



## AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
October 12, 2021– 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings will now 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 – 9.28.21
  - B. Monthly Finance Report – August 2021
  - C. Marina Advisory Board Minutes – 6.21.21
  - D. Marina Advisory Board Minutes – 7.06.21

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**

*Proclamation – Domestic Violence Month*

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](mailto: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**

A. Advanced Finance District – Dale Adams

**7. BUSINESS ITEMS**

A. Consideration of Spruce Up Warrenton Request; Christmas Decoration Funds

B. Consideration of Change Order #1; Raw Water Replacement Design Services

C. Consideration of Change Order #1; Hammond Boat Basin Maintenance Dredging;  
Engineering Firm Mott MacDonald – Construction Administration

**8. DISCUSSION ITEMS**

A. Food Trucks in Recreational - Commercial (R-C) District Zoning

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

**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  
 September 28, 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, Mark Baldwin, Gerald Poe, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Brian Alsbury, Harbormaster Jane Sweet, and Planning Director Scott Hazelton

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 9.14.21
- B. City Commission Work Session Minutes – 9.14.21
- C. Warrenton Community Library Board Meeting Minutes – 6.11.21
- D. Warrenton Community Center Annual Report – FY 2020-2021
- E. Police Department Monthly Report – August 2021

City Recorder Dawne Shaw noted corrections to the 9.14.21 minutes. There were no objections.

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

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

City Manager Linda Engbretson noted the lobby will be closed the morning of October 4<sup>th</sup> for carpet replacement. It was noted the carpet was donated for free. She introduced new Planning Director Scott Hazelton. Mr. Hazelton introduced himself and provided a few comments about his background and community involvement. Commissioner Newton noted Warrenton is the education center for high need students in the county.

COMMISSIONER REPORTS – None

PUBLIC COMMENT

David Manion commented on the SW Alder paving project including sidewalks and greenways along the curbs. He has concerns about people getting out of vehicles into the wet grass. He

noted concerns about soil compacting and drainage. He made further commented on future development and lack of notification to adjacent property owners about development and responsibility of greenway maintenance. He asked for consideration of drainage piping at his property frontage and future development north of his property. He asked for future consideration of sidewalks instead of grass in residential areas.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Mayor Balensifer noted the Interim City Manager contract and the specifics of the extension.

**Commissioner Newton made the motion to authorize the Mayor's signature on the Interim City Manager contract. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS

Norm Hoxsey of Spruce Up Warrenton spoke about what the group has been doing. He noted a new program and distributed brochures. He passed out pictures of nuisance properties and discussed each: Rosalee's store in Hammond, 365 N Main, property at 9<sup>th</sup> and S Main, 368 S Main. He would appreciate if the city can come up with a direction to address the properties.

Commissioner Poe commented on the nuisance properties and noted it is a slow process financially and legally. He agreed they are a problem. Commissioner Baldwin discussed the yellow house on S Main. He noted it does not take much to paint, clean a window, or hang a curtain. He noted a house on Anchor needing siding and a few on NW Warrenton Dr. He discussed his concern about being strict with some properties about small issues while not addressing other properties that have major issues. He discussed the property at 9<sup>th</sup> and S Main and feels there has been ample time to clean up. His hope is everyone will do their part and he does not want to come down on someone having a hard time. Commissioner Dyer suggested a tax write off for people or companies for assisting with property clean up. He would rather assist people than clamp down on them. Commissioner Newton noted he owns the house on Anchor and is hoping to get siding soon. He noted lack of available materials. He noted the S Main house is looking much better and further noted past discussion with the owner. He noted challenges with the house. Mayor Balensifer noted his preference is that the commission decide on properties, prioritize, reach out, then issue official notices. He noted multiple businesses wanting to come to Warrenton that cannot because of high prices on rundown properties. Commissioner Newton noted the need to improve the first impression of Hammond. Ms. Engbretson stated in the past they were aggressive, then got direction to back off a little. She noted there are four or five properties in the works that were complaint driven. She appreciates if the commission has properties they want to prioritize. She noted this has not been focused on because of staffing instability over the past couple years. Many complaints do not come to the commission level because property owners respond to staff outreach. She suggested budgeting money next year for

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consulting because of the time and money required to address nuisances. Commissioner Dyer thinks the Rosalee property in Hammond should be a priority. Mayor Balensifer noted the house next to it. Commissioner Baldwin noted the post office. Ms. Engbretson noted outreach to them and an attempt to make improvements. There was discussion about façade grant requirements. Commissioner Newton feels improvements to these three properties could snowball new business. Mayor Balensifer feels a soft touch is good for owner-occupied, single-family homes but not for owners of multiple nuisance properties. People could live in or have a business on these properties but cannot because owners are unwilling to sell, lease, or improve the property. He agreed that improving the three properties in Hammond could springboard other improvements. He discussed the red house on N Main that is being used as a campground. He agreed the old Peterson lot needs to be demoed. There was brief discussion about the nuisance process. Commissioner Newton feels the owners of the red house have taken advantage of the city. There was discussion about hammering down on bank-owned properties and difficulties with enforcement. Commissioner Baldwin feels like the Peterson property falls at the same level as the red building. Mayor Balensifer asked if the commission would like a member of Spruce Up Warrenton, a planning commissioner, a city commissioner, and a member of staff meet to prioritize the projects then report to the commission or have staff continue to present each one. Ms. Engbretson noted getting properties to the nuisance declaration process takes time. Commissioner Baldwin noted a property on 4<sup>th</sup> and Main Ct. He does not want to burden staff and suggested sending a generic chain letter. Ms. Engbretson noted staff already do this. Mayor Balensifer asked about the most time-consuming part of the process. Ms. Engbretson noted need for additional staff and discussed the process on top of daily operations. Mayor Balensifer suggested putting the priority on the thoroughfares: S Main, NW Warrenton Dr, and Pacific. There was brief discussion about the 4<sup>th</sup> and Main building.

Ms. Engbretson requested consideration of a noise variance request. There were no objections to adding it as business item 7.B. She noted the jail contractor on SW 19<sup>th</sup> requested a variance for an early start for 3 days at approximately 5:00 a.m. She noted the WMC requirements. It was noted there are homes in the area. The contractor will only need one day but are unsure which. They requested a waiver for October 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>. Mayor Balensifer is not in favor because the residents have endured a lot. Discussion followed. The consensus was to hold them to the 7:00 a.m. start time.

Mayor Balensifer asked Harbormaster Jane Sweet to give a brief summary on Buoy 10. Ms. Sweet discussed the figures for the season. Mayor Balensifer noted the stats exceed past years. Ms. Engbretson noted camping worked out okay this year. Discussion followed. Ms. Engbretson asked how moorage was affected by delayed dredging. Ms. Sweet noted it was tough, but everyone worked together to make it work. The permit for dredging starts November 1. There was discussion about addressing sediment from the tide gate. Mayor Balensifer noted if there are any funds available, he supports Ms. Sweet's discretion to address this.

### GOOD OF THE ORDER

Commissioner Newton asked Fire Chief Brian Alsbury to discuss COVID-19 transmission concerns regarding firefighters and patients. Commissioner Newton discussed the protocols.

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Chief Alsbury clarified the protocols and PPE use noting it protects firefighters first but also protect patients. Commissioner Newton commented on nearly zero chance of firefighters spreading COVID-19. He also noted Chief Alsbury put out a survey to the department to evaluate his leadership anonymously. Chief Alsbury thanked Commissioner Poe for offering his volunteer fire services. Commissioner Newton also noted a suggestion for a webcam at the Hammond marina.

Mayor Balensifer noted he knew there would be pushback but was surprised about comments on his Facebook live update on the emergency responder vaccine mandate. He noted his letter to the governor and outlined concerns. He thanked Chief Alsbury for providing stats. Ms. Engbretson stated the firefighters appreciate him going to bat for them. Mayor Balensifer noted appreciation for and importance of EMS services.

Ms. Engbretson noted two long-term employees that are retiring the end of the month. Utility Worker Jay Bandeen has been with the city 26 years and Police Clerk Kathi Smith for 35 years. She thanked them for their long service. Mayor Balensifer made comments of appreciation. There was brief discussion about vacant positions in public works.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:03 p.m.

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

APPROVED:

ATTEST:

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Henry A. Balensifer III, Mayor

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

**Volume 15, Issue 2**

**Monthly Finance Report**  
**August 2021**

**October 12, 2021**

**Economic Indicators**

	Current	1 year ago
◆ Interest Rates:		
LGIP :	.55%	1.00%
Prime Rate:	3.25%	3.25%
◆ CPI-U change:	5.3%	1.3%
◆ Unemployment Rates:		
Clatsop County:	5.8%	9.1%
Oregon:	4.9%	8.4%
U.S.:	5.2%	8.4%

**Department Statistics**

◆ Utility Bills mailed	3,406
◆ New Service Connections	0
◆ Reminder Letters	412
◆ Door Hangers	94
◆ Water Service Discontinued	8
◆ Counter payments	471
◆ Mail payments	1,267
◆ Auto Pay Customers/pmts	705
◆ Online (Web) payments	1,075
◆ Checks issued	329

**Current and Pending Projects**

- ◆ Audit/Financial Statements FYE 6/30/21
- ◆ Business License Renewals
- ◆ ARPA Funding
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Open Enrollment for Health Insurance

**Financial Narrative as of August 31, 2021**

**Note:** Revenues and expenses should track at 2/12 or 16.7% of the budget. Expenditures on pages 2-4 include personnel services, materials and services, and debt service costs as well as transfers to the capital funds. See budget for details.

**General Fund:** Total revenues year to date are \$418,404, which is 9.2% of the budget, compared to the prior year amount of \$350,281, which was 7.9% of the budget. Revenues exclusive of overhead are \$193,941 compared to \$168,804 at this time last year and are up by \$25,137. Increases are shown in city franchise fees, transient room taxes, municipal court, planning fees, police charges, fire and park charges, miscellaneous, and lease receipts and are off set by decreases in prior year property taxes, franchise fees, state revenue sharing and interest.

Expenses year to date amount to \$727,179 compared to the prior year amount of \$590,895. An increase of \$136,284. Insurance premiums that are normally paid in July for the entire year have been moved to quarterly payments again this year to address cash flow concerns due to economic uncertainty caused by the Coronavirus pandemic. All departments except Admin/Comm/Finance are tracking under budget.

**WBA:** Business license revenue amounts to \$61,575 compared to \$58,523 last year at this time, a difference of \$3,052. The number of business licenses issued year to date is 735 compared to 570 at this time

last year.

**Building Department:** Permit revenues year to date amount to \$32,312, which is 9.9% of the budgeted amount. Last year to date permit revenue was \$56,020, which was 11.9% of the budgeted amount.

**State Tax Street:** State gas taxes received this month amount to \$29,562 for fuel sold in July compared to \$21,975 at this time last year. Receipt of City fuels tax revenue for this fiscal year will begin next month.

**Warrenton Marina:** Total revenues year to date are \$501,511, compared to \$411,372, at this time last year, an increase of \$90,139. There is \$68,320 in moorage receivables outstanding.

**Hammond Marina:** Total revenues year to date are \$334,743 compared to \$251,916 at this time last year, an increase of \$82,827. There is \$15,387 in moorage receivables outstanding.

Of the total outstanding receivables:

\$5,282 (6.3%) is current,

\$4,667 (5.6%) is 30-60 days past due,

\$71,604 (85.5%) is 60-90 days past due and

\$2,154 (2.6%) is over 90 days past due

**Water Fund:** Utility fees this month are \$290,327 and \$245,352, for in-city and

out-city respectively and total \$535,679. Total year to date utility fees are \$994,333 and are 26.1% of the budget. Last year at this time total utility fees were \$933,103, which was 29.8% of the budget and are up by \$61,230.

**Sewer Fund:** Utility fees this month are \$230,472 and \$463,826 year to date, which is 19% of the budget. Last year at this time utility fees were \$423,784 which was 19.8% of the budget and are up by \$40,042. Shoreline Sanitary fees year to date are \$22,579.

**Storm Sewer:** Utility fees (20% of sewer) this month are \$46,071 and \$92,719 year to date and are 19% of the budget.

**Sanitation Fund:** Year to date service fees for garbage and recycling were \$179,008 and \$35,158 and are 18.7% and 17.2% of the budget, respectively.

