

# AGENDA

## WARRENTON URBAN RENEWAL AGENCY

June 28, 2022 – 6:00 P.M.

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

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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 – 5.10.22
  - B. Urban Renewal Advisory Committee Meeting Minutes – 4.20.22
4. PUBLIC HEARING
  - A. Warrenton Urban Renewal Agency FY 2022-2023 Budget Adoption;  
Resolution No. 22-02
5. BUSINESS
  - A. Consideration of Spruce Up Warrenton Gazebo Park Proposal
  - B. Consideration of Food Cart Update
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, 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  
 May 10, 2022  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 6:51 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, Finance Director and April Clark

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 3.22.22
- B. Urban Renewal Advisory Committee Meeting Minutes – 3.02.22

**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; Newton - aye**

PUBLIC HEARINGS – None

BUSINESS ITEMS

Chair Balensifer discussed his nominations to the Urban Renewal Advisory Committee.

**Commissioner Newton made the motion to appoint Karin Hopper to position 1, and Cynthia O'Reilly as primary and Dennis O'Reilly as alternate for position 7, on the Urban Renewal Advisory Committee. Motion was seconded and passed unanimously.**

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

There being no further business, Chair Balensifer adjourned the agency meeting at 6:55 p.m.

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

APPROVED:

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Henry A. Balensifer III, Chair

ATTEST:

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Dawne Shaw, Secretary

DRAFT

MINUTES  
 Warrenton Urban Renewal Advisory Committee  
 Special Meeting – April 20, 2022  
 4:00 p.m.  
 Warrenton City Hall – Commissioners Chambers  
 225 S. Main  
 Warrenton, OR 97146

The meeting was called to order at 4:01 p.m.

Executive Director Linda Engbretson explained that a new chair is needed. Dennis Faletti agreed to be the Chair Pro Tem for the meeting. Ms. Engbretson also noted three new applications for vacant positions on the committee and that a new chair will need to be elected in June. Ms. Engbretson noted lack of training about the committee’s purpose and the Urban Renewal Plan. She would like to make sure at the June meeting that everyone has a copy of the plan, ordinance, and have a discussion about roles and purpose. Comments were made in support of this.

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

Staff Present: Executive Director Linda Engbretson and Secretary Rebecca Sprengeler

There was brief discussion about annual training being developed for committee chairs.

**CONSENT CALENDAR**

A. Urban Renewal Advisory Committee Meeting Minutes 3.2.22

**Tess Chedsey made the motion to approve the minutes for 3/2. Motion was seconded and passed unanimously.**

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

**BUSINESS**

Ms. Engbretson presented a new commercial façade grant application for 138 S Main Avenue. Ms. Engbretson noted past businesses there. The application was made by Darlene Warren of Farmers Insurance. Ms. Engbretson noted her excitement about bringing a new business to downtown as this is what the grant is for. The applicant is requesting the full \$10,000 in grant funds and will match \$5,000. Ms. Murray thinks it will look great. Ms. Chedsey feels it meets the program requirements. It was noted the business is currently located by Uptown Café.

**Dennis Faletti made the motion to recommend the application. Motion was seconded and passed unanimously.**

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

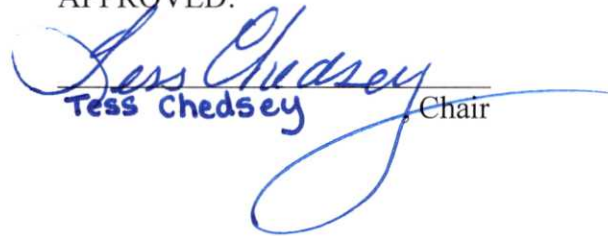
Ms. Engbretson asked if the committee would permit staff to approve future façade grant applications to streamline the process or if the committee would like to meet when needed. It was noted there was originally a subcommittee for application review, but there was not enough turnover. Ms. Murray likes having a packet prepared and distributed for review then calling a short special meeting. Ms. Chedsey agreed noting if there is a lot of activity, a subcommittee would be a good idea, but when there are few, a subcommittee is not needed. Ms. Engbretson noted more applications may be coming forward with the introduction of the residential grant program. Ms. Chedsey feels for now they are fine to continue as they are. Ms. Murray and Ms. Chedsey both feel it is best to review the applications quickly.

**OTHER BUSINESS** - None

There being no further business, Chair Pro Tem Faletti adjourned the meeting at 4:13 p.m.

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

APPROVED:

  
Tess Chedsey Chair

ATTEST:

  
Rebecca Sprengeler, Secretary

# ***WARRENTON URBAN RENEWAL AGENCY***

## **Agenda Memorandum**

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency  
Date: June 28, 2022

**Regarding – Public Hearing for the Warrenton Urban Renewal Agency Budget and consideration of *Resolution No. 22-02 Adopting the Warrenton Urban Renewal Agency FY 2022-2023 budget as approved by the Warrenton Urban Renewal Agency Budget Committee for the fiscal year commencing July 1, 2022 and ending June 30, 2023***

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### **SUMMARY:**

The Warrenton Urban Renewal Agency Budget Committee met in May to review and deliberate on the proposed fiscal year 2022-2023 Budget.

