

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
August 24, 2021– 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings are conducted in the Commission Chambers unless otherwise noted. 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. PLEDGE OF ALLEGIANCE

3. CONSENT CALENDAR

- A. City Commission Meeting Minutes – 8.10.21
- B. Joint Meeting Minutes - City Commission/Parks Board – 8.9.21
- C. Police Department Monthly Statistics – July 2021
- D. Liquor License Application – Flood Valley Taphouse

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 City Commission.

4. COMMISSIONER REPORTS

5. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 5:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. PUBLIC HEARINGS – None

7. **BUSINESS ITEMS**

- A. Consideration of Spruce Up Warrenton Fall Festival Event Application
- B. Consideration of Noise Variance; Carriere Event
- C. Consideration of Second Reading of Ordinance No. 1254; Amending Ord. No. 1128-A and 1076-A; Updating Purchasing Manager's Authority

8. **DISCUSSION ITEMS**

- A. RV Ordinance Revisions
- B. Department Quarterly Reports

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

Under the authority of ORS 192.660(2)(h); to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

11. **ADJOURNMENT**

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 City Commission
 August 10, 2021
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Attorney Spencer Parsons (via Zoom), City Recorder Dawne Shaw, Finance Director April Clark, Police Chief Mathew Workman,

CONSENT CALENDAR

A. City Commission Meeting Minutes – 7.27.21

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

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

COMMISSIONER REPORTS

Commissioner Newton noted he attended the recent League of Oregon Cities (LOC) meeting and provided brief details. He noted the November LOC Small Cities meeting will be in Warrenton.

PUBLIC COMMENT – None

PUBLIC HEARINGS – None

BUSINESS ITEMS

City Manager Linda Engbretson stated Spruce Up Warrenton has requested an \$8,000 grant for the Fall Festival. She noted there is \$20,000 budgeted for community events. Mayor Balensifer noted the representatives of Spruce Up Warrenton in attendance.

Commissioner Dyer made the motion to appropriate \$8,000 to Spruce Up Warrenton for the Fall Festival. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Ms. Engbretson stated Hampton Lumber Mill has submitted an event application for use of Quincy Park for their annual employee and family picnic. She noted included in the application is a proposal to use microphones, which requires City Commission approval.

Commissioner Baldwin made the motion to permit use of microphones and other amplification to Hampton Lumber Mill for their annual staff picnic on September 18. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Mayor Balensifer requested to move agenda item 7-C to the end of the agenda; there were no objections.

Ms. Engbretson stated the city has received a proposal from Alex Cabalona to locate a food truck in the Hammond Marina for the Buoy 10 season, 2021.

Commissioner Newton made the motion to approve the temporary food truck agreement in the Hammond Marina for the Buoy 10 season, 2021. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Ms. Engbretson presented Ordinance No. 1254, Amending Ordinance No. 1128-A, and 1076-A, increasing the City Manager's contract signing authority, from \$25,000 up to \$50,000.

Commissioner Newton made the motion to conduct the first reading, by title only of Ordinance No. 1254, Amending Section 1 of Ordinance No. 1128-A and Amending Section 5 of Ordinance No. 1076-A, Updating the Purchasing Manager's Authority. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1254.

DISCUSSION ITEMS

Ms. Engbretson gave an update on the vacation rental activity of 1564 SE Honeysuckle Loop; she stated the Stop Work Order had been posted and there have not been any additional complaints. She outlined the steps the city has taken and noted this is still in due process and is scheduled to go before the Planning Commission in September. After brief discussion it was noted at this point, the city is not considering revocation at the Hammond property.

GOOD OF THE ORDER

Commissioner Poe stated he attended the 100-year Seaside commemoration reception.

Commissioner Baldwin voiced concerns about a fill on Alder and SW 1st and the Lamping property on Harbor. He stated he is hoping staff will have answers in the next few days. Ms. Engbretson stated she will look into it.

Commissioner Newton noted he owns the property at 1st and Alder and was told he did not need a permit but will get one if needed. Commissioner Newton noted comments he made at a prior meeting, where he stated he would like to have a contract form to deal with people when we help them; he clarified that he wants to help people, but we need to have parameters on that to protect the city; a form to set up guidelines when we do help someone.

Mayor Balensifer stated he attended the Oregon Mayors Association conference in North Bend and gave brief updates.

Ms. Engbretson discussed a proposed department quarterly report template and asked the commission for feedback; Mayor Balensifer suggested bringing it back at next meeting.

Mayor Balensifer noted he has received one public comment from; there were no objections to reopen the public comment period it at this time.

Patricia Shannon voiced concerns on the speed at which people get off Hwy 101 to Alternate 101 and the dangers; noting she thinks the speed limit should be 35. She stated she would be glad to take around a petition. She also spoke about residential sewer charges and asked the Commission to reconsider the charges for a household of 1, compared to a household with 4-10 members, rather than everyone paying the same. Mayor Balensifer stated the city will forward her speed concerns to ODOT.

Ms. Engbretson discussed the proposed Sturgeon Paul lease transfer. She noted Mr. Paul Leitch submitted a transfer to Mr. James Fowler. The city received additional information and completed an inspection today. She stated there are some issues, but it is hard to tell how long the issues have been in place. The city would require them to be corrected before any new business license is issued to the new owner or the transfer takes place. The inspection noted illegal living quarters and electrical issues.

At 6:23 p.m. Mayor Balensifer recessed the regular meeting for 15 minutes and announced the Commission will now meet in 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.

At 6:53 p.m. Mayor Balensifer reconvened the regular meeting. He noted the City Manager has been made aware of lease violations by the current lessee; Ms. Engbretson confirmed. The violations include building violations and tax arrears. Mayor Balensifer also noted there is a

MINUTES

Warrenton City Commission

Regular Meeting – 8.10.21

Page: 3

corporation that is running a sublease out of there - Whole Foods.

Brief discussion followed on the action to be taken. City Attorney Spencer Parsons outlined the issues that need to be corrected: building code issues, which include unpermitted work; residential use in the zone; staff has identified past due personal property taxes; and it appears that there is a sublease with US Foods for the storage of large vehicles on the property – city consent was not sought or obtained for the sublease.

Commissioner Baldwin made the motion to cure the lease violations that have been brought to the city's attention related to back taxes, residential uses in zoning violations, and building code violations, as well as to get into compliance related to the sublease with US Foods, before any other assignment of lease hold interest occurs. Motion was seconded.

Mr. Parsons made a point of order – noting that motion is for staff benefit, so staff has marching order on how to proceed under the terms of the lease. He suggested a separate motion for the request for consent of assignment.

The motion passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Commissioner Newton made the motion to have all lease issues cured prior to assignment of the lease.

Mr. Parsons made a point of order, asking if this was a motion to deny the request for the consent at this time? Mayor Balensifer confirmed.

Commissioner Newton clarified the motion, to deny consideration of the lease assignment until such time the lease violations have been cured. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:58 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

MINUTES
 Warrenton City Commission
 Joint Parks Advisory Board Meeting
 August 9, 2021
 4:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 4:03 p.m.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

Parks Advisory Committee Members Present: Ron Dyer, **Chair Sara May** Long, Bert Little, Carol Snell, and Brooke Terry

Staff Present: City Manager Linda Engbretson, Public Works Office Assistant Hallie Sweet, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and Deputy City Recorder Rebecca Sprengeler

Brief introductions were made by all in attendance.

ADVISORY BOARD REPORTS

ADVISORY BOARD BUSINESS ITEMS - None

DISCUSSION ITEMS

Mayor Balensifer reviewed the agenda and noted he would like to discuss ball field policies and design and installation of park signs. City Manager Linda Engbretson mentioned memorial benches and memorials for discussion. Parks Advisory Board Chair Sara May Long requested to add Forest Rim and park signs for fundraising discussion. Mayor Balensifer added ballfield policies, park signs design and installation, park owner's association enforcement, memorial benches, and memorials to the "Park Policies" discussion. He added fundraising and concessions to the "Park Revenue" discussion. He also added Forest Rim and the Peterson lot proposal to the "Park Use" discussion.

Ms. Engbretson discussed the need for policy clarification for ballfield use. She discussed the evolution of Warrenton Kids Inc. becoming a de facto park operator. Mayor Balensifer discussed concerns brought to him by Mark Simenson about scheduling the ballfields. Public Works Office Assistant Hallie Sweet confirmed the normal scheduling is through Astoria Parks and Recreation, while unofficial games and practices are scheduled through City of Warrenton Public Works. She discussed the current scheduling process is for coaches to call on Wednesday for two practices the following week and Friday they can call again for any additional practice slots.

Mayor Balensifer noted his opinion is that available fields, regardless of designation, should be scheduled on a first-come, first-served basis. He noted the fields are public and not owned by coaches or organizations. He discussed issues caused scheduling fields by designation. He noted his opinion is that, unless there is a league game in need of specific field requirements, the fields should not be scheduled by designation. Ms. Engbretson noted there are two fields designated for hardball and two for softball. Ms. Sweet noted the hardball fields have a mound that is removeable. Ms. Engbretson asked the group if the hardball fields should be available for softball if not being used. Ms. Sweet discussed scheduling the fields this past year, noting she would like to see consistent schedule requests on a monthly or weekly basis. Mayor Balensifer noted his concern is fair use of the fields to maximize use. Commissioner Baldwin discussed concerns about injuries and field damage if older kids play on a tee ball field and vice versa. Ms. Sweet noted tee ball teams usually practice on the soccer fields. Parks Advisory Board member Ron Dyer noted the tennis courts could be used when the fields are wet. He discussed field suitability for different age groups, noting the removeable mounds and base lengths. Discussion followed. Mr. Dyer noted concerns about maintaining the grass infields on field 2. He suggested keeping the dirt fields 1, 3, and 4 available for everybody, but protect field 2 from overuse. Parks Advisory Board member Bert Little noted concerns about frequently removing the mounds causing unnecessary wear and inconsistent distances. There was discussion about base distances on each field. Mayor Balensifer recognized Mr. Simenson to speak on the field policy. Mr. Simenson discussed his thoughts. He recognized the efforts to maintain the grass fields. He noted grass is not required for hardball and noted it is not appropriate to designate fields by gender. He noted 3 hardball teams on two fields and 11 softball teams on two fields this year. He noted his opinion on the policy is that there is unfair distribution of the fields. Warrenton Kids Inc. board member Tabitha McGrorty noted fields should not be designated by gender, but by softball and baseball. She noted the issue this past year was overlapping team schedules caused by COVID. She noted most softball fields are dirt, while most baseball fields have grass infields. She discussed past experience with Warrenton Kids Inc., noting it was pushed that field 2 was only for baseball. She noted frustration about lack of field space and explained many kids participate on multiple teams. She commented on the existing policy that she likes the convenience of schedule weekly. She feels they have done a good job of maintaining the fields and feels it is beneficial for the baseball players to have experience playing on grass. She stated Warrenton Kids Inc. is able to work with the City. She feels there is an even number of baseball and softball fields. Mayor Balensifer noted the City is not subject to Title IX, but are held to non-discrimination and equal access laws. Commissioner Baldwin discussed the development of the softball field by parents and agreed with Ms. McGrorty that there are an equal number of fields for girls and boys. He feels access to the fields should be first come, first served. Mayor Balensifer asked if there is a written policy related to ballfield access. Ms. Engbretson responded she does not believe there is one. Mayor Balensifer suggested codification of or a resolution for a field use policy. There was discussion about scheduling this past year. Mayor Balensifer posed that the fields, for practice purposes, should have a policy that is equal access, first come, first served, regardless of the field's purpose. Ms. Engbretson asked for clarification if hardball teams can call for softball fields and vice versa. Mayor Balensifer noted it should be the caller's responsibility to know and provide the field number they want regardless of what kind of team they are. Mayor Balensifer called for a hands poll.

