

AGENDA

Warrenton Urban Renewal Agency

December 14, 2021 – 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 – 10.26.21
 - B. Warrenton Urban Renewal Advisory Committee Meeting Minutes – 9.01.21
4. BUSINESS
 - A. Consideration of WURAC Appointments
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, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
 Warrenton Urban Renewal Agency
 October 26, 2021
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 6:59 p.m.

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

Staff Present: Executive Director Linda Engbretson, Secretary Dawne Shaw, Public Works Director Collin Stelzig, Fire Chief Brian Alsbury, Public Works Operations Manager Kyle Sharpsteen, and Deputy City Recorder Rebecca Sprengeler

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 9.28.21

Commissioner Baldwin made the motion for approval of the consent calendar as presented. Motion was seconded and passed unanimously.

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

PUBLIC HEARINGS – None

BUSINESS ITEMS

Public Works Director Collin Stelzig discussed the project manager Request for Qualifications for the S. Main Avenue Improvement project. He explained what the project management will entail as stated in the agenda memo. Discussion followed. Discussion followed about grants.

Commissioner Newton made the motion to approve advertising the RFQ for the Project Management of the S. Main Avenue Improvement Project. Motion was seconded and passed unanimously.

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

There being no further business, Chair Balensifer adjourned the agency meeting at 7:10 p.m.

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

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, Secretary

DRAFT

MINUTES

Warrenton Urban Renewal Advisory Committee

September 1, 2021

3:30 p.m.

Warrenton City Hall – Commissioners Chambers

225 S. Main

Warrenton, OR 97146

Chair Bridgens called the meeting to order at 3:31 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Chair Bob Bridgens, Brooke Terry, AmyLeigh Sutton, Tess Chedsey (via Zoom), Dennis Faletti (arrived at 3:32 p.m.), and Katie Burkhart (via Zoom)

Absent: Mel Jasmin

Staff Present: Executive Director Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, and Secretary Rebecca Sprengeler

CONSENT CALENDAR

A. Urban Renewal Advisory Committee Meeting Minutes 6.2.21

Mr. Faletti made the motion to approve the consent calendar. Motion was passed unanimously.

Bridgens - aye; Terry – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Burkhart – aye

BUSINESS

Executive Director Linda Engbretson presented a façade grant application for Coulombe Home Team at 137-139 South Main Avenue. She noted this is the first application of this fiscal year. She also noted increased approvals for up to \$10,000; \$5,000 is a match and \$5,000 is a grant. She briefly reviewed the application and stated staff is recommending approval. Ms. Chedsey thinks it's perfect. Chair Bridgens clarified the location of the building. Ms. Sutton feels they will do a great job. Ms. Terry thinks they will do a great job; they are professional and get a discount on the work. Chair Bridgens agreed. Ms. Chedsey feel this is a wonderful use of the program. Ms. Burkhart stated she thinks it will look great. Chair Bridgens stated we will give them the façade grant. **The consensus was to approve the façade grant application.**

Public Works Director Collin Stelzig presented an update on the food cart pod project. He discussed electrical and sewer. Sewer is not in the budget and would be difficult to put in. The current food cart would like sewer or a greywater dump area. Mr. Stelzig noted the Astoria food carts do not have direct sewer connections. He proposed a single grey-water dump location onsite. The location is to be determined. Ms. Engbretson commented it may be a good use of

MINUTES

Warrenton Urban Renewal Advisory Committee

Regular Meeting – 9.1.21

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funding to add this option. Mr. Stelzig made comments in agreement. He discussed the proposal for a 12' paving strip shown on a handout he provided; this allows room for the food cart and an additional 6'. He explained, with minimal work they can fit four food cart pods and provide utilities. More paving can be done if successful. He briefly discussed marketing and aesthetics. Paving is still planned for end of this summer. Chair Bridgens noted concerns about enough space with potentially nine carts. Discussion followed. Mr. Stelzig noted water and power will be laid out for four carts with the option for future expansion. Ms. Engbretson noted the potential for up to four carts; she has had three inquiries. Ms. Sutton discussed benefits of food carts and noted excitement. Ms. Terry asked about a timeline for putting in seating. Mr. Stelzig responded that funds are available, but ownership and maintenance need to be determined. He anticipates the city purchasing 1-2 benches. Discussion followed. Ms. Engbretson suggested adding a requirement to the agreement to provide seating and a landscape feature. Ms. Terry asked if parking will be available. Mr. Stelzig noted designated fire parking and potential for a couple spots. He noted investment has been kept small. Ms. Engbretson asked why the whole lot is not being paved. Mr. Stelzig responded that it would be a lot of pavement for only 2-3 carts. He noted it can be done but, in his opinion, it is not an issue to do it in phases. He noted the perimeter will be 5' band of sand, backfill, and gravel. He noted concerns about screening caused by the layout. He also noted paving in sections allows flexibility with the layout. Chair Bridgens made comments in agreement. Mr. Stelzig noted conversation with the city commission about doing work in phases. Ms. Chedsey likes doing work in stages. Mr. Faletti feels it is alright. There was brief discussion about a tent and parking.