The next phase of the budget process is for the Commission to undergo a public hearing to receive public testimony on the budget approved by the Warrenton Urban Renewal Agency Budget Committee. Once the Commission has heard the public testimony, the Commission can then consider the adoption of the attached Budget Resolution.

The Commission may note that, as the governing board, the Commission indeed possesses the authority to modify or change the approved budget within the following parameters during this public hearing. Any action that exceeds the scope below requires a new public notice and a new public hearing:

1. Reduce the tax amount
2. Reduce expenditures with a corresponding reduction to resources
3. Increase expenditures, with a corresponding increase in resources, but not by more than \$5,000 or 10 percent of the total expenditures of the fund, whichever is greater. For example: If total expenditures as approved by the budget committee equal \$150,000, then, the Commission may increase expenditures by \$15,000 in that fund, on a per fund basis.

**To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency**  
**Re: Warrenton Urban Renewal Agency *Budget Hearing* and consideration of *Resolution No. 22-02***  
**Date: June 28, 2022**

**RECOMMENDATION:**

The Warrenton Urban Renewal Agency shall conduct a public hearing on the budget for fiscal year 2022-2023 as approved by the Warrenton Urban Renewal Agency Budget Committee. Then, the Warrenton Urban Renewal Agency may move to adopt the *FY 2022-2023 Budget* as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 22-02.

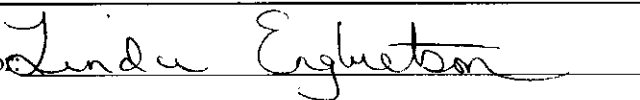
**ALTERNATIVE:**

The Commission may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2022, an adopted budget must be in place by June 30, 2022.

**FISCAL IMPACT:**

The Urban Renewal Agency budget includes total appropriations among all funds totaling \$9,903,854 for the fiscal year ending June 30, 2023.

Approved by Director



All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**RESOLUTION NO. 22-02**

**ADOPTING THE 2022-2023 WARRENTON URBAN RENEWAL AGENCY BUDGET AS APPROVED BY THE WARRENTON URBAN RENEWAL AGENCY BUDGET COMMITTEE, MAKING APPROPRIATIONS FOR URBAN RENEWAL PURPOSES OF THE WARRENTON URBAN RENEWAL AGENCY FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023**

The Warrenton Urban Renewal Agency hereby does resolve as follows:

**Section 1.** Be it resolved that the Warrenton Urban Renewal Agency Board of Commissioners, hereby adopts the Warrenton Urban Renewal Agency (WURA) budget approved by the WURA budget committee for the 2022-2023 fiscal year, in the total sum of \$9,753,677 now on file at Warrenton City Hall.

**Section 2.** Be it resolved that the amounts for the fiscal year beginning July 1, 2022, are hereby appropriated for the purposes shown below, as follows:

<u>Capital Projects Fund</u>		<u>Debt Service Fund</u>	
Materials & Services	\$ 149,000	Debt Service	\$ 550,017
Capital Outlay	\$ 6,004,820	Transfers	2,650,000
Fund Total	<u>\$ 6,153,820</u>	Fund Total	<u>\$ 3,200,017</u>
 <u>Debt Service Reserve Fund</u>			
Debt Service	\$ 550,017		
Fund Total	<u>\$ 550,017</u>		

<b>Total Appropriations, All Funds</b>	<b>\$ 9,903,854</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b>341,727</b>
<b>Total Adopted Budget</b>	<b><u>\$ 10,245,581</u></b>

**Section 3.** Be it resolved that the Budget Officer of the WURA is hereby directed to send, no later than July 15<sup>th</sup>, 2022, to the Assessor and the Clerk of Clatsop County, State of Oregon, copies of the budget as adopted.

**Section 4.** Be it resolved that the Board of Commissioners of the Warrenton Urban Renewal Agency hereby resolves to certify to the county assessor a request for the Warrenton Urban Renewal District Plan Area that \$96,479,183 in increment value be used for the purpose of dividing the taxes under Section 1c, Article IX, of the Oregon Constitution and ORS Chapter 457. And that this is a new plan for purposes of declaring a tax increment.

This resolution is effective on July 1, 2022.

PASSED by the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2022

APPROVED by the Chairperson of the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2022

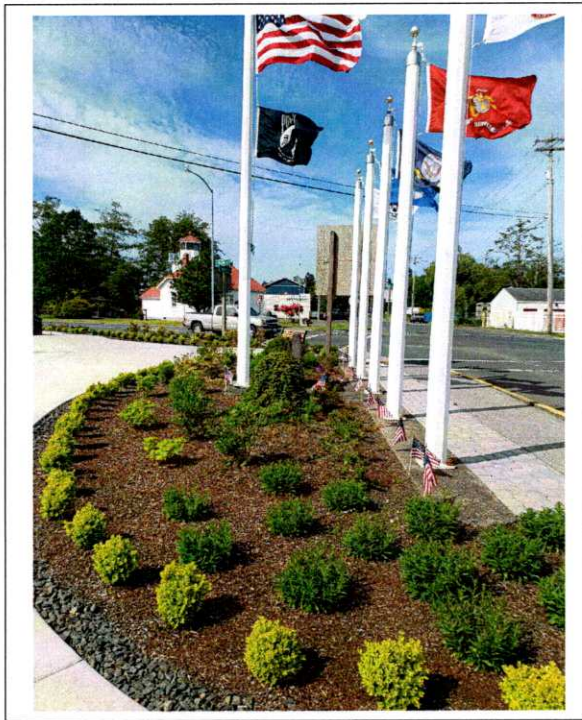
\_\_\_\_\_  
Chair, Warrenton Urban Renewal Agency