MINUTES

Warrenton City Commission

Joint Parks Advisory Board Meeting – 8.9.21

Page: 2

First come, first served, separated by type of activity: 6

Equal access regardless of type of field: 0

The general consensus was to have field use be first come, first served, separated by type of activity. Commissioner Baldwin suggested rotating the fields between users and feels scheduling a month in advance should not be allowed. He noted his opinion is that it **should be scheduled** on Mondays with a limit of two days, with extra days for pickup available **on Fridays and have** any field available after that point. Commissioner Poe commented on using the high school fields for practice in the past. Ms. Engbretson asked if after a certain date **any field** would become available if not used. There was agreement. Mayor Balensifer **noted** the dates will need to be codified and a public hearing will need to be held. Chair Long agreed with Ms. McGrorty that the grass infield on field 2 should be protected. She **noted** the baseball players going into high school should get to experience playing on the grass field. Ms. Engbretson noted the policy will be introduced in a public form. Brief discussion followed.

Chair Long noted she would like to revisit discussion about the wooden trailhead signs and the Triangle Park sign. She asked the Commission for a status update and next steps to move forward. Mayor Balensifer noted delay on the Triangle Park sign; it is subject to the districting proposal, then a theme needs to be developed. Mr. Little and Chair Long discussed simple wooden trailhead sign developed by RARE (Resource Assistance for Rural Environments) participant Morgan Murray. Mayor Balensifer briefly discussed State Park sign design. Ms. Engbretson noted issues with finalizing the signs. Mr. Stelzig noted it was never finalized. Mayor Balensifer asked if **this** needs to be contracted, noting Spruce Up Warrenton's work on the Fire Department Sign. It was noted Dennis Thomas did the Community Library and Fire Department signs. There was discussion about purchase orders versus bid process for the sign. Commissioner Newton noted the labor cost for the library sign and his donation of wood. Chair Long recalled the rush to finish the project that influenced the decisions. Mayor Balensifer noted he would like to see it costed out and brought to the Parks Advisory Board, noting it does not need to be fancy. Ms. Engbretson noted the decision was previously made and she will follow up on this. Mayor Balensifer noted the Triangle Park sign is in the CIP (Capital Improvement Program) for this year. Mr. Little discussed the vision for Triangle Park sign to see it stand out and show unity between Warrenton and Hammond. Commissioner Newton asked about repainting the "Welcome to Warrenton" sign on Highway 101. Mayor Balensifer noted the sign is not in a park.

Mayor Balensifer briefly discussed recent development and the need for a codified method to require developers to establish deed restrictions and a POA (park owner's association) for maintenance when lots are sold. He stated either a clear process needs to be delineated and codified, or legal needs to be able to provide an opinion that can be adopted in resolution form. Brief discussion followed about challenges. Mayor Balensifer restated the need for a clearer process for the City and developers. He requested this be put on legal's radar. Commissioner Newton noted play equipment standards. Discussion followed. Chair Long summarized the requirements for developers to build and maintain parks to City standards. Mayor Balensifer discussed recreational immunity. Ms. Engbretson noted potential pushback from developers

MINUTES

Warrenton City Commission

Joint Parks Advisory Board Meeting – 8.9.21

Page: 3

about cost. Commissioner Newton noted park equipment costs. Mayor Balensifer noted the intention is to create pocket parks. Brief discussion followed. Chair Long noted she would like to see parks similar to the pocket parks in Coast Guard housing. There was brief discussion about quality of equipment. Chair Long discussed establishing a certified volunteer to do park inspections. Mayor Balensifer noted his support for certification of a staff member to do park inspections. Mr. Stelzig agreed and noted it may be good to have a Parks Advisory Board member involved too. Brief discussion continued.

Mayor Balensifer briefly discussed issues with memorial benches. Ms. Engbretson noted the current application and discussed issues with placement including the attraction of transients, illegal activity, and vandalism causing hardship for the surrounding homeowners. Mayor Balensifer noted his opinion is that memorial benches have a right to be within the parks system. He asked if specific locations are requested on applications. Ms. Engbretson confirmed locations are sometimes requested. She noted her opinion is that it should be staff's decision to approve locations based upon access, maintenance, neighbors, etc. Mayor Balensifer discussed issues with the bench at the kayak dock. He noted he is not a fan of putting "gravestones" in the parks because it creates a sense of ownership. He noted his concern is that it will create operational issues and feels named memorials should be on permanent facilities. He noted he would like staff to have the ability to move or temporarily remove benches if necessary. Commissioner Dyer noted a city that uses cement tables and benches that are easier to clean. Mayor Balensifer asked if the use of memorial benches should continue or if the policy should be amended to clarify that placement locations are not specific. Chair Long noted in the past there were preset locations and feels staff should be involved in placement. She noted preset locations worked well especially for easy advertising. Discussion followed about locations outside of city parks. Mayor Balensifer suggested notifying property owners prior to placement of benches in front of their property. He noted he also likes the idea for preset locations. Ms. Sweet noted there is a pending application. Chair Long suggested allowing applicants to request a specific park. Ms. Engbretson suggested having staff provide a recommendation for each request. Mayor Balensifer noted he would like a caveat in the application that memorials can be moved within their placement area. Ms. Engbretson noted the memorial becomes a property of the City. Mayor Balensifer noted the need for clarification of bench ownership in the application language. Chair Long suggested a policy acknowledgement for applicants to sign. Mr. Stelzig read the current memorial policy. Commissioner Dyer noted he likes retaining the ability to move memorials. Discussion continued about a signed acknowledgment. Chair Long agreed with using concrete because it is easy to clean, difficult to vandalize, and uncomfortable to sleep on.

Chair Long noted after finishing the master plan the Parks Advisory Board would like to focus on fundraising. She noted concerns about management of raised funds. She noted the board's concern is getting money for maintaining what they already have. She discussed holding a corn hole tournament fundraiser and would like guidance for use of the funds raised. Ms. Engbretson noted it would be general fund money and staff can work with the Parks Advisory Board to designate the funds to the capital reserve fund via resolution. Mayor Balensifer agreed the event revenue should be earmarked for parks and has no issue with giving the Parks Advisory Board authority to manage the funds. Ms. Engbretson noted the Finance Director can work with the board. Chair Long noted the desire to ensure funds can be applied to maintenance. She also noted

MINUTES

Warrenton City Commission

Joint Parks Advisory Board Meeting – 8.9.21

Page: 4

concerns about liability and other requirements for events like raffles and kayak rentals. Commissioner Dyer suggested a tax levy for park maintenance. Brief discussion followed. Mayor Balensifer offered suggestions to Chair Long: 1) the Parks Advisory Board run the event and work with staff or 2) leverage the partnership with the Chamber of Commerce to free up City staff. He discussed the benefits of the Chamber of Commerce. Chair Long noted the tournament could be done 3-4 times a year based upon interest levels. Ms. Engbretson suggested adding a barbecue. Chair Long mentioned the addition of a bounce house for kids. She discussed having a raffle for the first cornhole event. Ms. Engbretson noted successful raffle events at the Community Center. Commissioner Baldwin suggested having the cornhole boards sponsored. Chair Long noted the importance of standard, quality equipment. Commissioner Newton discussed Adam Israel's experience with cornhole events. Mayor Balensifer noted the Chamber of Commerce has great outreach potential and a volunteer network. Ms. Engbretson noted she will reach out to the insurance company and Finance Director about requirements for the event. Mayor Balensifer suggested inviting the Chamber of Commerce to the next Parks Advisory Board meeting. Discussion followed about scheduling the event. Chair Long noted she would feel more comfortable having more time to prepare and promote the event rather than rushing for this year. There was discussion about having the boards on the tennis courts, additions to the event, and variations. Mayor Balensifer noted there are great ideas and feels it will be successful. Mr. Dyer asked about having cornhole pads available in the parks year-round. Chair Long discussed the idea for permanent cornhole slabs. She also discussed working with the Warrenton Community Library to have a "library of things" like cornhole boards and tennis rackets. Commissioner Newton noted a cornhole set the Parks Advisory Board can borrow.

