

# AGENDA

## Warrenton Urban Renewal Agency

February 27, 2018 – 6:00 p.m.

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

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT CALENDAR
  - A. Urban Renewal Agency Minutes – 1.09.18
4. BUSINESS
  - A. Consideration of Resolution No. 18-02; Revolving Credit Facility with Columbia Bank
  - B. Consideration of Resolution No. 18-01, Authorizing Appointments to Fill Positions on the Urban Renewal Advisory Board & Setting Terms of Office
6. ADJOURN

**Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.**

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MINUTES  
Warrenton Urban Renewal Agency  
January 9, 2018  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Chair Henry Balensifer convened the Urban Renewal Agency meeting at 6:55 p.m.

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

Staff Present: Executive Director Linda Engbretson, Public Works Director Collin Stelzig, Police Chief Matt Workman, Community Development Director Skip Urling, Public Works Operations Manager Kyle Sharpsteen, Finance Director April Clark, Harbormaster Jane Sweet, PW Analyst Trisha Hayrynen, and Deputy City Recorder Dawne Shaw

APPOINTMENT OF CHAIR AND VICE-CHAIR FOR 2018

**Commissioner Ackley made the motion to retain current Officers for 2018. Motion was seconded and passed unanimously.**

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

CONSENT CALENDAR

A. Agency Minutes – 12.12.17

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

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

Chair Balensifer reviewed the two applications from Mel Jasmin and Victoria Hayteas for the Urban Renewal Advisory Board, and noted there is one position available on the board; Position No. 5.

Mel Jasmin made a few comments on the reasons he is interested in serving on this board, and noted he has seen all the work the URA has done and it's fantastic, and he wants to be part of that. Victoria Hayteas was unable to attend the meeting due to an illness.

**Commissioner Newton made the motion to appoint Mel Jasmin to Position No. 5 on the Urban Renewal Advisory Board. Motion was seconded and passed unanimously.**

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

There being no further business Chair Balensifer adjourned the URA meeting at 7:01 p.m.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Chair

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder

4-A

# Warrenton Urban Renewal Agency

## Agenda Memorandum

To: The Honorable Chair and Commissioners of the Warrenton Urban Renewal Agency  
From: April Clark  
Finance Director  
Date: February 27, 2018  
**Regarding: Revolving Credit Facility with Columbia Bank**

**SUMMARY:**

Staff has been working to reopen a credit line in the amount of \$200,000 for short-term financing of projects recommended by the Warrenton Urban Renewal Agency Board. Staff sought a letter of interest from Columbia Bank. Our last credit line was provided by Columbia Bank and matured on October 1, 2016. Columbia Bank also provided financing for the Series 2012 and 2016 Bonds.

The line is for a two year term with a floating interest rate. This is the Columbia Bank Base Rate, which equals the prime rate, plus 1.00% with a floor of 5.00%. The prime rate is currently 4.5% which means the current rate is 5.50%.

Some funding is still remaining from the Series 2016 Bonds, which can be used towards capital projects such as landscaping, lighting and planned infrastructure improvements. The additional funding will be needed to complete these projects and fund projects that cannot be paid for with tax-exempt bond proceeds, along with related administration costs.

**RECOMMENDATION:**

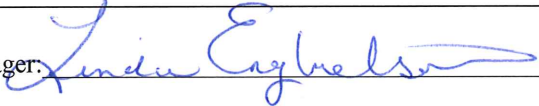
Move to approve Resolution No. 18-02 Supplementing Master Bond Resolution No. 12-3 Providing for the issuance of urban renewal obligations from the tax increment revenues of the Warrenton Urban Renewal area authorizing a \$200,000 line of credit to finance Warrenton Urban Renewal projects and related administration costs in the Urban Renewal Area.

**ALTERNATIVE:**

None recommended.

**FISCAL IMPACT:**

The credit line will require quarterly interest payments of \$2,750 each quarter assuming the full \$200,000 was drawn. Staff does not anticipate the full amount being drawn right away, but in increments as needed. Property tax receipts will cover principal repayment within the two year term. The Agency may prepay principal at any time prior to maturity.

