

AGENDA
CITY OF DAYTON
URBAN RENEWAL AGENCY MEETING

DATE: MONDAY, JULY 21, 2025
TIME: 7:15pm
PLACE: DAYTON CITY HALL ANNEX – 408 FERRY STREET, DAYTON, OREGON
VIRTUAL: ZOOM MEETING – ORS 192.670/HB 2560

You may join the Council Meeting online via YouTube: <https://youtube.com/live/acngHF7r4VA?feature=share>

Dayton – Rich in History . . . Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
D.	APPROVAL OF MINUTES	
	1. June 16, 2025, URA Meeting Minutes	1-2
E.	ACTION ITEMS	
	1. Accept resignation of the Urban Renewal Agency Chair and election of a new Chair.	3-9
F.	ADJOURN	

Posted: July 18, 2025
By: Rocio Vargas, City Recorder

NEXT MEETING
August 4, 2025, URA Meeting (if necessary)

Virtually via Zoom and in Person, City Hall Annex, 408 Ferry Street, Dayton, Oregon

The public is encouraged to relay concerns and/or comments to the City Council in one of the following methods:

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: City Hall Annex is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 864-2221 or rvargas@daytonoregon.gov.

- a **Email - any time up to 5:00 p.m.** the day of the meeting to rvargas@daytonoregon.gov. The Mayor will read the comments emailed to the City Recorder.
- b **Appear in person** - if you would like to speak during public comment, please sign up on the sign-in sheet located on the table when you enter the Council Chambers.
- c **Appear by Telephone only** - please sign up prior to the meeting by emailing the City Recorder at rvargas@daytonoregon.gov. (The chat function is not available when calling by phone into Zoom.)
- d **Appear virtually via Zoom** - send an email directly to the City Recorder, Rocio Vargas, prior to 5:00pm to request to speak during public comment. **The City Recorder will need your first and last name, address, and contact information** (email, phone number), **and topic name** you will receive the Zoom Meeting link or information. When it is your turn, the Mayor will announce your name, and your microphone will be unmuted.

**MINUTES
DAYTON URBAN RENEWAL
June 16, 2025**

PRESENT: Chair Jim Maguire
Vice-Chair Annette Frank
Board Member Drew Hildebrandt
Board Member Kitty Mackin
Board Member Robin Pederson

ABSENT: Board Member Chris Teichroew
Board Member Luke Wildhaber

STAFF: Jeremy Caudle, City Manager
Rocio Vargas, City Recorder
Dave Rucklos, Tourism & Economic Development Director
Don Cutler, Public Works Supervisor

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Jim Maguire called the meeting to order at 6:35pm and all those present gave the Pledge of Allegiance.

B. ROLL CALL

Chair Maguire noted that there was a quorum with Board Members Frank, Hildebrandt, Mackin and Pederson present in person. Noted Board Members Teichroew and Wildhaber were absent.

C. APPEARANCE OF INTERESTED CITIZENS

None.

D. APPROVAL OF MINUTES

Board Member Hildebrandt noted that Chair Maguire was excused, and Board Member Wildhaber was not excused.

Annette Frank moved to approve June 2, 2025; minutes as amended. Seconded by Robin Pederson. Motion carried with Frank, Hildebrandt, Mackin, Maguire and Pederson voting aye. Board Members Teichroew and Wildhaber were absent.

E. ACTION ITEMS

1. **Approval of Resolution 2025-01 Adopting the Budget for FY 2025/2026**

Drew Hildebrandt moved to approve Resolution 2025-01. Seconded by Annette Frank. Motion carried with Frank, Hildebrandt, Mackin, Maguire and Pederson voting aye. Board Members Teichroew and Wildhaber were absent.

F. ADJOURN

There being no further business to discuss meeting adjourned at 6:39pm.

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY the URA Board on **July 21, 2025**

☐ As Written

☐ As Amended

Chair

To: Urban Renewal Agency Board
From: Rocio Vargas, City Recorder
Through: Jeremy Caudle, City Manager
Issue: Accept resignation of the Urban Renewal Agency Chair and elect a new Chair.
Date: July 21, 2025

Background and Information: On July 14, 2025, Chair Jim Maguire submitted a letter of resignation to Mayor Frank. In subsequent communication with staff, he confirmed that the resignation also applied to his role as Chair of the Urban Renewal Agency (URA).

Article III, Section 7 of the URA bylaws describes the process for filling the vacancy of the Chair.

Vacancies: Should the offices of the Chair or Vice-Chair become vacant, the Agency shall elect a successor from its Agency members at the next regular meeting and such election shall be for the unexpired term of such office.

City Manager Recommendation: Follow the Urban Renewal Agency Bylaws to accept the resignation and elect a new Agency Chair.