Ms. Engbretson briefly discussed the concession stand. She noted VFW (Veterans of Foreign Wars) has been running it for about four years. Mr. Little clarified the history, noting permission was given by Warrenton Kids Inc. Ms. Engbretson noted VFW does a great job, but it was not Warrenton Kids Inc.'s permission to give. She further explained the City is paying the utilities and maintenance for the facility and noted the need for consideration of a policy for concession stand use. Commissioner Baldwin noted his opinion is that it does not seem right to charge a fee for concession stand use. Ms. Engbretson noted there have been past concession stand agreements. Mayor Balensifer noted the purpose of the stand is for nonprofits or groups to hold fundraisers, but the City still has due diligence to ensure the facility's longevity. He noted he does not feel charging a fee is unreasonable to ensure maintenance. Commissioner Dyer noted VFW does a wonderful job and stated if the wheel is not broke don't try to fix it. Mr. Little discussed efforts by VFW to meet health department requirements and noted concerns about moving their equipment out if other groups want to use the stand. Ms. Engbretson discussed past concession agreements to address multiple groups using the stand. It was noted there is no existing agreement between VFW and the City. Mayor Balensifer stated it is a public facility first and foremost. He thanked VFW for their work and repairs to the facility and noted other groups should have free and full access to use of the facility. He noted the current monopoly on use of the public facility and suggested an agreement be put out for proposals by organizations to pose what is in the highest best public use interest. Brief discussion followed. There was brief discussion about separate fees for food vendors and nonprofit groups. Commissioner Newton noted he feels that VFW's consistent operation of the concession stand is valuable and benefits many people. He noted he does not want to dissuade their work and stated he is not prepared to

MINUTES

Warrenton City Commission

Joint Parks Advisory Board Meeting – 8.9.21

Page: 5

make a decision at this time. Commissioner Baldwin noted concerns about losing volunteers and does not agree with charging people that are taking care of the facility. Ms. Engbretson suggested the policy allow nonprofits to bid to use the concession stand at no cost. Brief discussion followed. Chair Long noted she understands the need for a written policy. She suggested an agreement that outlines maintenance responsibilities and gives VFW exclusive use until a time they no longer want to use it. She noted the soccer field agreement. Commissioner Dyer suggested providing utility costs to the organization using the facility or donating the use of the facility to the organization. Mayor Balensifer noted the importance of creating an agreement to outline responsibility of facility maintenance. He noted discussion about monetizing parks to encourage people to use unutilized spaces and fundraise for maintenance of those facilities. He noted the City is essentially subsidizing one organization's fundraising activities and restated the need for an agreement outlining facility use. He noted current lack of funds to rebuild or repair the concession stand. Commissioner Newton complimented VFW's organization. Mayor Balensifer clarified the discussion is not to place value on one organization over another, but about park revenues and activities. He noted there is general consensus on the need for an agreement. Mr. Little made comments on VFW's community contributions. Ms. Engbretson asked for clarity about other nonprofit groups using the concession stand. There was continued discussion about the need for a clear policy. Chair Long noted if VFW is granted exclusive use of the concession stand, they should not have exclusive food sales in the parks. Brief discussion continued. There was discussion about multiple nonprofits using the parks. Brief discussion followed. Chair Long suggested separate policies for use of the concession stand and other food vendors in the parks moving forward. Mayor Balensifer restated the need for an agreement and noted he is okay with the Parks Advisory Board being involved with developing the policies. Chair Long noted the board would like to look at the policy to ensure it does not prevent future fundraising opportunities or harm existing community relationships. Parks Advisory Board member Brooke Terry suggested the agreement allow the City to revoke the use of the concession stand from future groups if not operated to a certain standard and outline the process for other groups' requests for use. Commissioner Newton suggested the agreement include a clause for operation standards. It was noted the agreement would be between the City and VFW. Ms. Engbretson noted that Warrenton Kids Inc. has been a wonderful group but is not in charge of the park. Ms. McGrorty discussed the history of the relationship between Warrenton Kids Inc. and the City. She noted vague direction for park and concession stand use. She also noted concerns about the City's intentions around creating a concession stand policy. Mayor Balensifer discussed the agreement with the senior center meal site at the Community Center. He noted the City Commission decided to subsidize this because it is a social good. Discussion followed. Mayor Balensifer noted he would like a policy for liability protection for both parties involved. Discussion continued. Parks Advisory Board member Carol Snell asked about increasing SDC (Systems Development Charge) fees. Mayor Balensifer noted SDC requirements. Discussion followed. Commissioner Newton discussed additional clauses to the agreement. Ms. Engbretson noted an agreement will be drafted and shared with VFW and brought to the Parks Advisory Board. Chair Long asked what time of the year VFW uses the concession stand. Mr. Little noted March – July, weather dependent. Mayor Balensifer suggested asking VFW if they would be interested in running the concession stand for other events. Brief discussion followed. Chair Long agreed with Mayor Balensifer and suggested an addition to the agreement to either request or require VFW to run the concessions stand for other events in the park.

MINUTES

Warrenton City Commission

Joint Parks Advisory Board Meeting – 8.9.21

Page: 6

Chair Long noted an area near the Pacific Rim apartments that has potential to become useable greenspace. Mr. Little discussed his vision for the park including parking, fencing, and a basketball court. He suggested requesting Camp Rilea remove the dirt and store it on the Peterson property. Commissioner Baldwin noted concerns about foreign objects in the dirt in that area. Brief discussion followed. Ms. Engbretson noted an existing, approved plan and funding for a different little park at Forest Rim. She noted she would like to proceed with this before expanding. Chair Long discussed the vision for the area, noting the intention for it to be low maintenance and usable space in addition to the pocket park. Mr. Stelzig noted concerns about the amount of dirt to be moved. Mayor Balensifer noted this will take several years. Ms. Engbretson noted this is something that can continue to be discussed but there is no funding allocated right now. Mayor Balensifer agreed to complete pending projects first and continue this conversation. Chair Long would like to start the ball rolling by clearing the dirt. Commissioner Baldwin suggested placement of materials on airport hill. Mayor Balensifer noted there is an agreement to see phase 1 hashed out first and continue the conversation on phase 2 and 3. Commissioner Newton asked if this work would be a prevailing wage job. Discussion followed.

Mayor Balensifer discussed the Peterson lot proposal from Spruce Up Warrenton. Chair Long noted the general consensus from the Parks Advisory Board was they were amicable to gazebo but would like to see more information for anything further. Mayor Balensifer discussed maintenance concerns. Chair Long agreed and noted concerns about who will be responsible for the gazebo. Brief discussion followed. Mayor Balensifer discussed the evolution of the project. He noted his opinion is that the Peterson lot is best used as an extension of Quincy Robinson Park and the other side of the wetland as an extension of City Hall for parking. Chair Long briefly discussed a pump track or a BMX track on the Peterson lot. Commissioner Dyer asked about mitigation and fill on the lot. Brief discussion followed. Mr. Dyer noted he likes the parking lot idea. Chair Long noted Spruce Up Warrenton is only interested in the far side of the lot. Mr. Dyer noted he would like a substantially sized gazebo. Ms. Snell asked about other ideas for the lot. Discussion followed. Ms. Engbretson noted the gazebo at Seafarer's Park needs maintenance. Mayor Balensifer discussed Spruce Up Warrenton's discussion for a cover on the tennis courts. He noted his opinion is it would be better to improve something that is already in use. Chair Long noted Spruce Up Warrenton has been advised to review the parks master plan. Mr. Dyer noted a lack of park opportunities for elderly people like step-up stations. Mayor Balensifer noted the community garden, senior meal site, and the paved trails. Mr. Dyer discussed the need to be more inclusive in the parks. Discussion followed about senior park features. Chair Long noted discussion during the master plan was focused on maintenance and noted steps being taken to include more ages in park activities. Mr. Dyer asked why Warrenton does not have a parks and recreation department. Commissioner Newton noted the need for additional parking. Discussion followed. Mayor Balensifer discussed other jurisdiction's parks departments. Ms. Engbretson noted the City of Warrenton's recreation department was cut in the 90's due to lack of funding. Discussion continued. Chair Long asked about the financial benefits of working with Spruce Up Warrenton on the covered tennis courts. Mayor Balensifer noted the group's grant potential as a nonprofit. Chair Long discussed her expectation for a high-quality, long-lasting structure. Discussion followed about funding. Commissioner Baldwin noted the company that built the shop building at Warrenton High School. Chair Long noted concerns of

MINUTES

Warrenton City Commission

Joint Parks Advisory Board Meeting – 8.9.21

Page: 7

child safety and vandalism for a building versus a just a roof. Discussion followed. Mayor Balensifer asked for a poll on whether to pursue the gazebo or improve existing facilities.

Pursue gazebo: 0

Improve existing facilities: 8

The general consensus was to improve existing facilities. Discussion followed. There was brief discussion about the gazebo at the Community Center.

Commissioner Newton noted the new hosts at the dog park. Discussion followed. Chair Long noted concerns about drug-use at the bathrooms in Carruthers Park. Brief discussion followed. Mayor Balensifer reminded the Parks Advisory Board that Chair elections should occur in October.

There being no further business, Mayor Balensifer adjourned the joint meeting at 6:19 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder



WARRENTON POLICE DEPARTMENT

JULY 2021 STATISTICS

AUGUST 24, 2021



July Statistics (% changes are compared to 2020)							
Category	2021	2020	% Chg	2019	% Chg	2018	% Chg
Calls for Service	868	767	13%	817	6%	1060	-18%
Incident Reports	174	257	-32%	220	-21%	224	-22%
Arrests/Citations	167	153	9%	213	-22%	183	-9%
Traffic Stops/ Events	173	169	2%	254	-32%	323	-46%
DUII's	4	2	100%	4	0%	4	0%
Traffic Accidents	17	28	-39%	33	-48%	28	-39%
Property Crimes	112	104	8%	134	-16%	99	13%
Person Crimes	112	101	11%	88	27%	84	33%
Drug/Narcotics Calls	4	3	33%	4	0%	11	-64%
Animal Calls	28	27	4%	35	-20%	23	22%
Officer O.T.	129	147.2	-12%	174.5	-26%	150	-14%
Reserve Hours	0	0	0%	15	-100%	43.5	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	682	682	772	776	736	782	868		
Incident Reports	218	218	195	194	185	169	174		
Arrests/Citations	214	196	181	188	143	169	167		
Traffic Stops/ Events	107	107	142	208	153	167	173		
DUII's	1	1	6	2	1	4	4		
Traffic Accidents	17	17	9	17	11	15	17		
Property Crimes	111	111	96	93	107	106	112		
Person Crimes	109	78	80	84	68	97	112		
Drug/Narcotics Calls	9	10	2	1	3	3	4		
Animal Calls	19	17	22	21	14	27	28		
Officer O.T.	19.5	72.25	63.25	69.25	79.5	272.64	129		
Reserve Hours	0	0	0	0	0	0	0		

