



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AMENDED
AGENDA

(Please replace old Agenda and add new items to original packet)

COLUMBIA GATEWAY
URBAN RENEWAL ADVISORY COMMITTEE

Conducted in a Handicap Accessible Meeting Room

Tuesday, February 17, 2004

5:30pm

City Hall Council Chambers

313 Court St.

The Dalles, OR

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes of: October 21, 2003
- VI. Public Comment
- VII. Action/Recommendation
 - A. Property Rehab. Grant and Loan Program Applications
 - 1. Second Wasco County Courthouse/Wasco Masonic Lodge
 - B. Grant Agreement language; amendment to time-line for project completion
 - C. Work Scope approval for The Dalles Visitor Center and Park/Open Festival area Conceptual Plan
 - D. Chamber of Commerce request for the West Gateway/Transition project right-of-way determination
- VIII. Discussion
 - A. Reports on previously awarded grants.
- IX. Next Meeting Date: March 9, 2004 or March 30, 2004
- X. Adjourn



Columbia Gateway Urban Renewal Advisory Committee Minutes

Tuesday, October 21, 2003

City Hall Council Chambers
313 Court Street
The Dalles, OR 97058
Conducted in a handicap accessible room.

CALL TO ORDER

The meeting was called to order by Chair, Dan Ericksen at 5:31 P.M.

ROLL CALL

Administrative Secretary Denise Ball conducted roll call.

Present members: Dan Ericksen, Chris Zukin, Jack Evans, Nikki Lesich, Dick Elkins, and Ken Farner

Absent members: Randy Carter

Staff present: Nolan Young, City Manager, Gene Parker, City Attorney, Dan Durow, Community Development Director, Denise Ball, Administrative Secretary

PLEDGE OF ALLEGIANCE

Ericksen lead the group in the Pledge of Allegiance.

APPROVAL OF AGENDA ITEMS

Ericksen asked if there were any changes or additions to the agenda. Farner requested that a discussion item regarding expiration on grants be added. Zukin moved to approve the agenda as amended and Lesich seconded the motion. The motion carried unanimously with Carter absent.

APPROVAL OF MINUTES

Ericksen asked if there were any corrections or additions needed for the minutes of September 16, 2003. There were none. Farner moved to approve the minutes and Evans

seconded the motion. The motion passed unanimously with Ericksen abstaining and Carter absent.

PUBLIC COMMENT

None

DISCUSSION/RECOMMENDATION

Property Rehab. Grant and Loan Program – Expiration Date on Grants

Staff and Committee members discussed the need for an expiration date on the property rehabilitation grants. Parker suggested putting language in the grant agreement document that would spell out a time limit on the grant funding. Parker will bring a draft document to the Committee at the next meeting for review.

UPDATE-UP ITEMS

Item A – Union Street Under Pass – Young advised the Committee that the ribbon cutting ceremony will be Wednesday, October 22, 2003 at 1:30 p.m.

Lesich said it looks beautiful.

Ericksen compared the project to the Commodore – one of those you dream about, think how nice it would be, but don't believe it will ever happen. Our City now has two highly improbable projects that came to fruition in a short time of each other. Without Urban Renewal they would never have been possible.

Elkins asked when the landscaping portion of the project would take place and Young said there is no specific timetable. Young went on to say that he expects to come before the Committee at the next meeting to request funds for rudimentary landscaping to plant grass and put in a basic irrigation system. A fence will be placed along the railroad tracks to protect people.

Durow said he has heard a myriad of positive comments on the direction the City and Urban Renewal have taken in downtown development.

Lesich said she had noticed some riverfront blight heading down the river towards Rowena.

Farner said he believes the sunken barge is to be moved by the end of this month. Also, the Mt. Fir Lumber site is in the clean-up process so the tires hanging over the riverbank should be removed.

EXECUTIVE SESSION

Recess to Executive Session in Accordance with ORS 192.660(1)(e) to Conduct deliberations with persons designated by the Governing Body to Negotiate Real Property Transactions.

Reconvene to Open Session – Zukin moved to recommend to the Urban Renewal Agency that they direct Staff to proceed with negotiations for the potential purchase option for the Wasco Warehouse Milling Property. Also, recommend to the Urban Renewal Agency to proceed with a minor amendment to the Urban Renewal Plan. Evans seconded the motion and it carried unanimously with Carter absent.

FUTURE MEETINGS

The next regular meeting is scheduled for November 18, 2003, at 5:30 P.M. Ericksen said he will not be able to attend but the rest of the Committee said they would be available.


COMMITTEE COMMENTS/CONCERNS

Lesich lodged a complaint about the property across from United Grocers, formerly the Boat Boys facility. They have moved from the site but left garbage, engines, etc. Lesich said they have moved to the rear portion of the Brace Brothers facility by Lumberman's. Parker said he would have a Code Enforcement officer look into it.

ADJOURNMENT

The meeting was adjourned at 7:25 P.M.

Respectfully submitted by Denise Ball, Administrative Secretary.


Chris Zukin, Acting Chair
Dan Ericksen, Chair



IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL ADVISORY COMMITTEE

AGENDA ITEM NO.

DATE: February 17, 2004

TO: Urban Renewal Advisory Committee

FROM: Steve Schafroth, Urban Renewal Contract Consultant

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: 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.

The application from the Wasco Lodge # 15 A.F. & A.M. (Masonic Lodge) was the only grant application that was received by the 1/31/04 deadline for this semi-annual period.

This application is for a grant of \$62,000. The purpose of the project is for preservation of the building that they own and occupy at 105 West 3rd Street. This historically significant building was built originally as the 2nd Wasco County Courthouse. This first portion of the rehabilitation includes re-roofing and electrical upgrades which are urgently needed to protect this historic resource. The total project costs for this stage of the rehabilitation is \$103,370.

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

BUDGET IMPLICATIONS: \$80,000 is the amount budgeted for new grants from the Property Rehabilitation Grant and Loan Program in this fiscal year. A grant of \$75,495 was previously made in September, leaving only \$4,505 available in the budget. The Agency has unanticipated discretionary funds available that could be allocated to this program through a budget modification. However, other urban renewal projects may be competing for those funds. Staff will have a more in-depth discussion of budget implications and project priority at the meeting.

RECOMMENDATION:

Due to the uncertainty of funds availability, staff makes no recommendation at this time.

ALTERNATIVES:

Alternative 1: Move to recommend that the Urban Renewal Agency approve the request for a \$62,000 grant as submitted subject to additional budget allocation by the Agency.

Alternative 2: Move to recommend that the Urban Renewal Agency approve a grant of \$30,900 as outlined in the application supplement for phase I subject to additional budget allocation by the Agency.

Alternative 3: Move to recommend that the Urban Renewal Agency approve a grant of another specified partial amount, subject to the applicant obtaining or providing additional funds necessary to complete the project or phase I of the project, and subject to additional budget allocation by the Agency.

Alternative 4: Decline the request.

Points Awarded:

Priority consideration will be given to each proposed project. Points will be allowed for factors indicated by well-documented, reasonable plans, which, in the opinion of the Agency, provide assurance that the items have a high probability of being accomplished. If an application does not address one of the categories, it receives no points for that category. The possible points are listed for each.

- 0

D. Make The Dalles a more attractive and functional city in the following ways:		
i. Shows significant aesthetic improvement to the property (10 points)		0
ii. Provides needed services or community function (10 points)		10
iii. Serves a significant portion of the community, (5 points)		5
iv. Enhances the quality of life for residents of the city (5 points)		5
3. The project leverages other public and/or private sources of funding. (15 Points)		0
\$1 Urban Renewal grant to \$3 (or more) other funding – (15 points)		
\$1 Urban Renewal grant to \$2 other funding – (10 points)		
\$1 Urban Renewal grant to \$1 other funding – (5 points)		
4. The Applicant shows that it is financially able to complete the project and maintain the property. (10 points)		10
6. Administrative – The Agency may assign additional points for project considerations which do not fit into one of the above categories, but which provide compelling evidence that the project will further the goals of the Agency; or, if the project meets one or more of the above factors in a way that is far beyond the norm for that category. The assignment of points in this category will be by memorandum stating the reasons and will be maintained in Agency files. (25 points)		0
TOTAL		50

The Dalles Urban Renewal Agency

Property Rehabilitation Grant and Loan Programs

APPLICATION

Application Date 12-30-03

Application Number _____

GENERAL INFORMATION

Applicant Wasco Lodge # 15 A.F. & A.M.

