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# Warrenton Urban Renewal Agency

## Agenda

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, June 10, 2025

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\*\*\*The meeting will be broadcast via Zoom at the following link\*\*\*

<https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxlSWpha0dhUT09#success>

Meeting ID: 533 238 6326 | Passcode: 12345 | Dial-in Number: 253-215-8782

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## Urban Renewal Agency Regular Meeting 6:00 PM

1. Call to order
2. Roll Call
3. Consent Calendar
  - A. Urban Renewal Agency Meeting Minutes 2025.04.22
4. Public Hearings
  - A. Adoption of Fiscal Year 2025-2026 Budget
5. Business Items
  - A. Consideration of Amendment to Audit Services Contract
6. Executive Session
7. Adjournment

**Warrenton Urban Renewal Agency**  
**Meeting Minutes**  
 City Hall, 225 S. Main Warrenton, OR 97146  
 Tuesday, April 22, 2025

1. Urban Renewal Agency meeting called to order at 6:43 pm.
2. Roll Call

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Tom Dyer	X	
Paul Mitchell	X	
Henry Balensifer, Chair	X	

Staff Members Present	
Executive Director Esther Moberg	City Recorder Dawne Shaw

3. **Consent Calendar**

\*Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the Urban Renewal Agency.

- A. Urban Renewal Agency Meeting Minutes 2025.04.08

<b>Motion:</b>	Move to approve the consent calendar presented.				
<b>Moved:</b>	Poe				
<b>Seconded:</b>	Dyer	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Recused</b>
	Sollaccio	X			
	Dyer	X			
	Poe	X			
	Mitchell	X			
	Balensifer	X			
<b>Passed:</b>	5/0				

4. **Public Hearing** - None
5. **Business Items**

- A. Update on Current Fiscal year Projects and Outstanding Budget:

Executive Director Esther Moberg provided an update on outstanding Urban Renewal Projects in this fiscal year and the remaining budget.

6. **Executive Session** - None

**7. Adjournment**

There being no further business, Chair Balensifer adjourned the meeting at 6:48 pm.

Approved:

Attest:

\_\_\_\_\_  
Henry A. Balensifer III, Chair

\_\_\_\_\_  
Dawne Shaw, Secretary

DRAFT

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## Warrenton Urban Renewal Agency Agenda Memo

Meeting Date: June 10, 2025  
 From: Jessica Barrett, Finance Director  
 Subject: Regarding – Public Hearing for the Warrenton Urban Renewal Agency *Budget* and consideration of *Resolution No. 25-02* Adopting the Warrenton Urban Renewal Agency FY 2025-2026 budget as approved by the Warrenton Urban Renewal Agency Budget Committee for the fiscal year commencing July 1, 2025 and ending June 30, 2026

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### Summary:

The Warrenton Urban Renewal Agency Budget Committee met in May to review and deliberate on the proposed fiscal year 2025-2026 Budget.

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

The Agency may note that, as the governing board, the Agency 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 Agency may increase expenditures by \$15,000 in that fund, on a per fund basis.

### Recommendation/Suggested Motion:

The Warrenton Urban Renewal Agency shall conduct a public hearing on the budget for fiscal year 2025-2026 as approved by the Warrenton Urban Renewal Agency Budget Committee. Then, the Warrenton Urban Renewal Agency may move to adopt the *FY 2025-2026 Budget* as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 25-02.

### Alternative:

The Agency may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2025, an adopted budget must be in place by June 30, 2025.

**Fiscal Impact:**

The Urban Renewal Agency budget includes total appropriations among all funds totaling \$4,722,873 for the fiscal year ending June 30, 2026.

**Attachments:**

- Resolution 25-02
- Warrenton Urban Renewal Agency Approved fiscal year 2025-2026 Budget

Approved by Executive Director: Esther Melberg

# RESOLUTION NO. 25-02

## ADOPTING THE 2025-2026 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, 2025 AND ENDING JUNE 30, 2026

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 2025-2026 fiscal year, in the total sum of \$4,722,873 now on file at Warrenton City Hall.

