

# AGENDA

## WARRENTON URBAN RENEWAL AGENCY

January 24, 2023 – 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

\* APPOINTMENT OF CHAIR AND VICE CHAIR FOR 2023

3. CONSENT CALENDAR

- A. Urban Renewal Agency Meeting Minutes – 10.11.22
- B. Warrenton Urban Renewal Advisory Committee Minutes – 9.07.22

4. BUSINESS

- A. Consideration of Warrenton Urban Renewal Advisory Committee Appointments
- B. Consideration of Resolution No. 23-01; Authorizing Appointments to Fill Positions and Setting Terms of Office on Urban Renewal Advisory Committee

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 11, 2022  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Chair Balensifer called the meeting to order at 7:21p.m.

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

Staff Present: Executive Director Esther Moberg, Finance Director April Clark, Harbormaster Jane Sweet, Public Works Operations Manager Kyle Sharpsteen, Public Works Engineering Technician Trisha Hayrynen, WWTP Operator Duane Hartman, WTP Operator Dave Davis, Maintenance Worker Mike Ulness, and City Recorder Dawne Shaw

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

Mayor Balensifer asked about the WURAC minutes noting the name change of the Secretary to Vice Chair; it was noted the bylaws will to be changed.

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

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

BUSINESS ITEMS

Harbormaster Jane Sweet discussed a contract for the Warrenton Commercial Work Pier for Bergeson Construction, in the amount of \$1,093,944.00.

**Commissioner Baldwin made the motion to authorize the Mayor’s signature on the 2022-2023 Warrenton Commercial Work Pier Rehabilitation Project documents to Bergerson Construction in the amount of \$1,093,944.00. Motion was seconded and passed unanimously.**

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

There being no further business, Chair Balensifer adjourned the agency meeting at 7:24 p.m.

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  
 September 7, 2022  
 3:30 p.m.  
 Warrenton City Hall – Commissioners Chambers  
 225 S. Main  
 Warrenton, OR 97146

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

Warrenton Urban Renewal Advisory Committee Members Present: Karin Hopper, Brooke Terry (Zoom), AmyLeigh Sutton, Tess Chedsey, Michelle Murray (Zoom), and Dennis Faletti (arrived at 3:31)

Absent: Cynthia O'Reilly

Staff Present: Interim Executive Director/Police Chief Mathew Workman, Public Works Engineering Technician Trisha Hayrynen, Harbormaster Jane Sweet, and Secretary Dawne Shaw

**CONSENT CALENDAR**

A. Urban Renewal Advisory Committee Special Meeting Minutes 6.01.22

**AmyLeigh Sutton made the motion to approve the minutes of the last meeting. Motion was seconded and passed unanimously.**

**Hopper – aye; Sutton - aye; Chedsey - aye; Terry - aye**

**BUSINESS**

Public Works Engineering Technician Trisha Hayrynen gave an update on the Downtown Improvement Project; noting it has gone out to bid twice and they have had no response. They will look at how to move forward. She noted a drone survey by Otak, which took over a year to get approvals from FAA. It was completed the end of July. She stated she had no update on the food cart pod. Chair Chedsey asked if the food pod is a dead issue due to lack of interest? She noted that Tres Bros left due to lack of sewer and lack of other trucks, resulting in lack of traffic. Ms. Hayrynen stated having sewer would make it more attractive; the commission recommended getting a consultant to look at how to move forward. Chief Workman noted a briefing from the former city manager that there were two interested parties, but not certain if the interest is still there. Brief discussion continued.

Harbormaster Jane Sweet gave an update on the commercial pier, noting it just went out to bid this week. She noted the work window of October 1 through November 30. She also noted the cost of the project. Brief discussion followed.

Discussion followed on how to revitalize downtown.

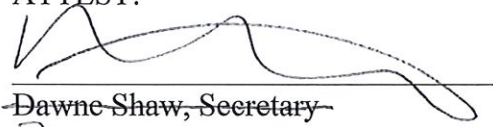
**OTHER BUSINESS**

Secretary Dawn Shaw noted the upcoming Chair training this fall.

There being no further business, Chair Chedsey adjourned the meeting at 3:52 p.m.