**SDC Summary for FYE 2021**

	Beginning Fund Balance	Revenues			Ending Fund Balance
		SDC	Interest	Projects & Debt Pmts	
Parks	165,904	13,148	1,380		180,432
Water				58,000	
Sewer	53,187	59,022	685		112,894
Storm	57,302	26,093	574		83,969
Streets					
<b>total</b>	<b>1,277,456</b>	<b>373,476</b>	<b>11,861</b>	<b>58,000</b>	<b>1,604,793</b>

## Financial data as of August, 2021

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,282,343	1,467,390	875,000	167.70	
Plus: Revenues	178,361	418,404	4,569,509	9.16	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	9,147	25,304	187,431	13.50	
Admin/Comm/Fin(ACF)	64,935	224,463	1,223,114	18.35	
Planning	14,555	30,127	287,914	10.46	
Police	133,639	292,354	2,098,395	13.93	
Fire	68,787	131,857	944,476	13.96	
Parks	11,026	23,074	186,654	12.36	
Transfers	-	-	170,778	-	
Total Expenditures	302,089	727,179	5,098,762	14.26	
Ending Fund Balance	1,158,615	1,158,615	345,747	335.10	

	WBL				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	111,047	53,439	40,000	133.60	
Plus: Revenues	622	61,639	59,500	103.59	
Less: Expenditures	8,377	11,786	77,091	15.29	
Ending Fund Balance	103,292	103,292	22,409	460.94	

	Building Department				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	836,352	847,148	840,000	100.85	
Plus: Revenues	15,777	33,639	332,361	10.12	
Less: Expenditures	25,449	54,107	491,145	11.02	
Ending Fund Balance	826,680	826,680	681,216	121.35	

	State Tax Street				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	2,645,878	2,608,279	1,900,000	137.28	
Plus: Revenues	30,841	112,628	1,380,063	8.16	
Less: Expenditures	106,824	151,012	2,983,459	5.06	
Ending Fund Balance	2,569,895	2,569,895	296,604	866.44	

	Warrenton Marina				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	552,748	266,345	265,000	100.51	
Plus: Revenues	157,194	501,511	634,538	79.04	
Less: Expenditures	49,789	107,703	741,644	14.52	
Ending Fund Balance	660,153	660,153	157,894	418.10	

## Financial data as of August 2021, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	360,715	239,353	250,000	95.74	3,671,727	3,336,675	2,900,000	115.06
Plus: Revenues	171,531	334,743	351,548	95.22	544,722	1,020,067	6,492,447	15.71
Less: Expenditures	54,575	96,425	483,652	19.94	114,775	255,068	8,425,702	3.03
Ending Fund Balance	<u>477,671</u>	<u>477,671</u>	<u>117,896</u>	<u>405.16</u>	<u>4,101,674</u>	<u>4,101,674</u>	<u>966,745</u>	<u>424.28</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,138,483	3,110,780	3,000,000	103.69	1,497,268	1,473,868	1,300,000	113.37
Plus: Revenues	247,136	501,092	2,753,900	18.20	46,733	94,716	495,220	19.13
Less: Expenditures	115,516	341,769	4,908,806	6.96	46,557	71,140	1,182,221	6.02
Ending Fund Balance	<u>3,270,103</u>	<u>3,270,103</u>	<u>845,094</u>	<u>386.95</u>	<u>1,497,444</u>	<u>1,497,444</u>	<u>612,999</u>	<u>244.28</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	461,484	450,351	425,000	105.96	17,675	16,757	15,000	111.71
Plus: Revenues	111,274	216,028	1,165,092	18.54	1,997	4,481	16,600	26.99
Less: Expenditures	90,346	183,967	1,331,479	13.82	1,269	2,835	24,771	11.44
Ending Fund Balance	<u>482,412</u>	<u>482,412</u>	<u>258,613</u>	<u>186.54</u>	<u>18,403</u>	<u>18,403</u>	<u>6,829</u>	<u>269.48</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	136,538	162,709	168,000	96.85	13,176	13,174	16,220	81.22
Plus: Revenues	541	4,700	243,503	1.93	6,699	6,701	6,181,812	0.11
Less: Expenditures	19,932	50,262	283,477	17.73	6,893	6,893	6,198,032	0.11
Ending Fund Balance	<u>117,147</u>	<u>117,147</u>	<u>128,026</u>	<u>91.50</u>	<u>12,982</u>	<u>12,982</u>	<u>-</u>	<u>-</u>

## Financial data as of August 2021, continued

## (\$) Cash Balances as of August 31, 2021

General Fund	1,436,531	Warrenton Marina	604,296	Storm Sewer	1,485,502
WBL	97,927	Hammond Marina	482,393	Sanitation Fund	418,325
Building Department	830,730	Water Fund	3,354,599	Community Center	20,177
State Tax Street	2,680,326	Sewer Fund	2,958,296	Library	119,431

## Warrenton Urban Renewal Agency

Capital Projects	19,679
Debt Service	2,238,601

General Fund Revenues	Collection Frequency	2020-2021 Budget	Actual as a % of	Collections/Accruals		(over) under budget
			Current Budget	Year to date		
				August 2021	August 2020	
Property taxes-current	AP	1,077,628	0.00	-	-	1,077,628
Property taxes-prior	AP	30,000	0.03	9	10,991	29,991
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	598,000	6.09	36,438	39,447	561,562
COW - franchise fees	M	256,281	23.49	60,202	56,525	196,079
Transient room tax	Q	525,212	2.25	11,838	3,266	513,374
Liquor licenses	A	550	0.00	-	-	550
State revenue sharing	MQ	168,891	0.24	400	514	168,491
Municipal court	M	136,700	15.59	21,307	12,031	115,393
Planning Fees	I	105,000	9.42	9,888	6,810	95,112
Police charges	I	21,000	19.99	4,197	1,876	16,803
Fire charges	SM	103,524	0.29	300	-	103,224
Park charges	I	-	0.00	300	-	-
Miscellaneous	I	1,200	902.25	10,827	508	(9,627)
Interest	M	18,000	4.62	831	1,030	17,169
Lease receipts	M	216,473	17.28	37,404	35,806	179,069
Grants	I		0.00	-	-	-
<b>Sub-total</b>		<b>3,258,459</b>	<b>5.95</b>	<b>193,941</b>	<b>168,804</b>	<b>3,064,518</b>
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,167,282	19.23	224,463	181,477	942,819
<b>Total revenues</b>		<b>4,425,741</b>	<b>9.45</b>	<b>418,404</b>	<b>350,281</b>	<b>4,007,337</b>

M - monthly

S - semi-annual

Q - quarterly

I - intermittently

SM - Semi-annual in November then monthly

MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing

AP - As paid by taxpayer beginning in November

R - renewals due in July and new licenses intermittently

MAQ - Century Link, NW Nat & Charter-quarterly,  
all others monthly

A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2022. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

MINUTES  
Marina Advisory Board  
June 21, 2021  
Warrenton City Hall – Commission Chambers  
225 S Main  
Warrenton, OR 97146

Chairperson Pam Ackley called the meeting to order at 2:00 p.m.

Marina Advisory Board Members Present: Chairperson Pam Ackley, Lylla Gaebel, Mike Balensifer, Malcolm Cotte

Staff Present: Harbormaster Jane Sweet, Marina Office Assistant Jessica McDonald

Mayor Henry Balensifer attended part of this meeting to present about a new fishing pier in the Hammond Marina.

### CONSENT CALENDAR

Meeting minutes from 5.17.2021 were presented by staff.

Chairperson Pam Ackley made motion to approve minutes. Motion was seconded and passed unanimously.

### DISCUSSION

Discussion of how the presentation to the City Commission went with the advisory boards rate recommendations. The commission felt some rates were conservative and the hoist fee should be at least \$150, Key replacement fee to \$75, and the liveboard fee should be higher. Mayor Henry Balensifer would like to see a rate comparison in the future and a report to show where the rate increases additional revenue will go in the Marinas.

Harbormaster Sweet discussed the Capital Improvements set for 2021-2022 including Warrenton Inner Basin lighting, Hammond dredging, commercial pier improvements and E dock pilings. Later in a work group session committee plans to go in depth on rates and improvement planning for both Marinas.

Committee discussed Seafarer's Park and the additional facility costs being a burden on the Hammond Marina, staff has difficulty patrolling the additional area, the porta potty unit near that area and the increase in garbage.

Committee discussed getting volunteers for Buoy 10, volunteers would be great, but they would only be needed for parking & launch and to direct campers. Hammond Marina would still need an office at the launch lane to help.

Mayor Balensifer shared the plan for a new recreational fishing pier in the Hammond Marina off Seafarer's Park. ODFW would be joining in the project. It would be the only handicap accessible pier in Oregon. The pier could be a possible revenue source for the Marina. The project would cost between 1.9-2.4 million with engineering cost, this cost would be a joint venture with multiple agencies paying for it. Mayor Balensifer shared project concept designs and committee reviewed them and made recommendation.

Mike Balensifer made a motion for the Advisory board to recommend the project and that option 1 design concept was preferred. Lylla Gaebel seconded and passed unanimously. Pam Ackley to fill out City Advisory Boards Recommendation Form.

The board discussed getting a permanent camp host for the Hammond Marina, would like to talk to Public Works Director to get cost of putting in utilities for the camp host.

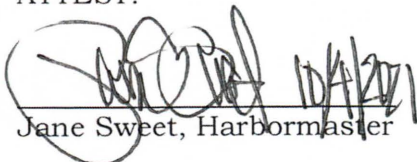
Committee discussed not being able to use the south side of Seafarer's Park as a camping area in the Hammond Marina and how they would make up for the loss of those additional sites. Discussed making camping sites much smaller & cutting field into two sections to increase the number of spaces available in that area. Discussed the importance of getting dirt/fill from Public Works spread to increase the camping area in the Warrenton Marina so the marina could have more overflow camping in Warrenton.

Next meeting set for September 20, 2021 at 2pm in Commission Chambers at City Hall.

There being no further business for this meeting, Chairperson Pam Ackley adjourned the meeting at 4:00 p.m.

Respectfully prepared and submitted by Jessica McDonald, Marina Office Assistant

ATTEST:

  
Jane Sweet, Harbormaster

APPROVED:

  
Pam Ackley, Marina Advisory Board Chairperson

MINUTES  
Marina Advisory Board  
July 6, 2021  
Warrenton Marina Office  
501 NE Harbor Place  
Warrenton, OR 97146

Chairperson Pam Ackley called the meeting to order at 2:04.

Marina Advisory Board Members Present: Chairperson Pam Ackley, Lylla Gaebel, Mike Balensifer, Kevin Dunn

Staff Present: City Manager Linda Engbretson, Harbormaster Jane Sweet, Marina Office Assistant Jessica McDonald

SPECIAL EMERGENCY MEETING TO DISCUSS HAMMOND MARINA RATES

Hammond Moorage Association is upset with rate increases, they don't believe their rates should be increased because A&B docks silted in much more this winter and were not dredged also the docks are not in good enough shape to warrant an increase. They emailed Major Henry Balensifer because they felt their email to Harbormaster Jane Sweet wasn't passed along and they are very upset about the rate increase. The advisory board discussed the fact that they had discussed the Hammond Moorage Association at previous meetings and considered the situation before they made rate recommendation. Harbormaster Sweet had brought up the emails from the Hammond Moorage Association with the Advisory Board and the City Manager before rates were set for the upcoming year.

The board discussed that A&B docks are the only docks with gates and electricity in the Hammond Marina, and if we don't raise rates, we can't continue to maintain that or fix the docks and make any improvements to the Marina. Annual Moorage rates were also not raised in 2020 and have not been raised enough in the past.

Harbormaster Sweet shared the email received from Llyod Smith, president of the Hammond Moorage Association, addressing the increases to Marina Rates on May 17<sup>th</sup> and her response which was approved by City Manager Engbretson on sent out May 19<sup>th</sup>.

Committee discussed the revenue projections at \$42 a foot for A & B dock and compared them to the cost of dredging under A&B docks. Moving forward the City is planning to do maintenance dredging every 5-7 years and the revenues even with the rate increases from A&B docks do not even cover the yearly breakdown for the cost of dredging those dock. Rates haven't been raised and aren't enough to maintain dredging, docks and facility.

Lylla Gaebel stated we need to make changes to better the facility. There was no rate increase last year, we need to forge ahead to better things.

Mike Balensifer stated that we need to prioritize Capital Improvements that will help increase revenues.

Lylla suggested City attorney write a letter to Hammond Moorage Association and explain relationship of association and City of Warrenton and that there has not been a contract in place for 20 plus years.

Committee discussed that there is no liability for the City of Warrenton for damages due to tide in the moorage agreements, but Linda will be checking with insurance if it is necessary to post signage for no liability.

City Manager Engbretson and Harbormaster Sweet to work on letter to Hammond Moorage Association explaining rate increases. Staff will work on this and get it out ASAP.

