

AGENDA

WARRENTON URBAN RENEWAL AGENCY

January 9, 2024 – 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 – 12.12.23
 - B. Urban Renewal Advisory Committee Meeting Minutes – 9.06.23
4. BUSINESS
 - A. Consideration of Parking Lot Reconfiguration Contract Award
 - B. Consideration of WURAC Resolution/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
 December 12, 2023
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, Or 97146

Chair Balensifer convened the Urban Renewal Agency meeting at 6:40 p.m.

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

Staff Present: Executive Director Esther Moberg, and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 11.28.23

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

Dyer – aye; Baldwin – aye; Poe – aye; Mitchell – aye; Balensifer - aye

PUBLIC HEARINGS - None

BUSINESS ITEMS

Executive Director Moberg requested to remove business item 4.A from the agenda, as the bid process is not yet completed.

Chair Balensifer noted his nominations for the Urban Renewal Advisory Committee.

Commissioner Poe made the motion to reappoint Tess Chedsey to Position #4, Dennis Faletti to Position #6, and Cynthia O'Reilly to Position #7 on the Warrenton Urban Renewal Advisory Committee. Motion was seconded and passed unanimously.

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

Ms. Moberg noted a joint work session scheduled for January 9th at 5:00 pm.

There being no further business Chair Balensifer adjourned the URA meeting at 6:43 p.m.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

APPROVED:

ATTEST:

Henry A. Balensifer III, Chair

Dawne Shaw, Secretary

DRAFT

MINUTES
 Warrenton Urban Renewal Advisory Committee
 September 6, 2023 - 3:00 p.m.
 Warrenton City Hall – Commissioners Chambers
 225 S. Main
 Warrenton, OR 97146

Chair Chedsey called the meeting to order at 3:28 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Karin Hopper, AmyLeigh Sutton, Tess Chedsey, Christie Coulombe, Cynthia O'Reilly and Dennis Faletti

Staff Present: Executive Director Esther Moberg, Finance Director April Clark, Planning Director Jay Blake and Secretary Hanna Bentley

CONSENT CALENDAR

- A. Urban Renewal Advisory Committee Minutes 3.01.23
- B. Urban Renewal Advisory Committee Work Session Minutes 4.12.23

Committee Member Hopper made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.

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

PUBLIC COMMENT - None

BUSINESS ITEMS

Executive Director Esther Moberg gave an update on the 1st and Main building business proposal and grant request that was submitted to the Urban Renewal Agency. Ms. Moberg noted the Urban Renewal Agency received the business proposal well, but they want the seller to show he is an actual seller and would like more information provided by the seller. Once more details are available and the seller is showing they want to sell the building the Agency is willing to have a special meeting. She discussed the agency is considering doing a block grant for the purchase and a grant for renovations that would have a special agreement in it. She did receive an update from the Sollaccio's; they have put in another offer and haven't heard back yet. Ms. Chedsey noted that she hopes it goes forward. Ms. Hopper noted her concerns with the seller not wanting to sell, safety of the building as well as the building remaining an empty store front. Discussion continued on the state of the building and the empty store front.

Ms. Moberg discussed significant downtown buildings. She recommends that the committee select five key significant underutilized businesses in the Urban Renewal District that should be focused on in the next 3 years. She recommended selecting other buildings. The original top 3 were the Fenton building, Skipanon Marine, and the Old Gas Station. Ms. Hopper and Ms. Sutton passed out exhibit a, a list of ten possible buildings and land they believe could work. 1

