

AGENDA

Warrenton Urban Renewal Advisory Committee

June 2, 2021
Wednesday – 3:30 PM

Warrenton City Hall – Commission Chambers
225 South Main Street
Warrenton, OR 97146

1. **Call to Order**
2. **Roll Call**
3. **Consent Calendar**
 - A. Urban Renewal Advisory Committee Special Meeting Minutes 4.22.21
 - B. Facade Grant Review Subcommittee Meeting Minutes 5.10.21
4. **Business**
 - A. Election of Chair
 - B. FY 21-22 Budget
 - C. Marina Project Update
 - D. Food Cart Pod Update
 - E. Downtown Improvements Update
5. **Other Business**
6. **Adjourn**

MINUTES
Warrenton Urban Renewal Advisory Committee
Special Meeting
April 22, 2021
3:30 p.m.
Warrenton City Hall – Commissioners Chambers
225 S. Main
Warrenton, OR 97146

Chair Bob Bridgens called the meeting to order at 3:32 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Chair Bob Bridgens, Brooke Terry (via Zoom), AmyLeigh Sutton, Tess Chedsey (via Zoom), Mel Jasmin (via Zoom), Dennis Faletti (arrived at 3:46), and Katie Burkhart (via Zoom)

Staff Present: Community Development Director Scott Hess Public, Works Director Collin Stelzig, and City Recorder Dawne Shaw

CONSENT CALENDAR

A. Advisory Committee Meeting Minutes – 03.11.21

Ms. Chedsey made the motion to approve the minutes from 03.11.21. The motion was not seconded. There was no vote. Chair Bridgens said the minutes were passed.

BUSINESS

Community Development Director Scott Hess briefly discussed the Façade Grant Application from Roy Allgeyer. Committee members previously agreed by email to move forward.

Mr. Hess suggested forming a subcommittee to approve facade grants as they are applied for. Four members are needed for a quorum with all members voting yes. There was consensus. AmyLeigh Sutton, Bob Bridgens, Katie Burkhart, and Tess Chedsey volunteered to be on the façade grant subcommittee.

Chair Bridgens noted Mr. Hess is leaving the City of Warrenton.

City Recorder Dawne Shaw noted that there was consensus from WURAC (Warrenton Urban renewal Advisory Committee) via email; a formal vote is not needed. Mr. Hess noted that Mr. Allgeyer's second grant is within five years of the first. He suggested the committee take this into consideration in the future.

PROJECT UPDATES –

Chair Bridgens noted his concerns about the Food Cart Pod project moving forward in Mr. Hess'

absence. Mr. Hess noted the history of the project and presented an update on the Food Cart Pod Preferred Alternative design. The City Commission is very interested in this as an income-producing project. Public Works Director Collin Stelzig reviewed a memo outlining the cost estimates. He noted his recommendation to increase the project cost up to \$150,000. There was brief discussion. Mr. Bridgens noted concerns about food truck rent covering project costs. Mr. Hess noted the income possibility of \$22,000 per year in rent/revenues for about five food carts. The City has the flexibility to cancel lease agreements. Discussion continued on sewer and restroom costs. Discussion followed on the future of the property. There was discussion on parking issues. There is consideration of moving emergency responder parking to the Peterson property. The discussion about competing parking concerns continued. Mr. Hess discussed the possibility of prioritizing improvements and doing this project in phases. Ms. Sutton noted she feels the aesthetics are not the focus of most food cart pods, the food is. Chair Bridgens asked about the budget for this project. Mr. Hess noted there is \$100,000 dedicated to the parking lot project. \$22,000 - \$24,000 has gone to the design consultant process. \$4,000 has gone to Pacific Power upgrades. Mr. Stelzig's proposal is to increase the total to up to \$150,000 for paving and other improvements. There was discussion about tents and coverings. Mr. Hess noted phase I could be underground infrastructure and paving, phase II could be ancillary infrastructure, phase III could be tables, landscaping etc., and the restrooms could be last. There was discussion about food trucks being responsible for providing their own additions like tables and landscaping. Mr. Faletti noted he is against the idea of tents due to the high winds. Chair Bridgens brought up the possibility of the homeless/transient population occupying a tented area. Mr. Hess noted the Police Department proximity. This will also be a concern with a permanent restroom. Mr. Hess asked for a motion to URA (Urban Renewal Agency) to increase the current budget up to \$150,000. The exact dollar amount of the increase will be presented to URA. Mr. Hess repeated the breakdown of the costs for Mr. Faletti's benefit. Brief discussion followed. Mr. Hess noted for the record that Mr. Stelzig is charging the City the same fees for any developer to do the project and thanked Mr. Stelzig for adding the SDC (System Development Charge) fees. Discussion followed. Mr. Hess suggested language for a motion, "I move the Urban Renewal Advisory Committee recommend approval of the preferred alternative and recommend the total project cost be increased to \$180,000." Chair Bridgens noted he does not feel he can vote for this project because of loose ends.