Marina Advisory Board unanimously decided not to make any recommendations to reduce rates for the west side of the Hammond Basin.

Staff will be working to discuss volunteers for Buoy 10 parking and keeping traffic from blocking the launch lanes.

Next meeting set for September 20, 2021 at 2pm in Commission Chambers at City Hall.

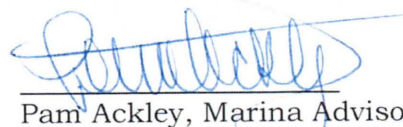
There being no further business for this meeting, Chairperson Pam Ackley adjourned the meeting at 4:00 p.m.

Respectfully prepared and submitted by Jessica McDonald, Marina Office Assistant

ATTEST:

 10/4/2021  
Jane Sweet, Harbormaster

APPROVED:

  
Pam Ackley, Marina Advisory Board Chairperson

## PROCLAMATION

**WHEREAS:** the first Domestic Violence Month was observed in October 1987, the same year that saw the initiation of the first national domestic violence toll-free hotline and in 1989 Congress designated October as national Domestic Violence Awareness Month; and

**WHEREAS:** domestic violence is a pattern of assaultive and coercive behaviors – including physical, psychological, sexual and economic abuse; social isolation and stalking – that are used to maintain power and control over a person’s intimate partner; and

**WHEREAS:** the crime of domestic violence violates an individual’s dignity, safety and basic human rights; and

**WHEREAS:** domestic violence is the single largest cause of injury and homicide for women; and

**WHEREAS:** children exposed to domestic violence experience terror, isolation, guilt, helplessness and grief and have a higher risk of engaging in criminal behavior and substance abuse, and becoming victims of crime; and

**WHEREAS:** domestic violence is the single largest cause of injury and homicide for women; and

**WHEREAS:** domestic violence impacts the health and well-being of our community; and

**WHEREAS:** it is incumbent on every citizen to play a role in preventing and ending domestic violence.

**NOW, THEREFORE:** I, Thomas Dyer, Mayor Pro tem of the City of Warrenton proclaim October 2021 to be:

### DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Warrenton and encourage all Warrenton residents to join in this observance.

---

Thomas Dyer, Mayor Pro tem



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Mike Balensifa

ADDRESS: Warrenton

EMAIL: non.fan@gmail.com

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

BRIEFLY DESCRIBE YOUR TOPIC: \_\_\_\_\_

Hammond Predging

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



ABC  
→  
\$40,000 per year







## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
 FROM: Collin Stelzig, P.E., Public Works Director  
 DATE: October 12, 2021  
 SUBJ: Public Hearing: Advance Finance Application – 810 King Salmon Street, Hammond, OR 97121

### SUMMARY

The developer of 810 King Salmon Street, Hammond, OR 97121, installed City utilities which have capacity to serve more than just their home. Warrenton Municipal Code (WMC) 3.16 provides a mechanism for reimbursing private parties who build oversized public facilities. As properties that benefit from the capacity provided by the facilities develop and connect to the facility, the owners make a proportional reimbursement contribution to the city which in turn reimburses the original developer. By code and resolution, this reimbursement mechanism has a finite life of 10 years.

Following the procedures of WMC 3.16, the developer submitted a request to establish an advanced financing mechanism for reimbursement for the public utilities. The City reviewed the technical components of the application package and concluded that they do not meet the requirements of WMC 3.16. Included in the package is the following:

1. Advanced Financing application letter from Zuplaw
2. Submittal documents provided by the applicant:
  - a. Maps depicting tax lot and assessor's information;
  - b. Address list identifying affected adjacent properties and owners;
  - c. Engineering drawings approved by Commission; and
  - d. Project Engineer's cost estimate or actual cost (in cases where improvements have been constructed)
3. City response letter stating that the submittal documents do not appear to meet the requirements on WMC 3.16
4. Email chain between the City Manager and Zuplaw stating that the applicant would like to use the original submittal information.

WMC 3.16.060 states that upon receipt of the application for advance financed public improvements, the City Manager or the City Manager's designee shall make an analysis of the advance financed public improvements and shall prepare a report to be submitted to the Commission for review, discussion, and public hearing. Such report shall include those items submitted as part of the application package identified above.

WMC 3.16.070 requires an informational public hearing in which all parties and the general public shall be given the opportunity to express their view and ask questions pertaining to the advances financed public improvement. The Commission has the sole discretion, after the public hearing, to decide whether an advance financing resolution shall be passed.

A report can not be prepared and submitted to Commission for the following reasons:

1. The plan submitted is not accurate and does not show what was actually constructed. Sewer and water were not extended to the applicant's south property line and the road is not paved.
2. The engineers estimate was not prepared for work that was approved by the City.
  - a. The engineers estimate includes 420 ft of waterline and the as-built plans show 335 ft of waterline.
  - b. The engineers estimate includes 250 ft of 8" sewer and the as-built plans show 158 ft of sewer line.
  - c. The engineers estimate includes cost for asphalt and the as-built drawings show a gravel road with no asphalt.
  - d. The engineers estimate includes cost for electrical services. Electrical utilities are not included as approved "Capital Improvements" per WMC 3.16
  - e. The estimate includes cost for Northwest Natural services. Northwest Natural utilities are not included as approved "Capital Improvements" per WMC 3.16
  - f. The estimate includes cost for a home sprinkler system. Home sprinkler systems are not included as approved "Capital Improvements" per WMC 3.16
3. The invoices need to be clearly itemized for each separate utility and/or road work and must not include cost for work on private utilities.
  - a. The applicant includes invoices for a total of \$32,135.76.
    - i. These invoices appear to include cost associated with construction of private utilities.
  - b. The applicant includes a statement that includes additional charges. The statement does not include descriptions of work associated with these additional charges. In addition, it appears that the amount due (\$4,332.30) was erroneously added to full statement amount.
4. The applicant provided an inaccurate address list identifying affected adjacent properties and owners. Attached to this memo is list of affected properties and owners developed by the City.

#### **RECOMMENDATION/SUGGESTED MOTION**

*I move to deny the Dale Adams application for an Advanced Financing District*

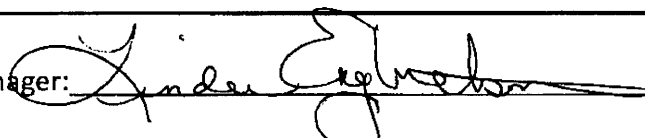
#### **ALTERNATIVE**

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

#### **FISCAL IMPACT**

The City will receive one percent of all reimbursement contributions to cover the cost of administering this program.

Approved by City Manager:



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

Staff developed

### Address List of Affected Properties

ACCOUNT_ID	TAXLOTKEY	OWNER_LINE	STREET_ADD	CITY	STATE	ZIP_CODE	ACRES
29029	81008BA01701	Shepherd Carolyn	PO Box 190	Hammond	OR	97121-0190	0.31
29041	81008BA02200	Adams Dale L	PO Box 59	Hammond	OR	97121-0059	0.08
29042	81008BA02201	Adams Dale L	PO Box 59	Hammond	OR	97121-0059	0.31
29043	81008BA02202	Sturgell Dennis L	PO Box 45	Hammond	OR	97121-0045	0.46
29044	81008BA02203	Shepherd Carolyn M	PO Box 190	Hammond	OR	97121-0190	0.23
29045	81008BA02204	Sturgell Dennis L Sr	PO Box 45	Hammond	OR	97121-0045	0.46
29046	81008BA02300	Wilfinger Van Stirling	1175 8th Ct	Hammond	OR	97121	0.08
29047	81008BA02301	Shepherd Carolyn M	PO Box 190	Hammond	OR	97121-0190	0.31
29048	81008BA02302	Shepherd Carolyn M	PO Box 190	Hammond	OR	97121-0190	0.23
29054	81008BA02700	Sturgell Dennis L	PO Box 45	Hammond	OR	97121-0045	0.08
29057	81008BA02703	Strasburg Donald J	13052 SE Bluff Dr	Clackamas	OR	97015-9274	0.15
29058	81008BA02704	Bovee Jim	6413 NE 66th Ave	Vancouver	WA	98661	0.15
29059	81008BA02705	Sturgell Dennis L	PO Box 45	Hammond	OR	97121-0045	0.15





CHRISTIAN ZUPANCIC, ESQ.  
615 Broadway St., Suite #216 · Seaside, OR · 97138  
O. (503) 747-9836 · F. (503) 902-7900 [christian@zuplaw.com](mailto:christian@zuplaw.com)

September 17, 2020

**VIA EMAIL** (lengbretson@ci.warrenton.or.us)

Linda Engbretson  
City of Warrenton  
225 South Main  
PO Box 250  
Warrenton, OR 97146

**Re: Advance Finance Application – 810 King Salmon Street, Hammond, OR 97121**

Dear Ms. Engbretson:

This form of Advance Finance Application is being submitted to you in compliance with Warrenton Municipal Code Section 3.16.050 on behalf of my client, Dale Adams, the owner of the real property located at 810 King Salmon Street in Hammond, OR.

Enclosed are the following documents:

- Maps depicting tax lot and assessor's information;
- Address list identifying affected adjacent properties and owners;
- Engineering drawings approved by Commission; and
- Project Engineer's cost estimate or actual cost (in cases where improvements have been constructed)

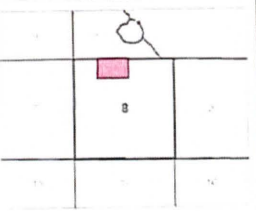
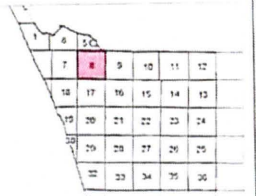
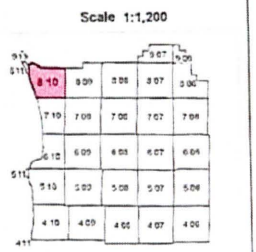
Please let me know if I can provide any further information.

Sincerely,

Christian Zupancic  
Zuplaw Law Firm LLC



8 10 08 BA  
 CLATSOP COUNTY  
 NE 1/4 NW 1/4 SEC. 8 T8N R10W WM  
 0 62.5 125 250 ft



CANCELLED TAXLOT NUMBERS  
 200 300 500 600 601



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT  
[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

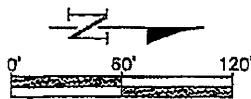
PLOT DATE: 12/05/2019  
 8 10 08 BA

Submitted  
by applicant.

ADDRESS LIST  
OF  
AFFECTED OWNERS OF ADJACENT PROPERTIES

Map Tax Lot	Tax ID	Owner	Mailing Address
81008BA02202	29043	Dennis L. Sturgell	c/o The Wel Group Inc. Post Office Box 45 Hammond, OR 97121
81008BA02203	29044	John F. & Carolyn M. Shepherd	Post Office Box 90 Hammond, OR 97121
81008BA02204	29045	Dennis L. Sturgell, Sr.	Post Office Box 45 Hammond, OR 97121
81008BA02301	29047	John F. & Carolyn M. Shepherd	Post Office Box 90 Hammond, OR 97121
81008BA02302	29048	John F. & Carolyn M. Shepherd	Post Office Box 90 Hammond, OR 97121
81008BA01700	29028	Joshua and Brandi Key	791 King Salmon St Hammond, OR 97121
81008BA01602	29025	Susan Nicoletti, Jeannine Buskuhl	10200 SW Egret Pl Beaverton, OR 97007
81008BA01702	29030	Kevin and Stacy Byers	725 King Salmon St Hammond, OR 97121

