

AGENDA

WARRENTON URBAN RENEWAL AGENCY

May 10, 2022 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. CALL TO ORDER
2. ROLL CALL
3. CONSENT CALENDAR
 - A. Urban Renewal Agency Meeting Minutes – 3.22.22
 - B. Urban Renewal Advisory Committee Meeting Minutes – 3.02.22
4. BUSINESS
 - A. Consideration of Urban Renewal Advisory Committee 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
 March 22, 2022
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 7:16 p.m.

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

Commissioners Absent: Rick Newton

Staff Present: Executive Director Linda Engbretson, Secretary Dawne Shaw, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Brian Alsbury, and Police Chief Mathew Workman

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 1.11.22
- B. Urban Renewal Advisory Committee Meeting Minutes – 12.01.21
- C. Urban Renewal Agency Annual Report – FYE 6.30.21

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

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

PUBLIC HEARINGS – None

BUSINESS ITEMS

Executive Director Linda Engbretson discussed the independent audit services contract with Isler CPA.

Commissioner Dyer made the motion to award the contract for professional services to Isler CPA. Motion was seconded and passed unanimously.

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

There being no further business, Chair Balensifer adjourned the agency meeting at 7:18 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
 March 2, 2022
 3:30 p.m.
 Warrenton City Hall – Commissioners Chambers
 225 S. Main
 Warrenton, OR 97146

Ms. Sutton made the motion to appoint Dennis Faletti as Chair Pro-tem for the meeting. Motion was seconded and passed unanimously.

Terry – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Murray – aye

Chair Pro-tem Faletti called the meeting to order at 3:36 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Brooke Terry (Zoom), AmyLeigh Sutton, Tess Chedsey (Zoom), Dennis Faletti, and Michelle Murray

Excused: Chair Bob Bridgens

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

CONSENT CALENDAR

A. Urban Renewal Advisory Committee Meeting Minutes 12.1.21

Ms. Chedsey made the motion to approve the minutes. Motion was seconded and passed unanimously.

Terry – aye; Sutton - aye; Chedsey - aye; Faletti – aye; Murray – aye

BUSINESS

Executive Director Linda Engbretson gave an update on the residential grant program. The Urban Renewal Agency (URA) approved it, so it will be finalized soon. The URA suggested the funds for the residential and commercial grants be lumped together for the rest of this year on a first-come-first-served basis and then re-budget a lump sum for both programs next year. Ms. Sutton agreed this makes sense. Ms. Engbretson noted a residence ready to utilize the new program. There have not been other inquiries yet because the program has not been advertised. There was brief discussion clarifying the lump sum budget. It was noted there have only been 2 façade grants this year, leaving available funds for either program for the rest of the year. Ms. Engbretson noted the program will be finalized and advertised soon.

Public Works Director Collin Stelzig discussed an update on project management for the Main Street downtown improvements. A proposal will be brought forward soon. There is one food cart that has shown interest in the food cart pod.

Harbor Master Jane Sweet gave an update on the pier rehabilitation project. She noted the new cost estimate is \$1.4 million. The design plans are in review. And the permitting is the biggest “drag.” She also noted they are hoping to get by without a marine mammal observer because they are not on the main stem of the river. Ms. Engbretson noted the URA originally set aside \$1 million for the project and discussed the option to do work in phases or all at once depending on funds. Ms. Sweet noted they will try to put \$480,000 in the CIP for this.

Finance Director April Clark gave an update on the finances; she distributed an updated handout on the cash flow. They are still using the pay-as-you-go system to transfer money from the debt service fund.

New committee member, Michelle Murray, introduced herself. She came from Idaho and use to work with paddle board rentals. She is the new president of the Friends of the Warrenton Community Library. She also shared additional personal details about herself. Ms. Engbretson stated she is glad to have her on the committee.


OTHER BUSINESS

Ms. Engbretson noted the agency ends in 2028 and all funds need to be spent by the end of 2027 or the money will go back to the special districts. She also noted the district outperformed of the original estimate with an additional \$4.7 million. She expects the marina and downtown projects to use all of these funds and does not believe the City intends to continue the district at this time; there has been some discussion about forming one in Hammond. She explained the downtown project for Ms. Murray’s benefit. Mr. Stelzig suggested having a brief presentation at the next meeting. Mr. Faletti asked about Oregon Department of Transportation’s (ODOT) willingness to work with the City on the downtown project. Mr. Stelzig gave an update on the jurisdictional transfer of Main; they are open to discussion. Ms. Engbretson noted there may be an opportunity to get funds from ODOT because Main is a state highway. Discussion continued.

There being no further business, Chair Pro-tem Faletti adjourned the meeting at 3:57 p.m.

Next regular meeting: June 1, 2022 at 3:30 p.m.

APPROVED:



Bob Bridgens, Chair Pro-Tem
Dennis Faletti

ATTEST:



Rebecca Sprengeler, Secretary



April 25, 2022

To the Warrenton Urban Renewal Agency:

I nominate Karin Hopper for position #1, and Cynthia O'Reilly as primary and Dennis O'Reilly as alternate for position #7 on the Warrenton Urban Renewal Advisory Board .

There are two vacancies on the Warrenton Urban Renewal Advisory Board, however under the policy adopted by the commission on January 8, 2019, spouses may serve on the same board *except planning and budget committees*.¹ Per that policy, spouses may serve as alternates—albeit may only have the vote of a single position.

I have interviewed Karin, who lives in the Fort Stevens neighborhood and I think she will bring ample energy and ideas to the work of the board; furthermore, it is my hope that the experience she will gain from being on this board will help provide a springboard for an eventual Hammond Urban Renewal District. She also is a graphic designer by trade. Dennis and Cynthia are a coast guard family planning on staying in the area. Dennis is at the air station and Cynthia works in real estate. In interviewing them, the more we talked about the city the more their interest and excitement grew to be involved. I think they will be a great addition to this board.

Sincerely,

Henry A. Balensifer III
Mayor

Recommended Motion:

I move to appoint Karin Hopper to position #1 and Cynthia O'Reilly as primary and Dennis O'Reilly as alternate to position #7 on the Warrenton Urban Renewal Advisory Board.

¹ Policy outlined in formal letter to the City Commission December 28, 2018, adopted by consensus at January 8, 2019 regular meeting.