Contact person Jerry Frazier

Mailing Address PO Box 172

The Dalles, OR 97058

Property Address 105 West 3rd Street

The Dalles, OR 97058

Applicant is: ☒ Property owner ☐ Business leasing the property

Telephone # 296-2395 Fax # 296-6143

Federal tax ID # or Social security # 23-7236477

Bank of account and contact Columbia River Bank

Name of Business Masonic Lodge Building
(if different than applicant)

Mailing Address PO Box 172

The Dalles, OR 97058

Name of Principal Contact: Jerry Frazier

PROJECT INFORMATION

Site address

105 West 3rd Street

The Dalles, OR 97058

Legal Description

Building age

111

Square Footage 4300 / floor

Building use

Masonic Lodge & Funeral Parlor

Project description outline

The first priority in upgrading this historic building is to re-roof. The roof has been patched many times and it continues to have leaks. A proposal from Brown Roofing Co. is attached to this application.

Other projects after the roof are:

a). Re-wire the building

b). Refurbish the clock tower exterior

c). Brick re-pointing

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)

EXPECTED PROJECT COSTS

Cost item

Est. cost

Cost item

Roof Repairs

Electrical Re-Wiring

Future Projects :

Brick Re-Pointing

Clock Tower Exterior Renovation

FDA Accessibility

Energy Efficiency Upgrade

Total

Est. cost

\$ 38,370⁰⁰

\$ 65,000 ⁰⁰

3

2

63

६

3

49

57

\$

\$ 103,370⁰⁰

Source

Equity (applicant)

Amount

\$ 41,370

Bank

59

Private loan

\$

Other:

\$

Urban Renewal Grant

\$ 62,000

Urban Renewal Loan

\$

Total

\$ 103,370⁰⁰

Rate

Term

(Must equal Total of expected costs)

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.

Signature Jerry Freyier, Treasurer & Trustee
(and Title if appropriate)

Date 12/31/03

Signature _____
(and Title if appropriate)

Date _____

Signature _____
(and Title if appropriate)

Date _____

Signature _____
(and Title if appropriate)

Date _____

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

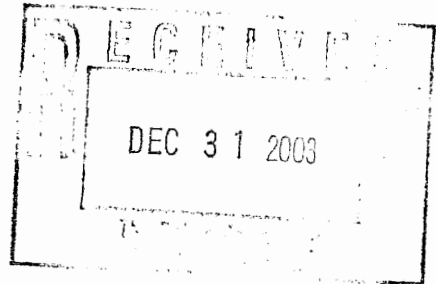
1. Certificate of approval from agency (if required).
2. Letter of approval from Historic Landmarks Commission.
3. A summary of the project outlining the work to be done.
4. Complete plans and specifications.
5. Costs estimates or bids from contractor.
6. Evidence that building permits or any other required 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.

WASCO LODGE # 15 A.F. & A. M.

P. O Box 172
The Dalles, OR 97058

December 31, 2003

The Dalles Urban Renewal Agency
313 Court Street
The Dalles OR 97058



Re: Property Rehabilitation Grant Application

Wasco Lodge, owner and occupant of the building at 105 West 3rd Street in The Dalles, is asking for your consideration in assisting in some very necessary preservation and restoration efforts for our building that was built originally as the 2nd Wasco County Courthouse. The building is currently used by the Masonic organizations on the upper floor with the first floor primarily leased to Spencer Libby and Powell.

The membership of our fraternal organization has dwindled over the years while the costs and needs for various forms of building upgrades have increased beyond our ability to provide such. Therefore, we are seeking assistance from outside our organization to keep this fine structure in good repair and appearance.

Wasco Lodge has a limited amount of funds available for the building improvements. The cost of just the roofing upgrade approximates the total funds available from our organization. While we seek assistance we are continuing to do make-shift repairs on the roofing area. Any assistance in this project that you can provide would be very much appreciated.

Please feel free to contact me at any time for further information from our organization concerning this request.

Sincerely,

Jerry Frazier, Treasurer and Trustee

WASCO LODGE # 15 A.F. & A. M.

P. O Box 172
The Dalles, OR 97058

February 2, 2004

The Dalles Urban Renewal Agency
c/o Steve Schafroth
The Dalles OR 97058

Re: Property Rehabilitation Grant Application - Supplemental

Dear Steve:

In response to your request for some added information concerning this request I have enclosed a 12-31-03 Statement of Financial Accounts showing the balances of funds held by Wasco Lodge. You will note the column designated for the Building Fund.

It is the intention of the Lodge at this point to expend an amount from this column towards the immediate need, weather permitting, of repairing the roof in accord with the recommendations from Brown Roofing Co. Additional amounts will then be carefully utilized towards the other items currently on our priority list – probably interior wiring would be the following project.

A rough estimate from Hire Electric will be available by mid-week. It appears from a conversation and building tour last week that the re-wiring costs will be in the vicinity of \$65,000 to \$75,000.

It is our wish that we will be able to access some Urban Renewal Funds for these two phases of our project as well as other items to include brick re-pointing, clock tower restoration, and window upgrades. Any assistance you can provide towards these efforts will be appreciated.

Sincerely,



Jerry Frazier, Treasurer and Trustee

Encl.

WASCO Lodge #15 --- STATUS OF FINANCIAL ACCOUNTS

ACCOUNT		BALANCE		PURPOSE			
Source	Type	Date	Amount	Scholarship	Building	Clock	General
<u>STATUS AT Dec. 31, 2003</u>							
US BANCORP	STK	31-Dec-03	\$ 17,063.94	\$ -	\$ -		\$ 17,063.94
J.C. PENNEY	STK	31-Dec-03	\$ 2,101.40	\$ -	\$ -		\$ 2,101.40
MONY	LIFE	31-Dec-03	\$ 1,729.56	\$ -	\$ -		\$ 1,729.56
BANK of the WEST	CD	31-Dec-03	\$ 12,586.27	\$ 12,586.27	\$ -		\$ -
WASHINGTON FEDERAL	CD	31-Dec-03	\$ -	\$ -			\$ -
STRONG ADVANTAGE	MMF	31-Dec-03	\$ 69,422.88	\$ 18,959.31	\$ 38,313.71	\$ 1,393.42	\$ 10,756.44
COLUMBIA RIVER BANK	CHK	31-Dec-03	\$ 8,367.78		\$ 9,508.47	\$ -	\$ (1,140.69)
TOTALS			\$ 111,271.83	\$ 31,545.58	\$ 47,822.18	\$ 1,393.42	\$ 30,510.65

WASCO LODGE BUILDING RENOVATION PLANS

This historic building is in need of repair and renovation in the following areas:

- Roof Repair
- Electrical Re-wiring
- Brick Re-pointing
- Clock Tower Exterior Renovation
- ADA Accessibility (an elevator system)
- Energy Efficiency Upgrades to Windows and Exterior Doors

The items are listed in priority order. The first two items are critical and in need of immediate attention. The roof is leaking and if not taken care of the structural integrity of the building is at risk. The electrical work we knew needed to be upgraded, but in investigating the cost, the lodge was made aware of severe risk of fire and safety issues. The priority of this work has been accelerated. Eventually, all of the work listed needs to be done in order to preserve and protect this historical resource.

The Lodge has obtained estimates for the roof repairs and the electrical upgrade:

Roof Repairs	\$ 38,370
Electrical Re-Wiring	<u>\$ 65,000</u>
Total Project	\$ 103,370

The Lodge has approximately \$47,000 available in a Building Fund that has accumulated over the past 10 – 15 years. It is our intent to use a major portion of these funds towards the immediate needs of the building renovation as they can best be utilized with cooperating agency funding that will be adequate to fund the projects.

