

# AGENDA

## WARRENTON URBAN RENEWAL AGENCY

June 11, 2024 – 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.warrentonoregon.us/administration/page/public-meeting-zoom-access> for connection instructions.

### **1. CALL TO ORDER**

### **2. ROLL CALL**

### **3. CONSENT CALENDAR**

- A. Urban Renewal Agency Meeting Minutes – 5.14.2024
- B. Warrenton Urban Renewal Advisory Committee Meeting Minutes – 3.06.24

### **4. PUBLIC HEARING**

- A. Consideration of Warrenton Urban Renewal Agency FY 2024-2025 Budget Adoption; Resolution No. 24-03

### **5. BUSINESS**

- A. Executive Director's Update on Significant Buildings

### **6. EXECUTIVE SESSION**

*Under the authority of ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

### **7. 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 14, 2024  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, Or 97146

Chair Balensifer convened the Urban Renewal Agency meeting at 7:29 p.m.

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

Excused: Mark Baldwin

Staff Present: Executive Director Esther Moberg, City Planner Matthew Ellis, Fire Chief Brian Alsbury, and Secretary Dawne Shaw

CONSENT CALENDAR

A. Urban Renewal Agency Meeting Minutes – 4.23.2024

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

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

PUBLIC HEARINGS - None

BUSINESS ITEMS

Executive Director Esther Moberg discussed the City's purchase offer for the Post Office building at 99 N. Main Avenue. She noted this property is on the significant buildings list, as selected by the Urban Renewal Agency and the Urban Renewal Advisory Committee.

**Commissioner Mitchell made the motion to approve the legal agreement and purchase of the property at 99 N. Main Avenue, pending inspection and clean title of the property. Motion was seconded and passed unanimously.**

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

There being no further business, Chair Balensifer adjourned the Urban Renewal Agency meeting at 7:32 p.m.

APPROVED:

ATTEST:

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

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

MINUTES  
 Warrenton Urban Renewal Advisory Committee  
 March 6, 2024 - 3:30 p.m.  
 Warrenton City Hall – Commissioners Chambers  
 225 S. Main  
 Warrenton, OR 97146

Chair Chedsey called the meeting to order at 3:33 p.m.

Warrenton Urban Renewal Advisory Committee (WURAC) Members Present: Chair Tess Chedsey, Karin Hopper, Christy Coulombe, and Cynthia O'Reilly.

Excused: Mary Jo Gregoire

Staff Present: Executive Director Esther Moberg, Finance Director Jessica Barrett, and Secretary Hanna Bentley

Chair Chedsey noted the passing of committee member Dennis Faletti. She noted his accomplishments while serving on WURAC. Esther noted he was recognized in a letter at a recent City Commission meeting.

CONSENT CALENDAR

A. Warrenton Urban Renewal Advisory Committee Minutes 12.6.2023

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

**Hopper – aye; Chedsey - aye; O'Reilly – aye; Coulombe - aye**

PUBLIC COMMENT - None

BUSINESS ITEMS

Executive Director Esther Moberg provided an update on Urban Renewal projects. Ms. Moberg discussed the 11 bump-outs on Main Street that Urban Renewal had put around pacific power poles 6 years ago. She noted that Spruce Up Warrenton has reached out and asked if they could have private businesses and citizens adopt a bump-out. She noted the requirements that were given to Spruce Up.

Ms. Moberg discussed the significant building list. She stated that the executive board tasked her with looking into the post office building and she has been in contact with the owner. She noted that once the list was finished, people came forward and showed interest. Chair Chedsey asked what building people had shown interest in; Ms. Moberg discussed the list.

Ms. Moberg briefly discussed the Fenton building agreement. She noted that the Sollacio's are hoping to close on the building soon.

Ms. Moberg noted that the food cart parking lot work is getting started. She highlighted the changes that will be made.

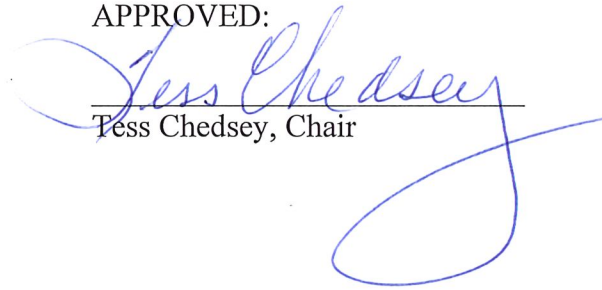
DISCUSSION ITEMS – NONE

OTHER BUSINESS – NONE

There was brief discussion on the number of vacancies on WURAC. It was noted that one application has been received but it pending the Commissions approval.

There being no further business, Chair Chedsey adjourned the meeting at 3:45 p.m.

