

MINUTES  
Warrenton Urban Renewal Agency  
June 28, 2022  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Chair Balensifer called the meeting to order at 7:08 p.m.

Commissioners Present: Chair Henry Balensifer, Tom Dyer, Gerald Poe, and Rick Newton

Excused: Mark Baldwin

Staff Present: Executive Director Linda Engbretson, Public Works Director Collin Stelzig, Fire Chief Brian Alsbury, Public Works Operations Manager Kyle Sharpsteen, Public Works Trisha Hayrynen, Police Chief Mathew Workman, Secretary Dawne Shaw, and Finance Director April Clark

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 5.10.22
- B. Urban Renewal Advisory Committee Meeting Minutes – 4.20.22

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

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

PUBLIC HEARINGS

Chair Balensifer opened the public hearing on the adoption of the Warrenton Urban Renewal Agency FY 2022-2023 Budget. Formalities followed. No conflicts of interest or ex parte contacts were reported. Executive Director Linda Engbretson presented the budget. Chair Balensifer asked for public comment. No one spoke in favor or opposition. There being no further comments, Chair Balensifer closed the public hearing.

**Commissioner Poe made the motion to adopt Resolution No. 22-02. Motion was seconded and passed unanimously.**

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

BUSINESS ITEMS

Brenda Hoxsey discussed the Spruce Up Warrenton proposal for a Gazebo Park on the Peterson property. They met with the Parks Advisory Board. The recommendation was to move forward. There were concerns that could be addressed in the lease. Ms. Hoxsey said they would like to call it "Peterson Park" and lease the land for \$1.00 per year for 25 years. Spruce Up Warrenton would be responsible for cleanliness, maintenance, upkeep, and improvements. They would like the City to be responsible for the water, sewer, and storm charges. She continued explaining the project. Discussion followed. Ms. Engbretson asked for direction on the utilities. There was consensus to move forward with the proposal pending lease negotiations along with clarification on utility cost estimates to be presented as well as insurance liability. Ms. Engbretson also suggested a reversionary clause.

Ms. Engbretson noted Commissioner Baldwin requested an update on the Food Cart Pod. Mr. Stelzig noted a marketing person would be good to move forward. Ms. Engbretson noted the project was not built out based on past direction to see if the project was successful. Marketing was not prioritized, and it has not actively been advertised. The advisory committee discussed marketing and suggested rent incentives to draw in new trucks. Discussion followed. Ms. Engbretson feels it's a marketing issue. Mr. Stelzig noted the remaining budget could complete the approved design. Chair Balensifer noted the original intent was to generate revenue while not being permanent. It was noted the marketing would be to draw new trucks, not for existing. Ms. Engbretson recommended hiring someone to move the project forward. It was noted Warrenton lacks the foot traffic Astoria has. Chair Balensifer suggested talking with the current tenant about the lack of amenities and move forward with some improvements. It was noted food carts feed off each other and amenities are needed to make the space more inviting. There was consensus for staff to investigate hiring someone to move forward and work on small improvements.

There being no further business, Chair Balensifer adjourned the agency meeting at 7:36 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

APPROVED:

  
Henry A. Balensifer III, Chair

ATTEST:

  
Dawne Shaw, Secretary