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

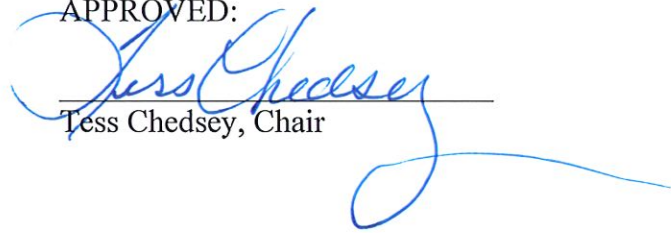
ATTEST:



~~Dawn Shaw, Secretary~~

Brihney Johnson Deputy City Recorder

APPROVED:



Tess Chedsey, Chair

# AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency  
FROM: Dawne Shaw, URA Secretary  
DATE: January 24, 2023  
SUBJ: Advisory Committee Appointments

## SUMMARY

The Urban Renewal Advisory Committee has three positions with terms that ended on December 31, 2022; positions 1, 2, and 3. We have received applications from AmyLeigh Sutton, Karin Hopper and Christie Coulombe. Mayor Balensifer has submitted nomination letters for these for positions.

## RECOMMENDATION/SUGGESTED MOTION

I move to reappoint Karin Hopper to Position No. 1, appoint Christie Coulombe to Position No. 2, and reappoint AmyLeigh Sutton to Position No. 3 on the Warrenton Urban Renewal Advisory Committee.

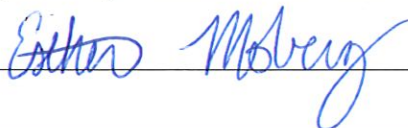
## ALTERNATIVE

Other action as deemed appropriate by the Agency

## FISCAL IMPACT

N/A

Approved by Executive Director:



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January 18, 2023

To the Warrenton Urban Renewal Agency:

I nominate Karin Hopper for reappointment to position #1, Christy Coulombe for appointment to position #2, and AmyLeigh Sutton for reappointment to position #3 on the Warrenton Urban Renewal Advisory Board.

Karin Hopper and AmyLeigh Sutton are both Hammond district residents and are full of great new ideas. They've been active members and I see no reason to not reappoint them.

Christy Coulombe is the owner of the Saltaire building in downtown Warrenton, right between NOHA and El Compadre. She has utilized WURA façade improvement funds in the past, and has a keen eye for what could bring value to the downtown. As we move to shift from using all WURA funds on the Warrenton Marinas and driving them to downtown improvements, her expertise and familiarity with downtown will be invaluable.

Christy lives in Sunset Lake, but per WMC 2.24.010 (B) "Membership is limited to those individuals who reside within the City limits of Warrenton or who own property within the City limits of Warrenton." Christy and her husband Tony both own property in the city limits and thus meet eligibility to serve.

Sincerely,

Henry A. Balensifer III  
Mayor

Recommended Motion:

*I move to appoint Karin Hopper to Position #1, Christy Coulombe to Position #2, and Amyleigh Sutton to Position #3, on the Warrenton Urban Renewal Advisory Board.*

Alternatives: Appoint only 1 or 2, or none of the nominees and request the mayor submit a new slate of nominees.

# AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency

FROM: Dawne Shaw, City Recorder

DATE: January 24, 2023

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 Warrenton Urban Renewal Advisory Committee positions.

## RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 23-01; 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 Executive Director:



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**RESOLUTION NO. 23-01**

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	Karin Hopper	Term Ending 31, December 2024
Position No. 2	Christie Coulombe	Term Ending 31, December 2024
Position No. 3	AmyLeigh Sutton	Term Ending 31, December 2024
Position No. 4	Tess Chedsey	Term Ending 31, December 2023
Position No. 5	Michelle Murray	Term Ending 31, December 2023
Position No. 6	Dennis Faletti	Term Ending 31, December 2023
Position No. 7	Cynthia O'Reilly (Primary / Dennis O'Reilly – Alternate)	Term Ending 31, December 2023

This Resolution shall be effective immediately upon its passage.

**ADOPTED** by the Warrenton Urban Renewal District Agency, this 24<sup>th</sup> day of January, 2023.

**APPROVED:**

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Henry A. Balensifer III, Chair

**ATTEST:**

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Dawne Shaw, CMC, City Recorder