

AGENDA

Warrenton Urban Renewal Agency

December 11, 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 Meeting Minutes – 10.23.18
 - B. Urban Renewal Agency Special Meeting Minutes – 10.31.18
 - C. Urban Renewal Advisory Committee Meeting Minutes – 9.5.18
4. BUSINESS
 - A. Consideration of SE 14th Place Waterline Addition – Advertisement for Bids
 - B. Consideration of Urban Renewal Advisory Board Appointments
 - C. Consideration of URA Resolution No. 18-05; Authorizing Appointments to Fill Positions on the Warrenton Urban Renewal Advisory Board and Setting Terms of Office
5. 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.

3-A

MINUTES
Warrenton Urban Renewal Agency
October 23, 2018
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Chair Henry Balensifer convened the Urban Renewal Agency meeting at 6:00 p.m., and led the public in the Pledge of Allegiance.

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

Staff Present: Executive Director Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Police Chief Matt Workman, Fire Chief Tim Demers, Community Development Director Kevin Cronin, Public Works Analyst Trisha Hayrynen, Public Works Secretary Nancy Ager, Accounting Technician Jessica Barrett, and Secretary Dawne Shaw

CONSENT CALENDAR

- A. Agency Minutes – 6.12.18
- B. Agency Minutes – 6.26.18

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

Dyer – aye; Balensifer – aye; Baldwin – aye; Newton – aye

Agency Director Linda Engbretson presented Resolution No. 18-04, and noted the resolution makes minor amendments to the Urban Renewal Plan. She stated the Agency engaged Elaine Howard Consulting to assist the City in reviewing its plan resulting in the suggested language updates to clarify specific projects planned or completed. The resolution satisfies their recommendations and allows the Agency to move forward with planned projects in FY 2018-2019. Ms. Engbretson noted the City plans to consider a substantial amendment and staff is working with the consultant to bring the substantial amendment to the Commission in the next few months. Mayor Balensifer explained the amendment process for the public's benefit. Ms. Engbretson stated the City is ready to go out to bid for the landscaping improvements.

Commissioner Dyer made the motion to approve Resolution No. 18-04; a Resolution of the Urban Renewal Agency of the City of Warrenton, Clatsop County, Oregon Making Minor Plan Amendments to the Warrenton Urban Renewal Plan. Motion was seconded and

passed unanimously.

Dyer – aye; Balensifer – aye; Newton – aye; Baldwin – aye

There being no further business Chair Balensifer adjourned the URA meeting at 6:05 p.m., and stated there will be a 15 minute recess before the start of the regular meeting, to allow the Cub Scouts in attendance to ask the Commission questions.

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, Secretary

3-B

MINUTES
Warrenton Urban Renewal Agency - Special Meeting
October 31, 2018
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Chair Henry Balensifer convened the Urban Renewal Agency meeting at 1:33 p.m.

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

Staff Present: Executive Director Linda Engbretson, Community Development Director Kevin Cronin, and Secretary Dawne Shaw

Mayor Balensifer noted the special meeting was called to discuss real property transactions. Executive Director Linda Engbretson briefly discussed the Baumann property, stating this is a derelict property that has been foreclosed on by the county. Mayor Balensifer noted the city does not have jurisdiction to declare a nuisance on county owned property. Ms. Engbretson stated the county wants to dispose of property, and they are accepting bids. She discussed the offer letter, stating the city would offer \$5,519.95, based on the Redemption Worksheet dated August 28, 2015. She said the city would like to get the property cleaned up and turned around. Mayor Balensifer noted the property has been derelict a long time, and the neighbors have complained and are concerned for their safety. Brief discussion continued. Community Development Director Kevin Cronin suggested presenting the offer letter to the county, and if accepted, staff would come back to the Commission for the next steps. Ms. Engbretson noted staff's perspective is to remove the blight first, then turn it around for sale. Mayor Balensifer noted it been on nuisance radar for a long time; whoever ends up buying it, the city will require it be cleaned up very quickly. He noted he supports the letter. Discussion continued. Ms. Engbretson noted the opportunity presented itself due to Mr. Cronin's pursuit of it as a nuisance, and the county wants to be a good partner.