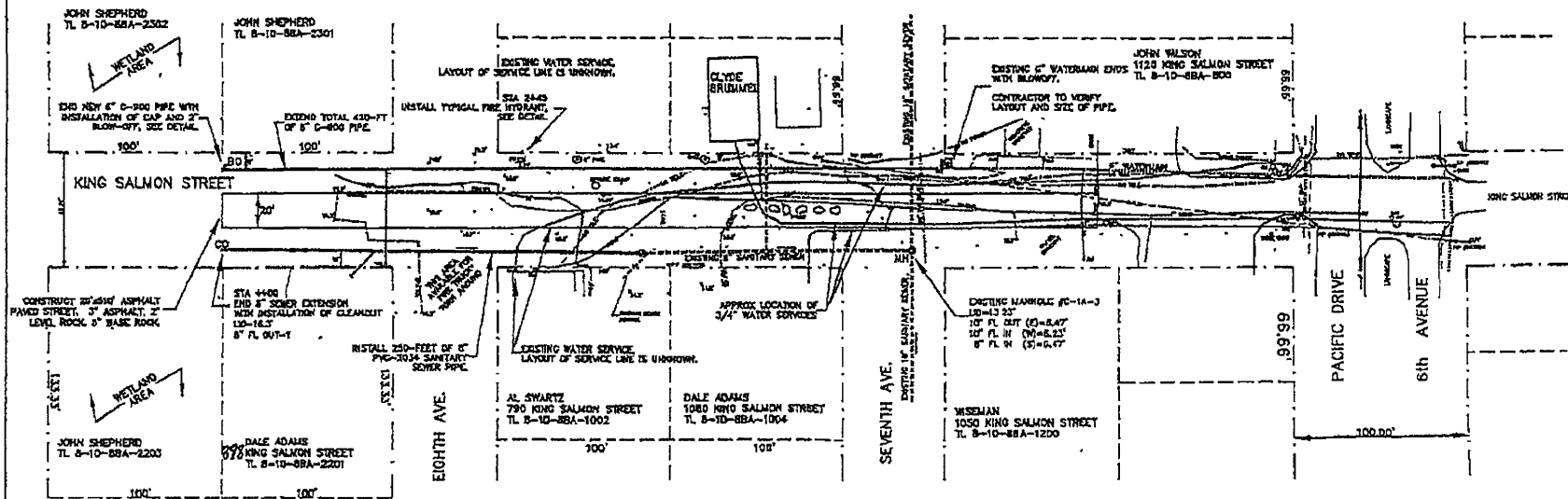
DALE ADAMS - CITY COMMISSION WORKSHOP



PROPOSED SITE PLAN  
SCALE: 1" = 60'



RENEWS 12/31/2014  
PAGE 2 OF 2  
AUGUST 12, 2014  
FILE: 331-13-D04



JB RANKIN ENGINEERING INC. P.O. BOX 187 WARRENTON, OR. 97146 503.440.3805

# Invoice

**SANDRIDGE CONSTRUCTION LLC**  
**15 NW 17TH PLACE**  
**WARRENTON, OR 97146**

503-861-1133

Date	Invoice #
2/17/2015	10287

Terms	Due on receipt
-------	----------------

DALE ADAMS  
 PO BOX 59  
 HAMMOND, OR 97121

JOB					
Date	Description	Qty	U/M	Rate	Amount
1/5/2015	Truck Time - Haul Sand MU	2	hr	78.00	156.00
1/5/2015	Cubic Yards of Sand - 4 loads	48		5.00	240.00
1/6/2015	Truck Time Haul Sand MU	1.5	hr	78.00	117.00
1/6/2015	Cubic Yards of Sand - 4 loads	48		5.00	240.00
1/12/2015	Labor to dig water and sewer main (2 men) MU GO	12		28.00	336.00
1/12/2015	EXCAVATOR - Sewer & Water Main Connection TF	6		125.00	750.00
1/13/2015	Labor - Install water Main (2 men) MU GO	15		28.00	420.00
1/13/2015	EXCAVATOR - Dig 6" Water Line TF	8		125.00	1,000.00
1/13/2015	Truck Time - Haul off spoils RC	3	hr	78.00	234.00
1/14/2015	Labor - Water Line, Set Hydrant, Sewer Line (2 men) MU GO	16		28.00	448.00
1/14/2015	EXCAVATOR, Set Hydrant, Sewer Line TF			125.00	125.00
1/14/2015	580 BACKHOE RENTAL WITH OPBRATOR, Backfill Sewer TF	1	hr	85.00	85.00
1/14/2015	Truck Time RC	8	hr	78.00	624.00
1/15/2015	Labor - Sewer Line (2 men) MU GO	16		28.00	448.00
1/15/2015	EXCAVATOR, Lay sewer line, backfill, cleanup	8		125.00	1,000.00
1/15/2015	Truck Time RC	5	hr	78.00	390.00
1/15/2015	580 BACKHOE RENTAL WITH OPERATOR RC	4	hr	85.00	340.00
1/15/2015	Cubic Yards of Sand (2 loads)	24		5.00	120.00
1/16/2015	Labor-install utilities (2 men) GO MU	14.5		28.00	406.00
1/16/2015	EXCAVATOR - dig for water service, Blow-off, Power, TV, Telephone TF	8		125.00	1,000.00
1/16/2015	Truck Time - haul 4 loads rock RC	5	hr	78.00	390.00
1/19/2015	Labor - Clean up MU	2		28.00	56.00
Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE		<b>Total</b>			
		<b>Payments/Credits</b>			
		<b>Balance Due</b>			

# Invoice

**SANDRIDGE CONSTRUCTION LLC**  
**15 NW 17TH PLACE**  
**WARRENTON, OR 97146**

503-861-1133

Date	Invoice #
2/17/2015	10287

Terms	Due on receipt
-------	----------------

DALE ADAMS  
 PO BOX 59  
 HAMMOND, OR 97121

JOB					
Date	Description	Qty	U/M	Rate	Amount
1/19/2015	Truck Time - Haul 2 Loads rock GO	2.5	hr	78.00	195.00
1/19/2015	EXCAVATOR - Clean up, backfill TF	4		125.00	500.00
1/27/2015	Labor - deliver 5" valve to Astoria PW GO	1		28.00	28.00
1/28/2015	Labor - get materials from Home Depot, Install Utilities GO	6.5		28.00	182.00
1/29/2015	Labor - install utilities, blow off water line, demob 580 backhoe	3		28.00	84.00
1/29/2015	MISCELLANEOUS MATERIALS - See attached Detail	1	ea	9,014.64	9,014.64
1/29/2015	3/4"-0 Rock Per Attached detail	130.92	ton	12.00	1,571.04
<p><i>Paid 20,499.<sup>68</sup>                      3-19-2015                      ec# 6931</i></p>					
				<b>Total</b>	<b>\$20,499.68</b>
Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE				<b>Payments/Credits</b>	<b>\$0.00</b>
				<b>Balance Due</b>	<b>\$20,499.68</b>

# Invoice

**SANDRIDGE CONSTRUCTION LLC**  
**15 NW 17TH PLACE**  
**WARRENTON, OR - 97146**

503-861-1133

Date	Invoice #
3/20/2015	10301

Terms	Due on receipt
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**DALE ADAMS**  
**PO BOX 59**  
**HAMMOND, OR 97121**

**COPY**

JOB	Date	Item	Description	Qty	Rate	Amount
	2/16/2015	LABOR	General Labor to test water main, clean sewer line GO	5	28.00	140.00
	2/16/2015	Journeyman Labor	JOURNEYMAN LABOR-test water line TF	4	45.00	180.00
	2/17/2015	580 BACKHOE	580 BACKHOE RENTAL WITH OPERATOR TF	2	85.00	170.00
	2/17/2015	LABOR	Labor to dig end of sewer line and lateral /TV sewer line GO	4.5	28.00	126.00
	2/18/2015	Journeyman Labor	Journeyman Labor - Flush & Test Sewer Line TF	6	45.00	270.00
	2/18/2015	LABOR	General Labor to blow water line, adjust meter boxes, clean out, blow off & rake fill GO	5	28.00	140.00
	2/24/2015	Journeyman Labor	Journeyman Labor - Pull string through Power Conduit TF	2	45.00	90.00
	2/24/2015	LABOR	Labor Pull string through Power Conduit GO	1.5	28.00	42.00
			<b>SUBTOTAL LABOR</b>			<b>1,158.00</b>
		Reimb Group	All Rents - Test Pump rental		90.00	90.00
	2/17/2015		General Utilities, Hydra Vac Excavation		450.00	450.00
	2/23/2015		Consolidated Supply - materials		778.83	778.83
	2/24/2015		Total Reimbursable Expenses			1,318.83
			Markup		20.00%	263.77
			Total Reimbursable Expenses			1,582.60
		Reimb Group	LC Unlimited - Video Inspection, Air test		1,250.00	1,250.00
	2/17/2015		Total Reimbursable Expenses			1,250.00
			Markup		15.00%	187.50
			Total Reimbursable Expenses			1,437.50
<b>Total</b>						<b>\$4,178.10</b>
<b>Payments/Credits</b>						<b>\$0.00</b>
<b>Balance Due</b>						<b>\$4,178.10</b>

Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE

**SANDRIDGE CONSTRUCTION LLC**  
**15 NW 17TH PLACE**  
**WARRENTON, OR 97146**

503-861-1133

DALE ADAMS  
 PO BOX 59  
 HAMMOND, OR 97121

# Invoice

Date	Invoice #
3/31/2015	10310

Terms	Due on receipt
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JOB					
Date	Item	Description	Qty	Rate	Amount
3/26/2015	LABOR	Move Water Meter	4	28.00	112.00
Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE					<b>Total</b> \$112.00 <b>Payments/Credits</b> \$0.00 <b>Balance Due</b> \$112.00

**SANDRIDGE CONSTRUCTION LLC**  
**15 NW 17TH PLACE**  
**WARRENTON, OR 97146**

503-861-1133

DALE ADAMS  
 PO BOX 59  
 HAMMOND, OR 97121

# Invoice

Date	Invoice #
4/30/2015	10323

Terms	Due on receipt
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JOB					
Date	Item	Description	Qty	Rate	Amount
4/14/2015	SAND	Cubic Yards of Sand	24	5.00	120.00
4/14/2015	DUMPTRUCK	DUMPTRUCK	1	78.00	78.00
4/15/2015	SAND	Cubic Yards of Sand	36	5.00	180.00
4/15/2015	DUMPTRUCK	DUMPTRUCK	1.5	78.00	117.00
4/29/2015	TRUCK & PUP	DUMP TRUCK & PUP	7	95.00	665.00
4/29/2015	3/4" ROCK	3/4"-0 Rock Per Ton 3 Loads from Warrenton	100.83	12.25	1,235.17
4/29/2015	3" ROCK	Fiber 3" ROCK 1 Load from Warrenton Fiber	26.21	11.10	290.93
<i>And 2036-10 5-15-2015 ck # 6993</i>					
<b>Total</b>					\$2,686.10
<b>Payments/Credits</b>					\$0.00
<b>Balance Due</b>					\$2,686.10

Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE

**SANDRIDGE CONSTRUCTION LLC**  
**15 NW 17TH PLACE**  
**WARRENTON, OR 97146**

503-861-1133

# Invoice

Date	Invoice #
6/8/2015	10334

Terms	Due on receipt
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DALE ADAMS  
 PO BOX 59  
 HAMMOND, OR 97121

JOB	Date	Item	Description	Qty	Rate	Amount
	5/19/2015	MOBILIZATION	MOBILIZE DOZER & VIBRATORY ROLLER IN/OUT GO	2	100.00	200.00
	5/29/2015	450 DOZER	450 DOZER WITH OPERATOR - LEVEL ROCK IN DRIVEWAY TF	2	85.00	170.00
	5/29/2015	ROLLER	VIBRATORY ROLLER - COMPACT ROCK TF	2	75.00	150.00
	5/29/2015	DUMPTRUCK	DUMPTRUCK GO	7.5	78.00	585.00
	5/29/2015	3" ROCK	3" ROCK, 6 LOADS FROM NYGAARD PIT	78.1	11.00	859.10
	6/1/2015	DUMPTRUCK	DUMPTRUCK GO	4.5	78.00	351.00
	6/1/2015	3/4" ROCK	3/4"-0 Rock Per Ton, 3 LOADS FROM NYGAARD PIT	45.35	12.00	544.20
	6/2/2015	DUMPTRUCK	DUMPTRUCK GO	1.5	78.00	117.00
	6/2/2015	3/4" ROCK	3/4"-0 Rock Per Ton, 1 LOAD FROM NYGAARD PIT	15.52	12.00	186.24
	6/3/2015	DUMPTRUCK	DUMPTRUCK GO	2.5	78.00	195.00
	6/3/2015	3/4" ROCK	3/4"-0 Rock Per Ton, 2 LOADS FROM NYGAARD PIT	47.07	12.00	564.84
	6/3/2015	ROLLER	VIBRATORY ROLLER, COMPACT DRIVEWAY GO	2.5	75.00	187.50
	6/4/2015	GRADER	ROAD GRADER TO GRADE ROAD AND DRIVEWAY TF	5	110.00	550.00

*PAID*  
 6-30-2015  
 CK# 4659.88  
 6995

Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A-MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE

<b>Total</b>	\$4,659.88
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$4,659.88



**JB RANKIN ENGINEERING Inc.**

*CIVIL ENGINEERING*

P.O. BOX 187 WARRENTON, OREGON 97146  
(503) 440-3805 (Cell) e-mail: rankineng@yahoo.com

**JAMES B. RANKIN, PE**  
President

Estimate Cost King Salmon Street Improvements for  
Mr. Dale Adams  
August 10, 2014

