

AGENDA

WARRENTON URBAN RENEWAL AGENCY

October 11, 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 – 6.28.22
 - B. Urban Renewal Agency Special Meeting Minutes – 9.01.22
 - C. Urban Renewal Advisory Committee Meeting Minutes – 6.01.22
4. BUSINESS
 - A. Consideration of Bid Award – Warrenton Marina Pier Project
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
 June 28, 2022
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 7:08 p.m.

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

Excused: Mark Baldwin

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

CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 5.10.22
- B. Urban Renewal Advisory Committee Meeting Minutes – 4.20.22

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

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

PUBLIC HEARINGS

Chair Balensifer opened the public hearing on the adoption of the Warrenton Urban Renewal Agency FY 2022-2023 Budget. Formalities followed. No conflicts of interest or ex parte contacts were reported. Executive Director Linda Engbretson presented the budget. Chair Balensifer asked for public comment. No one spoke in favor or opposition. There being no further comments, Chair Balensifer closed the public hearing.

Commissioner Poe made the motion to adopt Resolution No. 22-02. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS

Brenda Hoxsey discussed the Spruce Up Warrenton proposal for a Gazebo Park on the Peterson property. They met with the Parks Advisory Board. The recommendation was to move forward. There were concerns that could be addressed in the lease. Ms. Hoxsey said they would like to call it "Peterson Park" and lease the land for \$1.00 per year for 25 years. Spruce Up Warrenton would be responsible for cleanliness, maintenance, upkeep, and improvements. They would like the City to be responsible for the water, sewer, and storm charges. She continued explaining the project. Discussion followed. Ms. Engbretson asked for direction on the utilities. There was consensus to move forward with the proposal pending lease negotiations along with clarification on utility cost estimates to be presented as well as insurance liability. Ms. Engbretson also suggested a reversionary clause.

Ms. Engbretson noted Commissioner Baldwin requested an update on the Food Cart Pod. Mr. Stelzig noted a marketing person would be good to move forward. Ms. Engbretson noted the project was not built out based on past direction to see if the project was successful. Marketing was not prioritized, and it has not actively been advertised. The advisory committee discussed marketing and suggested rent incentives to draw in new trucks. Discussion followed. Ms. Engbretson feels it's a marketing issue. Mr. Stelzig noted the remaining budget could complete the approved design. Chair Balensifer noted the original intent was to generate revenue while not being permanent. It was noted the marketing would be to draw new trucks, not for existing. Ms. Engbretson recommended hiring someone to move the project forward. It was noted Warrenton lacks the foot traffic Astoria has. Chair Balensifer suggested talking with the current tenant about the lack of amenities and move forward with some improvements. It was noted food carts feed off each other and amenities are needed to make the space more inviting. There was consensus for staff to investigate hiring someone to move forward and work on small improvements.

There being no further business, Chair Balensifer adjourned the agency meeting at 7:36 p.m.

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

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, Secretary

MINUTES
 Warrenton Urban Renewal Agency
 September 1, 2022
 3:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 3:12 p.m.

Commissioners Present: Chair Henry Balensifer (Zoom), Mark Baldwin (Zoom), Rick Newton, and Gerald Poe

Commissioners Excused: Tom Dyer

Staff Present: Interim Executive Director/Police Chief Mathew Workman, Harbormaster Jane Sweet, Marina Office Assistant Jessica Megowan, and City Recorder Dawne Shaw

BUSINESS ITEMS

Chair Balensifer noted the Warrenton Commercial Work Pier rehabilitation project as was discussed in the prior City Commission special meeting. There were no questions.

Commissioner Baldwin made the motion to approve advertising the request for bids for the Warrenton Commercial Work Pier Rehab Improvements Project. Motion was seconded and passed unanimously.

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

There being no further business, Chair Balensifer adjourned the agency meeting at 3:13 p.m.

APPROVED:

 Henry A. Balensifer III, Chair

ATTEST:

 Dawne Shaw, Secretary

MINUTES
 Warrenton Urban Renewal Advisory Committee
 June 1, 2022
 3:30 p.m.
 Warrenton City Hall – Commissioners Chambers
 225 S. Main
 Warrenton, OR 97146

Mr. Faletti volunteered to be the Chair Pro-tem to start the meeting. He called the meeting to order at 3:31 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Karin Hopper, Brooke Terry (Zoom), AmyLeigh Sutton, Tess Chedsey, Michelle Murray (Zoom), Dennis Faletti, and Cyndy O'Reilly

Staff Present: Executive Director Linda Engbretson, Public Works Director Collin Stelzig, Finance Director April Clark, Marina Office Assistant Jessica Megowan, and Secretary Rebecca Sprengeler

Introductions were made by each board member and staff present.

CONSENT CALENDAR

A. Urban Renewal Advisory Committee Special Meeting Minutes 4.20.22

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

Hopper – aye; Sutton - aye; Chedsey - aye; Murray – aye ; Faletti – aye; O'Reilly – aye

Ms. Engbretson noted the need to elect a chair. Mr. Faletti explained he wants to continue on the board but does not want to be an officer. Ms. Engbretson suggested changing the Secretary position in the by-laws to Vice Chair. Ms. Sutton nominated Ms. Chedsey for chair. Ms. Chedsey accepted. Ms. Murray volunteered to be the vice chair.