Ms. Engbretson discussed the possibility of the Urban Renewal District making an offer on a vacant lot across from city hall owned by Mark Simonsen. She noted authorization from the urban renewal plan for off street parking. She also noted a code change for parking requirements in downtown. She emphasized the need for additional parking. She asked if WURAC is interested in recommending this to the city commission. Ms. Terry noted she likes the idea of a designated parking lot especially with new businesses and development. There was discussion about the growth of Warrenton. There was brief discussion about cost of parking. There was brief discussion about improving the lot to meet city standards. Ms. Engbretson asked for a recommendation to approve seeking additional downtown parking with urban renewal funds. Ms. Chedsey noted difficulty hearing discussion over Zoom. Ms. Engbretson summarized, noting the intention is for a public parking lot. It was noted the purchase price is not known. Chair Bridgens asked if there needs to be a vote. Ms. Engbretson noted she would appreciate a vote and suggested a recommendation that the committee supports the use of funds for additional parking for the downtown. Chair Bridgens called for a vote and stated they will let Linda or the City of Warrenton decide what will look good or be best.

Bridgens - aye; Terry – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Burkhart – aye

Ms. Sutton asked about a timeframe for making an offer. Ms. Engbretson discussed an RFP for realtor services and noted it may be about a year.

Mr. Stelzig discussed the drone flight; clearance has not been granted from FAA yet.

Ms. Engbretson discussed an update on the commercial pier improvements in the Warrenton Marina; they are in final stages of the agreement with the design firm. They are going through an exemption process, then the firm will be hired, and construction will go out to bid in two phases. Phase three will be an add-on if there is enough money, but the goal is to do it all three at once.

Chair Bridgens asked about hiring public works employees. Mr. Stelzig noted five new employees and upcoming interviews. Ms. Engbretson noted several retirements and new staff. Discussion followed. Ms. Engbretson discussed a vacancy for a marina foreman. She discussed hardship the past year and commended the marinas and public works departments for their work while short-staffed. She also noted a new planning director.

Chair Bridgens asked about the SW 9th Street project. Mr. Stelzig noted this is not an urban renewal project and discussed an update.


OTHER BUSINESS - None

Finance Director April Clark noted there have not been any changes to the budget since the last meeting. Ms. Sutton asked if paving in stages is more expensive in the long run. Mr. Stelzig explained generally yes, but the cost savings is not significant in the grand scheme of the project. Brief discussion followed. Ms. Engbretson noted it will be exciting to get the projects rolling. She noted there are less than 7 years left; they should start to see a lot happening in the next couple years. Brief discussion followed. Ms. Engbretson noted work being done on the “brown building” in downtown. Brief discussion followed

There being no further business, Chair Bridgens adjourned the meeting at 4:09 p.m.

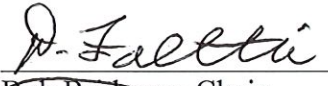
Next regular meeting: December 1 at 3:30 p.m.

ATTEST:



Rebecca Sprengeler, Secretary

APPROVED:



~~Bob Bridgens, Chair~~
Dennis Falett.

AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency
FROM: Dawne Shaw, URA Secretary
DATE: December 14, 2021
SUBJ: Advisory Committee Appointments

SUMMARY

The Urban Renewal Advisory Committee has four positions with terms ending on December 31, 2021; positions 4, 5, 6 and 7. Tess Chedsey and Dennis Faletti have reapplied for their positions, 4 and 6 respectively. Mel Jasmin and Katie Burkhart have chosen to not reapply. Mayor Balensifer had previously submitted nominations for positions 4 & 6 and is also recommending Michelle Murray for Position No. 5.

RECOMMENDATION/SUGGESTED MOTION

I move to reappoint Tess Chedsey to Position No. 4, and Dennis Faletti to Position No. 6, and to appoint Michelle Murray to Position No. 5 on the Warrenton Urban Renewal Advisory Committee.