Approved by City Manager:   
All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

A RESOLUTION OF THE WARRENTON )  
 URBAN RENEWAL AGENCY OF THE ) SUPPLEMENTAL BOND  
 CITY OF WARRENTON, CLATSOP ) RESOLUTION NO. 18-02  
 COUNTY, OREGON IN THE MATTER )  
 OF SUPPLEMENTING MASTER BOND )  
 RESOLUTION NO. 12-3 PROVIDING FOR )  
 THE ISSUANCE OF URBAN RENEWAL )  
 OBLIGATIONS FROM THE TAX )  
 INCREMENT REVENUES OF THE )  
 WARRENTON URBAN RENEWAL AREA )

WHEREAS, ORS 457.190 authorizes an urban renewal agency to borrow money to carry out the purpose of undertaking and carrying out urban renewal projects; and

WHEREAS, on July 31, 2012, the Urban Renewal Agency of the City of Warrenton, Clatsop County, Oregon (the "Agency"), the duly created and designated urban renewal agency of the City of Warrenton, Clatsop County, Oregon (the "City") issued its Urban Renewal Bond (Warrenton Urban Renewal Area), Series 2012 (the "Series 2012 Bond") in the aggregate principal amount of \$1,640,000 pursuant to Resolution No. 12-3 adopted July 24, 2012 (the "Master Resolution") and the proceeds were expended (i) to fund certain capital projects in the Warrenton Urban Renewal Area (the "Area") authorized by the Warrenton Urban Renewal District Plan (the "Plan"), (ii) to fund the Reserve Fund for the Series 2012 Bond and (iii) to pay costs of issuance of the Series 2012 Bond; and

WHEREAS, on October 20, 2014, the Agency entered into the Revolving Line of Credit Agreement and Note (the "Series 2014 Line of Credit") with Columbia State Bank (the "Bank") pursuant to Resolution No. 14-04 adopted October 1, 2014, in the aggregate principal amount of \$200,000 and the proceeds were expended to fund capital projects in the Plan. The Series 2014 Line of Credit matured on October 1, 2016; and

WHEREAS, on August 4, 2016, the Agency issued its Urban Renewal Bond (Warrenton Urban Renewal Area) (the "Series 2016 Bond") in the aggregate principal amount of \$2,200,000 and entered into the related Tax-Exempt Financing Agreement with Columbia State Bank pursuant to Supplemental Resolution No. 16-03 adopted July 26, 2016, to finance capital projects in the Plan; and

WHEREAS, the Agency has approved a maximum indebtedness for the Area of \$7,134,597; the Agency has previously used \$5,212,475 of its capacity, leaving the Agency \$1,922,122 of capacity (excluding refinancings) for the Area; and

WHEREAS, Section 11 of the Master Resolution authorizes the issuance of Additional Bonds for the purpose of providing funds for any purpose relating to the Plan which is authorized by law and provides that such Additional Bonds shall have a lien on the Security equal to the lien of Bonds issued in accordance with the Master Resolution or any Supplemental Resolution, only upon the following conditions:

(1) No Default under the Master Resolution or any Supplemental Resolution has occurred and is continuing.

(2) At the time of the issuance of the Bonds there is no deficiency in the Reserve Fund or the Debt Service Fund.

(3) Except as provided in this paragraph (3), the Supplemental Resolution authorizing the issuance of the Additional Bonds shall require that a deposit be made at closing sufficient to bring the balance in the Reserve Fund equal to the Reserve Requirement for all Outstanding Bonds, including the proposed Series of Additional Bonds. The Supplemental Resolution authorizing the issuance of Additional Bonds shall provide that the Agency shall make deposit to the Reserve Fund in an amount necessary, together with other available funds, to meet the Reserve Requirement at the time of issuance of the Additional Bonds.

(4) There shall have been delivered to the Agency an opinion of Bond Counsel, to the effect that the Additional Bonds are valid and binding obligations of the Agency and that the issuance of the Additional Bonds shall not cause the interest paid on any Bonds (other than Taxable Obligations, if any) then Outstanding to become subject to federal income taxation.

WHEREAS, the Agency now desires to enter into a Taxable Revolving Line of Credit Agreement with Columbia State Bank to be evidenced by an Urban Renewal Note as Additional Bonds under Section 11 of the Master Resolution; and

WHEREAS, capitalized terms not defined herein shall have the meaning assigned to such terms in the Master Resolution, unless the context clearly requires otherwise.