ATTEST:

\_\_\_\_\_  
WURA Secretary



# Approved Budget



**Fiscal Year 2022-2023**



## Warrenton Urban Renewal Agency



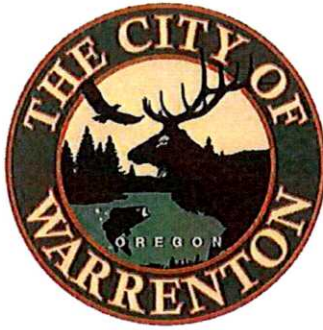
# WARRENTON URBAN RENEWAL AGENCY

## FISCAL YEAR 2022 – 2023 BUDGET

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## Budget Message - Urban Renewal District

May 14, 2022

Dear Urban Renewal Budget Committee Members:


The Warrenton City Commission adopted an ordinance creating an Urban Renewal Agency (URA) in 2007 to provide the framework for creating an Urban Renewal District in the City. The Commission chose to appoint itself as the Agency. The Commission also decided to appoint members of the City's Budget Committee to the Urban Renewal Budget Committee. The latter action was to expedite the review and adoption of Urban Renewal budgets which are required by statute to be separate from the City budget. The Commission also appointed an advisory board to make recommendations to the URA as to the creation of Urban Renewal Districts, development plans, and related activities. The Advisory Board has been active in developing plans for the District as funding becomes available.

The Warrenton Urban Renewal Agency Budget is being recommended for your consideration. In 2009, the URA applied for a credit line to establish debt with a local bank and implemented a Downtown Master Plan and Warrenton Marina Master Plan process. In 2012 and 2016 the URA placed revenue bonds with a local bank in the amount of \$1.64 million and \$2.2 million, respectively to finance projects at the marina and downtown. In 2019, the City completed a substantial amendment providing for an approximate \$4.7 million in additional revenue over the life of the District.

The URA budget for the 2022-2023 budget year consists of a Capital Projects Fund, a Debt Service Fund, and a Debt Service Reserve Fund which is a requirement of the Urban Renewal bond issues, dated July 31, 2012 and August 4, 2016. The money in this fund is "reserved" to pay the debt service on these bonds. Staff is projecting tax increment revenue at \$847,234 with a total resource of \$3,514,744 in the Debt Service Fund. Staff is initially projecting transfers to the Capital Projects Fund in the amount of \$2,450,000 to use accumulated tax on a "pay as you go" basis, rather than incurring additional formal debt. If other project funding is needed and available during the year, possible loan proceeds are estimated at \$3,691,636.

We added a residential façade grant program and have added \$30,000 to cover funding for both residential and commercial grants. Engineering for downtown improvements is underway. The major infrastructure project for SW 4<sup>th</sup> Street to the Quincy Park is planned as part of downtown improvements including the undergrounding of power, sidewalks, and stormwater enhancements. This project includes adding sidewalks, moving powerlines underground, replacing an undersized waterline, and improving drainage. The Commercial Work Pier Improvements at the Warrenton Marina is scheduled to go out to bid within a matter of months.

Respectfully submitted,

  
Linda Engbretson  
Budget Officer

**Warrenton Urban Renewal Agency  
Budget Committee Members  
Fiscal Year 2022-2023**

***Commissioners***

- Mayor Henry Balensifer III
- Commissioner Rick Newton
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Mark Baldwin

***Appointed Members***

- Budget Committee Member David Burkhart
- Budget Committee Member Flint Carlson
- Budget Committee Member Tommy Smith
- Budget Committee Member Angelo Schauermann
- Budget Committee Member Dan Jackson

***Budget Committee Staff***

- Linda Engbretson, Budget Officer
- April Clark, Finance Director
- Dawne Shaw, City Recorder