The existing building fund balance is intended also to be used for some interior upgrades to include painting and minor repairs. These costs are to be borne by the Lodge and continuing efforts will be made by the Lodge to replenish the Building Fund. However, with a rapidly declining membership base, past efforts to substantially increase this fund have not been terribly successful.

It is critical to complete the roof and electrical work as soon as possible. However, if adequate funds do not become available right away we have developed a fall-back strategy. The project could be done in phases with the most critical elements done immediately and finished as additional funds become available as long as the project is

completed within one to two years. This is not the best solution for protecting the building, but it is possible. It should also be noted that with the electrical work, once started it will be required that it be completed to comply with building codes.

With completion of the project essential, it would not be prudent to totally deplete the building fund on the first phase of the project. We need to keep building funds in reserve for matching grant funding for completion of the project and for the other work that needs to be done on the building. Having stated that, it is essential to do what is necessary to protect the historic resource and the safety of occupants. A fall-back scenario is as follows:

PHASE I

Roof Repair: The Proposal Estimate from Brown Roofing mentions that the “flat roof” over the kitchen/dining area is in severe need of repair. This portion of the project would also include described gutter replacements, HVAC pedestal repair, and ducting modifications – some of these costs are not included in the contractor proposal. Because of the potential for interior damage from moisture entering the building these items comprise a “high priority” portion of the project and funding assistance is definitely needed.

Amount available from Lodge Funds	\$ 9,800
Urban Renewal Funding Requested	<u>\$14,700</u>
Phase I Project Cost Estimate	\$24,500

Electrical Re-Wiring: Portions of the electrical system are in dire need of replacement in the interest of safety for the building and its occupants. These areas are primarily in the older service panels that need replacing and the service feeds in the attic region. The “knob and tube” system has been “compromised” in several areas and needs immediate attention. Other areas of the electrical wiring repair could be deferred making a 3-stage replacement plan very feasible. Therefore, we request the following assistance for the most critical project elements:

Amount available from Lodge Funds	\$10,800
Urban Renewal Funding Requested	<u>\$16,200</u>
Phase I Project Cost Estimate	\$27,000

Phase I Financing Summary:

Total Urban Renewal funding requested - phase I	\$30,900
Total Lodge funds - phase I	<u>\$20,600</u>
Total project cost - phase I	\$51,500

PHASE II

Roof Repair: Complete the repairs as originally estimated resulting in what should be a reasonable good roof lasting for 20+ years.

Amount available from Lodge Funds	\$ 5,560
Outside Funding Needs	<u>\$ 8,310</u>
Phase II Project Cost Estimate	\$13,870

Electrical Re-Wiring: Internal service wiring for electrical outlets and lighting to include surface raceways and re-wiring of chandeliers and replacement of fixtures.

Amount available from Lodge Funds	\$ 7,600
Outstanding Funding Needs	<u>\$11,400</u>
Phase II Project Cost Estimate	\$19,000

PHASE III

Electrical Re-Wiring: Finish internal service work and modify service to the existing heating units installed in approximately 1998.

Amount available from Lodge Funds	\$ 7,600
Outside Funding Needs	<u>\$11,400</u>
Phase II Project Cost Estimate	\$19,000

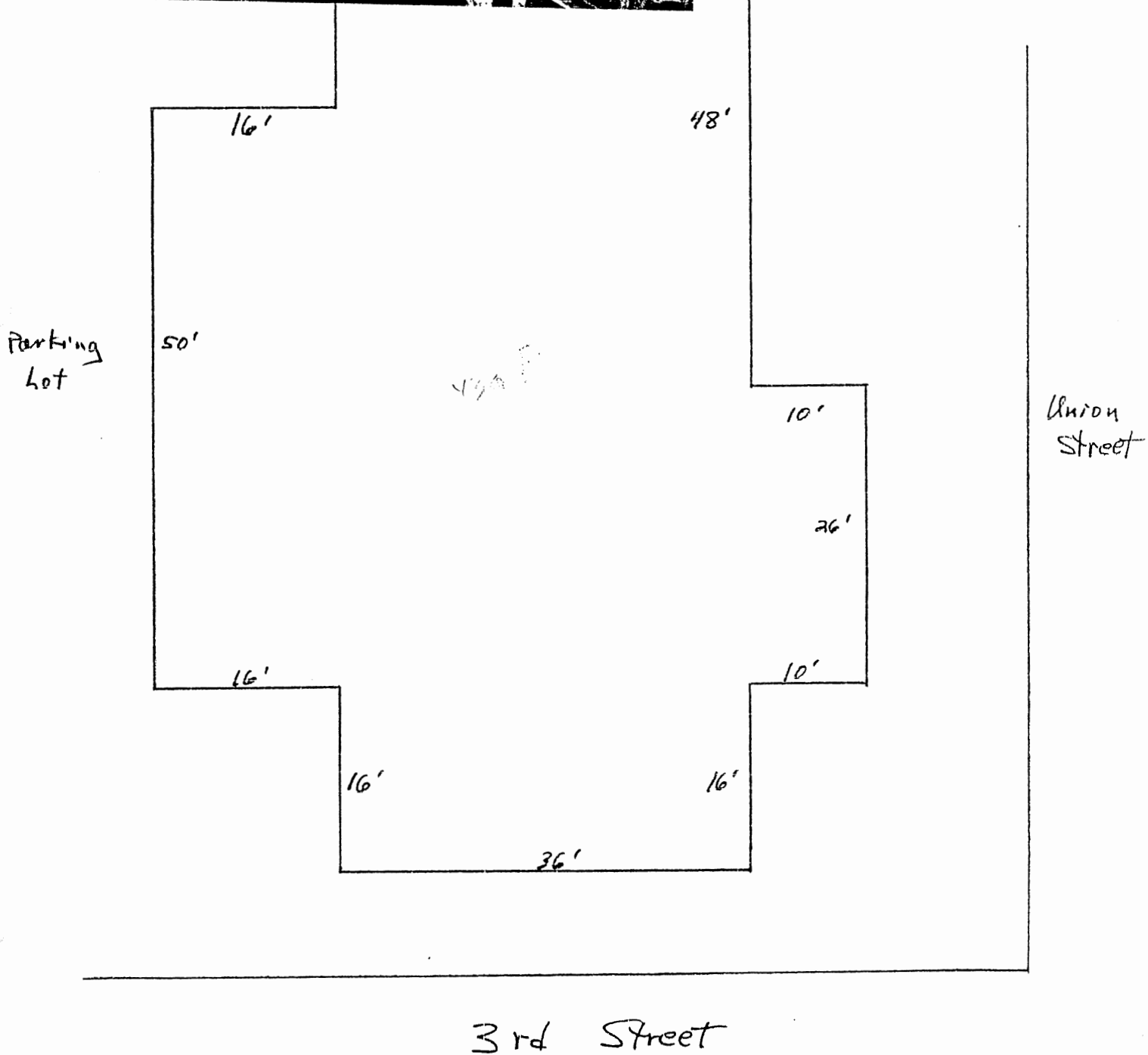
PHASE II & III Financing Summary

Available from Lodge funds	\$20,760
Outside funds needed	<u>\$31,110 *</u>
Total project costs phase II & III	\$51,870

*We hope that we could apply for Urban Renewal Property Rehab funding in an upcoming fiscal year for these funds.



Wasco Lodge #15
105 West 3rd
The Dalles, OR 97058





April 17, 2003

Masonic Temple
Attn: Jerry Frazier
105 W. 3rd Street
The Dalles, OR 97058

Mr. Frazier,

Thanks to your organization for inviting our company to propose roofing solutions for the building at 105 W. 3rd. Thank you also for arranging for us to access the roof area. We hope the enclosed information is helpful to you as you contract for repairs and/or budget for future repairs.