All were in favor of Tess being the Chair.

There was discussion about changing the Secretary position to the Vice Chair in the by-laws.

All were in favor of Michelle as the secretary.

Chair Chedsey made the motion to change the title of Secretary to Vice Chair of this committee. Motion passed unanimously.

Hopper – aye; Sutton - aye; Chedsey - aye; Murray – aye ; Faletti – aye; O'Reilly – aye

BUSINESS

Ms. Engbretson reviewed the by-laws and duties of the Warrenton Urban Renewal Advisory Board, past and current projects, and the façade grant programs. There was discussion about changing of the façade grant program to allow a second application within the 5-year waiting period after an award. There was brief discussion about marketing the program. Discussion continued about allow reapplications if there are funds remaining in the same fiscal year. Ms. O'Reilly suggested prioritizing new applications over reapplications; if there are no new applications towards the end of the fiscal year, the reapplication will be awarded. Ms. Engbretson suggested adding criteria about cut-off dates for applications and awards. Ms. Engbretson noted the budget for façade grants each year. There was discussion about the district boundaries. It was noted the district ends at the end of 2027. Ms. Engbretson noted potential for an urban renewal district in Hammond. Ms. Engbretson continued discussing the budget, projects, life of the district, and encouraged members to suggest new ideas.

Public Works Director Collin Stelzig gave updates on the downtown improvements, 4th street project, and food cart pod. He asked about paving more of the lot and adding more utilities if there is more interest. Ms. Engbretson suggested lowering the cost of rent. Discussion followed about marketing to increase interest from new carts and pedestrians. There was discussion about improvements to make it more attractive. Ms. Hopper would be happy to assist with marketing. Ms. Engbretson suggested reaching out to the Chamber, CEDR, advertisement, and make a recommendation to the agency to consider lower rent. It was noted some big events are coming up that will increase foot traffic. Mr. Stelzig noted half the utilities and paving are in place and it would be \$20,000-\$30,000 to put the rest in. The plan also includes a structure, landscaping, and benches. Four additional trucks could be added with current pavement. It was noted the current rent is \$400. Ms. Engbretson asked if the committee would like to consider lowering the rent. Discussion followed. Ms. Hopper suggested having pop-up booths in that area during 4th of July. Ms. Engbretson noted other events that day. Ms. Chedsey noted a Thursday market at the marina before COVID. Ms. Engbretson said they will work on marketing and will include Ms. Hopper. Mr. Stelzig noted an archway could be added. There was brief discussion about increasing foot traffic and the Fenton building.

Marina Office Assistant Jessica Megowan gave an update on the commercial pier. She noted the Department of State Lands lease adjustment was accepted and moving forward. Ms. Engbretson noted the project was originally broken into three phases, but the preference is to complete all at once to save money.

Finance Director April Clark explained the Urban Renewal budget. She also noted a cash flow worksheet. The annual report is required and provides budget information.

Ms. Engbretson noted the projects in the plan and report may not be completed.

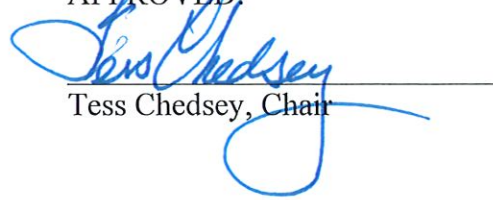
OTHER BUSINESS - None

MINUTES

There being no further business, Chair Chedsey adjourned the meeting at 4:31 p.m.

Next regular meeting: September 7, 2022 at 3:30 p.m.

APPROVED:


Tess Chedsey, Chair

ATTEST:


~~Rebecca Sprengeler, Secretary~~
Dawne Shaw,



AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency
 FROM: Jane Sweet, Harbormaster
 DATE: September 30, 2022
 SUBJ: Bid Award Warrenton Pier Project

SUMMARY

A public bid opening will be held on October 5, 2022, for the Warrenton Marina Pier Rehab Project. The intent to award will go to the lowest qualifying bidder with results being available for the October 11, 2022, Commission Meeting.

RECOMMENDATION/SUGGESTED MOTION

Staff recommends the following motions;

"I move to authorize the Mayors signature on the 2022 – 2023 Warrenton Marina Work Pier Rehabilitation Project documents to Bergerson Construction in the amount of \$1,093,944.00".

ALTERNATIVE

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

FISCAL IMPACT

Project shall be funded by City of Warrenton Urban Renewal and Warrenton Capital Improvement Fund.

Approved by City Manager: _____

Ethel Moley

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

Notice of Award

Dated: October 4, 2022

Project: Warrenton Commercial Pier Rehab	Owner: City of Warrenton, OR	Owner's Contract No.: 035-410-371007
Contract:	City's project No.: 012-461-620002	Engineer's project No.:

THIS IS A NOTICE OF CONTRACT AWARD

Responses were evaluated according to the criteria stated in the solicitation. Today the City of Warrenton announces the bid award contract to Bergerson Construction in the bid amount of \$1,093,944.00 base bid and additive bids for the Warrenton Commercial Pier Rehab-2022

Bergerson Construction is hereby instructed to furnish a Performance Bond and Payment Bond each in the amount equal to the contract amount. Bonds shall remain in effect throughout the life of the project without further action.