**Warrenton Urban Renewal Agency  
Budget Document**

**Capital Projects Fund 200 (800)**

Historical Data			Resources and Requirements	Budget for Fiscal Year 7/1/2022- 6/30/2023		
Actual FYE 6/30/20	FYE 6/30/21	Adopted Budget FYE 6/30/22		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
			<b>Resources</b>			
\$ 279,672	\$ 19,464	\$ 16,220	300000 Beginning Fund Balance	\$ 12,184	\$ 12,184	
	\$ 468		360000 Miscellaneous Revenue			
2,994	91		361000 Interest Earnings			
		4,281,812	334140 Loan Proceeds - UR Bonds	3,691,636	3,691,636	
			Transfer from:			
176,039	152,114	1,900,000	Debt Service Fund	2,450,000	2,450,000	
<b>458,705</b>	<b>172,137</b>	<b>6,198,032</b>	<b>Total Resources</b>	<b>6,153,820</b>	<b>6,153,820</b>	<b>-</b>
			<b>Requirements</b>			
			Materials and Services:			
914	518	2,000	310000 Printing/Advertising/Publicity	2,000	2,000	
329		2,000	320000 Dues/Mtgs/Travel/Training	2,000	2,000	
11,578	18,478	15,000	380000 Professional Services	15,000	15,000	
	13,645	50,000	380001 Master Plans/Studies	25,000	25,000	
		25,000	380002 Bond Issue Costs	25,000	25,000	
27,521	19,337	50,000	390050 Façade Improvements	80,000	80,000	
<b>40,342</b>	<b>51,978</b>	<b>144,000</b>	<b>Total Materials and Services</b>	<b>149,000</b>	<b>149,000</b>	<b>-</b>
			Capital Outlay:			
		1,000,000	620011 Commercial Work Pier Improvements	960,000	960,000	
291,256			620050 Landscape Improvements			
	11,290	74,000	620051 Parking Lot Improvements(Food Pod)	63,682	63,682	
7,986	6,180	412,000	620084 SW 4th Street (S Main Ave-SW Alder Ct)	412,000	412,000	
88,489			620086 SE 14th Place Waterline			
11,168	64,047		620008 City Hall Parking Lot Lights			
	25,467	4,568,032	620015 Downtown Improvement Project	4,569,138	4,569,138	
<b>398,899</b>	<b>106,984</b>	<b>6,054,032</b>	<b>Total Capital Outlay</b>	<b>6,004,820</b>	<b>6,004,820</b>	<b>-</b>
			800000 Contingency			
<b>439,241</b>	<b>158,962</b>	<b>6,198,032</b>	<b>Total Expenditures</b>	<b>6,153,820</b>	<b>6,153,820</b>	<b>-</b>
19,464	13,175	-	Ending Fund Balance	-	-	-
<b>\$ 458,705</b>	<b>\$ 172,137</b>	<b>\$ 6,198,032</b>	<b>Total Requirements</b>	<b>\$ 6,153,820</b>	<b>\$ 6,153,820</b>	<b>\$ -</b>

**Warrenton Urban Renewal Agency  
Budget Document**

**Debt Service Fund 300 (800)**

Historical Data			Budget for Fiscal Year 7/1/2022- 6/30/2023			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22				
			<b><u>Resources</u></b>			
\$ 1,618,946	\$ 1,915,184	\$ 2,089,327	300000	Beginning Fund Balance	\$ 2,659,510	\$ 2,659,510
749,921	780,656	878,301	311100	Current Ad Valorem Taxes	847,234	847,234
20,211	27,999	20,000	311200	Prior Taxes	20,000	20,000
48,567	19,758	18,000	361000	Interest Earnings	15,000	15,000
394	1,357		314100	County Land Sales		
<b>2,438,039</b>	<b>2,744,954</b>	<b>3,005,628</b>		<b>Total Resources</b>	<b>3,541,744</b>	<b>3,541,744</b>
			<b><u>Requirements</u></b>			
				Debt Service:		
		200,000	471230	Other Principal and Interest	200,000	200,000
104,774	112,011	116,212	471220	UR 2012 Bonds - Principal	120,570	120,570
36,963	32,937	28,725	472220	UR 2012 Bonds - Interest	24,367	24,367
174,491	177,743	181,064	471240	UR 2016 Bonds - Principal	184,448	184,448
30,588	27,337	24,016	472240	UR 2016 Bonds - Interest	20,632	20,632
<b>346,816</b>	<b>350,027</b>	<b>550,017</b>		<b>Total Debt Service</b>	<b>550,017</b>	<b>550,017</b>
				Transfers:		
176,039	152,114	1,900,000	860020	Transfer to Capital Projects	2,450,000	2,450,000
		200,000	860040	Transfer to Debt Service Reserve	200,000	200,000
<b>176,039</b>	<b>152,114</b>	<b>2,100,000</b>		<b>Total Transfers</b>	<b>2,650,000</b>	<b>2,650,000</b>
			800000	Contingency		
<b>522,855</b>	<b>502,141</b>	<b>2,650,017</b>		<b>Total Expenditures</b>	<b>3,200,017</b>	<b>3,200,017</b>
<b>1,915,184</b>	<b>2,242,813</b>	<b>355,611</b>		<b>Ending Fund Balance</b>	<b>341,727</b>	<b>341,727</b>
<b>\$ 2,438,039</b>	<b>\$ 2,744,954</b>	<b>\$ 3,005,628</b>		<b>Total Requirements</b>	<b>\$ 3,541,744</b>	<b>\$ 3,541,744</b>