THE WARRENTON URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

### **Section 1. The Series 2018 Line of Credit**

A. Pursuant to the Act, and to provide sufficient funds for a portion of the costs of the Project, the Agency hereby authorizes a Taxable Revolving Line of Credit Agreement with Columbia State Bank to be evidenced by the issuance of the Warrenton Urban Renewal Agency, Clatsop County, Oregon, Urban Renewal Note (Warrenton Urban Renewal Area), Series 2018 (the "Series 2018 Line of Credit"). The aggregate principal amount of the Series 2018 Line of Credit shall not exceed two hundred thousand dollars (\$200,000) at any time, may be borrowed on a revolving basis and shall mature not later than March 8, 2020.

B. The proceeds of the Series 2018 Line of Credit will be used to fund the Projects, to pay costs of issuance of the Series 2018 Line of Credit and, at the Authorized Representatives discretion, to fund the Reserve Fund for the Series 2018 Line of Credit

C. The Series 2018 Line of Credit may be issued in such form and in such maturities, bearing interest at such rates, and with such captions or designations and subject to such redemption and to other terms and conditions as stated in this Supplemental Resolution or if not stated in this Supplemental Resolution as determined by the Authorized Representative.

D. The Series 2018 Line of Credit shall be a revenue obligation of the Agency and shall be payable solely from the Security as provided by the Master Resolution and this Supplemental Resolution. The Series 2018 Line of Credit shall additionally be secured by the proceeds of any long-term borrowing of the Agency issued to repay the Series 2018 Line of Credit.

E. The Agency authorizes the Authorized Representative to determine and designate the dated date, the interest rates, the maturity and payment dates, the principal amounts, term bond maturity or maturities, the optional and/or mandatory redemption dates and premiums, if any, the interest payment dates, fees and costs of issuance, all other terms for the Series 2018 Line of Credit and to determine such other provisions (including but not limited to covenants, events of and remedies for default and financial reporting requirements) as are deemed necessary or desirable for the sale and issuance of the Series 2018 Line of Credit Note. The Authorized Representative is authorized to execute and deliver to appropriate parties all documents necessary and proper for sale and closing of the Series 2018 Line of Credit issue, negotiate the terms of and execute and deliver the Series 2018 Line of Credit and Note, enter into covenants and make determinations regarding the use of the proceeds of the Series 2018 Line of Credit, the Project financed with the proceeds of the Series 2018 Line of Credit and to make draws and repayments under the Series 2018 Line of Credit.

F. For so long as the Series 2018 Line of Credit is Outstanding, the Agency shall maintain a Minimum Debt Service Coverage Ratio of not less than 1.25 to 1.00.

### **Section 3. Security for Bonds.**

The Series 2018 Line of Credit is a “Bond” under the Master Resolution and is secured by the Security on an equal and ratable basis with Outstanding Bonds.

### **Section 4. Authentication, Registration, Exchange and Transfer**

The Series 2018 Line of Credit Note shall be executed by the Chair of the Agency and the Secretary of the Agency and shall be registered in the name of the Bank.

### **Section 5. Disposition of Series 2018 Line of Credit Proceeds**

The Series 2018 Line of Credit proceeds shall be disbursed as determined by the Authorized Representative to (a) finance the costs of the Project and (b) to pay costs incurred in connection with the issuance of the Series 2018 Line of Credit. The Authorized Representative may determine to fund the Reserve Requirement with Series 2018 Line of Credit proceeds or from other source.

Monies in the Project Fund may be invested in Permitted Investments. Earnings from investment of the funds in the Project Fund shall be maintained in the Project Fund, and shall be treated and disbursed as Series 2018 Line of Credit proceeds. Project Fund balances attributable to Series 2018 Line of Credit proceeds which are not needed for construction may be transferred

to the Debt Service Fund or be used for any other lawful purpose approved in writing by Bond Counsel.

## **Section 6. Reserve Fund**

The Agency shall deposit into the Reserve Fund an amount sufficient to make the balance in the Reserve Fund at least equal to the Reserve Requirement which deposit may be in the form of Series 2018 Line of Credit proceeds, cash, Permitted Investments or a Credit Facility.

