

MINUTES  
Warrenton Urban Renewal Agency  
January 24, 2017

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

Chair Mark Kujala convened the Urban Renewal Agency meeting at 6:09 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, Fire Chief Tim Demers, Harbor Master Jane Sweet, Library Site Manager Nettie-Lee Calog, Wastewater Superintendent Kyle Sharpsteen and Deputy City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Urban Renewal Agency Minutes – 12.13.16

**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**

Executive Director Linda Engbretson stated at the last meeting there was an exemption for the auditors for the City of Warrenton and noted there must be a separate exemption for the Urban Renewal Agency. The Public Hearing was advertised but was not added to agenda.

**Commissioner Newton made the motion to add the Public Hearing for the exemption of personal services contract for independent audit services to the agenda as item C and moved the first item of business. Motion was seconded and passed unanimously.**

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

Chair Kujala opened the Public Hearing on the Exemption of Personal Services Contract for Independent Audit Services. Formalities followed and no conflicts of interest or ex parte contacts were reported.

Finance Officer April Clark reviewed her written staff report on the Exemption of Personal Services Contract for Independent Audit Services and explained the details, noting it is the same process that was done for the City at the last Commission meeting. Ms. Clark stated Isler CPA has been the City of Warrenton's and Urban Renewal Agency's auditor since 2009. Ms. Clark reviewed the proposed estimates. Executive Director Engbretson noted the City/Agency has gone through the competitive process in the past (2012) and Isler CPA was the only response received.

No one spoke in favor of the exemption and no one spoke in opposition. Mr. Scott Widdicombe asked why the Agency is asking for the exemption. Chair Kujala clarified the City/Agency has gone out for competitive bids in the past and no one else replied, noting it is an economic savings to not go out year after year when there are no other responses.

There being no further comments, Chair Kujala closed the Public Hearing.

**Commissioner Balensifer made the motion to adopt the findings dated January 24, 2017, as the basis for approving the exemption from competition of the personal services contract for annual independent audit services. Motion was seconded and passed unanimously.**

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

**Commissioner Ackley made the motion to award the contract for Professional Services to Isler CPA for Annual Independent Audit Services beginning with fiscal year July 1, 2016, as per the attached proposal with an option to renew for two more years. Motion was seconded and passed unanimously.**

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

Paul Nielson of Isler CPA presented the financial statements for the Warrenton Urban Renewal Agency and audit results for the period ending June 30, 2016 and stated this year the Agency was required to have an audit of its financial data along with prepared, stand-alone financial statements. Mr. Nielson explained a review is required when expenditures are between \$150,000 and \$500,000, and once expenditures exceed \$500,000 an audit is required. He noted there were no discrepancies or items of concerns found.

Harbor Master Jane Sweet presented the evaluation by Berger/ABAM for the load rating of the Warrenton Marina Pier. Ms. Sweet stated the contract was originally approved at the December 13, 2016 Urban Renewal Agency meeting for \$14,270, which was an estimate. The actual proposal came in at \$29,000, noting the increase is due to a detailed evaluation and detailed maintenance plan of the pier.

Commissioner Balensifer made the motion to accept the Warrenton Marina Pier Evaluation to be provided by Berger/ABAM in the amount of \$29,000. 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 6:22 p.m.

APPROVED:



Mark Kujala, Chair

Henry Balensifer, Vice-Chair

ATTEST:



Dawne Shaw, Deputy City Recorder