**Domestic Waterline Improvements:**

6" Waterline, In-Place	420-LF	\$ 8,500
Fire Hydrant Assembly	1-Each	\$ 4,000
Valves and Elbows	Lump Sum	\$ 2,000
1" Water Service	1-Each (55-LF)	\$ 1,000
2" Blow-Off	1-Each	\$ 1,000
Flushing, Disinfection & Testing	_____	\$ 500
Design, Inspection, Surveying & Permits	_____	\$ 3,000
		<hr/>
Estimated Subtotal		\$20,000

**Sanitary Sewerline Improvements:**

8-inch Gravity Sewer, In-Place	250-LF	\$ 4,500
4" Lateral, In-Place	1-Each (20-LF)	\$ 500
Manhole	1-Each	\$ 3,000
Clean-out	1-Each	\$ 500
Flushing, Pressure Test, Video Inspection	_____	\$ 1,500
Vacuum Test Manhole	_____	\$ 1,000
Design, Inspection, Surveying & Permits	_____	\$ 3,000
		<hr/>
Estimated Subtotal		\$14,000

**Street Improvements:**

Clear, Excavate, Prep Subgrade for 20'x 460' Street	Lump Sum	\$ 3,000
Place Base Rock and Level Rock, in-place	4,500 SF=150CY	\$ 4,000
3" Asphalt	170-Tons	\$14,500
Drainage Improvements	-----	\$ 4,000
Design, Inspection, Surveying & Permits		\$ 3,000
		<hr/>
Estimated Subtotal		\$28,500

**PP&L Electric Service Contract:**

Service contract and conduit, \$12,000 + \$1,000 ~~\$ 4,000~~ 13,000

**NWNG Service Contract:**

Service contract and provide ditching, \$4,000 + \$1,000 \$ 5,000

**Estimated cost of public improvements \$71,500**

**Home Sprinkler System:**

Install Sprinkler Service with 1½ -inch water service \$41,000 ~~13,500~~

**ESTIMATED TOTAL \$82,500**

Estimated initial cost of \$71,500 to make improvements within public right-of-way for the benefit of adjoining property owners, plus an additional \$11,000 for a residential fire sprinkler system, before making any improvements on private property.



November 10, 2020

Zuplaw  
Christian Zupancic, Esq.  
615 Broadway St., Suite #216  
Seaside, OR 97138

**SUBJECT: Advance Finance Application, 810 King Salmon Street, Hammond, OR 97121**

Dear Mr. Zupancic:

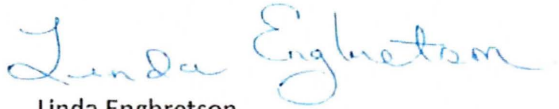
The City of Warrenton has received and reviewed your application for an advance finance agreement under Warrenton Municipal Code ("WMC") Chapter 3.16. WMC 3.16.060 requires the City to undertake "an analysis of the advance financed public improvements" and "prepare a report to be submitted to the Commission for review, discussion and public hearing." All materials submitted will be provided to the Commission.

In preparation of the report discussed above, please be advised that staff's recommendation will be consistent with code requirements that any agreement entered into by the City include as reimbursable expenses only those improvements "where approved master planning documents show new public improvements" (WMC 3.16.040.A), and where the improvements were "installed in accordance with the adopted master plan" (WMC 3.16.030.B). For such eligible improvements, staff will recommend reimbursement "for a share of costs incurred if [the] . . . improvement provides access to public improvements for other benefiting property owners" (WMC 3.16.030.B).

For expenses included in the application materials submitted that, based on the information provided with the submission, do not appear to meet the requirements outlined above, staff will recommend such expenses be excluded from the scope of the agreement. If your client has any additional information regarding eligibility of the other expenses, please submit them to the City for staff consideration while the WMC 3.16.060 report is being generated.

The City will prepare the report and schedule the Public Hearing upon receipt of the application fee in the amount of \$700.00. The City Commission did not waive this fee.

Sincerely,



Linda Engbretson  
City Manager

C: Colin Stelzig, Public Works Director (via email)  
Spencer Parsons, City Attorney's Office (via email)

**From:** Christian Zupancic <[christian@zuplaw.com](mailto:christian@zuplaw.com)>  
**Sent:** Monday, December 7, 2020 1:25 PM  
**To:** Linda Engbretson <[lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us)>  
**Subject:** FW: Adams- Advance Finance Agreement

Hi Ms. Engbretson,

Mr. Adams will be dropping off a check shortly for the application fee. As a part of the application review, can we please request that the commission consider refunding this application fee?

Thanks very much,

**Christian Zupancic**



Zuplaw Law Firm, LLC  
615 Broadway St., Suite 216  
Seaside, OR · 97138  
O. (503)747-9836 · Fax (503) 902-7900  
[www.zuplaw.com](http://www.zuplaw.com)  
[christian@zuplaw.com](mailto:christian@zuplaw.com)

**Confidentiality Notice:** This email may contain privileged or confidential information. If you believe you may have received this email in error, please delete all copies and notify the sender right away. Thank you!

**From:** Laura Palos <[info@zuplaw.com](mailto:info@zuplaw.com)>  
**Sent:** Tuesday, November 10, 2020 2:10 PM  
**To:** Christian Zupancic <[christian@zuplaw.com](mailto:christian@zuplaw.com)>  
**Subject:** FW: Adams- Advance Finance Agreement

**From:** Linda Engbretson <[lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us)>  
**Sent:** Tuesday, November 10, 2020 2:02 PM  
**To:** Laura Palos <[info@zuplaw.com](mailto:info@zuplaw.com)>  
**Cc:** Spencer Parsons <[spencer@gov-law.com](mailto:spencer@gov-law.com)>  
**Subject:** RE: Adams- Advance Finance Agreement

Laura, please find attached my letter in response for an Advance Finance Application for 810 King Salmon Street.

Linda Engbretson  
City Manager  
(503) 861-3927  
CITY OF WARRENTON

From: Christian Zupancic <[christian@zuplaw.com](mailto:christian@zuplaw.com)>  
Sent: Thursday, December 10, 2020 12:59 PM  
To: Linda Engbretson <[lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us)>  
Subject: RE: Adams- Advance Finance Agreement

Yes, except that we are also requesting (as a part of that application) that the city refund the application fee as well.

Thank you,

**Christian Zupancic**



Zuplaw Law Firm, LLC  
615 Broadway St., Suite 216  
Seaside, OR · 97138  
O. (503)747-9836 · Fax (503) 902-7900  
[www.zuplaw.com](http://www.zuplaw.com)  
[christian@zuplaw.com](mailto:christian@zuplaw.com)

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From: Linda Engbretson <[lengbretson@ci.warrenton.or.us](mailto:lengbretson@ci.warrenton.or.us)>  
Sent: Wednesday, December 9, 2020 2:55 PM  
To: Christian Zupancic <[christian@zuplaw.com](mailto:christian@zuplaw.com)>  
Subject: RE: Adams- Advance Finance Agreement

Mr. Zupancic – the City is in receipt of the AFA application fee. I am confirming you are using the original submission dated 9/17/20 with no changes as the full application for consideration?

Regards,

Linda Engbretson  
City Manager  
(503) 861-3927  
CITY OF WARRENTON

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"Making a difference through excellence of service"



CITY OF WARRENTON

WARRENTON CITY COMMISSION PUBLIC HEARING COMMENT CARD

NAME: Carolyn Shepherd (on Zoom)

ADDRESS: P.O. Box 190 Hammond  
not being recognized by Commission

EMAIL: \_\_\_\_\_

PROPONENT: \_\_\_\_\_ OPPONENT: X

BRIEFLY DESCRIBE YOUR POSITION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE GIVE THIS CARD TO THE CITY RECORDER P

Carolyn Shepherd (on Zoom)  
may wish to speak  
in opposition.  
  
Lots 1701, 2203, 2301 + 2302

7.A.  
Added

# SPRUCE UP WARRENTON CHRISTMAS BUDGET REQUEST 2021

## BANNER ENHANCERS WITH SNOW BURSTS

10 – 35" X 54"

\$500 each = \$5000



## GARLAND POLE WRAP

10 – 20' FOOT 9" ANGLE CUT COLOR BLEND RED GARLAND FOR  
POLE WRAP

\$200 each = \$2000



ENHANCERS	\$5000
GARLAND	\$2000
S/H	<u>\$500</u>
TOTAL	\$7500



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Collin Stelzig P.E., Public Works Director  
DATE: October 12, 2021  
SUBJ: Change Order #1 for Raw Water Replacement Design Services

### SUMMARY

In April of this year, the City awarded a contract to Murrsmith, Inc. to design the replacement of the existing raw waterline between Lewis & Clark Rd and the raw water reservoir.

During the preliminary design phase, four potential wetland/waterway areas along the proposed waterline alignment were identified. Three options were proposed to complete the design.

1. Prepare a wetland delineation report; *increases design contract amount by \$22,726.*
2. Use directional drilling in the wet areas instead of open trench; *no wetland delineation report is required but increases opinion of probable cost of construction by approximately \$300,000*
3. Change the location of the water main to under the existing asphalt roadway; *no wetland delineation report is required but increases opinion of probable cost of construction by approximately \$300,000 and requires property owners' permission, which we are not sure we would receive.*

Staff suggests completing the wetland delineation report to save money during construction. This Change Order is a request to increase the not-to-exceed contract amount from \$87,594 to \$110,320 which includes these changes to the scope of work:

- A wetland delineation report will need to be prepared, which was not in the original scope of work. From the findings of the report, one of two potential scenarios will be determined: Agency notification or no agency notification.
- Subtasks 3.3, 3.5, and 3.6 have been removed in the amended scope of work. Those three permits have been determined not to be needed.

#### RECOMMENDATION/SUGGESTED MOTION

*"I move to approve Change Order #1 – Raw water replacement design services, increasing the not-to-exceed contract amount from \$87,594 to \$110,320."*

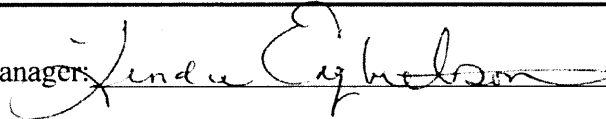
#### ALTERNATIVE

- 1) None recommended

#### FISCAL IMPACT

This change order is within the budgeted amount for this project fund.

Approved by City Manager:



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

City of Warrenton  
Project: Raw water replacement design services

Contract Section  
Change Order Form

**Change Order No. 1**

Date of issuance: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Owner: <b>City of Warrenton</b>	
Project: <b>Raw water replacement design services</b>	City Project #: 029-430-620094
Engineer: Murrsmith, Inc.	Engineer's Proj #: 21-3108
Contractor:	Contractor's #:
Original Contract: \$87,594.00	Notice to Proceed Date:
City Project Manager: Collin Stelzig P.E., Public Works Director	
Project Location: <b>Raw water pipeline between L&amp;C Rd and raw water reservoir</b>	

The Contract Documents are modified as follows upon execution of this Change Order

Description: Increasing the original contract not-to-exceed price from \$87,594 to \$110,320

**Work shall include:**

1. Amendment of scope of work to remove Subtask 3.3 Clatsop County Geologic Hazard Permit
2. Amendment of scope of work to remove Subtask 3.5 Clatsop County Road Permit
3. Amendment of scope of work to remove Subtask 3.6 Oregon DEQ Construction Stormwater General Permit
4. Amendment of scope of work to include Subtask 3.7 Wetlands and Waters Permitting

Original contract times:  Working days  Calendar days  
Extend contract days \_\_\_\_\_ Original contract time n/a New contract days n/a

Substantial Completion Date:

This will require substantial completion by:

**Attachments: Amendment No. 1 Scope of Work**

Current Contract Price:	\$	87,594.00
Increase of this Change Order:	\$	22,726.00
Contract Price incorporating this Change Order:	\$	110,320.00

The above prices and specifications of the change order are satisfactory and are hereby accepted. This change order amount and extension of time constitutes total compensation for the change, including compensation for all impacts and delays relating to the change and their cumulative effect on the project to date. All work shall be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

RECOMMENDED

ACCEPTED:

ACCEPTED:

Engineer signature

Contractor signature

Owner Signature/Title

Date:

Date:

Date:

Approved by Funding Agency (if applicable):

Agency:

Title:

Date:

**Project Status Form**

Owner: **City of Warrenton**  
 Project: **Raw water replacement design services**      0      City Project #: 029-430-620094  
 Engineer: **Murrsmith, Inc.**      0      Engineer's Proj #: 21-3108  
 Contractor: 0      0      Contractor's #: 0  
 Original Contract: \$87,594.00      0 Notice to Proceed Date:  
 City Project Manager: **Collin Stelzig P.E., Public Works Director**  
 Project Location:      **Raw water pipeline between L&C Rd and raw water reservoir**

CO	Change Order Amount/ Allowance Amt.	C.O. Days	Commission Date	REASON FOR CHANGE
	New Contract Amount	New Total	New Comp. Date	
#1	\$ 22,726.00	0	September 28, 2021	Amendment to Scope of Work to remove subtask 3.3, 3.5, 3.6 and include subtask 3.7 Wetland and Waters Permitting
	\$110,320.00	n/a	n/a	
#2				
#3				
#4				
#5				
#6				
#7				
#8				
<b>Project Summary</b>				
	Contract amount	Contract days	Completion Date	
	\$ 110,320.00	n/a	n/a	

## EXHIBIT A

# AMENDMENT No. 1 SCOPE OF WORK RAW WATERLINE REPLACEMENT CITY OF WARRENTON

## Project Overview and Understanding

In April 2021, the City of Warrenton (City) executed a Contract for Professional Consulting Services with Murraysmith (Consultant) for Design and Bid Phase Services to replace the existing raw waterline between Lewis & Clark Highway and the raw water reservoir. During the Preliminary Design phase, four potential wetland/waterway areas (waters) along the proposed waterline alignment were identified. Based on the Consultant's cursory evaluation and subsequent discussion with the City, the observed waters should be delineated and Wetland Delineation Report prepared. Based on the findings of the Wetland Delineation Report, the applicable regulatory agency notification and permit application processing will follow.