The enclosed proposal is for re-roofing the flat roof sections over the kitchen/dining room area and for all the areas that currently have asphalt shingles. These are some of the more pressing needs at this time. The proposal includes investment options. (*Note: One place that will not have to be done again is the repairs on the low pitch parts on the far north end of the main building. Our repair is in excellent condition and we can tie-into this with the new steep slope material.*)

Additionally, you might note these other areas of the building that may need work fairly soon or at least within the next five to ten years.

The **lower east** roof over the mortuary is not in very good shape and should be considered for re-roofing soon. \$4,500.00 should be budgeted for this area.

The "**mortuary garage**" is in a bit better shape, and \$3,000.00 should be budgeted here.

The **flat roof** over that main temple area (at top of shingle areas **just north of clock tower**) is in pretty good shape, considering it could be fairly old. It does not appear to be in need of re-roofing anytime soon. In today's dollars you would want to budget \$5,000.00 for re-roofing.

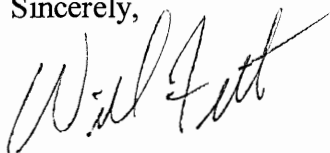
Neither of the latter two sections, however, will likely last beyond 10 years and could be needing replacement as soon as 5 years.

Your project is very complex, and will require wide variety of talents and products to install a roof system that functions productively for many years to come. The staging for debris removal and material loading will be as difficult as with any building in town. Our company and staff are perfect for this challenging project and hope to work with you when it comes to pass.

In addition to a proposal, enclosed you can find some pictures with brief commentary that you might find helpful.

Thank you once again for calling our company. If you have any questions or would like a representative to meet with your group, please contact Will Felt at 296-6593.

Sincerely,

A handwritten signature in black ink, appearing to read "Will Felt", with a stylized, cursive script.

Willard Felt



INSTRUCTIONS FOR ACCEPTING A PROPOSAL

1. Please read proposal carefully and call our office with any questions.
2. Sign one copy, usually the copy with the signature area highlighted.
3. After reading, sign highlighted copy and return with signed proposal to:

Brown Roofing Company
P.O. Box 1076
The Dalles, OR 97058

4. Please enclose $\frac{1}{2}$ of contract price as down payment or contact our office to discuss options for other arrangements.
5. Keep all brochures and the extra copy of the proposal for your files.
6. If you have any questions, please call our office at one of the following numbers:

The Dalles	-	541-296-6593
Hood River	-	541-386-6161
All Other Areas	-	800-466-6593

THANK YOU!

Brown Roofing Company

P.O. Box 1076

The Dalles, OR 97058

(541) 296-6593 Fax (541) 298-1633

OR LIC. # 72077 WA LIC. # BROWNRCO93CR

April 17, 2003

Masonic Temple

105 W. 3rd Street

The Dalles, OR 97058

296-2575



Proposal

We hereby submit specifications and estimates for: Re-roof Options

- A. Remove existing roofing, clean area, and haul away all debris
- B. Any necessary structural repairs will be billed at extra of labor (40/hr) + materials.
- C. Any necessary plumbing (for drainage), HVAC (kitchen flat roof area), electrical work needed would have to be contracted separately by owner to other contractors.
- D. On sloped area, install extra heavy architectural shingles (see options below) using felt underlayment and 6 nail fasteners per shingle (high wind pattern.) New roof system will continue to drain past previous inside gutter system.
- E. At flat roof area over kitchen & dining room, new roof system will be installed including cover board and 28lb modified base sheet mechanically fastened, 2mm base membrane fully adhered, and 4.5 mm APP modified bitumen roofing system fully adhered.
- F. Use new custom flashings on all edges, penetrations, drains and walls. Inside gutters area over "kitchen" roof will be re-designed to accommodate "outside" gutter drainage.
- G. Brown Roofing Company Ten Year Workmanship Warranty
- H. Manufacturer Written Transferable Limited Material Guarantee.

50 Year Architectural Shingle & 15 year low pitch system	-	\$32,870.00
"Lifetime" Architectural Shingle + Low pitch system	-	\$34,870.00

WE PROPOSE *hereby to furnish material and labor complete in accordance with these specifications, for the sum of:*

See Above*** dollars \$ See Above

Payable as follows: 1/2 down, 1/2 upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature _____ Date _____
Will Felt

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL-The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Brown Roofing Company

P.O. Box 1076

The Dalles, OR 97058

(541) 296-6593 Fax (541) 298-1633

OR LIC. # 72077 WA LIC. # BROWNR*CO93CR



April 17, 2003

Masonic Temple

105 W. 3rd Street

The Dalles, OR 97058

296-2575

Proposal

We hereby submit specifications and estimates for: Re-roof Options

- A. Remove existing roofing, clean area, and haul away all debris
- B. Any necessary structural repairs will be billed at extra of labor (40/hr) + materials. - \$5,500.00
- C. Any necessary plumbing (for drainage), HVAC (kitchen flat roof area), electrical work needed would have to be contracted separately by owner to other contractors.
- D. On sloped area, install extra heavy architectural shingles (see options below) using felt underlayment and 6 nail fasteners per shingle (high wind pattern.) New roof system will continue to drain past previous inside gutter system.
- E. At flat roof area over kitchen & dining room, new roof system will be installed including cover board and 28lb modified base sheet mechanically fastened, 2mm base membrane fully adhered, and 4.5 mm APP modified bitumen roofing system fully adhered.
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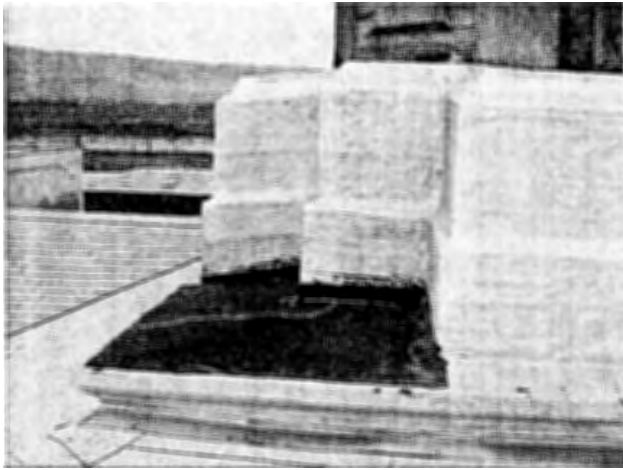
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature Will Felt Date _____
Will Felt

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

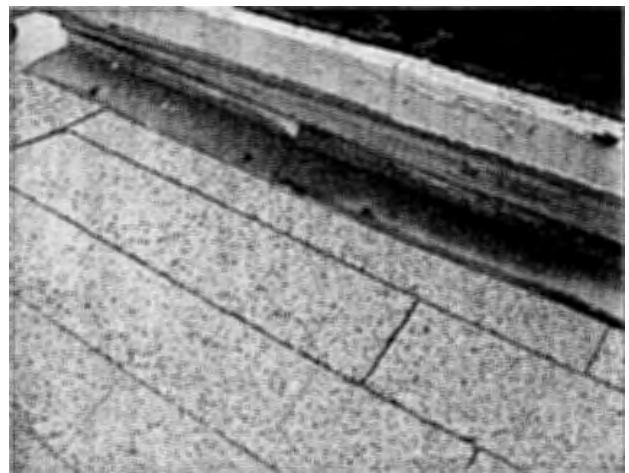
ACCEPTANCE OF PROPOSAL-The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