Commissioner Newton made the motion to authorize Community Development Director's signature on the offer letter to the Clatsop County Assessment & Taxation Office. Motion was seconded and passed unanimously.

Balensifer – aye; Newton – aye; Ackley - aye

Brief discussion continued.

There being no further business Chair Balensifer adjourned the URA meeting at 1:53 p.m.

ATTEST:

APPROVED:

Dawne Shaw, Secretary

Henry A. Balensifer III, Chair

3-C

MINUTES

Warrenton Urban Renewal Advisory Committee
September 5, 2018
3:30 p.m.
Warrenton City Hall – Commissioners Room
225 S. Main
Warrenton, OR 97146

Chair Fraunfelder called the meeting to order at 3:30 p.m.

Urban Renewal Advisory Committee Members Present: Frida Fraunfelder, Tess Chedsey, Dennis Faletti, Mel Jasmin, Gerald Poe, Dan Jackson and Bob Bridgens

Staff Present: Executive Director Linda Engbretson, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Finance Director April Clark, and Secretary Dawne Shaw

CONSENT CALENDAR

A. Advisory Committee Meeting Minutes – June 6, 2018

Mel Jasmin noted a few corrections to the minutes.

Dennis Faletti made the motion to approve the minutes from 06.06.18, with corrections. The motion was seconded and approved with all in favor.

Chedsey – aye; Fraunfelder - aye; Faletti – aye; Poe – aye; Jasmin – aye; Jackson – aye; Bridgens - aye

BUSINESS

Executive Director Linda Engbretson passed out the URA consultant’s power point presentation that was presented to the City Commission. She explained the proposed minor amendment is to clear up the language, and to make sure the projects planned for this FY are clearly outlined. These projects include the zone change; water line on S Main; SW 4th street project; and the landscaping project, and lighting in the Park and for the City. The consultants also noted concerns about the way the plan was adopted, and the amendment will clear this issue up as well. They also did an analysis of the finances. Ms. Engbretson stated the cost was way more than we anticipated. She noted there is an opportunity to collect \$5.3 million dollars; however in order to use any of that money it will require a substantial amendment to the plan. We currently have \$1.8 million left to spend. She stated the sub amendment requires the County, School District and the City to approve; and it will also require public hearings. Ms. Engbretson stated we cannot extend the time of the district; however, we can increase the debt limit/availability. Gerry Poe asked if we can change the parameters to incorporate Hammond. It was noted that we cannot change boundaries, but can do a separate district in the future.

Discussion ensued on underground power and sidewalks. Ms. Engbretson noted the advisory board will have the opportunity to weigh in on new projects. Elaine Howard has given a proposal to include a minor amendment that will take us into a major amendment. She noted the district ends June 30, 2028. Discussion continued, and Chair Fraunfelder asked what Executive Director Linda Engbretson wants to see from the committee today. Ms. Engbretson noted, support in raising the debt limit.

~~Chair~~ ^{MR.} Faletti made the motion to support the amendment to increase the debt limit. The motion was seconded and approved with all in favor.

Chedsey – aye; Fraunfelder - aye; Faletti – aye; Poe – aye; Jasmin – aye; Jackson – aye; Bridgens - aye

Ms. Engbretson gave updates on the landscape projects. She noted that we are getting down to the nitty gritty to get it out to bid. We cannot do an RFQ, because it is public improvement. It needs to go out to bid. Community Development Director Kevin Cronin stated he is hoping to get the bid documents together to bring to the Commission in October. Brief discussion continued.