## Amended Scope of Services

The Amended Scope of Services activities, subtasks, tasks, assumptions and deliverables are identified in **bold-type** (new/addition) and ~~strike through~~ (deletion). The tasks that are affected by this amendment are listed below and followed by a detailed scope of work.

### Task 3 – Permitting Support

Consultant will perform the following services.

### Task 3 – Permitting Support

#### *Subtask 3.3 Clatsop County Geologic Hazard Permit*

~~Based on the Clatsop County GIS, the waterline alignment is located within the Landslide Susceptibility (DOGAMI) zone, Moderate area. The Ordinance outlines that any activity requiring a development permit within these zones must obtain a Geologic Hazard Permit.~~

~~This subtask includes preparing a geotechnical report in accordance with *Ordinance Section 4.044 Geotechnical Report Requirements* and completing application for a geologic hazard permit. Geotechnical engineering services will be performed by Cornforth Consultants Inc. Report recommendations shall be incorporated to the Design documents.~~

Based on correspondence with Clatsop County Planning Department, the project is outside the Hazard zone and no permit is required.

### *Subtask 3.5 Clatsop County Road Permit*

~~Given the waterline alignment connects to an existing pipe crossing under Lewis and Clark Highway, Clatsop County requires a permit to occupy or perform operations upon the County road. The Design documents will include construction plans, details and specifications which will be utilized as the supporting documents for the County permit application.~~

~~This subtask includes completing the application for the Permit to Occupy or Perform Operations Upon a County or Public Road.~~

Based on the Preliminary Design, project construction is outside Clatsop County road right-of-way. No Road Permit is required.

### *Subtask 3.6 Oregon DEQ Construction Stormwater General Permit*

~~Based on the anticipated land disturbance for the project (> 1 acre), the Oregon Department of Environmental Quality (DEQ) requires a Construction Stormwater General Permit (1200-C). The Design documents will include erosion and sediment control plans which will be utilized as the supporting documents for the County permit application.~~

~~This subtask includes preparing a Storm Water Pollution Prevention Plan (SWPPP) and Dewatering Plan and completing the application for the Construction Stormwater General Permit.~~

Based on the Preliminary Design, the anticipated project land disturbance is less than one acre. No DEQ Construction Stormwater General Permit is required.

### *Subtask 3.7 Wetlands and Waters Permitting*

Collect necessary information to delineate waters within the project area. Information will be adequate to prepare a Wetland Delineation Report that meets the State of Oregon Department of State Lands (DSL) and US Army Corps of Engineers (USACE) requirements, as outlined in OAR 141-090-0005 to 0055, the 1987 Corps of Engineers Wetland Delineation Manual, and other regional supplements and applicable guidance.

Coordinate with design team to determine if anticipated removal/fill quantities (area and volume) in delineated waters require notification to either DSL or USACE or both. Based on those findings, proceed with one of two applicable option actions, outlined below:

#### ***Option 1: No Agency Notification Required***

Document reason for no agency notification and coordinate with design team to incorporate appropriate impact avoidance and minimization measures into construction documents, including delineated waters on project plan sheets.

### ***Option 2: Agency Notification Required***

Obtain DSL concurrence on Wetland Delineation Report. Prepare and submit required permit application materials. Coordinate with regulatory agency personnel to obtain required permit approvals.

Subtask 3.7 will be performed by Mason, Bruce & Girard (MB&G).

#### ***Assumptions:***

- ~~▪ The Design documents will be prepared to support a finding of No Effect.~~
- No mitigation actions are necessary because there are no permanent impacts to waters.
- An individual permit will not be required from either DSL or USACE.
- One application (Joint Permit Application) will be acceptable for both DSL and USACE, if the project is deemed to trigger the need for permits from either agency.
- Preparation of a Joint Permit Application will not require an analysis of project effects on Endangered Species Act-listed species.
- Wetland or Waters Functional Assessments will not be required.

#### ***Deliverables:***

- Electronic PDF copies of the following documents:
  - ~~○ No Effect Memorandum~~
  - Completed application for County Land Use Permit
  - ~~○ Completed application for Geologic Hazard Permit including Geotechnical Report~~
  - Completed application for County Grading, Drainage and Erosion Control Permit
  - ~~○ Completed application for the Permit to Occupy or Perform Operations Upon a County or Public Road~~
  - ~~○ Completed application for the Construction Stormwater General Permit (1200-C) including SWPPP~~
  - Wetland Delineation Report and demarcated boundary of wetlands and waters shown on project plan sheet within two months of collection of necessary information.

- *OPTION 1 only:* Wetland and Waters Permitting Memorandum in PDF format delivered within two months of determination of need for permit notification.
- *OPTION 2 only:* Permit application materials within two months of determination of impacts.

## Amended Compensation

Work will be performed on a time and expense basis with a total not to exceed amount of ~~\$87,594~~ \$94,102 (if Option 1 of Subtask 3.7 is executed) or \$110,320 (if Option 2 of Subtask 3.7 is executed). Work will be performed in accordance with the firm's current standard Schedule of Charges in effect at the time the work is performed.

## Amended Schedule

The anticipated amended project schedule is as follows:

Task	Anticipated Completion
Consultant Notice to Proceed	<del>April 1, 2021</del> Complete
Data Collection and Review	<del>May 28, 2021</del> Complete
Permitting Support <ul style="list-style-type: none"> <li>• <i>Wetland/Waters OPTION 1</i></li> <li>• <i>Wetland/Waters OPTION 2</i></li> </ul>	<del>August 31, 2021</del> February 15, 2022 June 15, 2022
Preliminary Design	<del>July 30, 2021</del> Complete
Final Design	<del>October 15, 2021</del> February 15, 2022
Bid Advertisement	TBD
Bid Opening	TBD

EXHIBIT B - PROPOSED FEE ESTIMATE  
 RAW WATERLINE REPLACEMENT PROJECT  
 CITY OF WARRENTON

Contract Amendment No. 1  
 Wetland/Waters Permitting - OPTION 1

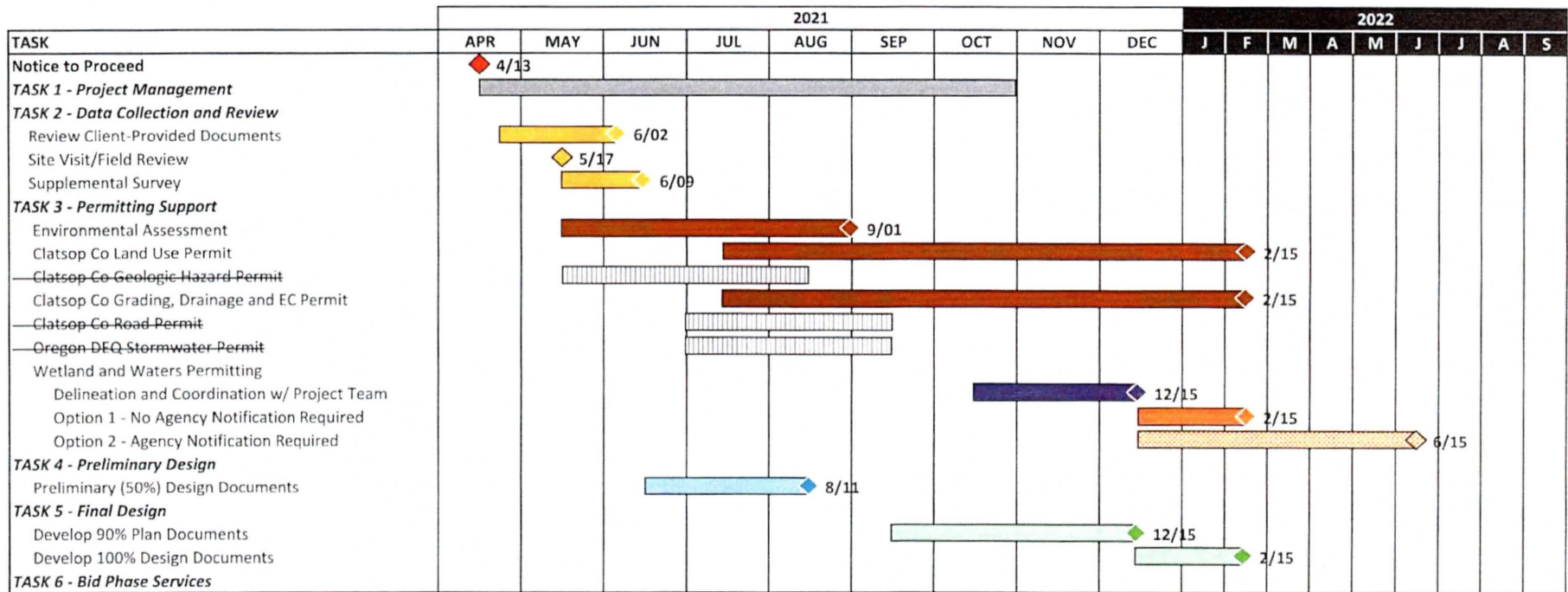
Staff Name	LABOR CLASSIFICATION (HOURS)							Hours	Labor	Subconsultants				Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer VI	Environmental Permitting Specialist	Principal Engineer V	Professional Engineer VII	Engineering Designer II	Technician III	Administrative II			S&P Land Services	Corinth Consultants	MS&G						
	Stanger	Toledo	Hickey	Miles	Kuhn	McFaddin	Steinberg											
<b>Task 1 - Project Management</b>																		
Task 1.1 - Project Management and Coordination				74				30	\$ 5,300					1.15	\$		\$ 5,300	
Task 1.2 - Project Meetings				12				12	\$ 2,292					1.15	\$		\$ 2,292	
Task 1.3 - Quality Assurance and Quality Control			8					12	\$ 3,160					1.15	\$		\$ 3,160	
<b>Task 1 Subtotal</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>96</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>54</b>	<b>\$ 10,642</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 10,642</b>	
<b>Task 2 - Data Collection and Review</b>																		
Task 2.1 - Review Land Provided Documents				4	4	4		16	\$ 2,448					1.15	\$		\$ 2,448	
Task 2.2 - Site Visit / Field Review				8	8			16	\$ 5,512					1.15	\$ 224	\$	\$ 6,136	
Task 2.3 - Supplemental Survey								8	\$ 1,112	\$ 5,450				1.15	\$ 5,995	\$	\$ 7,211	
<b>Task 2 Subtotal</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>52</b>	<b>\$ 9,472</b>	<b>\$ 5,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>5,995</b>	<b>\$ 224</b>	<b>\$ 144</b>	<b>\$ 15,835</b>
<b>Task 3 - Permitting Support</b>																		
Task 3.1 - No Effect Memorandum			16		2	8		25	\$ 5,655					1.15	\$		\$ 5,655	
Task 3.2 - Clatsop County Land Use Permit				1	8			9	\$ 1,535					1.15	\$		\$ 1,485	
Task 3.3 - Clatsop County Geologic Hazard Permit								0	\$ -					1.15	\$		\$ -	
Task 3.4 - Clatsop County Grading, Drainage and Erosion Control Permit								5	\$ 793					1.15	\$		\$ 793	
Task 3.5 - Clatsop County Road Permit								0	\$ -					1.15	\$		\$ -	
Task 3.6 - Oregon Department of Environmental Quality (DEQ) Stormwater Permit								0	\$ -					1.15	\$		\$ -	
Task 3.7 - Wetland and Waters Reimbursement		4		8				12	\$ 2,608	\$ 10,630				1.15	\$ 11,671	\$	\$ 14,779	
Option 1 - No Agency Notification Required								0	\$ -	\$ 3,406				1.15	\$		\$ 3,406	
Option 2 - Agency Notification Required								0	\$ -					1.15	\$		\$ -	
<b>Task 3 Subtotal</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>11</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>\$ 10,363</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,016</b>	<b>\$ -</b>	<b>\$</b>	<b>15,418</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,779</b>
<b>Task 4 - Preliminary Design</b>																		
Task 4.1 - Preliminary 10% Design Documents				24	80	8	2	82	\$ 13,778					1.15	\$		\$ 14,843	
<b>Task 4 Subtotal</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>24</b>	<b>40</b>	<b>8</b>	<b>2</b>	<b>82</b>	<b>\$ 13,778</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ 13,922</b>
<b>Task 5 - Final Design</b>																		
Task 5.1 - Develop 90% Design Documents				16	60	4	4	86	\$ 13,136					1.15	\$		\$ 13,208	
Task 5.2 - Develop 100% Design Documents				16	86	4	4	62	\$ 9,704					1.15	\$		\$ 9,776	
<b>Task 5 Subtotal</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>32</b>	<b>96</b>	<b>8</b>	<b>8</b>	<b>148</b>	<b>\$ 22,840</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ 23,084</b>
<b>Task 6 - Bid Phase Services</b>																		
Task 6.1 - Pre-Bid Conference				4				4	\$ 764					1.15	\$		\$ 764	
Task 6.2 - Respond to Bidder Inquiries				4				17	\$ 1,908					1.15	\$		\$ 1,908	
Task 6.3 - Review Bids and Recommend Award				2	8		2	14	\$ 2,748					1.15	\$		\$ 2,748	
<b>Task 6 Subtotal</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>2</b>	<b>30</b>	<b>\$ 4,940</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,940</b>
<b>TOTAL - ALL TASKS</b>	<b>6</b>	<b>44</b>	<b>8</b>	<b>125</b>	<b>184</b>	<b>32</b>	<b>18</b>	<b>417</b>	<b>\$ 72,033</b>	<b>\$ 5,450</b>	<b>\$ -</b>	<b>\$ 14,016</b>	<b>\$ -</b>	<b>\$</b>	<b>21,413</b>	<b>\$ 224</b>	<b>\$ 432</b>	<b>\$ 94,102</b>

