property for the purposes of facilitating future redevelopment and reuse of the site to add tax increment and new investment in the downtown and to add economic vibrancy to a key downtown location that has long been vacant and neglected. An Action item in the City’s Strategic Plan has been added for this project: “Prepare the site at 791 Main Street for redevelopment with the overriding goal of maximizing new tax increment upon project completion.” The Plan further calls for structure demolition in the current fiscal year and completion of the vision/design process with public engagement to be completed by the end of the following fiscal year.

The Dallas Downtown Urban Renewal Plan of 2004 states that when acquiring property the Plan must be changed by “Minor Amendment.” Minor Amendments to the Plan require the approval of a Resolution by the Commission. The Amendment needs to identify the property and its intended disposition. This Resolution will satisfy the requirement of the Urban Renewal Plan that the Plan be amended for the purchase of the subject property.

SUMMARY TIMELINE:

Agency acquired property in June 2023

FISCAL IMPACT:

- The purchase price of the property is roughly \$385,000, including closing costs, and the repayment schedule to the City of Dallas will begin in July 2025.
- Agency received \$60,000 grant from the State of Oregon to assist in environmental assessments and remediation. We may or may not need to utilize these funds.
- Here is a summary break-down of costs association with this project to date, outside of the property purchase. Approximately \$40,000 to \$50,000 of costs remain related to design and marketing.
 - Total \$228,762.67
 - Miscellaneous \$4,737.16
 - Environmental \$6,635.00
 - Utilities \$2,762.47
 - Demolition \$127,609.00
 - Design \$87,019.04

RECOMMENDED MOTION:

N/A – Resolutions are approved by roll call vote.

RESOLUTION NO. UR 2025-01

A Resolution amending the Dallas Downtown Urban Renewal Plan to approve the purchase of property located at 791 Main Street, Dallas, Oregon.

WHEREAS, Section VII.B. of the Dallas Urban Renewal Plan (the Plan), adopted in August, 2004, and as thereafter amended, provides that, for the acquisition of property for private redevelopment, the Plan must be changed by minor amendment to identify the property to be acquired and its intended disposition; and

WHEREAS, the Urban Renewal Agency of the City of Dallas, the Dallas Development Commission (the Commission) finds it desirable and in the best interest of the public and the Dallas Downtown Urban Renewal District (the District) to amend the Plan for the purchase of that real property located at and commonly known as 791 Main Street, Dallas, Oregon, Polk County Assessor’s Map: 7.5.32AD08900, Taxlot 8900, for ultimate disposition to and redevelopment by a private developer, upon approval of a redevelopment plan by the Commission; and

WHEREAS, Section XI C. of the Plan provides that a minor amendment of the Plan may be made by resolution of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DALLAS DEVELOPMENT COMMISSION, URBAN RENEWAL AGENCY:

Section 1. That the Plan be, and it hereby is, amended to approve the purchase of that real property located at and commonly known as 791 Main Street, Dallas, Oregon, Polk County Assessor’s Map: 7.5.32AD08900, Taxlot 8900, for ultimate disposition to and redevelopment by a private developer, upon approval of a redevelopment plan by the Commission.

Adopted: January 21, 2025
Approved: January 21, 2025

RICHARD SLACK, CHAIR

ATTEST:

APPROVED AS TO FORM:


BRIAN LATTA, CITY MANAGER

LANE P. SHETTERLY, CITY ATTORNEY



Urban Renewal Agency Board of Directors

STAFF REPORT

MEETING DATE: January 21, 2025
AGENDA ITEM NO. 4
TOPIC: Resolution Ratifying Loan to Agency from City of Dallas
PREPARED BY:  Brian Latta, City Manager
ATTACHMENTS: A – Resolution No. 2025-02
B – Loan Agreement
C – Amortization Schedule

RECOMMENDED ACTION:

Staff recommends the agency approve Resolution No. 2025-02.

BACKGROUND:

The agency received a loan from the City of Dallas to fund the purchase of property at 791 Main Street. The Resolution in **Attachment A** ratifies this loan. **Attachment B** is the loan agreement between the City and the Agency, and **Attachment C** is the amortization schedule with payments to begin in July 2025. This is a housekeeping item to close the loop on actions already taken by the agency and staff.

SUMMARY TIMELINE:

January 21, 2025 – Agency ratifies the loan from the City of Dallas that was used to purchase the property at 791 Main Street.