Mr. Faletti asked for an update on the plaque at the marina. Ms. Engbretson stated she believes she talked to Jane about this, but she is not sure. However, she will make sure it gets ordered. Mr. Faletti gave Mr. Cronin kudos for all his hard work. Ms. Engbretson noted the city is looking at fees and to look at hiring more help. It was noted over 10 nuisances have been taken care, and it will be close to 15 by November?

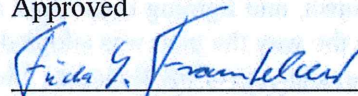
Public Works Director Collin Stelzig gave a brief update on the decorative lighting; noting he is in the process of hiring a consultant to work on design/options for the lights. This is still in the works.

Chair Fraunfelder asked if anyone has ideas for agenda items, to let her know.

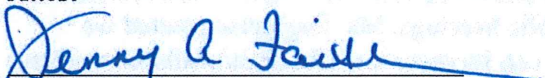
There being no further business, Chair Fraunfelder adjourned the meeting at 4:01 p.m.

Next regular meeting is scheduled for December 5, 2018, at 3:30 p.m.

Approved


Frida Fraunfelder, Chair

Attest


Dawne Shaw, Secretary

JENNY A. FAITH



**CITY OF WARRENTON
PUBLIC WORKS**

Agenda Item 4-A

Agenda Item Memorandum

TO: The Warrenton Urban Renewal Agency
Linda Engbretson, City Manager

From: Collin Stelzig, Public Works Director

Date: December 11, 2018

Subj: SE 14th Place Waterline Addition (Between S Main Ave. and SE Anchor Ave.) –
Advertisement for Bids

Summary:

This waterline will provide needed fire flows to an area that is currently served by 500 feet of 2” waterline. This project will utilize a vacated portion of SE 14th Place and connect to an existing 18” main on S Main Avenue and a 2” main on SE Anchor Avenue. The City has received an easement from the appropriate land owners to construct and maintain this waterline.

This project will also add one new hydrant near the intersection of SE Anchor Avenue and SE 14th Place.

Recommendation

Staff recommends the following motions;

“I move to authorize staff to advertise the final plans and specifications for SE 14th Place Waterline Addition Project.”

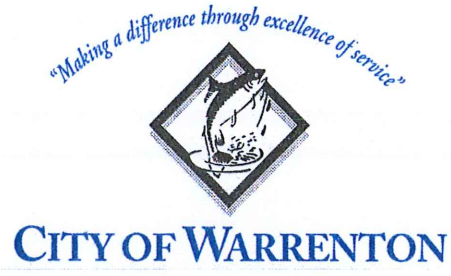
Alternative

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

Fiscal Impact

Funds for this project are budgeted in the current fiscal year’s Warrenton Urban Renewal Agency budget under budget number 200-800-620000 (Downtown).

Approved by City Manager: _____



AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency

FROM: Dawne Shaw, City Recorder

DATE: December 11, 2018

SUBJ: Urban Renewal Advisory Board Applications/Appointments

SUMMARY

There are 3 positions with terms ending on December 31, 2018; Position 1 – Bob Bridgens, Position 2 – Gerald Poe and Position 3 – Frida Fraunfelder. All have reapplied for reappointment.

All reappointments are for a 2 yr. term. There are no term limits in the URA Advisory by-laws. Eligibility requirements include either being a resident or property owner in Warrenton.

RECOMMENDATION/SUGGESTED MOTION

I move to appoint 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.

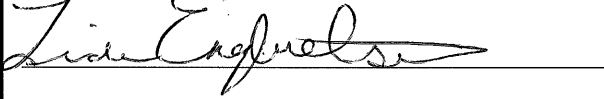
ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by Urban Renewal Agency Director:

A handwritten signature in black ink, appearing to read "Tim Engelke", is written over a horizontal line. The signature is cursive and extends to the right of the line.

"Making a difference through excellence of service"



CITY OF WARRENTON

December 5, 2018

To the City Commission of Warrenton and Warrenton Urban Renewal Agency:

I nominate Bob Bridgens, Gerald B. Poe, and Frida L. Fraunfelder, to Positions 1, 2, 3 respectively, on the Warrenton Urban Renewal Advisory Board.