**Section 2.** Be it resolved that the amounts for the fiscal year beginning July 1, 2025, are hereby appropriated for the purposes shown below, as follows:

<u>Capital Projects Fund</u>		<u>Debt Service Fund</u>	
Materials & Services	\$ 181,650.00	Debt Service	\$ 550,018.00
Capital Outlay	1,533,069.00	Transfers	1,908,119.00
Fund Total	<u>\$ 1,714,719.00</u>	Fund Total	<u>\$ 2,458,137.00</u>

<u>Debt Service Reserve Fund</u>	
Debit Service	\$ 550,017.00
Fund Total	<u>\$ 550,017.00</u>

<b>Total Appropriations, All Funds</b>	<b>\$ 4,722,873.00</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b>-</b>
<b>Total Adopted Budget</b>	<b><u>\$ 4,722,873.00</u></b>

**Section 3.** Be it resolved

that the Budget Officer of the WURA is hereby directed to send, no later than July 15th, 2025, 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, 2025.

PASSED by the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED by the Chairperson of the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Henry A. Balensifer III, Chair

ATTEST:

\_\_\_\_\_  
Dawne Shaw, Secretary

# Approved Budget



## Warrenton Urban Renewal Agency

Fiscal Year 2025-2026



**WARRENTON URBAN RENEWAL AGENCY**  
**FISCAL YEAR 2025 – 2026 BUDGET**  
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## **Budget Message - Urban Renewal District**

May 10, 2025

Dear Urban Renewal Budget Committee Members:

The Warrenton City Commission adopted an ordinance creating an Urban Renewal Agency (URA) in 2007. At that time, the Commission appointed 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. A minor amendment to the plan was made in 2023 that was not budgetary in nature.

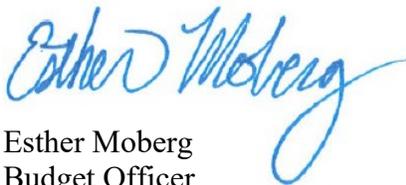
The URA budget for the 2025-2026 budget year consists of a Capital Projects Fund, a Debt Service Fund, and a Debt Service Reserve Fund which is a requirement of the Urban Renewal bond issuance, dated July 31, 2012 and August 4, 2016. The money in this fund is "reserved" to pay the debt service on these bonds. Staff is projecting tax increment revenue at \$838,315 with a total resource of \$2,458,137 in the Debt Service Fund. Staff is initially projecting transfers to the Capital Projects Fund in the amount of \$1,708,119 to use accumulated tax on a "pay as you go" basis, rather than incurring additional formal debt. While it is not currently budgeted for expenditure in this fiscal year, the estimated maximum indebtedness remaining at the end of this fiscal year is \$1,373,831.

Thanks to the Urban Renewal Agency incentivizing and revitalizing downtown buildings, a list of significant buildings was selected by the Urban Renewal Agency and Urban Renewal Advisory Board in 2024. Of that list, thanks to grants and budgetary support, Urban Renewal and City owned properties had the following done: 69 NE Heron is in the process of a full renovation (new brewery opening in 2025), 99 N. Main Ave was purchased by the Urban Renewal for future revitalization (existing post office). For those significant buildings supporting private business owners with Urban Renewal grants: 90 N. Main was purchased and is in the process of a complete renovation by a (new businesses opening in 2025-2026), 1015 S. Main was purchased and turned into a new carpet store and is in the process of renovations, and 368 S. Main Ave. has had some minor façade work done. These buildings had lain fallow for many years so it is exciting to see this much work achieved in just 1-2 years.

All small Façade grants were completed in 2024-2025. The Peterson project was started in 2024-2025. Additional Food Cart Pod updates were completed by May of 2025.