Mr. Jasmin made the motion to make a recommendation up to \$150,000. The motion was seconded by Ms. Sutton and passed by majority.

Chair Bridgens noted his concerns about loose ends on the project. Mr. Stelzig will be taking the project over moving forward. Ms. Sutton noted her thoughts, arguing in favor of the food cart pod. Mr. Faletti agreed with Chair Bridgens. Ms. Terry agreed with the project but has concerns about the timeline. Mr. Hess noted that there is not enough in the budget for additions by the consultant; cost estimates are rough. If this does not move forward with a recommendation to URA, WURAC should provide clear direction on what is needed to make a decision and move forward. Ms. Terry asked for clarification on the budget decisions. Mr. Hess noted WURAC can make a specific recommendation about how the budget is used. He noted the current motion needs a vote. Ms. Terry noted she is in favor but feels that the project improvements should be prioritized. Ms. Chedsey asked if the funding is just being increased, not specifically allocated.

MINUTES

Warrenton Urban Renewal Advisory Committee

Regular Meeting – 04.22.21

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Discussion followed. Ms. Shaw noted a need for action on the motion.

Bridgens - nay; Terry – aye; Sutton - aye; Chedsey - aye; Jasmin – aye; Faletti – abstain; Burkhart – aye

Chair Bridgens wished Mr. Hess good luck. Mr. Jasmin asked about the results of the vote. Mr. Hess stated the next step is for staff to take the recommendation from WURAC to URA that funding for this project be increased to a total of \$150,000 and to work with WURAC on future improvements. Mr. Stelzig noted the first steps for this summer.

OTHER BUSINESS - None

There being no further business, Chair Bridges adjourned the meeting at 4:34 p.m.

Next regular meeting is scheduled for June 2, 2021, at 3:30 p.m.

Approved

Attest

Bob Bridgens, Chair

Rebecca Sprengeler, Secretary

MINUTES
Warrenton Urban Renewal Advisory Committee
Façade Grant Subcommittee Meeting
May 10, 2021
3:30 p.m.
Warrenton City Hall – Commissioners Chambers
225 S. Main
Warrenton, OR 97146

Bob Bridgens called the meeting to order at 3:37 p.m.

Warrenton Urban Renewal Advisory Committee Members Present: Bob Bridgens, AmyLeigh Sutton (via Zoom), Tess Chedsey (via Zoom), and Katie Burkhart (via Zoom)

Staff Present: Deputy City Recorder Rebecca Sprengeler

Bob Bridgens briefly reviewed the Façade Grant application submitted by Tommy Smith for KABOJO FOODS INC DBA Main Street Market. He noted his sincere approval. Tess Chedsey noted it looks great and is a good use of the funds. AmyLeigh Sutton noted she votes yes. Katie Burkhart said she completely agrees. Ms. Chedsey noted there is nothing negative about the application. Ms. Sutton noted that paint looks great. Tess agreed.

There was consensus to approve the Façade Grant application for Main Street Market.

There being no further business, Bob Bridges adjourned the meeting at 4:40 p.m.

Approved

Attest

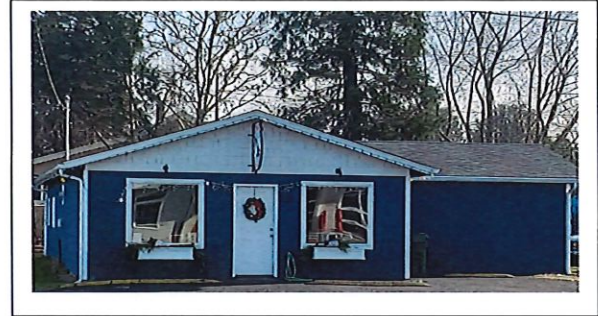
Bob Bridgens, Chair

Rebecca Sprengeler, Secretary

Approved Budget



Fiscal Year 2021-2022

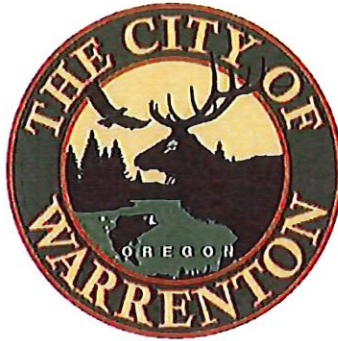


Warrenton Urban Renewal Agency



WARRENTON URBAN RENEWAL AGENCY
FISCAL YEAR 2021 – 2022 BUDGET
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Budget Message - Urban Renewal District

May 15, 2021

Dear Urban Renewal Budget Committee Members:

The Warrenton City Commission adopted an ordinance creating an Urban Renewal Agency (URA) in 2007 to provide the framework for creating an Urban Renewal District in the City. The Commission chose to appoint 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.