All three members bring substantial institutional knowledge of the Urban Renewal Plan, vision for a better downtown corridor, and enthusiasm for continuing the work they have started as an advisory board. I can personally confirm their primary residence is in Warrenton, and I am aware of their enthusiasm and alignment with the goals of the city commission regarding a better, more livable urban core.

The City has already made a minor amendment to its Urban Renewal Plan and is currently undergoing work to do a major amendment. This is critical work which these nominees are already in the middle of advising on.

Sincerely,

A handwritten signature in blue ink that reads "Henry A. Balensifer III". The signature is written in a cursive style.

Henry A. Balensifer III
Mayor

CITY OF WARRENTON
FINANCE DEPT

NOV 05 2018

RECEIVED
WARRENTON, OR 97146

"Making a difference through excellence of service"



CITY OF WARRENTON

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, BOB BRIDGENS, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I WOULD LIKE TO SEE THAT WORK GET DONE
THAT WE HAVE STARTED.

What experience or qualifications do you have for this position?

I HAVE BEEN ON THIS BOARD FOR SEVERAL
YEARS.

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

BOB BRIDGENS

11-2-18

Full Name (please print)

Date

"Making a difference through excellence of service"



CITY OF WARRENTON

CITY OF WARRENTON
FINANCE DEPT

NOV 05 2018

RECEIVED
WARRENTON, OR 97146

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, GERALD B. POE, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

TO CONTINUE SERVING ON THIS BOARD!

What experience or qualifications do you have for this position?

HAVE BEEN SERVING ON THIS BOARD FOR A FEW YEARS AND FEEL THAT I HAVE BEEN A POSITIVE AND CONTRIBUTING MEMBER!

How much time could you give to serving on this committee?

Weekly Monthly Quarterly

GERALD B. POE

11-5-18

Full Name (please print)

Date

"Making a difference through excellence of service"



CITY OF WARRENTON

Application for Committee Appointment

CITY OF WARRENTON,
FINANCE DEPARTMENT,
NOV 20 2018
RECEIVED
WARRENTON, OR 97146

To: Warrenton City Commission and Warrenton City Manager

I, Frida L. Fraunfelder, hereby apply for appointment to serve on the following:

- Budget Committee
- Community Center Board
- Parks Advisory Committee
- Planning Commission
- Warrenton Business Association
- Warrenton Community Library Board
- Warrenton Urban Renewal Advisory Board

What is your interest in applying for this position?

I have served on this board since its inception, and would like to contribute till it is concluded.

What experience or qualifications do you have for this position?

See above.

How much time could you give to serving on this committee? As needed

Weekly Monthly Quarterly

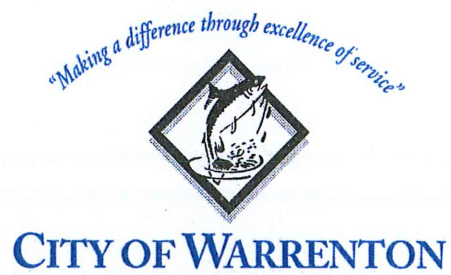
Frida L. Fraunfelder
Full Name (please print)

11-19-18
Date

For specific times of each meeting, view our website: www.ci.warrenton.or.us

Warrenton. The committee meets quarterly.

4-C



AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency

FROM: Dawne Shaw, City Recorder

DATE: December 11, 2018

SUBJ: Urban Renewal Advisory Board – Terms of Office

SUMMARY

The attached resolution confirms the appointments and sets the terms of office of the newly appointed positions.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 18-05; 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: Andrew Engleton

RESOLUTION NO. 18-05
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 2020
Position No. 2	Gerald Poe	Term Ending 31, December 2020
Position No. 3	Frida Fraunfelder	Term Ending 31, December 2020
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, City Recorder