As we start the final two years of the Urban Renewal Agency, I am pleased with the priority list the joint work session between the Urban Renewal Advisory Board and Urban Renewal Agency has created and I expect more positive changes in the downtown core area as we wrap up the Urban Renewal Agency for this area of Warrenton.

Respectfully submitted,



Esther Moberg  
Budget Officer  
Urban Renewal Agency Executive Director

**Warrenton Urban Renewal Agency  
Budget Committee Members  
Fiscal Year 2025-2026**

*Commissioners*

- Mayor Henry Balensifer III
- Commissioner Paul Mitchell
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Jessica Sollaccio

*Appointed Members*

- Budget Committee Member David Burkhart
- Budget Committee Member Dan Sollaccio
- Budget Committee Member Flint Carlson
- Budget Committee Member William Kerr
- Budget Committee Member Vacancy

*Budget Committee Staff*

- Esther Moberg, Budget Officer
- Jessica Barrett, Finance Director
- Dawne Shaw, City Recorder

**Warrenton Urban Renewal Agency**

Budget Document

**Capital Projects Fund 200 (800)**

Historical Data			Budget for Fiscal Year 7/1/2025 - 6/30/2026		
Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/23	FYE 6/30/24	FYE 6/30/25			
<b><u>Resources</u></b>					
\$ 9,011	\$ 7,970	\$ 6,400	300000	Beginning Fund Balance	\$ 6,600 \$ 6,600
59			360000	Miscellaneous Revenue	
542	314		361000	Interest Earnings	
			334140	Loan Proceeds - UR Bonds	
				Transfer from:	
990,628	986,221	1,800,000		Debt Service Fund	1,708,119 1,708,119
<u>1,000,240</u>	<u>994,505</u>	<u>1,806,400</u>		<b>Total Resources</b>	<u>1,714,719 1,714,719</u>
<b><u>Requirements</u></b>					
				Materials and Services:	
1,163	1,546	2,000	310000	Printing/Advertising/Publicity	1,000 1,000
329	567	2,000	320000	Dues/Mtgs/Travel/Training	650 650
8,550	19,255	50,000	380000	Professional Services	55,000 55,000
		25,000	380002	Bond Issue Costs	
			390010	Holiday Decoration Grant	25,000 25,000
			390020	Building Revitalization Grant	100,000 100,000
	25,900	60,000	390050	Façade Improvements	
<u>10,042</u>	<u>47,268</u>	<u>139,000</u>		Total Materials and Services	<u>181,650 181,650</u>
				Capital Outlay:	
921,178	1,278		620011	Commercial Work Pier Improvements	
			620050	Landscape Improvements	
58,550	178,411		620051	Parking Lot Improvements(Food Pod)	
		7,000	620084	SW 4th Street (S Main Ave-SW Alder Ct)	
2,500			620015	Downtown Improvement Project	
	535,000	685,400	620009	Building Purchases	750,000 750,000
	226,061	900,000	620012	Building Refurbishments	
			620096	1st & Main Stormwater Infrastructure	50,000 50,000
			620097	Commercial E Dock	375,000 375,000
		75,000	620098	Peterson Property Project	358,069 358,069
<u>982,228</u>	<u>940,750</u>	<u>1,667,400</u>		Total Capital Outlay	<u>1,533,069 1,533,069</u>
				Contingency	
-	-	-	800000		-
<u>992,270</u>	<u>988,018</u>	<u>1,806,400</u>		Total Expenditures	<u>1,714,719 1,714,719</u>
				Ending Fund Balance	
7,970	6,487	-			- - -
<u>\$ 1,000,240</u>	<u>\$ 994,505</u>	<u>\$ 1,806,400</u>		<b>Total Requirements</b>	<u>\$ 1,714,719 \$ 1,714,719 \$ -</u>