The URA budget for the 2021-2022 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 \$878,301 with a total resource of \$3,005,628 in the Debt Service Fund. Staff is initially projecting transfers to the Capital Projects Fund in the amount of \$1,900,000 to use accumulated tax on a "pay as you go" basis, rather than incurring additional formal debt. If other project funding is needed and available during the year, possible loan proceeds are estimated at \$4,281,812.

In the 2020-2021 fiscal year, we granted several façade grants, completed the city hall parking lot light landscaping project, and began work on the food pod parking lot improvements, which is in final design. A major infrastructure project for SW 4th Street to the Quincy Park is on hold, we plan to coordinate that project with other downtown improvements including the undergrounding of power, sidewalks, and stormwater enhancements. This Agency has hired a consultant and the downtown project is in the planning phase. This project includes adding sidewalks, moving powerlines underground, replacing an undersized waterline, and improving drainage. The Commercial Work Pier Improvements at the Warrenton Marina is scheduled to go to bid this fall.

Respectfully submitted,



Linda Engbretson
Budget Officer

**Warrenton Urban Renewal Agency
Budget Committee Members
Fiscal Year 2021-2022**

Commissioners

- Mayor Henry Balensifer III
- Commissioner Rick Newton
- Commissioner Tom Dyer
- Commissioner Gerald Poe
- Commissioner Mark Baldwin

Appointed Members

- Budget Committee Member David Burkhart
- Budget Committee Member Flint Carlson
- Budget Committee Member Tommy Smith
- Budget Committee Member Angelo Schauermann
- Budget Committee Member Dan Jackson

Budget Committee Staff

- Linda Engbretson, Budget Officer
- April Clark, Finance Director
- Dawne Shaw, City Recorder

**Warrenton Urban Renewal Agency
Budget Document**

Capital Projects Fund 200 (800)

Historical Data			Budget for Fiscal Year 7/1/2021- 6/30/2022					
Actual		Adopted Budget	Resources and Requirements			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21						
			Resources					
\$ 297,770	\$ 279,672	\$ 25,288	300000	Beginning Fund Balance	\$ 16,220	\$ 16,220		
\$ 700			360000	Miscellaneous Revenue				
6,968	2,994		361000	Interest Earnings				
			334120	Credit Line - Columbia Bank				
		4,907,433	334140	Loan Proceeds - UR Bonds	4,281,812	4,281,812		
				Transfer from:				
25,000	176,039	1,500,000		Debt Service Fund	1,900,000	1,900,000		
<u>330,438</u>	<u>458,705</u>	<u>6,432,721</u>		Total Resources	<u>6,198,032</u>	<u>6,198,032</u>		-
			Requirements					
				Materials and Services:				
1,387	914	2,000	310000	Printing/Advertising/Publicity	2,000	2,000		
76	329	2,000	320000	Dues/Mtgs/Travel/Training	2,000	2,000		
8,330	11,578	15,000	380000	Professional Services	15,000	15,000		
25,000		50,000	380001	Master Plans/Studies	50,000	50,000		
		25,000	380002	Bond Issue Costs	25,000	25,000		
	27,521	30,000	390050	Façade Improvements	50,000	50,000		
<u>34,793</u>	<u>40,342</u>	<u>124,000</u>		Total Materials and Services	<u>144,000</u>	<u>144,000</u>		-
				Capital Outlay:				
		700,700	620011	Commercial Work Pier Improvements	1,000,000	1,000,000		
7,173	291,256		620050	Landscape Improvements				
		100,000	620051	Parking Lot Improvements(Food Pod)	74,000	74,000		
7,672	7,986	412,000	620084	SW 4th Street (S Main Ave-SW Alder Ct)	412,000	412,000		
1,128	88,489		620086	SE 14th Place Waterline				
	11,168		620008	City Hall Parking Lot Lights				
		5,096,021	620015	Downtown Improvement Project	4,568,032	4,568,032		
			620000	Downtown				
<u>15,973</u>	<u>398,899</u>	<u>6,308,721</u>		Total Capital Outlay	<u>6,054,032</u>	<u>6,054,032</u>		-
-	-		800000	Contingency				
50,766	439,241	6,432,721		Total Expenditures	6,198,032	6,198,032		-
279,672	19,464	-		Ending Fund Balance	-	-		-
<u>\$ 330,438</u>	<u>\$ 458,705</u>	<u>\$ 6,432,721</u>		Total Requirements	<u>\$ 6,198,032</u>	<u>\$ 6,198,032</u>		-

