

MINUTES  
Warrenton Urban Renewal Agency  
January 12, 2021  
6:00 p.m.  
Warrenton Community Center  
170 SW 3<sup>rd</sup> Avenue  
Warrenton, OR 97146

Chair Balensifer called the meeting to order at 8:32 p.m.

Commissioners Present: Chair Henry Balensifer, Tom Dyer, Gerald Poe, Rick Newton, 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 Scott Hess, Police Chief Mathew Workman and Secretary Dawne Shaw

**Commissioner Baldwin made the motion to close nominations and cast unanimous ballot for Henry Balensifer to be Chair and Tom Dyer to be Vice-Chair. Motion was seconded and passed unanimously.**

**Baldwin – aye; Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye**

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 6.23.20
- B. Urban Renewal Advisory Committee Meeting Minutes – 6.03.20
- C. Urban Renewal Advisory Committee Meeting Minutes – 9.02.20
- D. Urban Renewal Agency Audit Report – FYE June 30, 2020

Brief discussion ensued on the audit report.

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

**Baldwin – aye; Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye**

PUBLIC HEARINGS – None

## BUSINESS ITEMS

Community Development Director, Scott Hess discussed a License Agreement renewal with Tres Bros Food Truck. He noted the city has granted an economic hardship \$200 reduction in rent due to Covid-19. Discussion followed on the rent reduction and the growing interest in the food pod by other vendors. Ms. Engbretson stated when this was first presented, she thought the rent was quite high; the commission granted the reduction last spring. Discussion continued; Ms. Engbretson noted that Mr. Hess is currently working with the task force and there has been additional interest in the food pod court. Commissioner Poe noted while he was on the Warrenton Urban Renewal Advisory Committee, there were discussions on improvements to the gravel lot with water and electric; with improvements it will attract more business.

**Commissioner Newton made the motion to approve the license agreement renewal for Tres Bros and authorize the City Manager to execute said agreement. Motion was seconded and passed unanimously.**

**Baldwin – aye; Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Public Works Director Collin Stelzig noted the improvements all the up to 4<sup>th</sup> would be approximately \$5.7 million; he explained ODOT may pick up part of the costs, leaving us with approximately \$4.5 million. Mr. Stelzig reviewed the proposal from Otak which includes survey work on Main and an alley between 1<sup>st</sup> and 2<sup>nd</sup>, and includes a drone shot of the whole project area. Ms. Engbretson noted this was taken to the advisory committee and they were on board with this project. Brief discussion followed.

**Commissioner Newton made the motion to approve the contract for time and materials for the Downtown Improvement Project – S Main Ave (E Harbor Drive to SW 4<sup>th</sup> Street) with Otak. Motion was seconded and passed unanimously.**

**Baldwin – aye; Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Chair Balensifer discussed his nominations for the Urban Renewal Advisory Committee.

**Commissioner Baldwin made the motion to reappoint Bob Bridgens to Position No. 1; appoint Brooke Terry to Position No. 2, and AmyLeigh Sutton to Position No. 3 on the Warrenton Urban Renewal Advisory Committee. Motion was seconded and passed unanimously.**

**Baldwin – aye; Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye**

## MINUTES



Resolution No. 21.01 was presented to confirm the appointments and set the terms of office of the newly appointed Warrenton Urban Renewal Advisory Committee positions.

**Commissioner Dyer made the motion to adopt Resolution No. 21-01; Authorizing Appointments to Fill Positions on the Warrenton Urban Renewal Advisory Committee and Setting Terms of Office. Motion was seconded and passed unanimously.**

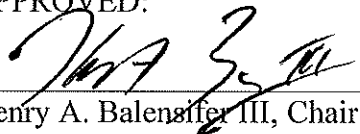
**Baldwin – aye; Poe – aye; Newton – aye; Dyer – aye; Balensifer – aye**

DISCUSSION ITEMS – None

Commissioner Newton stated he was not going to apply for the Urban Renewal Façade Grant for his remodel of the Arnie’s building, but he did and noted the grant paid for the sidewalks.

There being no further business Chair Balensifer adjourned the agency meeting at 8:53 p.m.

APPROVED:

  
Henry A. Balensifer III, Chair

ATTEST:

  
Dawne Shaw, Secretary