**Warrenton Urban Renewal Agency**

Budget Document

**Debt Service Fund 300 (800)**

Historical Data			Budget for Fiscal Year 7/1/2025 - 6/30/2026			
Actual		Adopted	Resources and Requirements	Proposed by	Approved by	Adopted by
FYE 6/30/23	FYE 6/30/24	Budget FYE 6/30/25		Budget Officer	Budget Committee	Governing Body
			<b><u>Resources</u></b>			
\$ 2,695,833	\$ 2,322,951	\$ 1,881,597	300000	Beginning Fund Balance	\$ 1,525,822	\$ 1,525,822
840,553	841,634	838,315	311100	Current Ad Valorem Taxes	838,315	838,315
31,645	23,999	20,000	311200	Prior Taxes	24,000	24,000
95,564	137,157	70,000	361000	Interest Earnings	70,000	70,000
			314100	County Land Sales		
<u>3,663,595</u>	<u>3,325,741</u>	<u>2,809,912</u>		<b>Total Resources</b>	<u>2,458,137</u>	<u>2,458,137</u>
						-
			<b><u>Requirements</u></b>			
				Debt Service:		
		200,000	471230	Other Principal and Interest	200,000	200,000
120,569	125,091	129,782	471220	UR 2012 Bonds - Principal	134,649	134,649
24,367	19,486	15,155	472220	UR 2012 Bonds - Interest	10,288	10,288
184,448	187,895	191,406	471240	UR 2016 Bonds - Principal	194,983	194,983
20,632	17,185	13,674	472240	UR 2016 Bonds - Interest	10,098	10,098
<u>350,016</u>	<u>349,657</u>	<u>550,017</u>		<b>Total Debt Service</b>	<u>550,018</u>	<u>550,018</u>
						-
				Transfers:		
990,628	986,221	1,800,000	860020	Transfer to Capital Projects	1,708,119	1,708,119
		200,000	860040	Transfer to Debt Service Reserve	200,000	200,000
<u>990,628</u>	<u>986,221</u>	<u>2,000,000</u>		<b>Total Transfers</b>	<u>1,908,119</u>	<u>1,908,119</u>
						-
			800000	Contingency		
<u>1,340,644</u>	<u>1,335,878</u>	<u>2,550,017</u>		<b>Total Expenditures</b>	<u>2,458,137</u>	<u>2,458,137</u>
						-
<u>2,322,951</u>	<u>1,989,863</u>	<u>259,895</u>		Ending Fund Balance	-	-
						-
<u>\$ 3,663,595</u>	<u>\$ 3,325,741</u>	<u>\$ 2,809,912</u>		<b>Total Requirements</b>	<u>\$ 2,458,137</u>	<u>\$ 2,458,137</u>
						\$ -

**Warrenton Urban Renewal Agency**  
Budget Document

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

Historical Data			Budget for Fiscal Year 7/1/2025 - 6/30/2026			
Actual FYE 6/30/23	Actual FYE 6/30/24	Adopted Budget FYE 6/30/25	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<b><u>Resources</u></b>						
\$ 350,017	\$ 350,017	\$ 350,017	300000 Beginning Fund Balance	\$ 350,017	\$ 350,017	
		200,000	391300 Transfer from URA Debt Service Fund	200,000	200,000	
<u>350,017</u>	<u>350,017</u>	<u>550,017</u>	<b>Total Resources</b>	<u>550,017</u>	<u>550,017</u>	<u>-</u>
<b><u>Requirements</u></b>						
			Debt Service:			
		505,017	471220 UR Bonds - Principal	505,017	505,017	
		45,000	472220 UR Bonds - Interest	45,000	45,000	
<u>-</u>	<u>-</u>	<u>550,017</u>	Total Debt Service	<u>550,017</u>	<u>550,017</u>	<u>-</u>
<u>-</u>	<u>-</u>		800000 Contingency			
<u>-</u>	<u>-</u>	<u>550,017</u>	Total Expenditures	<u>550,017</u>	<u>550,017</u>	<u>-</u>
<u>350,017</u>	<u>350,017</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 350,017</u>	<u>\$ 350,017</u>	<u>\$ 550,017</u>	<b>Total Requirements</b>	<u>\$ 550,017</u>	<u>\$ 550,017</u>	<u>\$ -</u>

