

MINUTES
Warrenton Urban Renewal Agency
December 12, 2017

Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Chair Henry Balensifer convened the Urban Renewal Agency meeting at 6:00 p.m.

Commissioners Present: Chair Henry Balensifer, Pam Ackley, Tom Dyer, Rick Newton and Mark Baldwin

Staff Present: Executive Director Linda Engbretson, Public Works Director Collin Stelzig, Police Chief Matt Workman, Community Development Director Skip Urling, Public Works Operations Manager Kyle Sharpsteen, WTF Superintendent Bob Bingham, Water Quality Technician Brian Crouter, PW Analyst Trisha Hayrynen, and Deputy City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Agency Minutes – 6.27.17
- B. Agency/Advisory Board Joint Minutes – 9.06.17
- C. Agency Work Session Minutes – 10.10.17

Commissioner Ackley made the motion to approve the Consent Calendar as presented. Motion was seconded and passed unanimously.

Dyer – aye; Balensifer – aye; Baldwin – aye; Ackley – aye; Newton – aye

Agency Director Linda Engbretson presented an amendment to Downtown Landscape Professional Services Contract with Beth Holland. She noted the original contract was not-to-exceed \$20,000 and the amendment now includes project management, for additional not-to-exceed \$20,000. Discussion followed on the cost and the need for an outside project manager. Commissioner Baldwin noted his concerns, stating an outside project manager is an unnecessary expense, as the landscapers contracted to install the plantings will have plans to follow. Ms. Engbretson stated she could narrow scope of work down in the contract to keep the costs down; and it was noted that if Ms. Holland does not oversee the project, Public Works Director Collin Stelzig would have to oversee it. Discussion continued on drainage and water build up around bulb outs. Mr. Stelzig noted the plans still need work on the grading and drainage issues.

Commissioner Newton made the motion to authorize the Urban Renewal Agency Chair to

sign an amendment to the contract with Beth Holland for an amount not-to-exceed \$20,000, for Project Management of the Downtown Landscape Project. Motion was seconded and passed unanimously.

Dyer – aye; Balensifer – aye; Ackley – aye; Newton – aye; Baldwin – nay

Agency Director Linda Engbretson presented the Advisory Board applications for review and appointments. She noted three positions have expiring terms, each member has reapplied. She also noted there is one vacant position, Position No. 5; and we have received two new applications. After brief discussion the Commission noted they would like to meet people before appointing. The new applicants will be invited to the next meeting and Position No. 5 will be appointed at that time.

Commissioner Ackley made the motion to appoint Tess Chedsey to Position No. 4; Dennis Faletti to Position No. 6; and Dan Jackson to Position No. 7 on the Urban Renewal Advisory Board. Motion was seconded and passed unanimously.

Dyer – aye; Balensifer – aye; Baldwin – aye; Ackley – aye; Newton – aye

There being no further business Chair Balensifer adjourned the URA meeting at 6:18 p.m.

APPROVED:


Henry A. Balensifer III, Chair

ATTEST:


Dawne Shaw, Deputy City Recorder