EXHIBIT B - PROPOSED FEE ESTIMATE  
 RAW WATERLINE REPLACEMENT PROJECT  
 CITY OF WARRENTON

Contract Amendment No. 1  
 Wetland/Waters Permitting - OPTION 2

Staff Name	LABOR CLASSIFICATION (HOURS)							Hours	Labor	Subconsultants			Multiplier % Markup	Subconsultant Total with Markup	Expenses	CAD Units \$18/hr	Total	
	Principal Engineer VI	Environmental Permitting Specialist	Principal Engineer V	Professional Engineer VII	Engineering Designer II	Technician III	Administrative II			S&F Land Services	Cornforth Consultants	MB&G						
	Stangel	Toledo	Hickey	Miles	Kuhn	McFaddin	Steinberg											
<b>Task 1 - Project Management</b>																		
Task 1.1 - Project Management and Coordination				24				0	2									
Task 1.2 - Project Meetings				12				6										
Task 1.3 - Quality Assurance and Quality Control			8					12										
<b>Task 1 Subtotal</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>54</b>	<b>\$ 10,642</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,642</b>	
<b>Task 2 - Data Collection and Review</b>																		
Task 2.1 - Review Client Provided Documents				4	4	8		16										
Task 2.2 - Site Visit Field Review				8	8			16										
Task 2.3 - Supplemental Survey						8		8										
<b>Task 2 Subtotal</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>52</b>	<b>\$ 9,472</b>	<b>\$ 5,450</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,995</b>	<b>\$ 224</b>	<b>\$ 144</b>	<b>\$ 15,835</b>
<b>Task 3 - Permitting Support</b>																		
Task 3.1 - No Effect Memorandum			16	1	8			25										
Task 3.2 - Clatsop County Land Use Permit				1	8			9										
Task 3.3 - Clatsop County Geologic Hazard Permit								0										
Task 3.4 - Clatsop County Grading, Drainage and Erosion Control Permit								5										
Task 3.5 - Clatsop County Road Permit						4		0										
Task 3.6 - Oregon Department of Environmental Quality (DEQ) Stormwater Permit								0										
Task 3.7 - Wetland and Waters Permitting			4		8			12										
Option 1 - No Agency Notification Required								0										
Option 2 - Agency Notification Required								0										
<b>Task 3 Subtotal</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>11</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>\$ 10,361</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 41,997</b>
<b>Task 4 - Preliminary Design</b>																		
Task 4.1 - Preliminary (50%) Design Documents				24	40	8	2	82										
<b>Task 4 Subtotal</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>24</b>	<b>40</b>	<b>8</b>	<b>2</b>	<b>82</b>	<b>\$ 13,778</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ 13,922</b>
<b>Task 5 - Final Design</b>																		
Task 5.1 - Develop 90% Design Documents				16	16	4	4	40										
Task 5.2 - Develop 100% Design Documents				2	16			18										
<b>Task 5 Subtotal</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>18</b>	<b>32</b>	<b>8</b>	<b>8</b>	<b>148</b>	<b>\$ 22,840</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ 22,984</b>
<b>Task 6 - Bid Phase Services</b>																		
Task 6.1 - Pre-Bid Conference				4	8			12										
Task 6.2 - Respond to Bidder Inquiries				2	8			10										
Task 6.3 - Review Bids and Recommend Award				2	8			10										
<b>Task 6 Subtotal</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>2</b>	<b>30</b>	<b>\$ 4,940</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,940</b>
<b>TOTAL - ALL TASKS</b>	<b>6</b>	<b>44</b>	<b>8</b>	<b>125</b>	<b>184</b>	<b>32</b>	<b>18</b>	<b>417</b>	<b>\$ 72,033</b>	<b>\$ 5,450</b>	<b>\$ -</b>	<b>\$ 28,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,631</b>	<b>\$ 224</b>	<b>\$ 432</b>	<b>\$ 110,320</b>

City of Warrenton  
 Raw Waterline Replacement - Segment 2  
 Project Schedule - Updated 09/09/2021





## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Jane Sweet Harbormaster  
DATE: October 12, 2021  
SUBJ: Change Order for Hammond Boat Basin Maintenance Dredging –  
Engineering Firm Mott MacDonald Contract for Construction  
Administration.

### SUMMARY

Discuss change order for an extension of contract for Marine Engineering Services of the Hammond Marina Dredging Project between Engineering firm Mott MacDonald and the City of Warrenton dated October 10, 2019.

Due to unforeseen circumstances the Hammond Dredging Project was delayed on the initial dredging start date of November 1, 2019, which resulted in the project completion date to be extended by 1 year. The original contract agreement for Construction Administration with Mott MacDonald needs a time accommodation for the delay, with extension of a one-year completion date.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to extend the original contract for Marine Engineering Services, Contract Administration, signed October 10, 2019, with Mott MacDonald to be extended to a completion date of June 30, 2022."*

### ALTERNATIVE

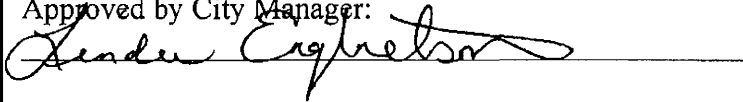
1) Other action as deemed appropriate by the City Commission

2) None recommended

**FISCAL IMPACT**

No change from the original contract agreement approved for \$39,200 to be funded from the Hammond Capital Improvement Fund.

Approved by City Manager:

A handwritten signature in cursive script, appearing to read "Andrew Engstrom", is written over a horizontal line. The signature is contained within a rectangular box.

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

City of Warrenton  
Project: Hammond Dredging Project

Contract Section  
Change Order Form

### Change Order No. 1

Date of Issuance: October 12, 2021

Effective Date: January 1, 2021

Owner: <b>City of Warrenton</b>	
Project: <b>Hammond Dredging</b>	City Project #: <b>013-461-62007</b>
Engineer: <b>MottMcDonald</b>	Engineer's Proj #:
Contractor: <b>MottMcDonald</b>	Contractor's #:
Original Contract: <b>\$39,200.00</b>	Notice to Proceed Date: <b>April 23, 2019</b>
City Project Manager: <b>Jane Sweet, Harbormaster</b>	
Project Location: <b>1090 First Avenue, Hammond Oregon</b>	

The Contract Documents are modified as follows upon execution of this Change Order

Description:

Work shall include:

1.

**Contract extension through the final Phase of the Hammond Dredging Project.**

Original contract times:  Working days  Calendar days  
Extend contract days 365 Original contract time          New contract days           
Substantial Completion Date: 06/30/2022  
This will require substantial completion by: 6/30/22

**Attachments: Contractor's request and invoices**

Current Contract Price:		\$39,200.00
Increase of this Change Order:	\$	-
Contract Price incorporating this Change Order:	\$	39,200.00

The above prices and specifications of the change order are satisfactory and are hereby accepted. This change order amount and extension of time constitutes total compensation for the change, including compensation for all impacts and delays relating to the change and their cumulative effect on the project to date. All work shall be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

RECOMMENDED

ACCEPTED:

ACCEPTED:

Engineer signature

Contractor signature

Owner Signature/Title

Date:

Date:

Date:

Approved by Funding Agency (if applicable):

Agency:

Title:

Date:

**Project Status Form**

Owner: **City of Warrenton**  
 Project: **Hammond Dredging**  
 Engineer: **MottMcDonald**  
 Contractor:  
 Original Contract: **\$39,200.00**  
 City Project Manager: **Jane Sweet, Harbormaster**  
 Project Location: **1090 First Avenue, Hammond Oregon**

City Project #: **013-461-62007**  
 Engineer's Proj #: **0**  
 Contractor's #: **0**  
 Notice to Proceed Date: **April 23, 2019**

CO	Change Order Amount/ Allowance Amt.	C.O. Days	Commission Date	REASON FOR CHANGE
	New Contract Amount	New Total	New Comp. Date	
#1	\$ -	365	June 30, 2022	Due to unforeseen circumstances the Hammond Dredge Project was forced to start the project one calendar year from the initial contract.
	\$39,200.00	0	June 30, 2022	
#2				
#3				
#4				
#5				
#6				
#7				
#8				

Project Summary		
Contract amount	Contract days	Completion Date
\$ 39,200.00		June 30, 2022

## Janice Weese

---

**From:** Richard (Collin) Stelzig  
**Sent:** Thursday, October 7, 2021 7:54 AM  
**To:** Trisha Hayrynen; Van Wilfinger; Janice Weese; Scott Hazelton  
**Cc:** Linda Engbretson  
**Subject:** FW: Eagle's Landing

This is the Stan Johnson project.

### Collin Stelzig, PE

Public Works Director  
Office : 503-861-0912  
Fax : 503-861-9661  
P.O. Box 250 | 45 SW 2<sup>nd</sup> Street  
Warrenton OR, 97146  
[ci.warrenton.or.us](http://ci.warrenton.or.us) | [facebook.com](https://www.facebook.com)



#### *“Making a difference through excellence of service”*

This message may contain confidential and/or proprietary information, and is intended for the person/entity to which it was originally addressed. If you have received this email by error, please contact the City and then shred the original document. Any use by others is strictly prohibited.

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**From:** adam@amengnr.com <adam@amengnr.com>  
**Sent:** Thursday, October 07, 2021 7:44 AM  
**To:** eh@firwooddesign.com  
**Cc:** Richard (Collin) Stelzig <rstelzig@ci.warrenton.or.us>  
**Subject:** RE: Eagle's Landing

Erik,

Here is the txt out of the document.

---

Dear Erik,

The City of Warrenton has engaged A.M. Engineering to provide design review support consulting services for this project.

The site is located near the intersection of State Highway 104 and SE Chinook Avenue undeveloped right of way.

As submitted, the development consists of a 2 building 16 unit apartment complex, half street improvements, waterline extension, sanitary sewer service, and onsite storm drainage infrastructure.