APPROVED:

  
Tess Chedsey, Chair

ATTEST:

  
\_\_\_\_\_  
Hanna Bentley, Secretary  
Dawne Shaw, City Recorder

# ***WARRENTON URBAN RENEWAL AGENCY***

## **Agenda Memorandum**

To: The Honorable Chair and Members of the Warrenton Urban Renewal Agency  
Date: June 11, 2024

**Regarding – Public Hearing for the Warrenton Urban Renewal Agency Budget and consideration of *Resolution No. 24-03* Adopting the Warrenton Urban Renewal Agency FY 2024-2025 budget as approved by the Warrenton Urban Renewal Agency Budget Committee for the fiscal year commencing July 1, 2024 and ending June 30, 2025**

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### **SUMMARY:**

The Warrenton Urban Renewal Agency Budget Committee met in May to review and deliberate on the proposed fiscal year 2024-2025 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:**

The Warrenton Urban Renewal Agency shall conduct a public hearing on the budget for fiscal year 2024-2025 as approved by the Warrenton Urban Renewal Agency Budget Committee. Then, the Warrenton Urban Renewal Agency may move to adopt the *FY*

2024-2025 Budget as approved by the Warrenton Urban Renewal Agency Budget Committee as set forth in Resolution No. 24-03.

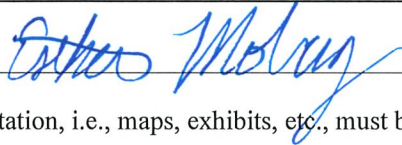
**ALTERNATIVE:**

The Agency may make changes as noted above. Please know that in order to conduct business and provide government services on July 1, 2024, an adopted budget must be in place by June 30, 2024.

**FISCAL IMPACT:**

The Urban Renewal Agency budget includes total appropriations among all funds totaling \$4,906,434 for the fiscal year ending June 30, 2025.

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



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

**RESOLUTION NO. 24-03**

**ADOPTING THE 2024-2025 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, 2024 AND ENDING JUNE 30, 2025**

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 2024-2025 fiscal year, in the total sum of \$5,166,329 now on file at Warrenton City Hall.

**Section 2.** Be it resolved that the amounts for the fiscal year beginning July 1, 2024, are hereby appropriated for the purposes shown below, as follows:

<u>Capital Projects Fund</u>		<u>Debt Service Fund</u>	
Materials & Services	\$ 139,000	Debt Service	\$ 550,017
Capital Outlay	\$ 1,667,400	Transfers	2,000,000
Fund Total	<u>\$ 1,806,400</u>	Fund Total	<u>\$ 2,550,017</u>
 <u>Debt Service Reserve Fund</u>			
Debt Service	<u>\$ 550,017</u>		
Fund Total	<u>\$ 550,017</u>		

<b>Total Appropriations, All Funds</b>	<b>\$ 4,906,434</b>
<b>Total Unappropriated and Reserve Amounts, All Funds</b>	<b>259,895</b>
<b>Total Adopted Budget</b>	<b><u>\$5,166,329</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>, 2024, 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, 2024.

PASSED by the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2024

APPROVED by the Chairperson of the Warrenton Urban Renewal Agency this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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

ATTEST:

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

# Approved Budget



**Fiscal Year 2024-2025**



## Warrenton Urban Renewal Agency







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**WARRENTON URBAN RENEWAL AGENCY**  
**FISCAL YEAR 2024 – 2025 BUDGET**  
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## **Budget Message - Urban Renewal District**

May 18, 2024

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 2024-2025 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 \$838,315 with a total resource of \$2,809,912 in the Debt Service Fund. Staff is initially projecting transfers to the Capital Projects Fund in the amount of \$1,800,000 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 \$2,371,880.

We have a façade grant program that has one final year in 2024-2025 with \$60,000 remaining to cover funding for both residential and commercial grants. The Food Cart Pod parking lot was completed in 2024. Projects for 2024-2025 Urban Renewal include starting the design and development of the Peterson property, Significant grants for revitalizing key downtown buildings including purchasing underutilized buildings and renovations, and starting to finalize outstanding projects of the Urban Renewal Agency.

