

MINUTES
Warrenton Urban Renewal Agency
June 23, 2020
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Chair Balensifer called the meeting to order at 6:45 p.m.

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

Staff Present: Executive Director Linda Engbretson, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Finance Director April Clark, Community Development Director Kevin Cronin (via Zoom), Fire Chief Brian Alsbury and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 4.14.20

Commissioner Baldwin 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

PUBLIC HEARINGS

Chair Balensifer opened the Public Hearing on Resolution No. 20-02; Adoption of the Warrenton Urban Renewal Agency FY 2020-2021 Budget. Formalities followed and no conflicts of interest were reported. Finance Director April Clark presented her staff report, noting this budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021, was approved by the Warrenton Urban Renewal Agency Budget Committee. She noted the budget includes total appropriations among all funds totaling \$9,232,755. Chair Balensifer asked for public comment, and no one spoke in favor or opposition. Commissioner Newton asked for clarification on whether the budget includes the increase in URA funds from the substantial amendment; Chair Balensifer confirmed that it does include the maximum indebtedness increase. There being no further comments, Chair Balensifer closed the public hearing.

Commissioner Dyer made the motion to adopt the Warrenton Urban Renewal Agency FY 2020-2021 Budget, as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 20-02. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS

Ms. Clark discussed the Urban Renewal Agency’s audit services contract with Isler CPA’s, noting that its three-year term has ended. The current contract allows for an option to renew for two more years. Isler has been the Agency’s auditor since August of 2007.

Commissioner Dyer made the motion to approve the two-year renewal option to the contract for Auditing Services as per the attached proposal letter dated June 1, 2020 from Isler CPA. Motion was seconded and passed unanimously.

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

Community Development Director, Kevin Cronin discussed and increase to Façade Grant funds in the amount of \$25,000 for the façade improvement of the Fenton Grocery Building. He stated this has been a very challenging project, due to the budget and deferred maintenance of the building. The initial façade grant was not enough to do very much. He noted the plans and scope of work included in the packet material. Ms. Engbretson stated it did go the advisory board and they did approve the increase. Chair Balensifer asked if the nano brewery is moving forward; Commissioner Ackley confirmed. Chair Balensifer asked Mr. Cronin to explain what other recommendations the advisory board had; Mr. Cronin clarified that in addition to the Fenton building, the public parking lot was also discussed. Ms. Engbretson expanded, noting the advisory board is very excited to go forward with undergrounding the power, sidewalks, the Fenton building, and the parking lot. Commissioner Baldwin asked if permits were pulled for the previous work and noted concerns with the siding that was recently installed. He asked if we are making sure it is done right. Ms. Engbretson gave her word that the building official will be on top of this project. Mr. Cronin noted the siding project did not require permits; Ms. Engbretson stated she would look into it. Mayor Balensifer suggested approving conditionally with inspections and approval of the design. Brief discussion continued.

Commissioner Baldwin made the motion to authorize a one-time increase of \$25,000 in Urban Renewal Agency funds to renovate the exterior of the Fenton Grocery building, contingent upon City Building and Planning Department’s review of the design and a building inspection. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None


Mayor Balensifer asked Mr. Cronin for an update on the status of the economic development program with DLCDC. Mr. Cronin stated there are a couple ways we can push this forward; we can carve some of the grant money from the DLCDC grant to hire a consultant to help manage it on behalf of the city – essentially a project manager. Another option is with the pending Planning Director position, we may be able to get someone with project management skills, or someone that has an interest in learning that; project management skills is what you need to drive that project. Ms. Engbretson noted she had a brief discussion with Mark Barnes about the project, and discussions will continue tomorrow. Discussion followed on the grants' purpose. Mayor Balensifer asked if RARE participant Morgan Murray could be extended – Mr. Cronin declined that option.

There being no further business Chair Balensifer adjourned the agency meeting at 7:09 p.m.

APPROVED:


Henry A. Balensifer III, Chair

ATTEST:


Dawne Shaw, Secretary