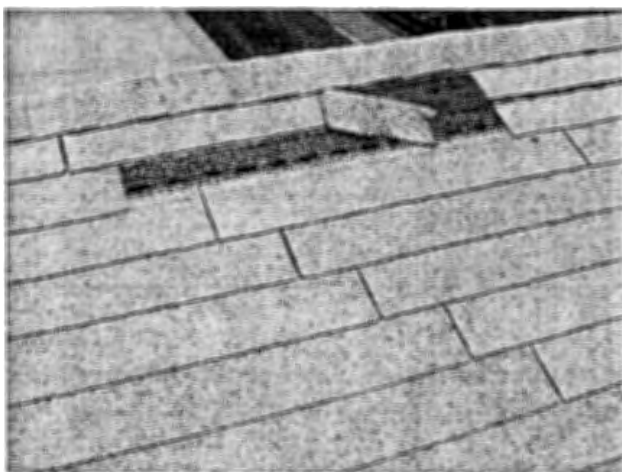


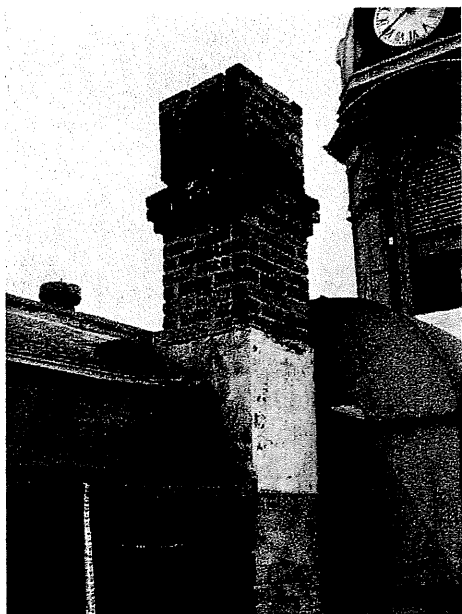
The clock tower base has needed repairs before. Due to complexity of flashing details on a structure like this, we advise staying with emulsion style coatings combined with fiberglass mesh reinforcements

The upper sloped roof flasings near the base of the clock tower have not been as watertight as they could have been. This can be improved with new roof system.



Shown here is a missing shingle. Older roofing material loses the ability to resist wind. This could be more frequent in future.



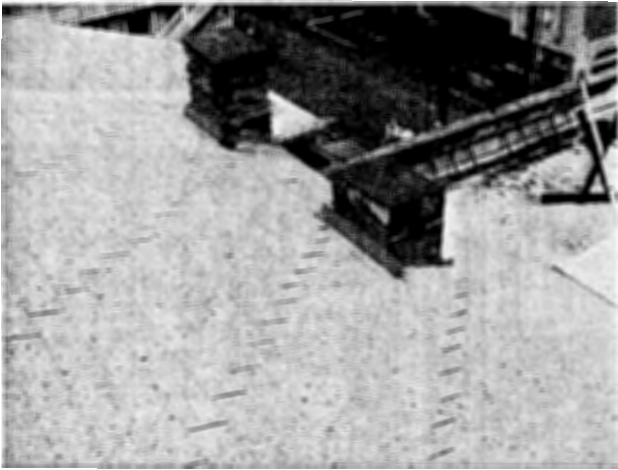


Shown here is another view of the problem duct (also shown below) & a chimney that poses several flashing and waterproofing challenges. The duct needs to be upgraded and the chimney should be removed or refurbished.

This shows the duct that, because of its design, prevents correct flashing details from being followed. HVAC contractor should be consulted for re-design. Duct upgrading is necessary anyway.



Here is scupper style drain on flat roof over dining room/kitchen. A secondary (overflow) drain would be advised and may be required by building codes.



These two old chimney vents have been capped for many years. If not a historically significant feature, removal to below roof deck level will increase success of next roof system.

This chimney is closer to north end and also capped. The same could be said of this chimney as of the two above.

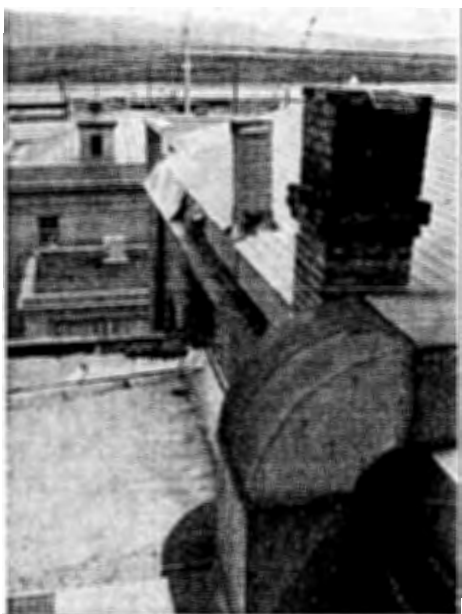


This chimney/vent is crumbling and is located close to other penetrations. If this chimney is not needed it may be better to not have it penetrating the roof surface.



Several options are being considered for dealing with these "inside gutters" above the kitchen & dining room flat roof. Options include flashing around them, adding outside gutters, or refurbishing.

This shows the inside corner of the inside gutter. As mentioned above, we could install secondary outside gutters and cover these with flashings.



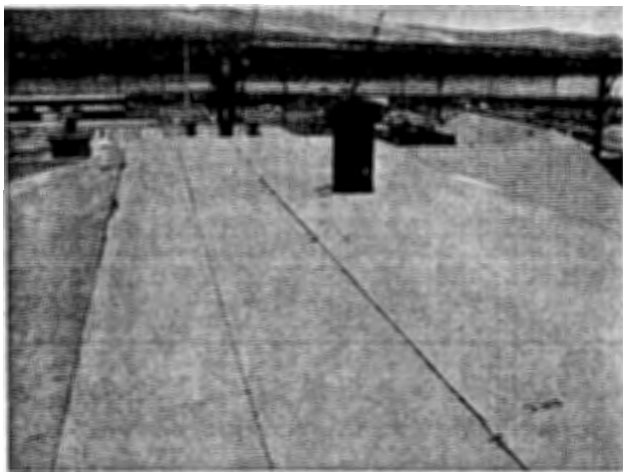
This shows the inside gutter area also shown above two pictures. You can see on the far end how a previous leak problem was helped by flashing over the gutter.



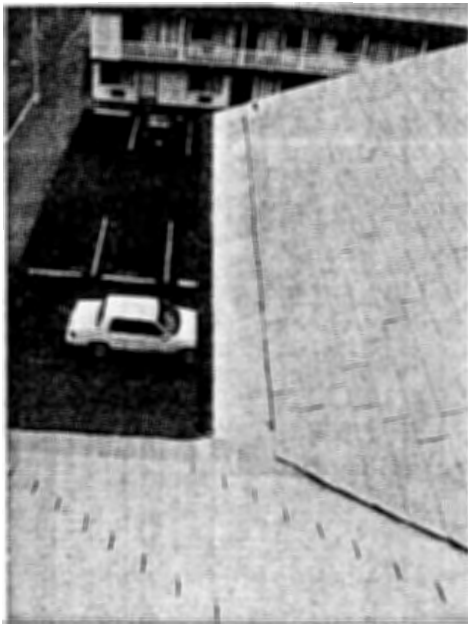
This flat roof section wraps around from the south east corner to the east side. This roof is due for replacement soon. We had done repairs to this roof some years ago.



The entry roof (right) is not in need of attention now. The lower flat roof (left) may be needing some maintenance. This will be outlined with the enclosed options.

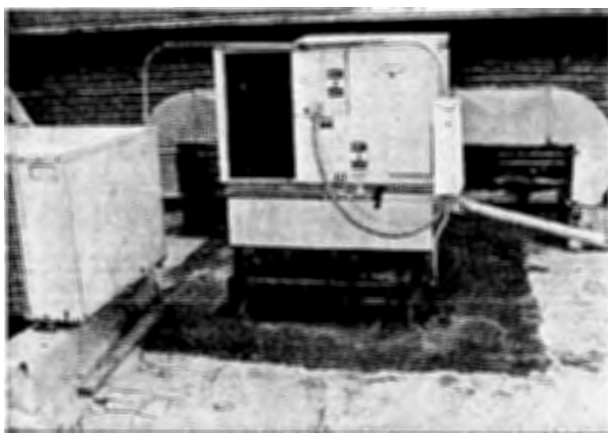
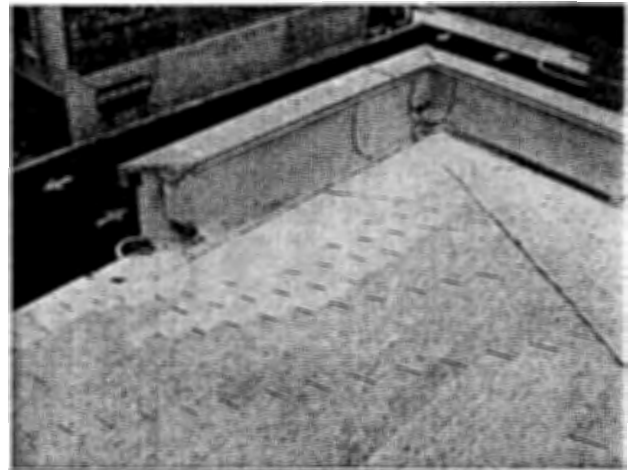


The upper flat roof section is actually in fairly good condition. The roofing at the edges seems secure at the flashings and the membrane seems to be strong and viable. This area can be left for a future project.