**Warrenton Urban Renewal Agency  
Budget Document**

**Debt Service Reserve Fund 400 (800)**

Historical Data			Budget for Fiscal Year 7/1/2022- 6/30/2023		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/20	FYE 6/30/21	FYE 6/30/22			
<b>Resources</b>					
\$ 353,207	\$ 350,017	\$ 350,017	300000	\$ 350,017	\$ 350,017
		200,000	391300	200,000	200,000
<u>353,207</u>	<u>350,017</u>	<u>550,017</u>	<b>Total Resources</b>	<u>550,017</u>	<u>550,017</u>
<b>Requirements</b>					
			Debt Service:		
3,190	497,276	471220	UR Bonds - Principal	505,017	505,017
	52,741	472220	UR Bonds - Interest	45,000	45,000
<u>3,190</u>	<u>-</u>	<u>550,017</u>	<b>Total Debt Service</b>	<u>550,017</u>	<u>550,017</u>
-	-	800000	Contingency		
3,190	-	550,017	<b>Total Expenditures</b>	550,017	550,017
350,017	350,017	-	<b>Ending Fund Balance</b>	-	-
<u>\$ 353,207</u>	<u>\$ 350,017</u>	<u>\$ 550,017</u>	<b>Total Requirements</b>	<u>\$ 550,017</u>	<u>\$ 550,017</u>



WARRENTON URBAN RENEWAL AGENCY  
PO BOX 250/225 S. MAIN  
WARRENTON, OR 97146

## AGENDA MEMORANDUM

TO: The Urban Renewal Agency Commission

FROM: Linda Engbretson, Executive Director

DATE: June 28, 2022

SUBJ: SPRUCE UP WARRENTON "Gazebo Park Proposal"

### SUMMARY

Spruce Up Warrenton (SUW) is proposing the creation of Gazebo Park on Tax Lot 8800 – also a portion of the property known as "The Peterson Property." Tax Lot 8800 is owned by the Urban Renewal Agency. The Parks Board reviewed this proposal at their June 13<sup>th</sup> meeting and have submitted a Board Recommendation.

The SUW proposal includes a maintenance program, as previously requested. The proposal also requests that the Agency approve a lease for the property with SUW, similar to the City's lease with the LCYSA, which is leased for \$1.00 a year. The property would be the sole responsibility of SUW, unless the Commission chooses to participate in some manner. The City currently pays city utilities for LCYSA at the soccer field.

Although the property, under the control of Spruce Up, would not be a Park's Board responsibility, they had a few comments including addressing the condition of the property and responsibility for its care if returned to the City, should the lease be terminated.

## RECOMMENDATION

We are investigating if the park can be under the City's insurance if leased, as included in the Spruce Up Proposal.

If the proposal is acceptable to the Commission, a motion to direct staff to prepare a lease would be appropriate.

"I move to direct staff to prepare a lease agreement with terms as discussed to bring back to the Commission."

## ALTERNATIVE

As deemed appropriate by the Commission.

## FISCAL IMPACT

Dependent on utility and insurance considerations.

Attachments: Spruce Up Proposal  
Park's Board Recommendation

**Proposal for City Commissioners  
for a gazebo in  
Peterson Park**

**submitted by:  
Jeanne Smith, Chairperson  
Brenda Hoxsey, Team Leader  
Board Members of  
Spruce Up Warrenton**

**June 14, 2022**

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# **PROPOSAL TO THE WARRENTON CITY COMMISSIONERS**

June 2022

**FROM: SPRUCE UP WARRENTON**

Jeanne Smith, Chair person

Brenda Hoxsey, Organization Chair

Spruce Up Warrenton would like to lease property from the City of Warrenton.

## **1. PROPERTY DESCRIPTION**

Spruce Up Warrenton would like to name this property Peterson Park.

Spruce Up Warrenton wants to lease the property at SW Alder Ave. from SW 2<sup>nd</sup> Street to 285 SW Main Court for the sum of \$1.00 per year. The size of the lots combined would be approximately 338.3 feet deep and 113.8 across at the widest part on 2<sup>nd</sup> Street, and narrowing to 44.2 across at the back section near SW Main Court. *Exhibit A & B*

## **2. PROPOSED LEASE**

The proposed lease would be long term. 25 years. The water, sewer, and storm charges would remain the responsibility of the city. Spruce up Warrenton would be responsible for cleanliness, maintenance and upkeep of the property and improvements.

## **3. WETLAND/FLOOD PLAIN STATUS**

We have information from the City of Warrenton Planner that this section of the park is not wetland.

## **4. IMPROVEMENTS**

Improvements would include a 30 foot gazebo, walkways, and landscaping. Spruce Up Warrenton will make the area accessible to the public, and meet all the regulations of the city, county and state for building a structure such as a gazebo. We are also planning to add picnic tables, benches, corn throw permanent stations, and exercise stations. Interior Lighting is included in the plans for the gazebo as well as overhead subdivision style street lighting around the exterior of the structure.

## **5. PURPOSE OF THIS PROJECT**

The purpose of the gazebo is to have a gathering place for the community. SUW foresees renting it for weddings, reunions, picnics, concerts, art shows, City announcements and etc.

## **6. ADDITIONAL INFORMATION**

Spruce Up Warrenton does not plan to have additional parking, garages, utility systems, or sewer. We do plan to install a locking water faucet to water the plants. We see no need for more fire protection as Fire hydrants are located according to the city code. SUW will not add any perimeter fencing.

