

MINUTES
Warrenton Urban Renewal Agency
April 14, 2020
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Chair Balensifer called the meeting to order at 6:24 p.m.

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

Staff Present: Executive Director Linda Engbretson, Public Works Director Collin Stelzig, Finance Director April Clark, Community Development Director Kevin Cronin (via phone), Fire Chief Brian Alsbury, Police Chief Mathew Workman and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 1.14.20

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

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

BUSINESS ITEMS

Public Works Director, Collin Stelzig, discussed the parking lot lighting project. He noted that they presented this project to multiple electrical contractors and the lowest bid came in from Bogh Electric in the amount of \$30,800.00. This would cover the labor portion of the parking lot lighting project. Brief discussion continued. Ms. Engbretson explained the process of this project thus far. Mayor Balensifer noted it is important to point out that Urban Renewal Agency Funds are restricted by the state on how they can be spent. Additionally, the projects are presented to a citizen board called the Urban Renewal Advisory Committee (WURAC). He continued to explain how the money from the Urban Renewal Agency Fund can be used.

Commissioner Ackley made the motion to award the contract with Bogh Electric in the amount of \$30,800.00 for the City of Warrenton Parking Lot Lighting project. Motion was seconded and passed unanimously.

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

Public Works Director, Collin Stelzig, discussed the contract with Columbia Electric Supply in the amount of \$43,790.57, for the materials and design of the City of Warrenton Parking Lot Lighting Project.

Commissioner Dyer made the motion to award the contract with Columbia Electric Supply in the amount of \$43,790.57 for the City of Warrenton Parking Lot Lighting project. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS

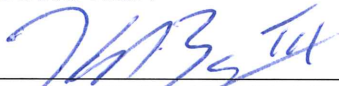
Community Development Director, Kevin Cronin, discussed the city parking lot on S. Main Ave. He stated staff would like direction from the agency on the next steps; What service we want to provide at the parking lot and how much we are willing to spend to make it happen. Mayor Balensifer noted there was discussion about having utilities there and someday having a cover. He continued to state that he feels we have always wanted the area to be a multi-use area. If we want to continue to have a food pod there we might want to reach out to the users to obtain feedback on how that area would best be utilized and then come back to the commission to weight the options. Mayor Balensifer stated he thinks there needs to be a gray water drop site, some tables, and electrical hook ups. There needs to be a concept plan before it is brought to the agency and he really feels it should be done with user feedback. He would like to see a temporary shelter/cover that could be easily removed. Brief conversation continued. Ms. Engbretson noted she would advocate for a temporary structure. The lot was purchased with URA funds initially for the fire department expansion and although the city does not currently have the funds to do an expansion, it is something to take into consideration. She continued to state that if we can use the land and generate money all while attracting people to the downtown area that would be a great thing temporarily, but she suggested not doing anything that would prohibit us from eventually using it for what it was originally purchased for. Brief discussion continued regarding the current parking situation. Mayor Balensifer discussed possibilities with the Peterson lot. Brief conversation continued. Ms. Engbretson noted there is a \$100,000 limit for this project. Mayor Balensifer concurred and stated if it were a short amount over, he would be willing to entertain it. He gave direction to staff to work with Bob Johnston, Building Official, to determine a temporary cover structure for the food carts, work with the vendors to help understand what the food cart layout would look like and work with the Fire Chief to ensure where the utility connection should be as to not obscure future development on the lot. Mr. Cronin noted this project could easily go over the \$100,000. Mayor Balensifer asked Mr. Stelzig if this were a private development would we require lighting, gray water, and sewer? He stated yes. Conversation continued regarding the cost of the project. Mayor Balensifer asked staff to come back with a budget figure on this project and then let WURAC review it and give feedback. Mr. Cronin noted the next WURAC meeting is in June and he will bring something back to the commission by July.

MINUTES

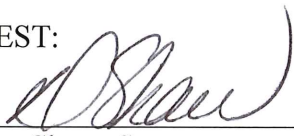
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There being no further business Chair Balensifer adjourned the agency meeting at 6:45 p.m.

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, Secretary