This shows the shingle roof area, with the inside gutter that has been covered with flashing to solve leak problems. Inside gutters are difficult to waterproof effectively, and we are considering options to cover over them upon re-roofing.

The north west corner is an area that has previously been repaired by our company. This repair continues over to the north east corner. This would not have to be re-done upon re-roof of sloped shingle areas.



The curb on the left side of the above picture will be re-built to be more like the curb on the newer unit in center.

This shows a newer HVAC unit we flashed for Oregon Equipment. This curb and unit will remain unchanged, although we may need to have the ducts removed and replaced to gain access to tight spots.



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CITY OF THE DALLES

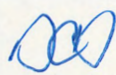
AGENDA STAFF REPORT

URBAN RENEWAL ADVISORY COMMITTEE

AGENDA ITEM NO.

DATE: February 17, 2004

TO: Urban Renewal Advisory Committee

FROM: Dan Durow, Urban Renewal Manager 

THRU: Nolan Young, City Manager

ISSUE: Authorization to expend \$24,351 on the conceptual planning for the visitor center, Chamber office, and park/open festival area on the former site of the grain elevator.

BACKGROUND: The Chamber of Commerce is currently looking for a site on which to locate a new office and visitor center. This site is being considered but in order to make that decision more information needs to be obtained. The Chamber is asking that these monies be spent on a conceptual plan that would provide the information needed for the location decision. Attached is the proposal from CH2M HILL that details the work scope.

Previous work done on conceptual planning at this site will be incorporated into this design work. Attached is a copy of the initial design concept (in black and white). In addition, the application for grant monies from the State to design streetscape elements on East 1st Street, downtown parking plan and design, and the Transportation Master Plan update has been approved. Having a design process underway for this site will influence the final designs for the streetscape and parking plans.

BUDGET IMPLICATIONS: This expenditure can be made within the Urban Renewal "Downtown/Riverfront Access" project. The Urban Renewal budget currently has approximately \$371,566 of uncommitted monies, which can be spent on this design work. See the updated and attached "List of Urban Renewal Projects for FY 03-04" for more detail on Urban Renewal resources and projects.

RECOMMENDATION: To recommend to the Urban Renewal Agency that an expenditure not to exceed \$24,351 be authorized to complete the conceptual plan for The Dalles Visitor Center/Park and Open Festival Area as proposed in the attached Scope of Services with CH2M Hill.

ALTERNATIVES

1. To modify the proposal and recommend approval as noted above.
2. To not recommend approval of the expenditure.

LIST OF URBAN RENEWAL PROJECTS FOR FY 03-04

		Current Budget Plan	Proposed Budget	Change
1.	ARCO SITE. Land and Parking Lot	= \$90,000	\$90,000	\$0
2.	HILCO SITE. Land and Redevelopment	= 206,000	206,000	0
3.	MILL CREEK. Purchase (Delayed \$150,000)	= 0	0	0
4.	CIVIC AUDITORIUM. Remaining Grant	= 7,114	7,114	0
5.	FIRST STREET/PARKING. TGM Study Match	= 20,000	55,000	35,000
6.	PROPERTY REHAB, GRANT & LOAN	= 283,261	345,261	62,000 *
	Wasco Milling Property Purchase	= 250,000	250,000	0
	Wasco Milling Property Surveys & Studies	= 7,000	7,000	0
	Visitor Center/Festival Area Study	= 0	24,351	24,351
	West Gateway Right-of-Way Study	= 0	5,000	5,000
	Total Additional Expenditures	=		126,351
	Budgeted Uncommitted Capital	= 251,566	125,215	-126,351
	Unanticipated Property Tax	= 120,000	120,000	0
	Total Available Uncommitted Capital	= 371,566	245,215	-126,351

* Masonic Temple Rehab. Project Grant

PENDING PROJECTS

1. Wasco Milling Property Redevelopment
2. (Festival Area & Washington St. Railroad Crossing
3. 1st, 3rd, and 4th Streets Streetscape
4. East Gateway Street Project
5. West Gateway Street Project
6. Downtown Parking

ATTACHMENT A

THE DALLES VISITOR CENTER AND PARK/OPEN FESTIVAL GROUND CONCEPTUAL PLAN

Project Background

When constructed, The Dalles Visitor Center and Park/Open Festival Ground will provide a place for the community to host gatherings and recreational activities for its citizens and visitors. The Center will accommodate parking facilities, tour bus and large recreational vehicles, and may provide multi-modal access to Washington Street and riverfront trail area. The project will connect to the existing vehicle, pedestrian, and bicycle access between downtown, the riverfront, Lewis and Clark rock camp, and areas of the city west of the camp that have been established with the Union Street Crossing project. The Visitor Center conceptual plan includes two basic components:

- Visitor Center building approximately 4,000 square feet in size.
- Park/Open Festival area to provide parking for the Visitor Center, Park/Open Festival area, and riverfront trail area.

Scope of Services

CH2M HILL will provide the City of The Dalles with professional services for project management, preliminary site plan development, evaluation of access to adjacent infrastructure, noise mitigation alternatives, and future development considerations.

The project limits will be contained within the project site boundary and connections to the existing infrastructure.

Task 1: Project Management

This task provides time to manage the Consultant's activities and lead the contract administration of the contract. The Consultant will prepare the reports and billings, and maintain communication with the City through meetings and correspondence. The following describes specific tasks to be performed as part of Task 1.

1.1 Project Instructions

The Consultant will prepare project instructions (Work Plan). These instructions will be used as a guide by the project team for the tasks, budgets, and schedule.

1.2 Project Kick-Off Meeting

A kick-off meeting consisting of key project team members from both City staff and consultant staff will meet to discuss the project history, project objectives, protocols for communication, and to establish clear expectations of roles and responsibilities. The consultant assumes that up to 2 consulting staff members will attend the kick-off meeting and that the meeting will occur at City offices.

1.3 Contract Administration

Project development will be coordinated and managed with City. Monthly progress reports and billings for the project will be prepared.

1.4 Client Communication/Project Management Team Meetings

Biweekly conference calls will be held with the City to ensure that the Consultant is meeting the requirements of the City. It will be important to maintain a close working relationship with the City so that changes in the project or the process occur early enough to minimize rework or changes.

ATTACHMENT A
THE DALLES VISITOR CENTER AND PARK/OPEN FESTIVAL GROUND
CONCEPTUAL PLAN

1.5 Team Leadership

Communicating with subconsultants, maintaining files, preparing correspondence, preparing submittals, and providing guidance to the team are all part of coordinating and managing the project team. Procedures will be discussed for lines of communication, frequency of reporting, and procedures to address changes in the project.

Product:

- Project instructions
- Kick-Off meeting minutes
- Monthly progress reports and invoices

Task 2: Preliminary Design

This task involves the effort necessary for the Consultant to develop a conceptual site plan to include the analysis results of the existing concept plan (i.e. the consideration of a wind buffer mound, Gitchell building, second underpass, access to the new boat dock and trail, pedestrian and bicycle access, and expansion of the sewer treatment plant).