Potential Motion: "I move to accept the resignation of Chair Jim Maguire from the Urban Renewal Agency, and declare the Chair position vacant"

Election of a new URA Chair:

ARTICLE III - OFFICERS, PERSONNEL, COMMITTEES

Section 1. Officers: The officers of the Agency shall be a Chair, and a Vice-Chair who will serve until successors are elected.

Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency. The Chair is the presiding officer, preserves order, and enforces the Agency rules. The Chair shall have a vote on all questions before the Agency. At each Agency meeting, the Chair shall submit information and recommendations as the Chair may consider proper concerning the business, affairs and policies of the Agency. The Chair shall be a co-signer on checks.

1. Motion to nominate.
2. Vote to elect new Chair.

Council Options:

- 1 - Approve as recommended.
- 2 - Approve with amendments.
- 3 - Take no action and direct staff to do further research or provide additional options.

DAYTON URBAN RENEWAL AGENCY
Dayton, Oregon

RESOLUTION NO. 01

**A RESOLUTION OF THE DAYTON URBAN RENEWAL AGENCY
APPROVING AND ADOPTING AGENCY BYLAWS**

BE IT RESOLVED that the Dayton Urban Renewal Agency adopts the following bylaws:

ARTICLE I - AUTHORITY

Section 1. Name: The name of the Agency shall be the Dayton Urban Renewal Agency, hereinafter referred to as "Agency".

Section 2. Office: The office of the Agency shall be located in the City Hall, City of Dayton, Oregon, or at such other location as the Agency may from time to time designate by resolution.

Section 3. Powers and Duties: The powers and duties of the Agency shall be as provided by Chapter 457 of the Oregon Revised Statutes and as authorized by the Dayton City Council in accordance with Ordinance No. 658, adopted by the Dayton City Council on April 1, 2024.

ARTICLE II -- BOARD OF DIRECTORS

Section 1. Number of Seats: The Agency shall consist of a Board of Directors of seven (7) members who are the same members as the city council and mayor.

Section 2. Appointment and Terms of Office: The Board of Directors shall be appointed by the Dayton City Council. The terms shall correspond with the term of their city council seat, ending December 31.

Section 3. Local Contract Review Board: The Agency's Board of Directors shall act as the Local Contract Review Board when approving public contracts in accordance with the Agency's Public Contracting Rules.

Section 4. Contracts, Deeds, Instruments: The Agency's Board of Directors shall, by resolution or by motion, approve the execution of all contracts over \$25,000 as well as deeds and instruments of the Agency, and shall authorize the appropriate officer or individual to sign each contract on behalf of the Agency.

ARTICLE III - OFFICERS, PERSONNEL, COMMITTEES

Section 1. Officers: The officers of the Agency shall be a Chair, and a Vice-Chair who will serve until successors are elected.

Section 2. Chair: The Chair shall be elected by the Agency members during the first meeting of each calendar year and shall preside at all meetings of the Agency. The Chair is the presiding officer, preserves order, and enforces the Agency rules. The Chair shall have a vote on all questions before the Agency. At each Agency meeting, the Chair shall submit information and recommendations as the Chair may consider proper concerning the business, affairs and policies of the Agency. The Chair shall be a co-signer on checks.

Section 3. Vice-Chair: The Vice-Chair shall be elected by the Agency members during the first meeting of each calendar year and shall perform the duties of the Chair in the absence of the Chair. Whenever the Chair is unable to perform the functions of the office, the Vice-Chair shall act as Chair. If both the Chair and the Vice-Chair are absent from an Agency meeting, the members present shall select one of their members to perform the Chair's functions at the meeting. The Vice-Chair shall be a co-signer on checks.

Section 4. Executive Director: The Executive Director shall be the chief executive officer and administrative head of the Agency and shall be responsible for the Agency for the proper administration of the affairs placed in the Executive Director's hands. The Executive Director shall administer the affairs of the Agency in accordance with Federal, State and local laws. The Executive Director shall see that all contracts of the Agency are carried out in the best interest of the Agency under appropriate law.

(a) The Executive Director shall have prepared plans, reports, and other necessary matters concerning any given Urban Renewal area; and shall report from time to time to the Agency on the status of the Urban Renewal programs.

(b) The Executive Director shall appoint and remove committee members and employees except as the Bylaws otherwise provide and shall have general supervision and control over them and their work.

(c) The Executive Director shall serve as the budget officer of the Agency.

(d) The City Manager of the City of Dayton may act as the Executive Director of the Agency, or the Board of Directors may select another individual to serve as Executive Director of the Agency.

(e) The Executive Director shall be responsible for the fiscal administration of all funds of the Agency and shall act as co-signer of the checks drawn upon the checking accounts of the Agency.

Section 5. Additional Duties: The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency.

Section 6. Additional Personnel, Committees: The Agency may, from time to time, employ such personnel and create committees, subcommittees or advisory groups as it deems necessary to exercise its powers, duties and functions as prescribed by the laws of the State of Oregon applicable thereto. The Agency's Budget Committee, if created, shall meet separately from the City Budget Committee.