July 1, 2025 – Agency begins loan repayment to the City.

FISCAL IMPACT:

\$394,254.71 is the amount of funds the agency will pay in loan repayment, including interest.

RECOMMENDED MOTION:

N/A – Resolutions are considered by roll call vote.

RESOLUTION NO. UR 2025-02

A Resolution ratifying a loan of money from the City of Dallas, Oregon, for the purchase of property located at 791 Main Street, Dallas, Oregon, and related costs, and approving a Loan Repayment Agreement for the repayment of said loan.

WHEREAS, on June 9, 2023, the Dallas Development Commission, Urban Renewal Agency (Agency) purchased that certain property located at 791 Main St., Dallas, Polk County, Oregon (Property), for the purchase price of \$375,000, and incurred costs related to the purchase and closing of the purchase of the Property in the further amount of \$10,445; and

WHEREAS, the funds for the purchase of the Property and related costs were loaned to Agency by the City of Dallas; and

WHEREAS, Agency desires now to ratify the foregoing loan of funds from the City and to memorialize the terms of repayment by Agency to City of the full amount of the funds loaned by City to Agency for the purchase of the Property and related costs;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DALLAS DEVELOPMENT COMMISSION, URBAN RENEWAL AGENCY:

Section 1. The foregoing loan of money from the City of Dallas to the Agency for the purchase of the Property and related costs in the full amount of \$385,445, is hereby ratified and approved.

Section 2. The Loan Repayment Agreement attached hereto as Exhibit 1, and by reference incorporated herein, is hereby approved, and the Chair of the Agency and City Manager are hereby authorized to sign the Loan Repayment Agreement on behalf of the Agency.

Section 3. This Resolution shall be effective upon approval.

Adopted: January 21, 2025
Approved: January 21, 2025

RICHARD SLACK, CHAIR

ATTEST:

APPROVED AS TO FORM:

BRIAN LATTA, CITY MANAGER

LANE P. SHETTERLY, CITY ATTORNEY

LOAN REPAYMENT AGREEMENT

This Agreement is entered into between the City of Dallas, Oregon, an Oregon municipal corporation (City), and the Dallas Development Commission, Urban Renewal Agency, Dallas, Oregon (Agency).

RECITALS

A. On June 9, 2023, Agency purchased that certain property located at 791 Main St., Dallas, Polk County, Oregon, for the purchase price of \$375,000, and incurred costs related to the purchase and closing of the purchase of the Property in the further amount of \$10,445.

B. The funds for the purchase of the Property and related costs were loaned to Agency by City.

C. Agency and City desire now to memorialize the terms of repayment by Agency to City of the full amount of the funds loaned by City to Agency for the purchase of the Property and related costs.

AGREEMENT

Now, therefore, Agency agrees to pay to City the sum of \$385,445, plus interest thereon at the rate of 0.45%, with payments due according to the Amortization Schedule attached hereto as Exhibit 1, and by reference incorporated herein.

Dated January __, 2025

CITY OF DALLAS, OREGON

DALLAS DEVELOPMENT
COMMISSION, URBAN RENEWAL
AGENCY

By: _____
Richard Slack, Mayor

By: _____
Richard Slack, Chair

By: _____
Brian Latta, City Manager

By: _____
Brian Latta, City Manager

0.45%

Fiscal Year	Principal	Interest	Total Due	Balance
2026	\$37,768.80	\$1,656.67	\$39,425.47	\$347,676.10
2027	\$37,939.11	\$1,486.36	\$39,425.47	\$309,736.98
2028	\$38,110.19	\$1,315.28	\$39,425.47	\$271,626.79
2029	\$38,282.04	\$1,143.43	\$39,425.47	\$233,344.75
2030	\$38,454.67	\$970.80	\$39,425.47	\$194,890.08
2031	\$38,628.07	\$797.40	\$39,425.47	\$156,262.01
2032	\$38,802.26	\$623.21	\$39,425.47	\$117,459.75
2033	\$38,977.23	\$448.24	\$39,425.47	\$78,482.53
2034	\$39,152.99	\$272.48	\$39,425.47	\$78,482.53
2035	\$39,329.64	\$95.93	\$39,425.47	\$39,329.54
	\$385,445.00	\$8,809.81	\$394,254.71	