Oct	Nov	Dec	2021 YTD	2021Estimate	2020	2021v.2020	2019	2021v.2019	2018	2021v.2018
			5298	9082	7955	14%	9270	-2%	9819	-8%
			1353	2319	2442	-5%	2469	-6%	2608	-11%
			1258	2157	1891	14%	2095	3%	1731	25%
			1057	1812	2000	-9%	2489	-27%	2627	-31%
			19	33	27	21%	36	-10%	33	-1%
			103	177	228	-23%	246	-28%	275	-36%
			736	1262	1191	6%	1230	3%	1094	15%
			628	1077	830	30%	863	25%	849	27%
			32	55	58	-5%	86	-36%	117	-53%
			148	254	207	23%	289	-12%	271	-6%
			705.39	1209	2075.4	-42%	2194.5	-45%	1731.7	-30%
			0	0	12.5	-100%	259.5	-100%	359.5	-100%

Homeless Incidents	2021	2020
Code 40 (Normal)	44	21
Code 41 (Aggressive)	1	0

Elk Incidents	2021
Interaction:	1
Traffic Accidents:	1
Traffic Complaints:	0
Total:	2



**WARRENTON POLICE DEPARTMENT
OFFICE MEMORANDUM**



TO: DAWNE SHAW, CITY RECORDER

FROM: MATHEW J. WORKMAN, CHIEF OF POLICE

DATE: AUGUST 17, 2021

SUBJECT: OLCC LICENSE APPLICATION

CC:

I have reviewed the new application for an OLCC Liquor license for Flood Valley Brewing, Inc. I find nothing that would preclude the approval of this application by the City.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PRINT FORM

RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be:
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Passenger Carrier	By: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	Date application received: <u>8/2/2021</u>
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	Date application accepted: <u>8/11/2021</u>
<input type="checkbox"/> Limited On-Premises	<i>on file</i>
<input type="checkbox"/> Off-Premises	RECEIVED OREGON LIQUOR CONTROL COMMISSION
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	License Action(s): <u>NO</u>
<input type="checkbox"/> Winery 1 st Location	AUG 02 2021
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
(4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation) **SALEM REGIONAL OFFICE** applying for the license(s):

Flood Valley Brewing Inc

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See)		
<u>Flood Valley Tap House</u>		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
<u>11005 E Harbor Drive</u>		
City	County	Zip Code
<u>Warrenton</u>	<u>Clatsop</u>	<u>97146</u>

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) <u>Flood Valley Tap House</u>			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065(1).)			
<u>1605 E Harbor Drive W</u>		City <u>Warrenton</u>	State <u>OR</u>
9. Phone Number of the Business Location		10. Email Contact for this Application and for the Business <u>Chris@floodvalley.com</u>	
11. Contact Person for this Application <u>Chris Rohr</u>		Phone Number <u>503-361-3261</u>	
Contact Person's Mailing Address (if different) <u>Warrenton, OR</u>	City <u>Chenoweth</u>	State <u>OR</u>	Zip Code <u>97146</u>

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311(6)) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

Chris Rohr [Signature] _____ _____
 App. #1: (PRINT NAME) App. #1: (SIGNATURE) App #1: Signature Date Atty. Bar Information (if applicable)

 App. #2: (PRINT NAME) App #2: (SIGNATURE) App #2: Signature Date Atty. Bar Information (if applicable)

 App. #3: (PRINT NAME) App #3: (SIGNATURE) App #3: Signature Date Atty. Bar Information (if applicable)

 App. #4: (PRINT NAME) App #4: (SIGNATURE) App #4: Signature Date Atty. Bar Information (if applicable)



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

PRINT FORM
 RESET FORM

1 Name (Print) Rohr Last Christopher Anthony First Middle

2. Other names used (maiden, other) w/a

3. Do you have a Social Security Number (SSN) issued by the United States Social Security Administration? Yes No
 If yes, you must list your SSN

SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25 785) If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below

Based on our authority under ORS 471 311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a))

4 Do you consent to the OLCC's use of my SSN as described above? Check this box:

5. Date of Birth (DOB) 11 (mm) 11 (dd) 1977 (yyyy)

6 Driver License or State ID # 7 State Washington

8 Contact Phone: 206 412 1111

9 E-mail Address: Chris@HartValeley.com

10 Mailing Address: 1000 N. Commercial St (Number and Street) Chenalis (City) WA (State) 98532 (Zip Code)

11 In the past 10 years, have you been convicted of a felony or a misdemeanor in a U S state outside of Oregon?
 No Yes (If yes, explain in the space provided, below) Unsure Choose this option and provide an explanation if, for example, you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction, or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.

OSP/DMV
 Search Completed
 AUG 12 2021

INITIALS: NDPCH/DWV



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY FORM

12 Do you, or any entity that you are a part of, currently hold or have you previously held a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses)

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

13 Do you or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No Yes Please list licenses (and year(s) licensed) below Unsure Please include an explanation:

Washington State LCB Beer and Wine Restaurant
 C/H Premis, Catering - since 2016

14 Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No Yes Please list applications below Unsure Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, *may not* sign your form

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	Rehr	Last	Christen	First	Anthony	Middle
Signature:					Date:	7/22/2021

This box for OLCC use ONLY

NO Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Flood Valley Brewery Inc Phone: _____
Trade Name (dba): Flood Valley Tap House
Business Location Address: 1605 E Harbor Drive
City: Warrenton ZIP Code: 97146

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7am to 10am
Monday 7am to 10pm
Tuesday 7am to 10pm
Wednesday 7am to 10pm
Thursday 7am to 10pm
Friday 7am to 11pm
Saturday 7am to 11pm

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

Food service Hours: _____ to _____
 Alcohol service Hours _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: Meeting Room

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 100 Outdoor: _____
Lounge: 17 Other (explain): Meeting room 30
Banquet: _____ Total Seating: 137

OLCC USE ONLY

Investigator Verified Seating (Y) (N)

Investigator Initials: _____

Date: _____

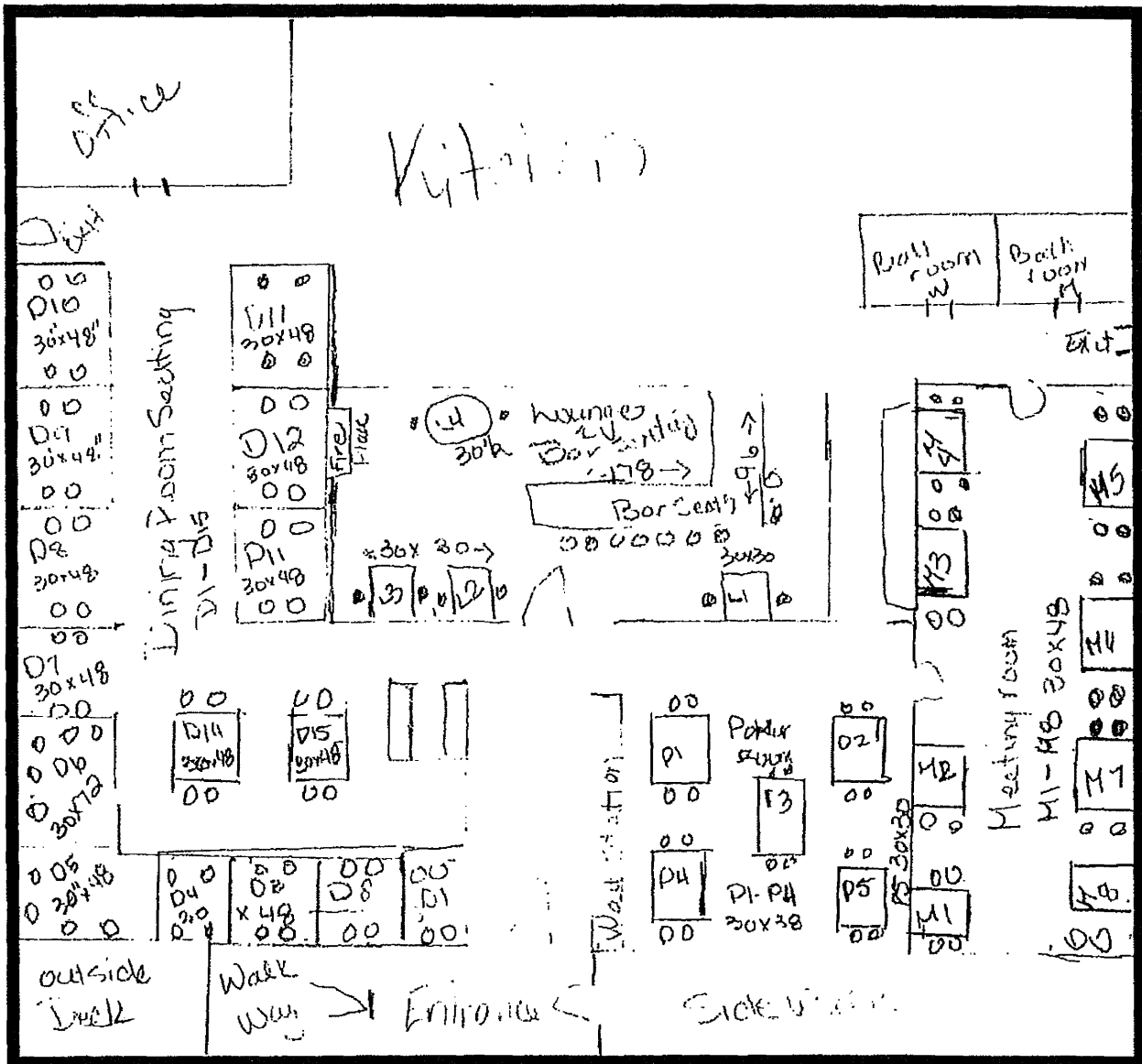
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 7/22/2021



**OREGON LIQUOR CONTROL COMMISSION
FLOOR PLAN**

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Chris Robin Flood Valley Brewing Inc

Applicant Name: Flood Valley Taphouse

Trade Name (dba): Warrenton 97146

City and ZIP Code

.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



5 add

WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Jim Fowler

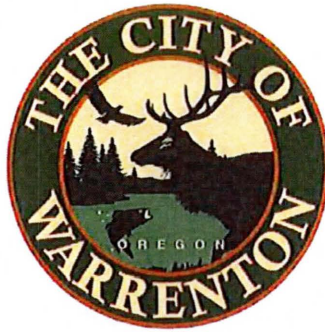
ADDRESS: 90887 Lewis and Clark Rd.