## **Section 7. Additional Actions**

A. Form of Series 2018 Line of Credit. The Series 2018 Line of Credit and Note shall be issued substantially in the form as approved by the Authorized Representative and Bond Counsel, and as agreed to by the Bank and its counsel.

B. Appointment of Purchaser. The Agency appoints the Bank as the purchaser of the Series 2018 Line of Credit and Note.

C. Appointment of Bond Counsel. The Agency appoints as bond counsel for the issuance of the Series 2018 Line of Credit and Note the firm of Mersereau Shannon LLP of Portland, Oregon.

D. Appointment of Expert Advisor, Paying Agent and Bond Registrar. The Authorized Representative is authorized to appoint an Expert Advisor, Paying Agent and Bond Registrar for the Bonds. The Authorized Representative is authorized to negotiate and execute and deliver on behalf of the Agency, the Paying Agent and Bond Registrar Agreement.

E. Closing of the Sale and Delivery of the Series 2018 Line of Credit. The Authorized Representative is authorized to execute and deliver such additional documents and any and all other things or acts necessary for the sale and delivery of the Series 2018 Line of Credit as herein authorized. Such acts of the Authorized Representative are for and on behalf of the Agency and are authorized by the Board of the Agency.

*[Signatures appear on the following page.]*



Adopted this 27th day of February 2018.

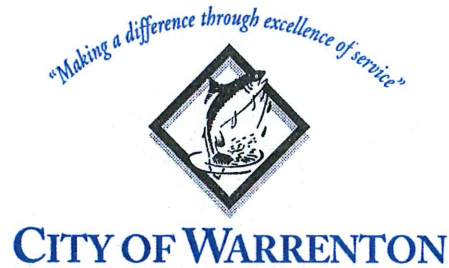
WARRENTON URBAN RENEWAL AGENCY,  
CITY OF WARRENTON, CLATSOP COUNTY, OREGON

By: \_\_\_\_\_  
Henry Balensifer  
Chair

ATTEST:

By: \_\_\_\_\_  
Dawne Shaw  
Secretary

4-B



## AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency

FROM: Dawne Shaw, Deputy City Recorder

DATE: February 27, 2018

SUBJ: Urban Renewal Advisory Board – Terms of Office

### SUMMARY

The Urban Renewal Agency made one new appointment to the Urban Renewal Advisory Board at the January 9, 2018 Agency meeting. The attached resolution confirms the appointments and sets the terms of office.

### RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 18-01; Authorizing Appointments to Fill Positions on the Warrenton Urban Renewal Advisory Board and Setting Terms of Office."

### ALTERNATIVE

Other action as deemed appropriate by the Agency

### FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in blue ink, which appears to read "Linda Egbertson", is written over a horizontal line. The signature is enclosed within a black rectangular box.

**RESOLUTION NO. 18-01**  
INTRODUCED BY ALL COMMISSIONERS

APPOINTING PERSONS TO SERVE ON THE  
**WARRENTON URBAN RENEWAL DISTRICT ADVISORY COMMITTEE**  
AND SETTING TERMS OF OFFICE

**BE IT RESOLVED**, by the Warrenton Urban Renewal District Agency that the Warrenton Urban Renewal Advisory Board members and their terms of office are as follows:

Position No. 1	Bob Bridgens	Term Ending 31, December 2018
Position No. 2	Gerald Poe	Term Ending 31, December 2018
Position No. 3	Frida Fraunfelder	Term Ending 31, December 2018
Position No. 4	Tess Chedsey	Term Ending 31, December 2019
Position No. 5	Mel Jasmin	Term Ending 31, December 2019
Position No. 6	Dennis Faletti	Term Ending 31, December 2019
Position No. 7	Daniel Jackson	Term Ending 31, December 2019

This Resolution takes effect immediately upon its passage.

**ADOPTED** by the Warrenton Urban Renewal District Agency, this \_\_\_\_ day of \_\_\_\_\_, 2018.

**APPROVED:**

\_\_\_\_\_  
Henry A. Balensifer III, Chair

**ATTEST:**

\_\_\_\_\_  
Dawne Shaw, Deputy City Recorder