

MINUTES
Warrenton Urban Renewal Agency
December 13, 2016

Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Chair Mark Kujala convened the Urban Renewal Agency meeting at 8:00 p.m.

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

Agency Staff Present: Executive Director Linda Engbretson, Finance Officer April Clark, Police Chief Mathew Workman, Public Works Director Jim Dunn, Assistant Harbor Master Jane Sweet, Wastewater Superintendent Kyle Sharpsteen, Public Works Foreman Craig Walter and Administrative Assistant Dawne Shaw

CONSENT CALENDAR

- A. Urban Renewal Agency Minutes – 7.26.16
- B. Urban Renewal Advisory Board Minutes – 6.1.16
- C. Urban Renewal Advisory Board Minutes – 9.7.16

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

Dyer – aye; Balensifer – aye; Kujala – aye; Ackley – aye; Newton – aye

Chair Kujala noted there are three positions on the Urban Renewal Advisory Board with terms ending on December 1, 2016; Position 1 – Bob Bridgens, Position 2 – Gerald Poe and Position 3 – Frida Fraunfelder. All have reapplied for reappointment.

Commissioner Balensifer made the motion to reappoint Bob Bridgens to Position No. 1, Gerald Poe to Position No. 2, and Frida Fraunfelder to Position No. 3 on the Warrenton Urban Renewal Advisory Board. Motion was seconded and passed unanimously.

Dyer – aye; Balensifer – aye; Kujala – aye; Ackley – aye; Newton – aye

Harbor Master Jane Sweet gave a brief photo presentation to show the progress on the Warrenton Marina Improvement Project. Brief discussion followed on the dimension and longevity of the

new docks. There was a brief discussion on the docks at the Hammond marina, which is not part of this URA project. The Commission noted they have reviewed the change orders which are outlined in the agenda packet. Executive Director Linda Engbretson noted the excellent job Mr. Forrester does and believes the project will come in under budget. Ms. Engbretson stated the Urban Renewal advisory board recommends that any leftover funds be set aside to continue improvements at the marina.

Commissioner Balensifer made the motion to approve Change Orders 1-6 and the additional project costs as detailed in the Otak memo dated December 1, 2016. Motion was seconded and passed unanimously.

Dyer – aye; Balensifer – aye; Kujala – aye; Ackley – aye; Newton – aye

Executive Director Linda Engbretson presented a contract with OTAK which provides for contract oversight/management of the Warrenton Marina Improvement Project. The total estimate for engineering services is \$306,200; the project total is \$1,620,000. Tasks 1 – 5, previously approved by the Commission, are complete and have been paid. The previous contract did not include Tasks 6 – 8, which includes Construction Observation, Contract Administration, and Preparation of As-Builts. Ms. Engbretson stated Mr. Forrester has said working with staff and the contractor has been extremely positive and the project has gone smoothly.

Commissioner Dyer made the motion to authorize the URA Chair's signature with OTAK, Inc., for an amount not to exceed \$150,000 for the Warrenton Marina Improvements Project – Project Management Services. Motion was seconded and passed unanimously.

Dyer – aye; Balensifer – aye; Kujala – aye; Ackley – aye; Newton – aye

There being no further business Chair Kujala adjourned the URA meeting at 8:18 p.m.

APPROVED:



Mark Kujala, Chair

ATTEST:



Dawne Shaw, Administrative Assistant