EMAIL: biggamejames8@gmail.com

DOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) _____

BRIEFLY DESCRIBE YOUR TOPIC: community involvement.

PLEASE GIVE THIS CARD TO THE CITY RECORDER PRIOR TO THE MEETING



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Collin Stelzig, P.E., Public Works Director
DATE: August 24th, 2019
SUBJ: Fall Festival Event Application

SUMMARY

Spruce Up Warrenton submitted an event application for the annual Fall Festival event at the Quincy and Bessie Robinson Park to be held on October 30th, 2021. This event is from 10:00am to 6:00pm and will include games, hayride, petting zoo, arts and crafts vendors, food vendors, music, trunk or treat, and amplified music. The event planners are requesting that the City Commission waive the \$175.00 fees associated with the park rental, and seek permission to have amplified music during the event. Attached is the completed event application, as well as a site map of the event.

RECOMMENDATION/SUGGESTED MOTION

"I move to waive the park rental fees for the Fall Festival in Quincy and Bessie Robinson Park from 10:00a.m. to 6:00p.m. on Saturday, October 30th, 2021, and approve the use of amplified music."


ALTERNATIVE

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

FISCAL IMPACT

This project will not impact expenses in the general fund budget.

Approved by City Manager:



A handwritten signature in cursive script, reading "Linda Engstrom", is written over a horizontal line.

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

CITY OF WARRENTON EVENTS APPLICATION

Application Date: 7-27-2021 Event Date(s): 10/30/2021
The City requires 60-business days for processing applications and 30-calendar days for approval of ground site plans not submitted with the application.

Reservation Fee (see attached schedule) [] \$25.00 [] \$50.00 [] \$100.00

EVENT INFORMATION

Host Organization:

Organization Name: Spruce Up Warrenton

Type of Organization: [x] In-City Personal/Non-Profit [] Out of City Personal/Non-Profit [] Commercial

Mailing Address: (Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: (If Different from Mailing Address)

Cell Phone: Fax Number: N/A

Website Address: http:// Spruceupwarrenton@gmail.com

Event Organizer:

Name: Jeanne Smith/Mike Maha Title: Chair/Vice Chair

Mailing Address: (Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: Cell Phone: Same

Fax Number: N/A Email:

2nd Contact: Mike Maha Cell: mail:

On-Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title: Jeanne Smith Chair

Mailing Address: (Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: Cell Phone: Same

Fax Number: N/A Email:

Alt. On-Site Contact 1: Mike Maha Phone: Email:

Alt. On-Site Contact 2: Phone: Email:

Please attach to this application a list of any other managers and security staff who may be contacts in the event of an incident or emergency

Event Details:

Event Name / Title: Warrenton Fall Festival

START Date/Time: 10-30-21 9AM END Date/Time: 10-30-21 6PM *Actual event w/ 11 take place 11-4*

- Facility*: Gazebo Picnic Shelter Concession Stand Play Courts
- Baseball Field #1 Baseball Field #2 Baseball Field #3 Baseball Field #4
- Entire Q. Robinson Park* Carruthers Park* Ft. Stevens Parade Grounds*
- Seafarer's Park* Post Office Park Statue Park
- Skipanon River Park* Library Park* Triangle Park*
- *Excludes any playgrounds or playground equipment at any of the parks.*
- Tansy Point Park Other City Properties: _____
- City Trails: _____
- Community Center **** Reservation made through City Hall 503-861-2233**
- City Streets: **See instructions under Temporary Street Closure section below.**

- Type of Event: 5k or 10k Runs Bike Races Block Party Celebration
- Ceremony Concert Festival Fundraiser
- Farmers Market Marathon Parade Procession
- Planned Demonstration or March Street Fair Walkathons
- Other: _____

Event Description (25-word Minimum):

Fall festival with ^{Carnival} games, hay ride, petting zoo, Arts and crafts vendors
Food vendors, music, trunk-or-treat

- Is this an annual event? Yes No
- Is there an admission/entry fee? Yes No

Details of Fee: _____

Anticipated Attendance: 500 Choose One: Adult Juvenile Both

Grounds Set-Up Plan: *A complete Grounds Set-Up Plan is required for all events. The plan must be attached to this application and include a map with locations for sanitation dumpsters/cans, concessions, stages, toilets, parking, traffic flow, etc. Any changes to the Grounds Set-Up Plan after it is submitted will require additional approvals.*

Sanitation Services Required: Yes No *(If Yes, contact City Hall at 503-861-2233 for scheduling.)*

- Quantity of Dumpsters: 1 2 3
- Dumpster Size: 1.5 c.y. 2 c.y. 3 c.y.
- Service Required: Daily Once More: _____
- Restrooms: Yes No Quantity of Portable Toilets: 2

Catering/Food Vendor Details: Not Applicable

Event will include the following: (Mark all that apply)

- Alcoholic Beverages
- Non-Profit Food Vendors
- Pre-Packaged Food/Beverage Items
- Professional Catering
- Pot Luck Items
- Retail Food Vendors

- Event Organizer must obtain health permits from all food handlers.
- If alcoholic beverages will be served an OLCC permit is REQUIRED as well as a \$200 permit fee.
- If a professional caterer will be hired for the event, please provide below information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Health Insurance.

Company Name: N/A Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Fax Number: _____

- Concession Facilities: City Portable Quantity: 1 - VFW

All concessionaires and caterers will need to provide their own fire extinguishers sufficient to meet minimum emergency standards for their concession/catering area and facilities.

Staging Details: Not Applicable

Mark all of the following items that will be used at the event:

- Amplified Music
- Bleachers
- Dance Floors
- Live Entertainment
- Loud Speakers
- Microphone(s)
- Stage(s)
- Auxiliary/Stage Lights
- Other: _____

NOTE: If any of the above items will be used, indicate their location on your attached Grounds Set-Up Plan. Use of the above items may require the Event Organizer to meet ADA Regulations, Fire Code, and City Noise Ordinance regulations.

Temporary Street Closures:

Will you be requesting any street or sidewalk closures? Yes No *May require City Commission Approval

Street: Tennis courts parking lot Start Date: 10/30 Time: 9:00
drive around / see map End Date: 10/30 Time: 6:00

Type of Closure: Street Closure Sidewalk Closure

- If your event requires a multi-day closure you may be required to complete information for each day.
- Keep in mind that streets must be closed from intersection to intersection. No mid-block closures.
- It may be necessary to obtain a Professional Traffic Plan.
- The City of Warrenton may require that all affected residents/businesses both on and adjacent to the street closure be notified of the closure. The method of notification may be done by door hangers, personal contact, or other manner that is likely to get attention of building/business owner or tenant. The City may require proof of this notification in the form of a letter and date of mailing, a list of property owners notified, or similar methods. This assertion is made under potential penalty of ORS 162.085 "Unsworn Falsification." Applicant also acknowledges that any loss of income to an affected party not notified would be the responsibility of the applicant and not that of the City of Warrenton.

Do you have your own barricade equipment? Yes No

How will you meet barricade requirements?

- Host will rent barricade equipment, host will set-up & tear-down equipment.
- Host will rent barricade equipment, private company will set-up & tear-down.
- Host would like to use barricade equipment from the City of Warrenton.
 - Host will set-up & tear-down equipment.
 - Host would like City personnel to set-up and tear-down equipment.

It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.

If renting barricades from a private company they must have a Warrenton Business License. Please provide:

Company Name: NA Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Parking & Shuttle Services: Not Applicable

Parking Details: Please describe Public Parking arrangements (Indicate location on Grounds Plan)

See attached map

Shuttle Service: Will a shuttle service be provided to the event site? Yes No

Shuttle Service Plan: (Describe the plan. Indicate pick-up, drop-off locations on Grounds Plan)

If providing a private shuttle service, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: N/A Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)
 Physical Address: _____
(If Different from Mailing Address)
 Primary Phone: _____ Alternate Number: _____

Security and/or Police: Not Applicable

- Event Organizer is requesting assistance from the Warrenton Police Department.
- Event Organizer will provide a private security company.

If providing a private security company, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: N/A Contact Name: _____
 Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Fire Details: Not Applicable

All fire details below should be noted on the Grounds Set-Up Plan.

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

NOTE: Any use of weapons that are loaded and discharged may be prohibited by City Ordinance or may require a police officer or security on site when used. The Police will notify you.

- Event will include canopies/tents with over 200 feet of material but not more than 400 feet.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information:

Date of Demonstration: _____ Time: _____

Demo & Location Description *(Please indicate location of the show and/or launching on the Grounds Plan)*

Medical Plan:

All events are required to have a First Aid Station or First Aid Kit on-site. Please indicate the location on the Grounds Plan/Map. Please indicate which of the following applies:

- If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.
(This option is only available to events under 500 daily attendance.)
- Event Organizer will provide an ambulance company to be on site.
- Event Organizer will provide a medical doctor, registered nurse, and/or EMT Staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

If hiring a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Evacuation Plan:

Please provide a detailed description of your emergency evacuation plan.

Miscellaneous:

Animals:

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

(If so, please indicate the location of the animals on the Grounds Plan/Map.)

NOTE: If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations. All animal waste must be removed from the site and disposed of properly, not in any City garbage receptacles.

Balloons: BALLOON LAUNCHING PROHIBITED AT CITY-APPROVED EVENTS/FACILITIES

Due to the dangers posed by mylar balloons, latex balloons, balloon strings, valves, and etc. the City of Warrenton does not allow balloon launching of any form during City-Approved events or from City Facilities. Balloons are allowed for decoration ONLY and care should be taken to prevent any release.

Insurance: Not Applicable

Proof of valid Liability Insurance Policy coverage required 14-days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider: City Coverage / city event

Coverage Amount: _____

Insurance Agent: _____ Phone: _____

Deposit: Not Applicable

- A refundable deposit of **\$250** shall be charged for group event reservations.
- Remittance of the deposit at the time of the application will hold the site until the application is approved.
- The deposit may be held for up to 30-days following the event.
- The deposit is due before the event will be scheduled.
- Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable.
- For the purpose of this section, a group event is any event where 75 people or more are expected to attend or participate.
- Any request for waiver of the deposit can only be approved by the City Manager or the designee of the City Manager.