## **7. REVIEW OF GAZEBO**

Picture of the gazebo we are proposing. **Exhibit C.** The cost of the kit SUW is looking at is \$37,870  
We have one bid to assemble the gazebo for \$14,240.00

As of this date we have budgeted, or expect the cost to be \$89, 270

this includes: “beefing up” the structure to stand 135 MPH winds, pagoda roof, shingles, electrical wiring, concrete, and 100 bricks. **Phase #1 - Exhibit D** Material List from one company. We are currently talking to several sources on costs and materials.

We plan to sell bricks, picnic tables and benches and place plaques of family names or businesses that want to “adopt” the items. We also have a plan to include other non profits in the community and the high school to “adopt” a part of the park for maintenance and assistants in planting of natural plants and shrubs, watering, minor repairs, and upkeep.

We are contacting businesses for donations, and applying for a grant. As well as getting bids for mowing, and maintenance of the property.

### **INSURANCE**

The city would retain insurance on Peterson Park along with the other City Parks.

## **8. MANAGEMENT**

Although the city will not have any responsibility for the gazebo. Spruce Up Warrenton intends to share ideas and plans prior to making permanent changes to the property.

The Board of Directors of Spruce Up Warrenton will manage the gazebo and park. They will also be responsible for scheduling and renting the gazebo. If we find this is too time consuming for our volunteer Board, we will hire a person to handle the scheduling and renting of the gazebo. All advertising and preparation of the park and gazebo will be the responsibility of SUW. The purpose of the gazebo is to improve the city and have a gathering place for the community. We don't plan to cause any expense or time to the work load of the city employees staff or the City Commissioners.

Spruce Up Warrenton intends to apply for funds from the Quincy Robertson fund through the city to help pay for maintenance in conjunction with grants and donations we either have or expect to receive. We understand the available amount this year is \$28,000.

We have bids at this time for maintenance of the park of \$100 to \$150 each mowing and trimming.

Termination without cause would mean the City would pay for the improvements made by Spruce Up Warrenton. If either party wishes to terminate the lease they would give a 90 day notice of termination.

If the gazebo is not built within five years the property would revert back to the City of Warrenton and the lease between the City and Spruce Up Warrenton would become void.