tax lot 81021AD00300, 2 tax lot 81021AD00400, 3 tax lot 81021AD00500, 4 tax lot 81021AD00301, 5 tax lot 81022BD04200-4900, 6 tax lot 81021AD00301, 7 tax lot 81021AD05200, 8 tax lot 81021DB04400, 9 tax lot 81021DB0500 and 10 tax lot 81021DB00200/100. Ms. Sutton and Ms. Hopper discussed the buildings they have been looking into. They discussed vacant lots 1 and 3 on Heron and whether they would be able to build on the property. Ms. Moberg discussed additional buildings, Dairy Maid, Post Office, Century Link Building, the Mexican Restaurant, and the former Builders Supply. Mr. Faletti discussed building number 4 and stated he would like a coffee shop there. He stated he would also like to see building number 2; discussion continued on the state of the building. Ms. Hopper discussed the properties and possible work needed. Ms. Hopper asked what a conflict of interest would be; Ms. Moberg responded. Ms. Coulombe stated the Century Link building, and the seafood buildings would be a good opportunity. Ms. Chedsey asked what the state of the old fish market building was; Ms. Hopper stated that the building is no longer in use. Ms. Moberg clarified their current choices. Ms. Sutton asked if they could make an offer on the post office building to encourage them to move; Ms. Moberg stated that the post office is currently leasing the building. Ms. Coulombe stated that the building is for sale, and the post office lease is mentioned, the lease runs until October 2024 with the option to renew. Ms. Chedsey asked about the struggles with family trusts; Ms. Moberg stated it's difficult to purchase from a trust, she mentioned the former gas station is in a trust because the family has fond memories of the gas station. Ms. Hopper stated that she heard a rumor about number 10 becoming a nuisance property; Planning Director Jay Blake stated he has not received any nuisance complaints. Discussion continued. Ms. Hopper stated she thinks going with 5 properties to prioritize and see if they are feasible. She discussed her choices 2, 4, 10, Dairy Maid and the Post Office. Ms. Moberg asked if 2 and 4 would be considered one building. Discussion continued on possible buildings and property. Ms. Chedsey stated her number one priority is the Bornstein properties. Ms. Coulombe stated she would like to see Dairy Maid, Post Office, Mexican Restaurant and Century Link Building. Ms. O'Reilly and Ms. Sutton second her choices. Ms. Chedsey asked about the old Trina and Rons property; Ms. Moberg gave a brief update on the property.

Committee Member Coulombe made the motion to accept the prioritized list; the Bornstein's Buildings, Post Office, Dairymaid, 94 SE 3rd, and the Mexican Restaurant. Motion was seconded and passed unanimously.

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

Ms. Sutton asked if the Agency has additional buildings they are thinking about; Ms. Moberg stated that they could have other buildings in mind but she is unaware at this time.

Ms. Moberg gave an update on the food cart parking lot. She stated the parking lot has been designed by the engineer. She discussed the changes that will be made to the parking lot as well as adding an ADA porta potty and parking spots. She discussed that there will be two entrances into the parking lot as well as adding parking spots. There is a broken sidewalk that will need to be repaired as well as light paving. The parking lot design has been sent to ODOT for approval. She stated that the pergola could not be put in due cost and need for wind resistance. She discussed that they have received complaints from neighboring businesses about parking and trash. Mr. Faletti asked if there will be only one ADA parking spot; Ms. Moberg confirmed.

MINUTES

Warrenton Urban Renewal Advisory Committee

9.6.23

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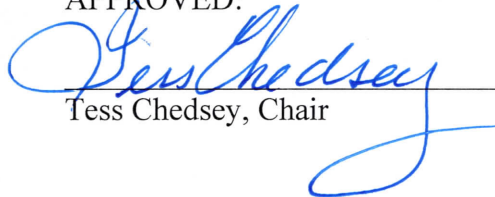
OTHER BUSINESS

Ms. Moberg gave an update on the roofing of the Skipanon building. She stated that siding will need to be done before the roof can be put on. They are currently out to bid for the siding and the sealed bids will be opened this week.


There being no further business, Chair Chedsey adjourned the meeting at 4:15 p.m.

Next regular meeting: December 6th, 2023, at 3:30 p.m.

APPROVED:


Tess Chedsey, Chair

ATTEST:


Hanna Bentley, Secretary



AGENDA MEMORANDUM

TO: Urban Renewal Agency
FROM: Director of URA, Esther Moberg
DATE: January 9, 2024
SUBJ: Bid Award Urban Renewal Parking lot- Notice of Intent to Award Bid

SUMMARY

RECOMMENDATION/SUGGESTED MOTION

AKS Engineering has completed the process of collecting bids for the Urban Renewal Parking Lot project on behalf of the City of Warrenton. Big River Construction was the only company to submit a bid. Upon review of the bid package submitted, it is recommended that Big River Construction be awarded the project in the amount of \$143,441.50

I move to approve Notice of Intent to Award contract to Big River Construction, Inc., for the Urban Renewal Parking lot project.