Indemnification:

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Warrenton, and the City of Warrenton's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms, and ratings required by the City Manager or City Attorney or their designee.

I certify that all of the information on this application is true and correct.

- Host Organization and/or Event Organizer hereby requests waiver of insurance under the prohibitive cost exemption. Note: This waiver is offered only to very small event applicants and will be determined by the City Manager.

Jeanne M. Smith
Print Name
Jeanne M. Smith
Signature

Chairman Spruce Hill Warrenton
Title
7-27-2021
Date

QUESTIONS?

If you have questions about facilities you can call Nancy Claterbos on Public Works 503-861-0912.
If you have question about this form you can call Police Chief Mathew Workman 503-861-2235.

Department Approvals:

- Initial and write "Approve", "Not Approved", or "N/A" if this event does not affect your department.
- If you write "No Approved" you must attach a memo with your reasons and what the applicant needs to do to gain your approval.


Finance	Public Works	Fire	Police	Planning	Building	Marinas
<i>JS 8/27/21 see note</i>	<i>RCS</i>	<i>3 Approve</i>	<i>M/W Approve - see attached note</i>		<i>UFW</i>	

**accessible restroom*

Schedule of Fees:

The City of Warrenton has three classes of reservations fees for facilities use:




ROADBLOCK



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Dawne Shaw, City Recorder
DATE: August 24, 2021
SUBJ: Consideration of Noise Variance – Carriere Event

SUMMARY

The City has received a request from Julie Carriere for a noise variance at their anniversary celebration. The event will be at their private home in Hammond, however the Carriere's did complete an event application as a courtesy, to provide details to the city. The event is scheduled for September 18, from 4:00 p.m. - 10:00 p.m. and will include amplified music. Staff has no objection to the use of amplified music at this event. Ms. Carriere is in attendance to answer any questions.

RECOMMENDATION/SUGGESTED MOTION

"I move to permit the use of amplified music at the Carriere's private event on September 18."

ALTERNATIVE

1) None recommended

FISCAL IMPACT

N/A

Approved by City Manager:

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

CITY OF WARRENTON EVENTS APPLICATION

Application Date: 7/30/21

Event Date(s): 9/18/2021

The City requires 60-business days for processing applications and 30-calendar days for approval of ground site plans not submitted with the application.

Reservation Fee (see attached schedule) \$25.00 \$50.00 \$100.00

EVENT INFORMATION

Host Organization:

Organization Name: N/A

Type of Organization: In-City Personal/Non-Profit Out of City Personal/Non-Profit Commercial

Mailing Address: 5th Ave Hammond
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Cell Phone: _____ Fax Number: _____

Website Address: http:// N/A

Event Organizer:

Name: Julie Carriere Title: Home Owner

Mailing Address: same as above
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: same

Fax Number: _____ Email: _____

2nd Contact: _____ Cell: _____ Email: _____

On-Site Contact:

Contact information for the person who will be on-site and will be the primary contact on the day of the event.

Name & Title: Julie Carriere

Mailing Address: same as above
(Street Address or P.O. Box) (City) (State) (Zip)

Primary Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

Alt. On-Site Contact 1: _____ Phone: _____ Email: _____

Alt. On-Site Contact 2: _____ Phone: _____ Email: _____

****Please attach to this application a list of any other managers and security staff who may be contacts in the event of an incident or emergency****

Catering/Food Vendor Details: Not Applicable

Event will include the following: (Mark all that apply)

- Alcoholic Beverages Non-Profit Food Vendors Pre-Packaged Food/Beverage Items
- Professional Catering Pot Luck Items Retail Food Vendors

- Event Organizer must obtain health permits from all food handlers.
- If alcoholic beverages will be served an OLCC permit is REQUIRED as well as a \$200 permit fee.
- If a professional caterer will be hired for the event, please provide below information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Health Insurance.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(if Different from Mailing Address)

Primary Phone: _____ Fax Number: _____

- Concession Facilities: City Portable Quantity: _____

All concessionaires and caterers will need to provide their own fire extinguishers sufficient to meet minimum emergency standards for their concession/catering area and facilities.

Staging Details: Not Applicable

Mark all of the following items that will be used at the event: 4pm - 8pm

- Amplified Music Bleachers Dance Floors Live Entertainment
- Loud Speakers Microphone(s) Stage(s) Auxiliary/Stage Lights
- Other: _____

NOTE: If any of the above items will be used, indicate their location on your attached Grounds Set-Up Plan. Use of the above items may require the Event Organizer to meet ADA Regulations, Fire Code, and City Noise Ordinance regulations.

Temporary Street Closures:

Will you be requesting any street or sidewalk closures? Yes No *May require City Commission Approval

Street: _____ Start Date: _____ Time: _____

End Date: _____ Time: _____

Type of Closure: Street Closure Sidewalk Closure

- If your event requires a multi-day closure you may be required to complete information for each day.
- Keep in mind that streets must be closed from intersection to intersection. No mid-block closures.
- It may be necessary to obtain a Professional Traffic Plan.
- The City of Warrenton may require that all affected residents/businesses both on and adjacent to the street closure be notified of the closure. The method of notification may be done by door hangers, personal contact, or other manner that is likely to get attention of building/business owner or tenant. The City may require proof of this notification in the form of a letter and date of mailing, a list of property owners notified, or similar methods. This assertion is made under potential penalty of ORS 162.085 "Unsworn Falsification." Applicant also acknowledges that any loss of income to an affected party not notified would be the responsibility of the applicant and not that of the City of Warrenton.

Do you have your own barricade equipment? Yes No

How will you meet barricade requirements?

- Host will rent barricade equipment, host will set-up & tear-down equipment.
- Host will rent barricade equipment, private company will set-up & tear-down.
- Host would like to use barricade equipment from the City of Warrenton.
 - Host will set-up & tear-down equipment.
 - Host would like City personnel to set-up and tear-down equipment.

It may be possible to use City equipment. A representative from the City will let you know if you can use any City equipment and if there will be any additional cost.

If renting barricades from a private company they must have a Warrenton Business License. Please provide:

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Parking & Shuttle Services: Not Applicable

Parking Details: *Please describe Public Parking arrangements (Indicate location on Grounds Plan)*

Shuttle Service: Will a shuttle service be provided to the event site? Yes No

Shuttle Service Plan: **(Describe the plan. Indicate pick-up, drop-off locations on Grounds Plan)**

If providing a private shuttle service, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Security and/or Police: Not Applicable

Event Organizer is requesting assistance from the Warrenton Police Department.

Event Organizer will provide a private security company.

If providing a private security company, please provide the following information and attach copies of the company's Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Fire Details: Not Applicable

All fire details below should be noted on the Grounds Set-Up Plan.

- Event will require the use of electrical generators.
- Event will host the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects.

NOTE: Any use of weapons that are loaded and discharged may be prohibited by City Ordinance or may require a police officer or security on site when used. The Police will notify you.

- Event will include canopies/tents with over 200 feet of material but not more than 400 feet.
- Event will include canopies/tents with over 400 feet of material.
- Cooking equipment with excessive heat, spark and/or open flame will be used.

If hosting the use of fireworks, explosive devices, pyrotechnics, mock gunfire and/or the use of weaponry for special effects, please provide the following information:

Date of Demonstration: _____ Time: _____

Demo & Location Description *(Please indicate location of the show and/or launching on the Grounds Plan)*

Medical Plan:

All events are required to have a First Aid Station or First Aid Kit on-site. Please indicate the location on the Grounds Plan/Map. Please indicate which of the following applies:

If necessary, in the case of an emergency, the On-Site Contact will call 9-1-1.
(This option is only available to events under 500 daily attendance.)

Event Organizer will provide an ambulance company to be on site.

Event Organizer will provide a medical doctor, registered nurse, and/or EMT Staff to be on site.

If providing an ambulance company, please provide the following information and attach copies of their Warrenton Business License, Liability Insurance Certificate, and Oregon State License.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

If hiring a medical doctor, RN, and/or EMT Staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____ Contact Name: _____

Mailing Address: _____
(Street Address or P.O. Box) (City) (State) (Zip)

Physical Address: _____
(If Different from Mailing Address)

Primary Phone: _____ Alternate Number: _____

Evacuation Plan:

Please provide a detailed description of your emergency evacuation plan.

We will be outside. Either go thru
field or across the streets

Miscellaneous:

Animals:

Will there be any kind of animals at this event (e.g. petting zoo, pony rides, etc.)? Yes No

(If so, please indicate the location of the animals on the Grounds Plan/Map.)

NOTE: If animals will be present, food service canopies/tents must be at least fifty (50) feet away. It will also be required that Event Organizer provides portable hand-washing stations. All animal waste must be removed from the site and disposed of properly, not in any City garbage receptacles.

Balloons: BALLOON LAUNCHING PROHIBITED AT CITY-APPROVED EVENTS/FACILITIES

Due to the dangers posed by mylar balloons, latex balloons, balloon strings, valves, and etc. the City of Warrenton does not allow balloon launching of any form during City-Approved events or from City Facilities. Balloons are allowed for decoration ONLY and care should be taken to prevent any release.

Insurance: Not Applicable

Proof of valid Liability Insurance Policy coverage required 14-days in advance of event to cover all dates for the duration of the event.

Name of Insurance Provider: _____

Coverage Amount: _____

Insurance Agent: _____ Phone: _____

Deposit: Not Applicable

- A refundable deposit of **\$250** shall be charged for group event reservations.
- Remittance of the deposit at the time of the application will hold the site until the application is approved.
- The deposit may be held for up to 30-days following the event.
- The deposit is due before the event will be scheduled.
- Any expenses or damages incurred by the City for noncompliance will be withheld and are not refundable.
- For the purpose of this section, a group event is any event where 75 people or more are expected to attend or participate.
- Any request for waiver of the deposit can only be approved by the City Manager or the designee of the City Manager.