The Consultant will use existing topographical and right-of-way boundary (Union Street, I-84, and UPRR) information utilized on the Union Street Crossing project as the basis for this design. The City will provide consultant with right-of-way information for Washington Street. The Consultant does not anticipate any utility coordination as part of this effort.

The Consultant assumes attendance in technical team meetings as outlined in Task 4.1. The following describes specific tasks to be performed as part of Task 2.

2.1 Conceptual Site Plan

The Consultant will prepare the conceptual site plan to include the placement of a low profile Visitor Center structure of approximately 4,000 square feet. The site plan will evaluate access to the Visitor Center from either Union Street, Washington Street or both taking into account that access needs to consider tour bus and large recreational vehicle circulation. Parking will be provided to accommodate the Visitor Center and Park/Open Festival area. The site layout will consider the general slope of the site to accommodate drainage based on existing topographical information. Bicycle, pedestrian, and vehicle circulation concepts will be evaluated to assess good access into and within the site.

2.2 Washington Street Access/UPRR Coordination

The Consultant will evaluate the viability of accessing the site from Washington Street and develop a conceptual plan for rail improvements at Washington Street to accommodate such access. The Consultant will coordinate with UPRR to evaluate the viability for an improved at-grade crossing at this location. The Consultant also assumes that 1 meeting with UPRR staff and ODOT Rail Safety staff will be required.

Product:

- Conceptual Site Plan (22"x32" plan sheet) (10 copies)
-

ATTACHMENT A
THE DALLES VISITOR CENTER AND PARK/OPEN FESTIVAL GROUND
CONCEPTUAL PLAN

Task 3: Noise Analysis

The Consultant will provide noise buffer concepts for both the southern and northern borders of the Park/Open Festival area adjacent to the Union Pacific Rail Road and Interstate 84 respectively.

3.1 Noise Analysis

CH2M HILL will conduct a preliminary noise analysis to determine if noise barriers are a potentially suitable mitigation measure. Analysis will primarily consist of determining if the line-of-sight between the Park/Open Festival area and the UPRR and I-84 can be sufficiently blocked. Analysis will use existing site and topographic data CAD drawings. In addition, CH2M HILL shall provide design considerations for the proposed building to maximize the outdoor to indoor noise reduction.

Product:

- Technical Memorandum with results of preliminary noise analysis and potential mitigation measures.

Task 4: Technical Team /Public Meetings

This task includes the time necessary to update the City's technical team, the Riverfront Advisory Task Force and the City Council. The technical team will be selected by the City. The following describes specific tasks to be performed as part of Task 4.

4.1 Technical Team Meetings

The Consultant will attend 3 technical team meetings to update City staff during this phase of the project. The purpose of each meeting and their expected occurrence time is as follows:

- Meeting #1 – Prior to submittal of the conceptual site plan, to occur after the project kick-off meeting approximately half way into the design schedule.
- Meeting #2 – At the end of the conceptual site plan development to discuss the findings of the effort and finalize the conceptual site plan. This meeting will occur approximately three weeks prior to the final submittal
- Meeting #3 – Prior to the presentation to the Riverfront Advisory Task Force and City Council meetings.

The Consultant will prepare the agenda and background materials necessary for these meetings. The Consultant assumes that up to 2 consultant staff members will attend these meetings and that the meetings will occur at City offices.

Product:

- Meeting Agenda
 - Conceptual Site Plan (22"x32" plan sheet) (10 copies)
 - Meeting Summary (as budget allows)
-

ATTACHMENT A
THE DALLES VISITOR CENTER AND PARK/OPEN FESTIVAL GROUND
CONCEPTUAL PLAN

4.2 Riverfront Advisory Task Force Meeting

The Consultant will attend 1 Riverfront Advisory Task Force meeting to present the findings of the effort on the conceptual plan. This meeting will occur following the delivery of the completed conceptual site plan to City staff.

The Consultant assumes that 1 consultant staff member will attend this meeting and that the meeting will occur in The Dalles.

Product:

- Conceptual Site Plan (22"x32" plan sheet) mounted and one copy of the preliminary Noise Analysis technical memorandum.

4.3 City Council Meeting

The Consultant will attend 1 City Council meeting to present the finding of the effort on the conceptual plan.

The Consultant assumes that 1 consultant staff member will attend this meeting and that the meeting will occur at City offices.

Product:

- Conceptual Site Plan (22"x32" plan sheet) mounted and one copy of the preliminary Noise Analysis technical memorandum.

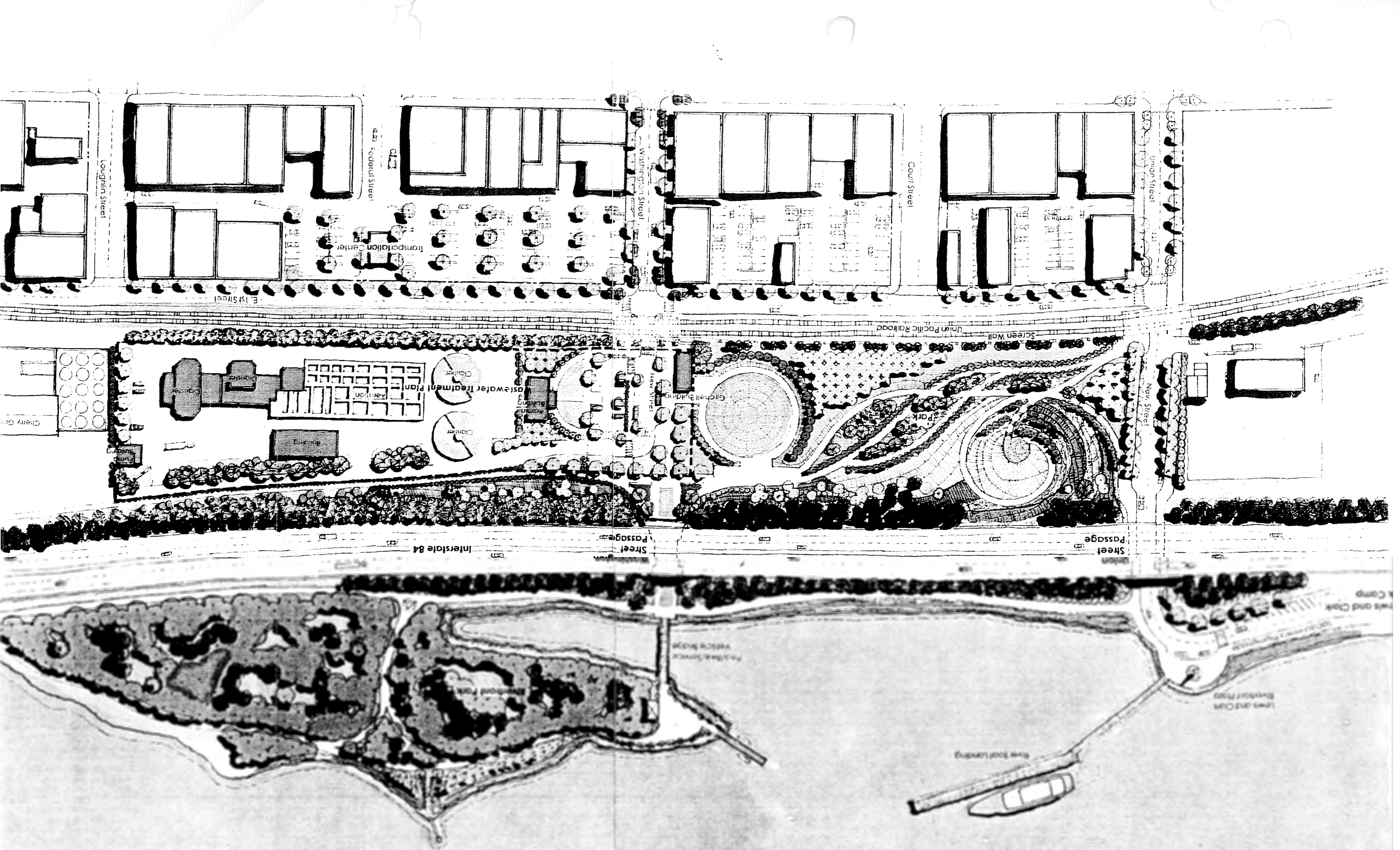
Schedule

The proposed schedule for the conceptual plan is as follows:

