

MINUTES
Warrenton Urban Renewal Agency
November 12, 2019
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Chair Balensifer convened the Urban Renewal Agency meeting at 7:23 p.m.

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

Staff Present: Executive Director Linda Engbretson, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Analyst Trish Hayrynen, Public Works Operations Manager Kyle Sharpsteen, WWTP Operator Brian Alsbury, Finance Director April Clark, Harbormaster Jane Sweet, and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 9.10.19

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

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

Community Development Director, Kevin Cronin, discussed two food truck license agreements; Tres Bros and Sasquatch Sandwiches. Mayor Balensifer asked if there is a line item within the budget of the Urban Renewal Agency for rent revenues or License revenues. Ms. Clark clarified it is being recorded as miscellaneous. Commissioner Newton noted the agreement for Sasquatch Sandwiches notes a reduced rate and wanted clarification. A brief discussion followed on the termination clause. Ms. Engbretson noted there was a discussion on the utility billing/payments. She stated currently it is exclusive to Tres Bros, and she doesn't want them to turn around and subletting. There may be a minor alteration in the agreements in how the City decides to bill for water utility. A brief conversation continued. Commissioner Baldwin noted concerns about the city's practices in regards to improvements. Ms. Engbretson noted this is not a permanent location for a food truck pod; discussion continued. Mayor Balensifer suggested a work session on the long-term plans; he feels it is fine to issue the license as long as the commission is working on the long-term plans. Commissioner Baldwin agreed as long as we get a long-term plan established. Mr. Cronin noted he will bring his research findings to the commission in a future work session.

Commissioner Ackley stated based on the terms of the license agreement, made the motion to approve a new agreement for Tres Bros food truck at 267 S Main Ave, and authorize the City Manager to execute said agreement. Motion was seconded and passed unanimously.

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

Commissioner Ackley stated based on the terms of the license agreement, made the motion to approve a new agreement for Sasquatch Sandwiches food truck at 267 S Main Ave, and authorize the City Manager to execute said agreement. Motion was seconded and passed unanimously.

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

Community Development Director, Kevin Cronin, discussed the Department of Land Conservation & Development (DLCDD) Technical Assistance Grant. He noted we were the only Clatsop county applicant, so our chances are good; our chances improve if we provide a match. He explained the difference between the road mapping process and the economic development strategy. Brief discussion followed. Mayor Balensifer stated for the record, that our citizen group Spruce Up Warrenton, which is not technically part of the city, will be closely involved in this as well. Mr. Cronin agreed.

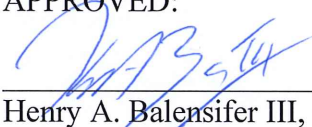
Commissioner Ackley made the motion to authorize allocating \$6,000 in URA funds as a match. Motion was seconded and passed unanimously.

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


There being no further business Chair Balensifer adjourned the URA meeting at 7:41 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:


Henry A. Balensifer III, Chair

ATTEST:


Dawne Shaw, Secretary