Schedule of Fees:

The City of Warrenton has three classes of reservations fees for facilities use:

1. In-City Personal or Non-Profit 2. Outside City Personal or Non-Profit 3. Commercial

	Time Allotment	In-City Personal & Non-Profit	Out of City Personal & Non-Profit	Commercial	Facility Address & Description
Reservation Fee	—	\$25.00	\$50.00	\$100.00	These fees are in addition to rental fees.
Deposit	—	\$250.00	\$250.00	\$250.00	
Facility					
Gazebo (by Comm. Cntr.)	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Picnic Shelter	4-hrs	\$25.00	\$40.00	\$50.00	1560 NW Warrenton Dr.
Concession Stand	4-hrs	\$30.00	\$50.00	\$75.00	300 SW Alder Ave.
Baseball Field 1	Per Day	\$50.00	\$60.00	\$60.00	300 SW Alder Ave.
Baseball Field 1	2-3 Days	\$75.00	\$90.00	\$100.00	300 SW Alder Ave.
Baseball Fields 1,2	Per Day	\$75.00	\$85.00	\$90.00	300 SW Alder Ave.
Baseball Fields 1,2	2-3 Days	\$100.00	\$115.00	\$125.00	300 SW Alder Ave.
Baseball Fields 2,3,4	Per Day	\$90.00	\$100.00	\$110.00	300 SW Alder Ave.
Baseball Fields 2,3,4	2-3 Days	\$175.00	\$200.00	\$250.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	Per Day	\$100.00	\$110.00	\$125.00	300 SW Alder Ave.
Baseball Fields 1,2,3,4	2-3 Days	\$200.00	\$250.00	\$275.00	300 SW Alder Ave.
All Fields Warrenton Kids*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Concession (Warr. Kids*)	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
All Fields Warrenton HS*	Scheduled	FREE*	FREE*	FREE*	300 SW Alder Ave.
Play Courts	4-hrs	\$25.00	\$45.00	\$50.00	300 SW Alder Ave.
Entire Quincy & Bessie Robinson Park Facility	Per Day	\$400.00	\$500.00	\$750.00	4-ballfields, restrooms, concession stand, gazebo, play court, parking.
Eben Carruthers Park Facility	Per Day	\$150.00	\$200.00	\$400.00	1560 NW Warrenton Dr; Picnic Shelter, restrooms, viewing platform, Dog Park NOT included
Fort Stevens Parade Grounds	Per Day	\$100.00	\$150.00	\$250.00	Russell Place; 2 picnic tables, limited parking on site
Seafarer's Park	4-hrs	\$25.00	\$40.00	\$150.00	1 st Ave. Hammond Marina; 2 picnic tables
Seafarer's Park	Per Day	\$150.00	\$200.00	\$300.00	Same as above
Post Office Park	FREE	FREE	FREE	FREE	Memorial, electricity, flagpoles, limited parking
Statue Park	FREE	FREE	FREE	FREE	Picnic table, on street parking
Skipanon River Park	FREE	FREE	FREE	FREE	SE 3 rd St; picnic tables
Other City Properties	Per Day	\$150.00	\$200.00	\$300.00	Any other properties owned by City.

*City has separate agreements with these entities.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
 FROM: Dawne Shaw, City Recorder
 DATE: August 24, 2021
 SUBJ: Consideration of Second Reading and Adoption of Ordinance No. 1254; Amending Ord. No. 1128-A and 1076-A; Updating Purchasing Manager's Authority

SUMMARY

At its August 10, 2021, meeting, the City Commission conducted the first reading of Ordinance No. 1254, updating the Purchasing Manager's authority from \$25,000 to \$50,000. The ordinance is before you today, for its second reading and adoption.

RECOMMENDATION/SUGGESTED MOTION

"I move to conduct the second reading, by title only, of Ordinance No. 1254, an Ordinance Amending Section 1 of Ordinance No. 1128-A; Amending Section 5 of Ordinance No. 1076-A; Updating the Purchasing Manager's Authority."

" I move to adopt Ordinance No. 1254."

ALTERNATIVE

1) None recommended

FISCAL IMPACT

N/A

Approved by City Manager:

Linda Egbertson

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

ORDINANCE NO. 1254

Introduced by All Commissioners

Amending Section 1 of Ordinance No. 1128-A; Amending Section 5 of Ordinance No. 1076-A;
Updating the Purchasing Manager's Authority

NOW, THEREFORE, the City of Warrenton ordains as follows:

Section 1. Section 1 of Ordinance No. 1128-A is repealed.

Section 2. Section 5 of Ordinance No. 1076.A is replaced with the following new Section 5 language:

Section 5. Public Contracts – Authority of Purchasing Manager.

General Authority. The City Manager shall be the purchasing manager for the City of Warrenton and is hereby authorized to issue all solicitations and to award all City of Warrenton contracts for which the contact price does not exceed \$50,000. As required by City Charter, the City Commission shall approve the plans and specifications of any public improvement in excess of \$5,000 to be made by a private contractor. Subject to the provisions of the Ordinance, the purchasing manager may adopt and amend all solicitation materials, contracts and forms required or permitted to be adopted by contracting agencies under the Oregon Public Contracting Code or otherwise convenient for the City of Warrenton's contracting needs. The purchasing manager shall hear all solicitations and award protests.

First Reading: August 10, 2021

Second Reading: August 24, 2021

Adopted by the City Commission this 24 day of August, 2021.

APPROVED:

Henry A. Balensifer, III, Mayor

Attest:

Dawne Shaw, City Recorder

8.A



WARRENTON POLICE DEPARTMENT CITY COMMISSION DISCUSSION



RV Ordinance Suggestions

After reviewing the ordinances from several cities, reviewing the guidance you provided during the work session, and considering factors relating to our community (citizens, lifestyles, tourism, recreation, etc.) I worked to create meaningful changes and suggestions. The following are the changes for your review and editing.

Definition

- For the purposes of this ordinance, we maintain the “Recreational Vehicle” and “Recreation Vehicle Park” definition used in Code 16.12.010:
 - **Recreational Vehicle.** *A vehicle which is (1) built on a single chassis; (2) 400 square feet or less when measured at the largest horizontal projection; (3) designed to be self-propelled or permanently towable by a light duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.*
 - **Recreational Vehicle Park.** *Two or more RV’s and as defined by and must meet all requirements under Code 16.176 “Recreational Vehicle Park Design Standards.”*

Location

- Must not park an RV in front of a residence either on the street or in the residential property where RV blocks the view of the residence, unless the RV is fully in a driveway and does not block a sidewalk or create a vision obstruction.
- Must not park in any City Right-of-Way without first obtaining a Permit to use that Right-of-Way. Even with a valid City Right-of-Way permit, you cannot use an RV as a dwelling or sleeping unless you meet the other requirements of this ordinance.
- No electrical cords or waterlines can be run over City sidewalks or to any RV temporary parked on a City Street or Right-of-Way. Sewage/gray water hose cannot be used unless they are attached to a properly inspected and approved connection to the City Sewage System.
- Location restrictions can be adjusted if you are doing construction, demolishing, remodeling, or reconstruction but only with a City Permit. This is valid for up to 6-months or until the project is complete, whichever is less, or must re-apply for another permit. The use of the RV must be in conjunction with the project and not used for visitors or otherwise.

Time

- Permits can be issued for 2, 7, 15, 30-days, or 6-months (construction/remodeling only)
- Permit rules:
 - 2-day permits cannot exceed a total of 4-days in any 30-day period.
 - 7-day permits can be granted once every 30-days.
 - 15-day permits can be granted once every 60-days.
 - 30-day permits can be granted once every 120-days.
 - No permit-stacking, other than the 2-day permits, you can only get one permit in any 30-day period.

Fees

- 2-day permits: Free “*The Weekender*”

- 7-day permit: \$30
- 15-day permits: \$60
- 30-day permits: \$75
- 6-month permits: \$300

Rentals

- RV's cannot be used as a rental dwelling, short-term accessory rental, a leased dwelling, Air BNB, or any other short-term residence with a fee. The owner of the RV can be assessed the fine associated with this ordinance.

Fines

- Not having a proper permit or violating the terms of a permit, \$100/a day.
- Improper discharge from an RV or dumping, \$300/a day
- Over 2 RV's on a site that does not meet RV Park requirements, \$300/a day.



DEPARTMENT QUARTERLY REPORT

TO: The Warrenton City Commission

FROM:

DATE:

RE: Department Quarterly Report; [date range]

Quarter in Brief:

Projects completed:

Projects in progress:

Challenges/Obstacles:

Successes:

Plans for next quarter:



OMA STAFF LIAISON REPORT

Prepared by Patty Mulvihill

July 7, 20201

General Overview

Since the last Staff Report was issued in mid-June, LOC staff has been able to identify the key areas of concern regarding LOC's service provision to the OMA, is working to address each of those concerns, and has been developing internal processes and controls to ensure that LOC's service provision to the OMA is stable and consistent.

If you have any suggestions, concerns, or ideas you want me to know about or to consider including in a work plan, please contact me directly at pmulvihill@orcities.org.

OMA Committees

The last several weeks have seen heavy activity from two OMA Committees, specifically the Bylaws Committee and Conference Planning Committee.

Bylaws Committee

The Committee was convened to propose amendment to the OMA Constitution and the OMA Policies. For the Constitution, the Committee was asked to present an amendment which would allow for the OMA to take positions on nonpartisan legislative matters. The Policies were asked to be amended to better streamline the OMA Board's ability to conduct an email meeting.

During the June 9, 2021, Bylaws Committee meeting I was directed to prepare a first draft of the relevant amendments for both the Constitution and the Board Policies.

As I was working on the amendments I did some research on prior editions of the OMA Constitution. During my review of prior Constitutions it became clear that the Constitution I had been provided in March, when I advised President Wytoski neither she nor the OMA Board had authority to take a position on a legislative matter without the prior consent of the full OMA membership, was not current. The current Constitution does not prohibit the President, or the Board, from taking positions on legislative matters – in fact, the current Constitution is silent as to legislative positions being taken.

Upcoming Dates

July 15 – Conference Planning Committee

July 16- Scholarship Applications Due

July 21 – President Wytoski & Mayor Snider Award Scholarships

July 22 – Bylaws Committee Review of 2nd Draft of Amendments Completed

July 29 - OMA Board Meeting

July 29 – 31- OMA Summer Conference

Active Committees

Bylaws Committee

Rod Cross, Toledo
Carola MacInnes, Fossil
David Russ, Dundee
Jason Snider, Tigard
Beth Wytoski, Dayton

Conference Planning Committee

Henry Balensifer III, Warrenton
Scott Hill, McMinnville
Cecelia Koontz, Monmouth
Teri Lenahan, North Plains
Jason Snider, Tigard
Jim Trett, Detroit
Beth Wytoski, Dayton

Nominating Committee

Henry Balensifer III, Warrenton
Steve Callaway, Hillsboro
Brian Dalton, Dallas
Keith Mays, Sherwood
Beth Wytoski, Dayton



OMA STAFF LIAISON REPORT

Prepared by Patty Mulvihill

July 7, 2021

Despite learning that the OMA Board is not seemingly prohibited from taking positions on legislative matters under the current Constitution, I still prepared a draft amendment for the Committee to review wherein the Constitution would be written in such a way to affirmatively provide authority to the Officers or Board to take a nonpartisan position.