## Warrenton Urban Renewal Agency Agenda Memo

Meeting Date: June 10, 2025  
From: Jessica Barrett, Finance Director  
Subject: Amendment to Audit Services Contract

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### Summary:

Based on RFP for audit services we have the option to extend the contract for two (2) additional two (2) year terms. When the contract was written, it did not include the verbiage for the extension, as previous contracts have. This Amendment is to allow for the option to extend our professional services contract with Isler CPA for two (2) additional two (2) year terms. In addition, Isler CPA has submitted the proposal for FYE 2025 and FYE 2026, which is attached.

### Recommendation/Suggested Motion:

*"I move to amend the contract with Isler CPA entered into on the 8<sup>th</sup> day of March, 2022 to include the option to extend for two (2) additional two (2) year terms."*

### Alternative:

None recommended

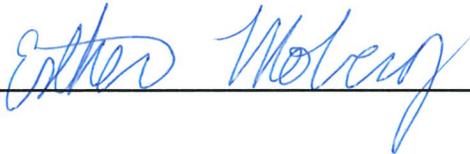
### Fiscal Impact:

Proposal for FYE 2025 and FYE 2026 is increasing slightly, as is to be expected.

### Attachments:

- Amendment to Audit Services Contract
- Proposal for FYE 2025 and FYE 2026 Audit Services

Approved by Executive Director: \_\_\_\_\_



Amendment to Consulting Agreement

This Amendment to Consulting Agreement is made and entered into as of June 10, 2026 between Warrenton Urban Renewal Agency and Isler CPA.

Isler CPA provides City of Warrenton with Audit Services as outlined in the 2022 RFP for audit services and was agreed upon in the contract entered into on the 8<sup>th</sup> day of March, 2022.

The RFP "Contract Term" gives an option to renew for two (2) additional (2) year periods. The original contract inadvertently did not include the extension option but is allowed due to the successfully executed RFP outlining this option.

This Amendment includes the original RFP terminology, allowing the option to renew for two (2) additional (2) year periods.

A proposal for the first two (2) year renewal option is attached. The not-to-exceed fee of \$11,000 and \$12,000 for Fiscal years ending June 30, 2025 and June 30, 2026, respectively plus any single audit fees.

City of Warrenton, a Municipal Corporation

CONSULTANT:

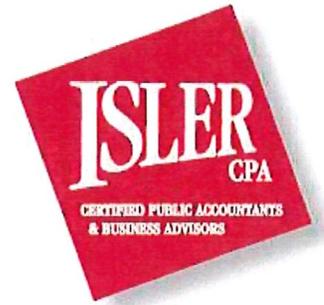
By: \_\_\_\_\_  
Henry Balensifer, Chair

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Attest: \_\_\_\_\_  
Dawne Shaw, City Recorder

Title: \_\_\_\_\_



May 5, 2025

Jessica Barrett  
Finance Director  
City of Warrenton  
PO Box 250  
Warrenton, OR 97416

1976 Garden Ave.  
Eugene, OR 97403  
541.342.5161  
www.islercpa.com

Dear Jessica:

We are pleased to submit this proposal to continue to serve as the independent auditor of the City of Warrenton. We are honored to have this opportunity to continue to serve you.

Isler CPA proposes to continue performing the audits or review of the financial statements of the City of Warrenton and Warrenton Urban Renewal Agency. Also, if necessary an audit in accordance with the requirements of the Single Audit Act. Our estimated fees are as follows:

	For the Year Ended June 30,	
	2025	2026
Audit of City of Warrenton	\$ 38,000	\$ 41,500
Drafting of the financial statements	5,000	5,500
Single Audit (amount per major program)	7,000	7,700
Warrenton urban Renewal (audit)	11,000	12,000

Sincerely,

Paul R. Nielson  
Member  
Isler CPA