Project Start	February 23, 2004
Preliminary concept draft to City staff	May 1, 2004
Presentation to Riverfront Advisory Committee	Week of May 17, 2004
Presentation to City Council	June 14, 2004

Exhibit B
The Dalles Visitor Center and Park/Open Festival Ground Conceptual Plan

		CH2M HILL											
		McRae	Scheeland	Bastiasch	Wilburn	Motte	Gray	Luke	Kestner	Total Hours	Labor	Expenses	Totals
Personnel		Senior Review	Project Manager	Senior Engineer	Office Engineer	Design Engineer	Lead Tech	CAD Tech	Office				
2004 Billing Rates		\$177.07	\$134.08	\$134.08	\$109.63	\$79.28	\$105.00	\$84.00	\$52.50				
TASK													
1	Project Management												
	1.1 Project Instructions/Team Leadership		2		4					6	\$ 707		
	1.2 Project Kick-Off Meeting		8		8					16	\$ 1,950		
	1.3 Contract Administration		6						8	14	\$ 1,224		
	1.4 Client Communication		4		10					14	\$ 1,633		
	1.5 Team Leadership		4							4	\$ 536		
	Expenses: Mileage, Rental											\$ 50	
	Reproduction												
	Computer											\$ 257	
	Communications											\$ 62	
	Other - Miscellaneous												
	Expense Total											\$ 369	
	Hours Total	0	24	0	22	0	0	0	8	54			
	Totals	\$ -	\$ 3,218	\$ -	\$ 2,412	\$ -	\$ -	\$ -	\$ 420		\$ 6,050		\$ 6,419
2	Preliminary Design												
	2.1 Conceptual Site Plan	2	4		32	12	2	12		64	\$ 6,568		
	2.2 Washington Street Access/UPRR Coordination				12			4		16	\$ 1,652		
	Expenses: Mileage, Rental											\$ 50	
	Computer											\$ 380	
	Communications											\$ 92	
	Expense Total											\$ 522	
	Hours Total	2	4	0	44	12	2	16	0	80			
	Totals	\$ 354	\$ 536	\$ -	\$ 4,824	\$ 951	\$ 210	\$ 1,344	\$ -		\$ 8,220		\$ 8,742
3	Noise Analysis												
	3.1 Noise Analysis			16				2		18	\$ 2,313		
	Expenses: Mileage, Rental											\$ -	
	Computer											\$ 86	
	Communications											\$ 21	
	Expense Total											\$ 107	
	Hours Total	0	0	16	0	0	0	2	0	18			
	Totals	\$ -	\$ -	\$ 4,291	\$ -	\$ -	\$ -	\$ 336	\$ -		\$ 2,313		\$ 2,420
4	Technical Team/Public Meetings												
	4.1 Technical Team Meetings		6		18					24	\$ 2,778		
	4.2 Riverfront Advisory Task Force Meeting				6					6	\$ 658		
	4.3 City Council Meeting				6					6	\$ 658		
	Expenses: Mileage, Rental											\$ 250	
	Computer											\$ 171	
	Communications											\$ 41	
	Expense Total											\$ 462	
	Hours Total	0	6	0	30	0	0	0	0	36			
	Totals	\$ -	\$ 804	\$ -	\$ 3,289	\$ -	\$ -	\$ -	\$ -		\$ 4,094		\$ 4,556
Total Hours		2	34	16	96	12	2	18	8	188			
SUBTOTAL LABOR AND EXPENSES		\$354	\$4,559	\$2,145	\$10,524	\$951	\$210	\$1,512	\$420		\$20,675	\$ 1,460	\$ 22,137
Ten Percent (10%) Contingency Fund													\$ 2,214
TOTAL LABOR,EXPENSES AND CONTINGENCY													\$ 24,351





IMPROVING OUR COMMUNITY

COLUMBIA GATEWAY URBAN RENEWAL AGENCY

CITY OF THE DALLES

AGENDA STAFF REPORT

URBAN RENEWAL ADVISORY COMMITTEE

AGENDA ITEM NO.

DATE: February 17, 2004

TO: Urban Renewal Advisory Committee

FROM: Dan Durow, Urban Renewal Manager

A handwritten signature in blue ink, appearing to be 'DD' or 'Durow', written over the printed name.

ISSUE: Authorization to expend up to \$5,000 on the right-of-way determination for the West Gateway/Transition project in front of the Chamber office.

BACKGROUND: The Chamber of Commerce is looking for a site on which to locate a new office and visitor center. Their current site is being considered, but in order to make that decision more information needs to be obtained. The Chamber is asking that these monies be spent on starting the final engineering for the West Gateway/Transition project, which would provide the information needed for locating any excess right-of-way along their property. The determination of any excess right-of-way is important for their current site because there may not be enough space on which to locate the Chamber office, visitor center, and required parking with adequate access. If enough excess right-of-way is available to allow the use of the site for the intended purposes, and the decision is made to stay at their current location, then the Chamber would need to make a request to the City Council that it be vacated.

This year's budget had \$35,000 (half time City engineer) to start the final engineering design for the 3rd Street Streetscape project, and depending on work priority, for the East and West Gateway/Transition projects. Most of that amount has already been spent on the design of 3rd Street. The budget request for next year will include an additional amount to continue these final engineering design projects. This request by the Chamber is not outside the normal scope of our project work activities.

Previous work done on conceptual planning for the West Gateway/Transition project at this site will be incorporated into this final engineering design work.

BUDGET IMPLICATIONS: This expenditure can be made within the Urban Renewal "Gateway Project". The Urban Renewal budget currently has approximately \$371,566 of uncommitted monies, which can be spent on this design work. (See the updated "List of Urban Renewal Projects for FY 03-04" for more detail on Urban Renewal resources and projects.)

RECOMMENDATION: To recommend to the Urban Renewal Agency that an expenditure not to exceed \$5,000 be authorized to begin the final engineering design work for the West Gateway/Transition Project to allow for the determination of any excess right-of-way that could be made available to the Chamber through a vacation process.

ALTERNATIVES

1. To modify the proposal and recommend approval as noted above.
2. To not recommend approval of the expenditure.



**THE DALLES
AREA CHAMBER
OF COMMERCE**

404 West 2nd Street

The Dalles, OR 97058

telephone

541 296 2231

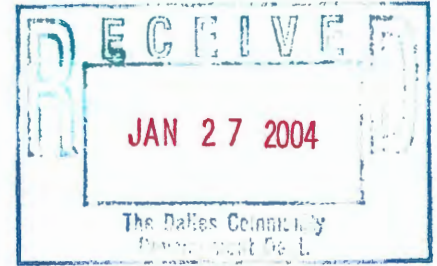
fax

541 296 1688

email

tdacc@gorge.net

January 26, 2004



Columbia Gateway Urban Renewal Agency
% City of The Dalles
313 Court Street
The Dalles, Oregon 97058

Re: Determine right-of-way needed to enable city to complete the West Gateway Project

Dear Agency Members:

The Dalles Area Chamber of Commerce Board of Directors hereby request that the Urban Renewal Agency begin the next step in the design of the West Gateway/Transition streetscape improvement project. As we understand it, this step would take the conceptual design drawings and do preliminary engineering to locate the proposed improvements within the existing right-of-way. Having these street improvements located will help considerably in the decision making process to design, locate and build a new Chamber office and visitor's center at this location, or look for an alternative location. The issue is how much of the existing right-of-way would be excess to the street design and whether the excess might be made available to the Chamber through vacation or the ability to incorporate it into the site design.

Thank you.

The Dalles Area Chamber of Commerce
Board of Directors

Jack L. Evans
Building Committee Chairman

Cc: Susan Huntington, Executive Director
John Hutchison, Board President

C O L U M B I A · R I V E R · G O R G E