Section 7. Vacancies: Should the offices of the Chair or Vice-Chair become vacant, the Agency shall elect a successor from its Agency members at the next regular meeting and such election shall be for the unexpired term of such office.

Section 8. Removal: The Chair or Vice-Chair may be removed from office at any time by a vote of a majority of the entire Agency. Agency members, including the positions of Chair and Vice-Chair, may also be removed from office after three consecutive, unexcused absences.

ARTICLE IV - MEETINGS

Section 1. Regular Meetings: The Urban Renewal Agency shall hold a regular meeting at least quarterly, at a time and at a place which it designates. A regular meeting may be continued, postponed, cancelled or adjourned to a later date by a majority of the Agency members present and voting, and notice of such adjourned meeting shall be given to all Agency members. (See section 4)

Section 2. Special Meetings: The Chair may, when the Chair deems it expedient, or upon the written request of two members of the Agency shall, call a special meeting of the Agency to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Notice of the special meeting shall be given to all members of the Agency at the time of the call and shall be given to the public in accordance with Oregon Public Meetings Law.

Section 3. Open Meetings: The deliberations and proceedings of the Agency shall be public except as State law allows otherwise.

Section 4. Quorum: A majority of the incumbent members of the Agency shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Except as these bylaws provide otherwise, and as allowed by law, the express concurrence of a

majority of the members of the Agency shall be necessary to decide any question before the Agency.

Section 5. Manner of Voting: Voting shall be by record vote. All decisions will be voted on by affirmation and the result of all votes recorded in the Agency minutes. Directors/Members present when a question is called must vote unless excused by the Presiding Officer.

Section 6. Suspension of Rules: No Agency rule may be added, amended, rescinded or suspended, except by the vote of a majority of Agency members present at the meeting at which the action is taken.

Section 7. Reconsideration: When a question has been decided, any Director/Member who voted in the majority may move for reconsideration. Any motion to reconsider must be made prior to adjournment of the meeting at which final action is taken on the matter in question.

Section 8. Motions Debate and Withdrawal: Motions shall be distinctly stated by the maker of the motion or presiding officer and may be debated without being seconded. Motions shall be read by the Executive Director when required by the Agency. A motion may be withdrawn at any time before final vote.

Section 9. Ordinance and Resolution Preparation: Ordinances and resolutions may be prepared by the City Attorney. No ordinance may be prepared for presentation to the Agency unless directed by a majority of the Agency, requested by the Chair or Agency manager, or prepared by the City Attorney with the approval of the Chair or Agency manager.

Section 9. Order of Business: At the regular meetings of the Agency, the following shall be substantially the order of business:

- (a) Call to order and Pledge of Allegiance
- (b) Roll call
- (c) Appearance of interested citizens.
- (d) Approval of Minutes of previous meeting
- (e) Action Items
- (f) Agency comments/concerns
- (g) Information reports
- (h) Executive Director's report.
- (i) Adjourn

Section 10. Robert's Rules: All rules of order not herein provided for shall be determined in accordance with *Robert's Rules of Order Newly Revised* as interpreted by the City Attorney

ARTICLE V - FINANCIAL

Section 1. Agency Funds; Investment and Disbursement: Agency funds shall be kept separate from the funds of the City and shall be invested and disbursed in accordance with Oregon law.

Section 2. Budget: Budget procedures shall follow budget law of the State of Oregon for urban renewal agencies.

Section 3. Audit: An annual Audit of the fund or funds of the Agency shall be performed or a Report in Lieu of Audit submitted to the Secretary of State.

Section 4. Annual Financial Statement in accordance with ORS 457.460: The Agency shall prepare, notice and distribute an Annual Financial Statement in accordance with ORS 457.460.

ARTICLE VI - PROFESSIONAL SERVICES

Section 1. Professional Services: The Agency shall use the same auditor and consulting engineer as the City of Dayton, unless it is not in the best interests of the Agency to do so. The Agency may hire other professional services, including but not limited to legal counsel, bond counsel, urban renewal consultant, and financial analyst as may be required to fulfill the goals and objectives of the Agency.

ARTICLE VII - AMENDMENTS

Section 1. Amendment of Bylaws: These bylaws may be amended by resolution at any regular or special meeting of the Agency by a 2/3 vote of the voting quorum present, provided that the proposed amendment has been submitted in writing to all members at least five (5) days prior to the meeting where the amendment is to be considered and that board members have been notified of the meeting and its purpose at least ten (10) days prior to the meeting.

Adopted this 6th day of May, 2024 by the following vote:

AYES - Frank, Hildebrandt, Mackin, Maguire, Marquez, and Wildhaber

NAYS -

ABSTAIN -

ABSENT -

Signed by me in authentication of its adoption and passage by the
Dayton Urban Renewal Agency this 6th day of May, 2024.


Chair

ATTEST:


Executive Director