Exhibit B

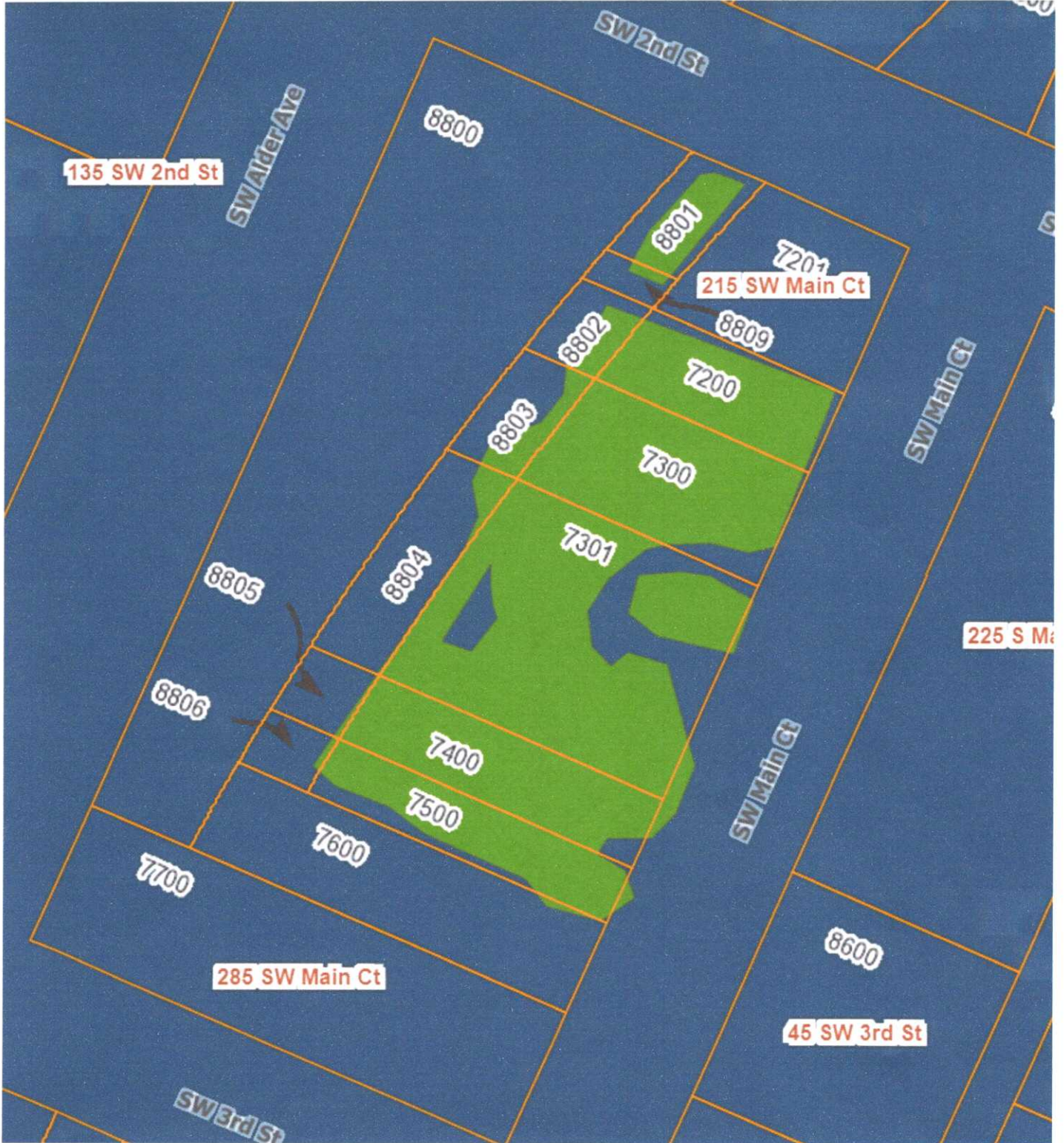




Exhibit C

## Your Gazebo is Complete!

Call us today at **1-800-700-1777** to speak with a gazebo designer.

### Review Your Gazebo

#### Gazebo Basics

Type: Gazebo  
Shape: Octagon  
Material: Wood  
Size: 30 ft

#### Colors

Color: Painted White  
Roof: Dual Black  
Floorboard: No Deck

#### Enclosures

Screens: None

#### Customized Options

Roof: Pagoda  
Cornice: Straight  
Posts: Straight  
Braces: Standard  
Spindles: Straight  
Gazebo Finish: Painted  
Roof Material: Architectural  
Shingles  
Deck Material: No Deck

#### Accessories

Electrical Package: 1  
Additional Outlets: 4  
Ceiling Fan: None  
Weathervane: No  
Benches: 0





## **Exhibit D**

**Spruce Up Warrenton [SUW] proposal for Gazebo on Peterson propriety on 2<sup>nd</sup> Street behind City Hall**

**Break ground in the Fall of 2023**

**Organizers: Corey Bigelow, Builder, Landscaper, Jeanne Smith, Chair of SUW, Brenda Hoxsey, Chair Organization Committee and members of Spruce Up Warrenton Board Members**

**First Phase of Project**

**Gazebo  
benches/tables  
Concrete and brick walkways around Gazebo**

**Community Involvement: Place a sign at the corner of Harbor and North Main Avenue that shows the amount of donations made towards the Gazebo in the park**

**Advertise in the Newspapers, fliers, businesses for cash donations/ contact businesses that have shown an interest in making donations of materials and products. Encourage students and non profits to adopt an area of the park to help maintain it.**

**Bricks and tables that may be purchased and used at the Gazebo with name of “sponsor” or family**

**Design of Our Gazebo**

**Gazebo shape-Octagon  
Gazebo Size- 30 feet across  
Two openings  
Material-Wood  
Roof Style-Pagoda  
Roof Material-Shingle  
Shingle color-Black  
Standard Cornice  
Victorian Braces  
Balusters-Turned posts  
Straight balusters & Turned spindles  
Paint color-White  
Electrical Package plus two  
Benches inside gazebo**

**Improvements:**

**Bricks with names of families and businesses  
Picnic tables and benches  
Walkway from Sidewalk to Gazebo  
Sidewalk with bricks and concrete around Gazebo  
Street Lights [3]  
spot lights in plants around and inside Gazebo [4]**

continued

**Exhibit D**

This proposal is the first draft of what Spruce Up Warrenton would like to do and the people are names that have assisted at this time. Both lists will enlarge upon the approval of the City Commissioners.

This information is dated March 15, 2022 and was submitted by one company. We are currently talking to several company's, engineers, landscapers, and interested parties.

**Costs for Phase One without any donations**

**\$ 89.270**

Kit for Gazebo is	\$37,870
Wood deck	15,970
Pagoda Roof	5,995
Benches	\$690
Victorian braces	\$650
Electrical package	\$770
shingles	_____
Concrete	_____
Labor	\$14.240

**Additional upgrades**

- 100 Bricks cost \$15 each sell for \$80 one line \$100 for 2 lines
- picnic tables \$ 300 sell them for \$1,000 with plaque of family name/business
- benches \$200 each sell them for \$500
- low maintenance flowers and bushes \$2500

materials  
some labor

**CITY OF WARRENTON**

**Board Recommendation**

June 13th, 2022

Parks Advisory Board

**Summary:**

The parks board recommends the city works with Spruce Up Warrenton regarding their proposal for a lease in 'Peterson Park.' The parks board does express concerns with the proposal as presented to the parks board.

**Fiscal Impact:**

There should be no significant fiscal impact to the city.

**Recommendations:**

By unanimous vote.

The Parks Advisory Board recommends that the city work with Spruce Up Warrenton to create a lease for the space commonly referred to as 'Peterson Park' that will allow Spruce Up Warrenton to make and maintain improvements on the property, and manage the property in accordance with the lease agreement. The use of the property should remain for general public use and for organized private events.

**Concerns:**

Board members expressed the following concerns regarding the lease and use of the property.