ALTERNATIVE

Other action as deemed appropriate by the Agency

FISCAL IMPACT

N/A

Approved by Executive Director:





December 7, 2021

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

Pursuant to Warrenton City Charter Chapter V § 19; and Chapter 4, M. 2.b and Chapter 4, M. 3.b(i) of the City of Warrenton Commission Rules this letter is to outline the nominees for the consideration of appointment by the City Commission. There are no outlined rules for the Warrenton Urban Renewal Agency, but it is assumed rules would carry over to that agency in practice.

Nominees for Reappointment:

I hereby nominate the following persons to the following boards and positions for reappointment:

- Warrenton Urban Renewal Advisory Committee
 - Tess Chedsey, Position 4
 - Dennis Faletti, Position 6

Notes on Nominees for Reappointment:

The aforementioned nominees have faithfully served on their respective boards with no issue and are a credit to the citizenry's volunteerism. I hope the commission will agree and ensure they continue their important work within our city's government.

Nominees for New Appointments:

I also wish to nominate the following persons to the following boards and position for new appointments:

- Warrenton Urban Renewal Advisory Committee
 - Michelle Murray, Position 5
- Warrenton Community Library Board
 - Amanda Donovan, Position 6

Interview Notes on New Nominees:

In my prior nomination letter November 23, 2021, I outlined my cause for reappointments of Tess Chedsey and Dennis Faletti on the WURA board, and for the nomination of Michelle

Murray to the Library board. Since there was a question (yet to be answered) of if a friends group officer could also be on the city's library board, and the fact that we received an application from Amanda Donovan, who after my interview was determined to be a good fit for the Library Board, it seemed cleaner/easier to not have Michelle on the library board. Additionally, Michelle's experience and energies would be better spent on the friends group and on the Urban Renewal Agency Advisory Committee. As a result I nominate Amanda to the Library board, and Michelle to the Urban Renewal Advisory Committee.

Persons Applied, but not nominated:¹

- No other applicants to these specific boards that were not already explained or mentioned above.

Below is recommended motions for appointments. If there are any questions, I would be happy to answer them.

Sincerely,



Henry A. Balensifer III
Mayor

Recommended Motions for Warrenton City Commission Meeting²

I move to appoint Amanda Donovan to position 6 on the Warrenton Community Library Board

Recommended Motions for Warrenton Urban Renewal Agency

I move to appoint Tess Chedsey, Michelle Murray, and Dennis Falletti to positions 4, 5, and 6 respectively, on the Warrenton Urban Renewal Advisory Committee.

¹ Pursuant to disclosure requirements: City of Warrenton Commission Rules Ch.4, M. 4.b

² Pursuant to separation of powers: City of Warrenton Commission Rules Ch. 4, M. 2.c (and 4.a)

Received
Nov. 16, 2021
RS



Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, TESS CHEDSEY, hereby apply for appointment to serve on the following:

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

What is your interest in applying for this position?

I HAVE BEEN ON THE BOARD FOR 8-9 YEARS. I HAVE SEEN HOW URBAN RENEWAL FUNDS ARE SPENT. HAVE SEEN THE RESULTS AND WOULD LIKE TO CONTINUE.

What experience or qualifications do you have for this position?

APPROXIMATELY 9 YEARS OF SERVICE ON THE CITY OF WARRENTON ADVISORY BOARD

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

Weekly Monthly Quarterly 20 HRS

TESS CHEDSEY
Full Name (please print)

NOVEMBER 12, 2021
Date



RECEIVED

NOV 03 2021

CITY OF WARRENTON
CITY RECORDERS OFFICE

Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Dennis A. Faletti, hereby apply for appointment to serve on the following:

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

What is your interest in applying for this position?

I want to see Warrenton continue to
develop properly in all areas

What experience or qualifications do you have for this position?

I've been on this board since it started
and want to ~~continue~~ continue helping

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

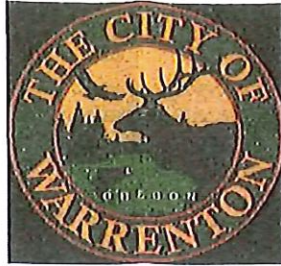
Weekly Monthly Quarterly

Dennis A. Faletti

Full Name (please print)

Date

Received
Nov 18, 2021
R



Application for Committee Appointment

To: Warrenton City Commission and Warrenton City Manager

I, Michelle Murray, hereby apply for appointment to serve on the following:

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

What is your interest in applying for this position?

I have a true passion for helping my community.
I do love books + I am a member of the library

What experience or qualifications do you have for this position?

I have raised lots of money for Non Profits +
I am a hard worker I have sat on many boards +
I understand needs + how to fund them.

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

Weekly Monthly Quarterly (Any time needed)

Michelle Marie Murray 11/16/21
Full Name (please print) Date