ALTERNATIVE

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

FISCAL IMPACT

It was approved at the last Urban Renewal agency meeting to allocate a budget of \$150,000 to this project.

Approved by City Manager: _____

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

**BID SCHEDULE
WARRENTON PARKING LOT RECONFIGURATION**

Bid Item No.	Description	QTY	Unit	Unit Price	Bid Amount
1	Construction Survey Work	1	LS	7,500.00	7,500.00
2	Mobilization	1	LS	18,500.00	18,500.00
3	Temporary Work Zone Traffic Control, Complete	1	LS	2,500.00	2,500.00
4	Erosion Control	1	LS	4,000.00	4,000.00
5	Removal of Walks and Driveways	33	SY	42.00	1,386.00
6	Removal of Curbs	172	LF	11.50	1,978.00
7	Removal of Striping	1	LS	5,000.00	5,000.00
7	Saw Cutting Pavement for Asphaltic Concrete (AC)	533	LF	5.00	2,665.00
8	Saw Cutting Pavement for Portland Cement Concrete (PCC)	12	LF	5.00	60.00
9	12-inch C900 PVC Storm Sewer Pipe	126	LF	206.00	25,956.00
10	Concrete Catch Basin, Type 1	1	EA	3,855.00	3,855.00
11	Connection to Existing Structures	1	EA	2,000.00	2,000.00
12	Asphalt Resurfacing	1705	SF	7.50	12,787.50
13	Concrete Wheel Stops	17	EA	177.00	3,009.00
14	Concrete Curb	55	LF	80.00	4,400.00
15	Concrete Driveways	180	SF	25.00	4,500.00
16	Concrete Walks	180	SF	23.00	4,140.00
17	8-inch Concrete Surfacing	528	SF	33.50	17,688.00
18	Pavement Legend, Type AB, Arrow	4	EA	589.00	2,356.00
19	Pavement Legend, Type AB, "RESERVED"	6	EA	412.00	2,472.00
20	Pavement Legend, Type AB, Disabled Parking	1	EA	442.00	442.00
21	Pavement BAR, Type AB, Stop	26	SF	32.00	832.00
22	Longitudinal Pavement Markings - Paint	775	LF	2.00	1,550.00

23	Sign Support Footings	2	EA	600.00	1,200.00
24	Breakaway Footings	2	EA	620.00	1,240.00
25	Perforated Steel Square Tube Sign Supports	2	EA	325.00	650.00
26	Vertical Sign Mount	1	EA	350.00	350.00
27	Signs, Standard Sheeting, Aluminum	5	EA	265.00	1,325.00
28	Type 2 Black Vinyl Chain Link Fence With Slats	50	LF	71.00	3,550.00
29	5 Foot x 72 Inch Chain Link Single Gate	1	EA	1,050.00	1,050.00
30	16 Foot x 72 Inch Chain Link Double Gate	2	EA	2,250.00	4,500.00

Total Bid Amount 143,441.50

AGENDA MEMORANDUM

TO: The Warrenton Urban Renewal Agency

FROM: Dawne Shaw, City Recorder

DATE: January 9, 2024

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

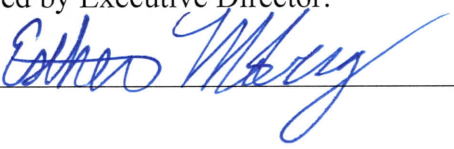
“I move to adopt Resolution No. 24-01; Authorizing Appointments to Fill Positions on the Warrenton Urban Renewal Advisory Board and Setting Terms of Office.”

ALTERNATIVE

Other action as deemed appropriate by the Agency

FISCAL IMPACT

N/A

Approved by Executive Director:


RESOLUTION NO. 24-01

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	Vacant	Term Ending 31, December 2024
Position No. 4	Tess Chedsey	Term Ending 31, December 2025
Position No. 5	Vacant	Term Ending 31, December 2025
Position No. 6	Dennis Faletti	Term Ending 31, December 2025
Position No. 7	Cynthia O'Reilly	Term Ending 31, December 2025

This Resolution shall be effective immediately upon its passage.

ADOPTED by the Warrenton Urban Renewal District Agency, this 9th day of January, 2024.

APPROVED:

Henry A. Balensifer III, Chair

ATTEST:

Dawne Shaw, CMC, City Recorder