Warrenton Urban Renewal Agency
Budget Document

Debt Service Fund 300 (800)

Historical Data			Budget for Fiscal Year 7/1/2021- 6/30/2022			
Actual	Adopted Budget		Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
FYE 6/30/19	FYE 6/30/20	FYE 6/30/21				
			Resources			
\$ 1,213,137	\$ 1,618,946	\$ 1,818,561	300000	Beginning Fund Balance	\$ 2,089,327	\$2,089,327
710,696	749,921	773,935	311100	Current Ad Valorem Taxes	878,301	878,301
21,267	20,211	20,000	311200	Prior Taxes	20,000	20,000
49,682	48,567	22,000	361000	Interest Earnings	18,000	18,000
	394		314100	County Land Sales		
<u>1,994,782</u>	<u>2,438,038</u>	<u>2,634,496</u>		Total Resources	<u>3,005,628</u>	<u>3,005,628</u>
			Requirements			
	820		472200	Debt Service: Columbia Bank CL Interest		
		200,000	471230	Other Principal and Interest	200,000	200,000
104,060	104,773	112,011	471220	UR 2012 Bonds - Principal	116,212	116,212
40,876	36,963	32,926	472220	UR 2012 Bonds - Interest	28,725	28,725
171,286	174,491	177,743	471240	UR 2016 Bonds - Principal	181,064	181,064
33,794	30,588	27,337	472240	UR 2016 Bonds - Interest	24,016	24,016
<u>350,836</u>	<u>346,815</u>	<u>550,017</u>		Total Debt Service	<u>550,017</u>	<u>550,017</u>
				Transfers:		
25,000	176,039	1,500,000	860020	Transfer to Capital Projects	1,900,000	1,900,000
		200,000	860040	Transfer to Debt Service Reserve	200,000	200,000
<u>25,000</u>	<u>176,039</u>	<u>1,700,000</u>		Total Transfers	<u>2,100,000</u>	<u>2,100,000</u>
-	-		800000	Contingency		
<u>375,836</u>	<u>522,854</u>	<u>2,250,017</u>		Total Expenditures	<u>2,650,017</u>	<u>2,650,017</u>
<u>1,618,946</u>	<u>1,915,184</u>	<u>384,479</u>		Ending Fund Balance	<u>355,611</u>	<u>355,611</u>
<u>\$ 1,994,782</u>	<u>\$ 2,438,038</u>	<u>\$ 2,634,496</u>		Total Requirements	<u>\$ 3,005,628</u>	<u>\$ 3,005,628</u>

**Warrenton Urban Renewal Agency
Budget Document**

Debt Service Reserve Fund 400 (800)

Historical Data			Budget for Fiscal Year 7/1/2021- 6/30/2022			
Actual FYE 6/30/19	FYE 6/30/20	Adopted Budget FYE 6/30/21	Resources and Requirements	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
<u>Resources</u>						
\$ 383,207	\$ 353,207	\$ 350,017	300000 Beginning Fund Balance	\$ 350,017	\$ 350,017	
		200,000	391300 Transfer from URA Debt Service Fund	200,000	200,000	
<u>383,207</u>	<u>353,207</u>	<u>550,017</u>	Total Resources	<u>550,017</u>	<u>550,017</u>	<u>-</u>
<u>Requirements</u>						
			Debt Service:			
30,000	3,190	489,754	471220 UR Bonds - Principal	497,276	497,276	
		60,263	472220 UR Bonds - Interest	52,741	52,741	
<u>30,000</u>	<u>3,190</u>	<u>550,017</u>	Total Debt Service	<u>550,017</u>	<u>550,017</u>	<u>-</u>
<u>-</u>	<u>-</u>		800000 Contingency			
30,000	3,190	550,017	Total Expenditures	550,017	550,017	-
<u>353,207</u>	<u>350,017</u>	<u>-</u>	Ending Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 383,207</u>	<u>\$ 353,207</u>	<u>\$ 550,017</u>	Total Requirements	<u>\$ 550,017</u>	<u>\$ 550,017</u>	<u>\$ -</u>