The Bylaws Committee met on June 29, 2021. During the meeting, after a lengthy discussion surrounding what to do with the Constitutional amendment, the Committee ultimately decided that the Constitution should be amended to identify four key principles that will govern any position taken by the OMA related to legislative or policy matters. The first three principles would be described generally as the foundations of home rule and the fourth principle would specifically relate to the importance of civic engagement and civic education. I was directed to prepare the relevant language for a second draft.

I circulated the second draft of proposed Constitutional amendments to the Committee via email on July 2nd. Their comments and edits are to be submitted no later than July 22nd. Generally, the proposed second draft identifies three foundations of home rule (preserving and protecting local control; supporting legislation and policies that promote fiscal stability, financial independence and preserve revenue bases for cities; and supporting opportunities for cities to compete for regional, state and federal funding) and a directive to support legislation and policies that further civic engagement and education.

Upon receipt of all comments, I will work with President Wytoski to prepare, if necessary, a third draft of the Constitutional amendment and submit the same to the full Board during its upcoming July meeting.

As for the Policy Amendment I prepared regarding email meetings, the Committee approved the amendment as submitted and directed me to share that amendment with the full OMA Board during the Board's upcoming July meeting. Generally, the new policy will:

- Provide the President the discretion to conduct a special meeting, including do so upon request of a Board member;
- The Secretary (LOC staff member) will work with the President and Board member requesting the meeting to create a meeting notice, summary of the purpose of the meeting, proposed motion, and then initiate the email meeting;
- All Board members will be given seven days to cast their votes via email (if a majority does not vote within seven days the motion will fail);
- Motions cannot be amended and the person who made the motion can rescind it any time during the seven days;
- The Secretary (LOC staff person) is responsible for keeping tally of the votes and reporting the same to the President and Board; and
- At the next regular, non-email meeting, included on the consent agenda, the President will provide a summary of what transpired during the email meeting.



OMA STAFF LIAISON REPORT

Prepared by Patty Mulvihill

July 7, 20201

Conference Planning Committee

The Conference Planning Committee has held two meetings since the last Staff Report, one on June 17, 2021, and the second on July 1, 2021.

Both the Committee and LOC staff feel confident the upcoming conference will be a success – the majority of the programmatic decisions have been made and most educational sessions are fully developed. There are four sessions still being finalized in terms of confirming the desired synopsis or finalizing session speakers. The Committee's goal is to have all educational sessions fully completed in all aspects by its next meeting, which is scheduled for July 15, 2021.

The main concern of the Committee at this point is securing sponsorships as the sponsorship levels are lower than prior years and less than the anticipated budgeted revenue. Mayor Hill of McMinnville, who serves on the Committee, took responsibility for trying to secure some additional sponsors, particularly those sponsors who had previously supported the OMA. I was directed to reach out to Mayor Callaway for additional support in this area as he has previously shown exceptional skill at securing sponsorships – that outreach occurred on July 2, 2021.

Finally, the Committee focused some attention on scholarship awards. As the Board knows, this year instead of following the standard scholarship route, the Board decided to set aside funds to allow for mayors of cities impacted by natural disasters in 2020 to receive a free or reduced OMA membership renewal, OMA conference registration, and/or up to four nights of hotel accommodations during the OMA Summer Conference. Three cities had their mayors submit a request for a waiver: Central Point; Detroit; and Gates.

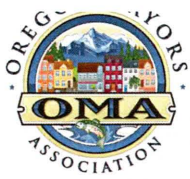
Of the \$26,750.00 allocated for scholarships this year, the President, in authorizing the requests for support submitted by Central Point, Detroit and Gates, has authorized the expenditure of \$2,269.00. This leaves a balance in the scholarship line of \$24,481.00.

Because there is a significant number of fiscal resources remaining, the Committee decided to open up general scholarships to attend the OMA Conference. I was directed to create a new scholarship application form, send that form to anyone who had expressed an interest in receiving a scholarship (mayors from North Powder and Merrill), place the scholarship notification on the OMA listserv, and specifically invite mayors from cities located within 60 miles of the conference venue to apply for a scholarship. All directives I was issued have been completed and I have set up calendar reminders for myself to send email reminders to the mayors regarding this opportunity.

Applications for scholarships are due by Friday, July 16. President Wytoski and Mayor Snider will review all submitted applications on Wednesday, July 21, 2021, and make awards therein.

Newsletter

The Second Quarter Newsletter was published on July 2, 2021.



OMA STAFF LIAISON REPORT

Prepared by Patty Mulvihill

July 7, 2021

During the upcoming OMA Board meeting one of the agenda items will be a review of the Third and Fourth Quarter Newsletters to ensure we have identified all relevant articles and the writers thereof.

Membership Directory

The OMA Membership Directory was emailed to the printers on Friday, June 18, 2021. A confirmation email from the company was received the following Monday, June 21, 2021. LOC staff still expects to provide all conference attendees with a printed copy of the OMA Directory and mail copies to members who cannot attend the conference.

Staff Schedule

As a reminder, I am presently taking some medical and vacation leave, with the expectation of returning to full working status on Tuesday, July 20, 2021. The leave will not impact my ability to provide service and support to the OMA (the leave is intermittent in nature, and I am working partial days most of the time).

If you have questions, concerns, need help, or wish to chat about anything, please feel free to contact me via email or on my cell phone, both of which are provided below for ease of reference. As I am on leave, my email is set with an automatic out-of-office reply that indicates I'm not checking email (that's not entirely correct – I am checking for some people and organizations, of which OMA is included). Please know that my response may be delayed, but in no case should you have to wait more than 24 hours to get a response.

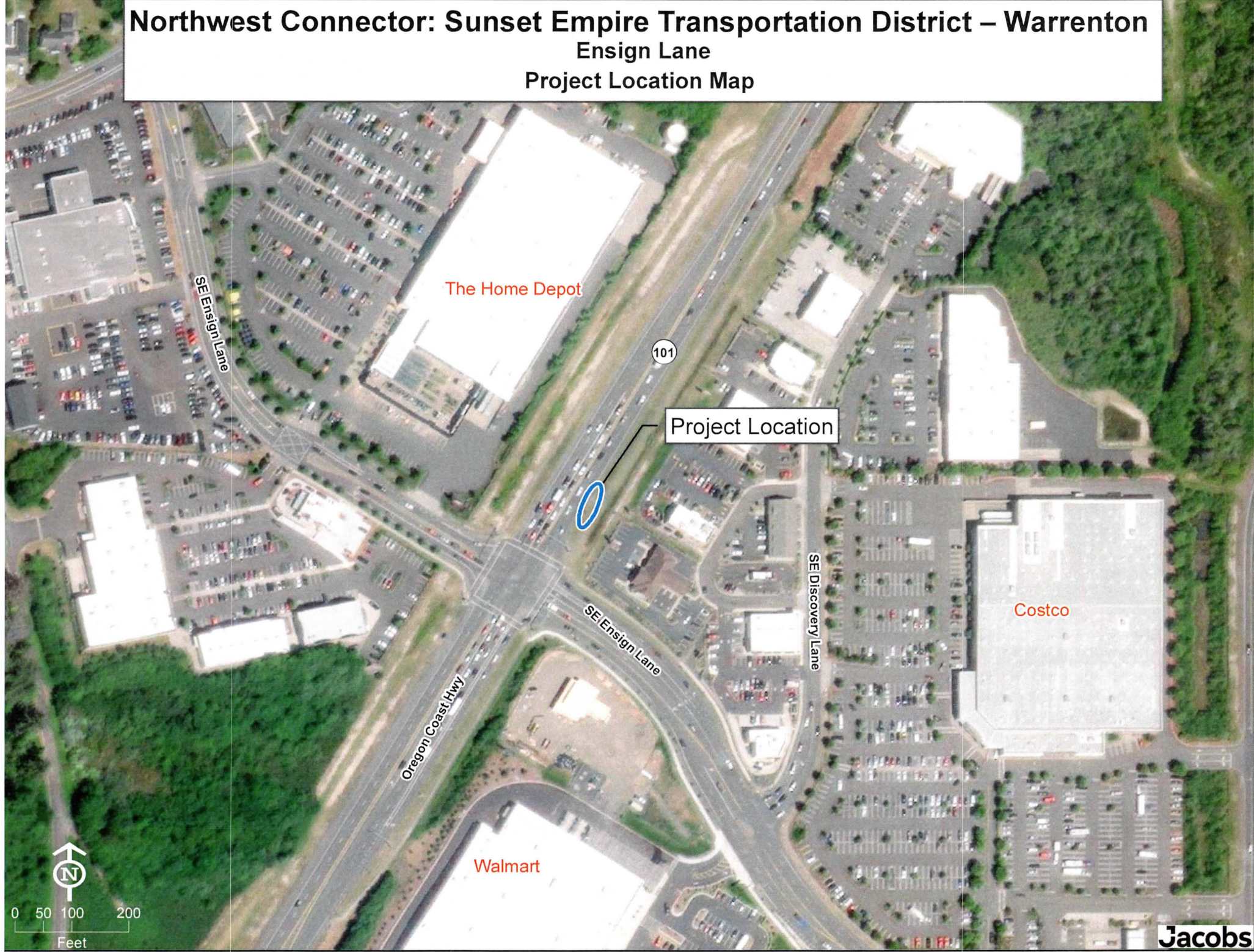
Email: pmulvihill@orcities.org
Phone: (812) 360 – 2106

End of Report

Northwest Connector: Sunset Empire Transportation District – Warrenton

Ensign Lane

Project Location Map



The Home Depot

101

Project Location

Costco

Walmart

SE Ensign Lane

Oregon Coast Hwy

SE Ensign Lane

SE Discovery Lane