- Payment of utilities is a concern in so much as to who will be responsible for those costs including but not limited to electric and water. The board feels the city should not be responsible.
- Frequency of lighting is a concern, not just regarding who will be responsible for that cost, but also if the lighting will be on during hours of darkness to deter possible misuse and vandalism.
- Reversion of the property back to the city, whether through completion of an agreement, violation of the lease, or disbanding of the organization. The concern is regarding in which state the property would be returned to the city. Some examples include whether the property would be returned in the same condition with the removal of any improvements or what condition the improvements would be returned in. The

board would like to see assurance that the city will not be returned a property or improvements in need of significant repair.

- Specifics of maintenance are a concern in so much that they be clearly addressed to include but not be limited to the city not being held responsible for any maintenance or costs thereof, condition the property will be maintained in, and timeliness to repair and issues. An example of time lines, but not a suggestion, being that vandalization must be repaired within one week of discovery

WARRENTON URBAN RENEWAL AGENCY  
OF THE CITY OF WARRENTON

AGENDA MEMO

TO: The Warrenton Urban Renewal Agency  
FROM: Linda Engbretson, Executive Director  
DATE: June 28, 2022  
SUBJ: FOOD POD UPATE

Staff will provide an update on the Food Pod adjacent to City Hall, and we are looking for direction to move forward, as discussed during the September 21 meeting (see attached).

I will also review the Advisory Committee's discussion on marketing for the pod.

MINUTES  
Warrenton Urban Renewal Agency  
September 28, 2021  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Chair Balensifer called the meeting to order at 7:03 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, Harbormaster Jane Sweet, Public Works Director Collin Stelzig, Fire Chief Brian Alsbury, Public Works Operations Manager Kyle Sharpsteen and Planning Director Scott Hazelton

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 6.22.21
- B. Warrenton Urban Renewal Advisory Committee Minutes – 6.02.21

**Commissioner Baldwin made the motion to accept 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

Chair Balensifer discussed sign concepts for historic districts in Hammond. He asked for the members' thoughts. There were no objections to move forward with proof of concept. Chair Balensifer discussed the Hammond Triangle Park sign proposal which will go to the parks board.

Harbormaster Jane Sweet discussed the phases of the marina work pier rehabilitation project. She noted the design engineer transferred to PBS Engineering. Ms. Engbretson noted cost savings to combine phases. There was discussion about mammal monitoring. Commissioner Newton commented on the positive qualities of the engineer. Ms. Engbretson noted higher efficiency when using the design engineer to do project management too. Ms. Sweet discussed cost estimates. Discussion continued about marine mammal monitoring.

**Commissioner Newton made the motion to approve direct appointment of PBS Engineering for the Engineering and Construction Management Services for the Warrenton Work Pier Rehabilitation Project, as stated in the proposal. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig gave updates on Urban Renewal projects. He noted three projects as outlined in his agenda memo. He reviewed each project:

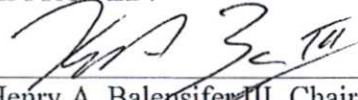
The Downtown Improvements and SW 4<sup>th</sup> Street are a combined project. He discussed the budget and possible funding. There was brief discussion about Urban Renewal funds. There was brief discussion about grants and potential jurisdictional road transfer. Mr. Stelzig discussed the proposed project schedule noting difficulty getting FFA approval for drone flight. Brief discussion followed. Mr. Stelzig discussed selection of project manager and project engineer. He discussed the proposed project schedule with estimated completion in 2025 depending upon grants. Chair Balensifer noted Connected Oregon may be coming back to life. Mr. Stelzig noted other cities are funding 60% of similar projects with grants.

The Food Cart Pod will have power and water provided the south four then continuing as people are interested. There is potential for nine carts which will require a new transformer. Mr. Stelzig noted the first estimate for power is higher than what was budgeted. They are waiting for other estimates. Brief discussion followed about transformer estimates. Ms. Engbretson noted some adjustments may need to be made along the way. Mr. Stelzig suggested planning on eight carts. If there are more, revenue can be used to offset improvement costs. There was discussion about the strip of land adjacent to the curb that will be left unpaved for flexibility with utilities. Mr. Stelzig discussed water and sewer services. The goal is to provide at least one sewer dump location. It was noted the grease dump would likely be near the garbage. Mr. Stelzig noted ODOT requirements for a new approach and yellow curb. There was brief discussion about parking. Ms. Engbretson noted there are other ideas about parking as they progress. Mr. Stelzig discussed paving half the lot to allow flexibility for improvements. It was noted that water will drain to an existing catch basin. Discussion continued about being flexible. Chair Balensifer feels that they should hold off on landscaping. Mr. Stelzig discussed potential contract requirement for seating and landscaping, noting maintenance responsibility. They just started looking into structure features. There was brief discussion about homeless people and the food cart pod. Commissioner Newton commented on the food cart restrooms in Tillamook. Mayor Balensifer prefers to wait until it is fully built out before considering permanent bathrooms.

There being no further business, Chair Balensifer adjourned the agency meeting at 7:43 p.m.

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

APPROVED:



Henry A. Balensifer III, Chair

ATTEST:



Dawne Shaw, Secretary