Respectfully submitted,



Esther Moberg  
Budget Officer  
Urban Renewal Agency Executive Director

**Warrenton Urban Renewal Agency  
Budget Committee Members  
Fiscal Year 2024-2025**

*Commissioners*

- Mayor Henry Balensifer III
- Commissioner Paul Mitchell
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Mark Baldwin

*Appointed Members*

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

*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 7/1/2024 - 6/30/2025			
Actual	Actual	Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
			<b><u>Resources</u></b>			
\$ 13,175	\$ 9,011	\$ 6,100	300000	Beginning Fund Balance	\$ 6,400	\$ 6,400
\$ 225	59		360000	Miscellaneous Revenue		
23	542		361000	Interest Earnings		
		3,084,828	334140	Loan Proceeds - UR Bonds		
				Transfer from:		
119,457	990,628	2,100,000		Debt Service Fund	1,800,000	1,800,000
132,880	1,000,240	5,190,928		<b>Total Resources</b>	1,806,400	1,806,400
			<b><u>Requirements</u></b>			
				Materials and Services:		
686	1,163	2,000	310000	Printing/Advertising/Publicity	2,000	2,000
330	329	2,000	320000	Dues/Mtgs/Travel/Training	2,000	2,000
8,550	8,550	50,000	380000	Professional Services	50,000	50,000
		25,000	380001	Master Plans/Studies		
		25,000	380002	Bond Issue Costs	25,000	25,000
16,697		75,000	390050	Façade Improvements	60,000	60,000
26,263	10,042	179,000		Total Materials and Services	139,000	139,000
				Capital Outlay:		
68,775	921,178		620011	Commercial Work Pier Improvements		
3,050			620050	Landscape Improvements		
25,242	58,550	30,000	620051	Parking Lot Improvements(Food Pod)		
		412,000	620084	SW 4th Street (S Main Ave-SW Alder Ct)	7,000	7,000
			620008	City Hall Parking Lot Lights		
539	2,500		620015	Downtown Improvement Project		
		2,000,000	620009	Building Purchases	685,400	685,400
		500,000	620012	Building Refurbishments	900,000	900,000
		1,000,000	620013	Underground Power/Quincy Park Project		
		50,000	620014	Skipanon Park Improvements		
		200,000	620098	Peterson Property Project	75,000	75,000
97,606	982,228	4,192,000		Total Capital Outlay	1,667,400	1,667,400
-	-		800000	Contingency		
123,869	992,270	4,371,000		Total Expenditures	1,806,400	1,806,400
9,011	7,970	819,928		Ending Fund Balance	-	-
\$ 132,880	\$ 1,000,240	\$ 5,190,928		<b>Total Requirements</b>	\$ 1,806,400	\$ 1,806,400

**Warrenton Urban Renewal Agency**  
Budget Document

**Debt Service Fund 300 (800)**

Historical Data			Budget for Fiscal Year 7/1/2024 - 6/30/2025			
Actual		Adopted Budget	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/22	FYE 6/30/23	FYE 6/30/24				
<b><u>Resources</u></b>						
\$ 2,242,812	\$ 2,695,833	\$ 2,269,936	300000	Beginning Fund Balance	\$ 1,881,597	\$ 1,881,597
894,957	840,553	847,233	311100	Current Ad Valorem Taxes	838,315	838,315
10,791	31,645	20,000	311200	Prior Taxes	20,000	20,000
16,746	95,564	40,000	361000	Interest Earnings	70,000	70,000
			314100	County Land Sales		
<u>3,165,306</u>	<u>3,663,595</u>	<u>3,177,169</u>	<b>Total Resources</b>		<u>2,809,912</u>	<u>2,809,912</u>
						-
<b><u>Requirements</u></b>						
				Debt Service:		
		200,000	471230	Other Principal and Interest	200,000	200,000
116,212	120,569	125,091	471220	UR 2012 Bonds - Principal	129,782	129,782
28,725	24,367	19,846	472220	UR 2012 Bonds - Interest	15,155	15,155
181,064	184,448	187,895	471240	UR 2016 Bonds - Principal	191,406	191,406
24,015	20,632	17,185	472240	UR 2016 Bonds - Interest	13,674	13,674
<u>350,016</u>	<u>350,016</u>	<u>550,017</u>	Total Debt Service		<u>550,017</u>	<u>550,017</u>
				Transfers:		
119,457	990,628	2,100,000	860020	Transfer to Capital Projects	1,800,000	1,800,000
		200,000	860040	Transfer to Debt Service Reserve	200,000	200,000
<u>119,457</u>	<u>990,628</u>	<u>2,300,000</u>	Total Transfers		<u>2,000,000</u>	<u>2,000,000</u>
						-
-	-		800000	Contingency		
<u>469,473</u>	<u>1,340,644</u>	<u>2,850,017</u>	Total Expenditures		<u>2,550,017</u>	<u>2,550,017</u>
				Ending Fund Balance		
<u>2,695,833</u>	<u>2,322,951</u>	<u>327,152</u>			<u>259,895</u>	<u>259,895</u>
<u>\$ 3,165,306</u>	<u>\$ 3,663,595</u>	<u>\$ 3,177,169</u>	<b>Total Requirements</b>		<u>\$ 2,809,912</u>	<u>\$ 2,809,912</u>
						\$ -

