

City of Dallas - Urban Renewal District Advisory Committee
Council Chambers
187 SE Court Street, Dallas, OR
January 3, 2024 - 5:30 PM

MINUTES

1 Mr. Rohde presiding, opened the meeting at 5:33 p.m.
2

3 **1. CALL TO ORDER**

4 Members Present: Sam Dufner, Rich Rohde, Trevor Petersen, Tory Banford, Bob Brixius
5 Members Not Present: Ken Woods, Marlene Cox
6 Staff Present: Public Works Supervisor, Tom Gilson; Economic Development Specialist, Tyler Ferrari;
7 Recording Secretary, Benjamin Curry
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9 **2. ELECTION OF OFFICERS**

10 Mr. Dufner made a motion to nominate Mr. Rohde to continue as Chair.
11 There were no other nominations. By acclamation Mr. Rohde was elected as Chair.
12 Mr. Rohde made a motion to nominate Mr. Banford to continue as Vice Chair.
13 There were no other nominations. By acclamation Mr. Banford was elected as Vice Chair.
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15 **3. PUBLIC COMMENT**

16 Brian Dalton, representing the Dallas Downtown Association (DDA), spoke on the letter presented by the
17 DDA requesting an increase to the MIG program. He provided additional context and recommendations for
18 how to meet the proposal as well as spoke on the value to the community.
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20 **4. CONSENT AGENDA**

21 Mr. Rohde presented the minutes from the regularly scheduled meeting on December 5, 2023.
22 Mr. Dufner made a motion to remove the minutes from the consent agenda. The motion passed unanimously.
23 Mr. Petersen made a motion to remove the Grants report from the consent agenda. The motion passed
24 unanimously. Mr. Dufner made a recommendation to correct the minutes to reflect that he was not present.
25 Mr. Banford moved to approve the minutes with corrections, Mr. Brixius seconded the motion. The motion
26 passed unanimously.
27

28 Mr. Petersen asked staff about the allocation of grant funds on Attachment A. Budget and Grants Report.
29 Mr. Ferrari replied that the amounts in question represented funds that were pledged and not yet awarded,
30 and that projects had to be completed within 1 calendar year of the signed grant agreement. Mr. Petersen and
31 Mr. Rohde requested that for future grant reports, the dates that the grants were awarded be provided. He
32 also asked if there is sufficient funds in the budget to extend the Minor Improvement Grant (MIG) program
33 and where the additional funds would come from. Mr. Ferrari said the funds would be pulled from
34 Professional Services which is earmarked for consulting and contracting services for the 791 Main Street
35 Bank building project. Mr. Petersen made a motion to approve the Budget and Grants Report. Mr. Banford
36 seconded the motion. The motion passed unanimously.
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38 **5. STAFF REPORTS – MINOR IMPROVEMENT GRANT(MIG) PROGRAM BUDGET**

39 Mr. Ferrari read from the staff report and shared the letter was received from the Dallas Downtown
40 Association requesting an increase of the MIG program budget from \$5,000 to \$10,000 for the remainder of
41 FY 23-24. He provided an update on the current number of completed and pending grants, noting that all
42 funds have been pledged. If approved, the proposal would allow staff to reallocate funds within the internal
43 administrative budget from Professional Services to increase the available funds for the MIG program. Staff
44 recommendation is neither in favor, nor against, the proposal.

45 Mr. Petersen asked if the reallocation of funds from would impact the project milestones of the 791 Main
46 Street Bank project. Mr. Ferrari noted that it's unlikely to have a substantive impact because the timeline for
47 the bank project has been shifted and that the proposal would only provide extra funding to the MIG

48 program through the end of the fiscal year, and not continue year over year, while spending from
49 Professional Services is not expected until FY 24-25. Mr. Dufner asked if staff had to deny any applications
50 due to lack of funds. Mr. Ferrari shared that general policy is to not receive any new applications when funds
51 are not available, but did not believe any applicant has been denied due to lack of funds. The committee
52 discussed additional questions regarding the proposal including the outcome of any unspent funds if
53 approved, the types of projects that have been funded, and potential abuse of the program. Mr. Ferrari noted
54 that any future proposed adjustments to the program would also come before the URDAC in the future for
55 discussion.

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57 Mr. Rohde opened the floor to a motion, the proposal died due to a lack of a motion.

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59 **6. CHAIR REPORTS**

60 There were none.

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62 **7. MEMBER COMMENTS**

63 There were none.

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65 **8. OTHER BUSINESS**

66 Mr. Gilson provided a presentation on the Public Works Annual Report.

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68 **9. ADJOURN**

69 Chair Rich Rohde adjourned the committee at 6:26 p.m.

70 Next meeting: March 5, 2024 5:30 p.m.