All engineering documents must be signed and stamped by the design engineer for acceptance. The Plans dated 4/16/21, Impact Study dated 6/10/21, and Stormwater Report dated 11/12/20 Revision Date 4/15/21, and the 1200-C Plans dated 6/9/21 have been reviewed for compliance with the following documents:

- Pre-Application Memorandum, City of Warrenton Public Works Director, Collin Stelzig, 5/8/19
- Pre-Application Conference Notes, City of Warrenton Community Development Director, Kevin Cronin, 5/16/19
- A.M. Engineering, Eagle's Landing Apartments – Site Design Review (WMC 16.212.040), dated 2/4/20
- Notice of Decision & Order, Completed application date 11/14/19
- Eagles Landing - ODOT Comment Response - 2020-11-12
- City of Warrenton, Public Works Department Engineering Specifications & Design Criteria 2020
- A.M. Engineering, Eagle's Landing Apartments – Engineering Review #1

City Design Exceptions may be requested for elements not meeting standards. See the City standards for DE submittal requirements. Executed Design Exceptions from other agencies must be submitted with the plans.

**General Notes:**

- Construction Documents shall meet all requirements of federal, state, and local standards, codes, ordinances, guidelines and/or other legal requirements.
- The developer is required to follow the City of Warrenton Development Standards. These standards can be found in Title 16 of the Warrenton Municipal Code. Please provide documentation showing how this development will meet the standards set forth in the development code.
- The developer must follow the City's Water and Sewer Regulations. These regulations are included under Title 13 of the Warrenton Municipal Code.
- The developer is required to follow the Engineering Standards & Design Criteria Manual 2020.

The following list is not all inclusive and is the responsibility of the consultant to ensure all applicable standards are met. Please don't hesitate to call me if you are not sure about the comments intent.

**Plan Comments:**

Provide all existing and proposed easement and right-of-way information on all plan sheets.

Not addressed. City requires the easement and right-of-way information on ALL plan sheets. Several sheets are missing the information.

- 14 Provide ODOT standard sidewalk termination configuration after the termination of the standard sidewalk at the end of the chinook property frontage.

Additional action required. The "sidewalk Ends" signage at the end of the sidewalk is an acceptable alternative to the termination. Provide ODOT details for the sign and post including TM240.

- 17 Provide clear-vision triangles at all access points meeting City standards.

Not addressed. Sheet 4. Clear vision triangles are not configured correctly at any of the 3 locations. See the WMC to determine the placement of the triangles. If configured correctly, it appears the wall on the highway may obstruct the triangles at the highway entrance.

- 19 Provide signs in accordance with the MUTCD and City Standards, including a street identification sign at all intersections for private streets.

Not addressed. Sheet 4, note 22 indicates street name signs will be placed at the access points to the property. These are not the proper locations for street signs.

- 20 Provide documented coordination with transit providers for design of street, multi-use pathways, and other transportation facilities that are located within 100 feet of existing or planned transit routes and stops.

Not addressed. Documentation has not been provided.

- 23 Provide sanitary sewer flow calculations, including peaking factors, prepared by a Professional Engineer for all lines serving 10 or more EDU's and all commercial or industrial facilities with flows in excess of 3,600 gallons per day (gpd). Specify if not applicable.

Not addressed. The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Review of the document was not completed pending correct information to be provided. Impact statement shall include reasonable demand estimations supported by data and calculations, including future demand, industry or local standards/requirements, and supporting resources to clarify assumptions and support opinions.

- 25 Provide video inspection of existing sewer main at sewer lateral tap.

Additional action required. Clarify in the note that the inspection of the connection is to be conducted from the existing sewer main.

- 29 Provide water system calculations providing for future extensions beyond present development that are consistent with the Development Code.

Not addressed. The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Review of the document was not completed pending correct information to be provided. Impact statement shall include reasonable demand estimations supported by data and calculations, including future demand, industry or local standards/requirements, and supporting resources to clarify assumptions and support opinions. Section 6.2 of the engineering standards applies to flow rates. The flow rates in the proposed line are required to be taken into consideration for future development extension. Hydraulic modeling results have not been submitted. The future development in this case can be reasonably estimated. Looping or dead-end conditions in the future development need to be considered in the calculations and meet engineering standards.

- 30 Provide an appropriate peak hour factor for water system design.

Not addressed. The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Review of the document was not completed pending correct information to be provided. Impact statement shall include reasonable demand estimations supported by data and calculations, including future demand, industry or local standards/requirements, and supporting resources to clarify assumptions and support opinions. Not addressed. Hydraulic modeling results have not been submitted.

- 31 Provide a maximum distribution main velocity of 10 feet per second.

Not addressed. The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Hydraulic modeling results have not been submitted.

- 40 Provide a fire service system which maintains the minimum operating pressures of 20 psi required by the State of Oregon (OAR 333-061-0050). Coordinate proposed hydrant flow test with City Fire Department and Public Works.

Not addressed. The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Hydraulic modeling results have not been submitted.

- 43 Provide refuse enclosure lighting meeting City standards.

Not addressed.

- 57 Provide detail reference in site note 19 for the applicable ODOT sidewalk detail.

Not addressed. No detail is provided as noted in the plan.

- 65 Provide wetlands in all plan sheets, reference and provide the wetland delineation concurrence letter form DSL if applicable.
- Not addressed. Concurrence letter is not provided.
- 72 Provide documentation from ODOT stating that they do not require half street improvements on HWY 101 to meet a standard street configuration including pavement widening and curbing.
- Not addressed. ODOT plan acceptance correspondence is required prior to City plan acceptance. ODOT typically refers to the City for frontage improvement scope on ODOT highways. For the scope determined by the City, ODOT standards for design and construction are required. Standards shall be met unless correspondence from ODOT in the form of a design exception is provided.
- 90 Provide the straddle block sizing calculations and construction detail for the blowoff assembly in sheet 12.
- Additional action required. Clarify how the straddle block is providing restraint to the blow-off cap at the end of the line. Provide a detail for the restraint and indicate in the detail that the size of the block provided refers to the portion of the block that is bearing on native soil, see native soil in the straddle block detail, RD250. Therefore, actual size of the block will need to be larger to accommodate for the disturbed trench width. Alternatively, the thrust block can be configured according to RD262.
- 95 Provide completed trailhead sign in sheet 15.
- Not addressed.
- 98 Provide current versions of TM676 and TM 687 in sheet 21 to match other sheets.
- Additional action required. Between the time of the original comments release and this re-submittal, ODOT standards have been updated. Provide all updated standard drawings on all sheets with Effective Date: June 1, 2021 - November 30, 2021.
- 103 Confirm fire hydrant location acceptance in writing with City of Warrenton Fire Chief.
- Not addressed. Confirmation correspondence not received.
- 104 Confirm the minimum fire flow demand acceptance in writing for building with City of Warrenton Fire Chief.
- Not addressed. Confirmation correspondence not received.
- 105 Provide the expected water demand and water meter size, provide construction details for the water meter vault; sizes, grading, placement, etc.
- Not addressed. The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Review of the document was not completed pending correct information to be provided. Impact statement shall include reasonable demand estimations supported by data and calculations, including future demand, industry or local standards/requirements, and supporting resources to clarify assumptions and support opinions. Verify and re-submit sizing based on corrected impact statement.
- 106 Provide HWY 101 driveway connection meeting Title 16 of the Warrenton Municipal Code and ODOT standard. The provided "access" configuration does not meet the City standard for driveways.
- Not addressed. ODOT plan acceptance correspondence is required prior to City plan acceptance. ODOT typically refers to the City for frontage improvement scope on ODOT highways. For the scope determined by the City, ODOT standards for design and construction are required.

Standards shall be met unless correspondence from ODOT in the form of a design exception is provided.

- 107 Provide an impact study which includes reasonable demand estimations, industry or local standards/requirements, existing local conditions, and supporting resources to clarify assumptions and support opinions.

The impact statement provided appears to have other project information in the data and some calculations appear to be incorrect. Review of the document was not completed pending correct information to be provided. Impact statement shall include reasonable demand estimations supported by data and calculations, including future demand, industry or local standards/requirements, and supporting resources to clarify assumptions and support opinions.

- 110 Provide onsite lighting illumination plan to ensure the proposed light provides adequate coverage.

Not addressed.

- 117 Sheet 12, For the water service, customer shutoff valve to be located on private property after the double check.

- 118 Sheet 3, site note 17 indicates existing to be dedicated. If it is existing it is not able to be dedicated. Clarify.

- 119 Sheet 4, Storm Note E1 size conflicts with other sheets.

- 120 Sheet 6, provide sidewalk dimensions.

- 121 Sheet 7, re-evaluate the grades at the west curb return of Chinook, silt buildup at shallow grades will collect water in the curb ramp approaches and in freezing weather will cause a safety issue.

- 122 Sheet 7, 2' wide minimum truncated domes are required. One of the truncated domes is cut off by the return radius. Provide the standard required or an ODOT approved design exception.

- 123 Sheet 7, at the driveway curb transitions, label the TC and the FL at the beginning and end of the tapers.

- 124 Sheet 11, TC FL elevations at the curb for the driveways indicate a 6" reveal. Clarify.

- 125 Sheet 11, Curb return radii at Chinook do not meet the City standards.

- 126 Sheet 11, provide Type CG-3 catch basin, type G2basins are not accepted by the City.

- 127 Sheet 11, specify rip rap class for rip rap pads.

- 128 Sheet 14 and in general, rip rap pad configurations in the plans do not appear to follow the detail sizing. Provide correct sizing or corrected sizing method.

- 129 ODOT sign support detail required for the provided barricade detail on sheet 20.

- 130 Sheet 23, detail RD274, meter lid and box model information appears to be missing but may not be necessary if provided in the plan. Add note that water meter and service connection are installed by the applicant.

- 131 Sheet 23, double check installation indicates 24" clear from check to lid. Include box riser, or note, in the detail if necessary to achieve the 24".

- 132 Sheet 26. If intended use is for public improvements, remove incorrect catch basin details. Type CG-3 basins are required.

**Stormwater Report Comments:**

133 Provide storm water documentation prepared in accordance with the ODOT Hydraulics Manual including but not limited to a hydraulics report, bridge and culvert studies, supporting data, and other storm water design documentation, as applicable. Including research and design analysis of the existing 18" culvert beneath the highway and include it in the stormwater report. The City requires the confirmation that the proposed storm system will have the capacity to accept the upstream drainage.

Additional action required. The Stormwater Report does not address the tide gate and 18" culvert at the dike. The ability of the culvert to perform under post development conditions must be demonstrated. Upstream performance is moot if the culvert is not able to pass the increased flow. Provide data and calculations.

134 Tc on page 4 does not match the HydroCAD data.

135 Page 5, Basin 1S runoff does not match HydroCAD data.

136 Page 6, Ditch slope does not match plan sheet slope.

137 Pre-Development Conditions sheet 1 of 3, provide the wetlands determination information.

138 Provide information for the roof drainage stormwater runoff, which basin is it included in and how is it tied into the private storm system.

139 Post-Development Conditions sheet 2 of 3, basin 2S outfall is not labeled.

**1200-C Plan Comments:**

140 Sheet EC2, Nature of Construction Activity..., the final stabilization end date does not match the Part II Table.

141 Sheet EC2, Part II Table indicates the construction entrance will be in place after paving.

142 Sheet EC2, Many of the BMPs shown in Part II Table are not indicated in the plans, and there are EC components in the plans which are not in Part II Table.

143 Provide DEQ approved Wet Weather Plan for work performed during the wet weather season.

144 Sheet EC3, site note 17 indicates existing to be dedicated. If it is existing it is not able to be dedicated. Clarify.

145 Provide inlet protection detail.

146 The tire wash indicated on several sheets does not match the configuration of the details. This may be mislabeled.

147 Sheet EC4, EC notes. Provide the wetlands determination information.

148 Provide all updated standard ODOT drawings with Effective Date: June 1, 2021 - November 30, 2021.

149 Sheet EC9, there are several incorrect references to the "County" that need to be corrected.



**Adam Dailey, P.E.** | Civil Engineer | President

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Seaside, OR 97138

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[www.amengnr.com](http://www.amengnr.com)

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**From:** [eh@firwooddesign.com](mailto:eh@firwooddesign.com) <[eh@firwooddesign.com](mailto:eh@firwooddesign.com)>

**Sent:** Wednesday, October 6, 2021 4:32 PM

**To:** [adam@amengnr.com](mailto:adam@amengnr.com)

**Subject:** RE: Eagle's Landing

Adam,

Could I please receive the attached document in MS Word format?

The project is still alive, we are just waiting on the Wetland Delineation concurrence from DSL. We plan to re-submit this to the City in the next week or so.

Thank you.

-Erik

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**From:** [adam@amengnr.com](mailto:adam@amengnr.com) <[adam@amengnr.com](mailto:adam@amengnr.com)>

**Sent:** Tuesday, June 29, 2021 10:17 AM

**To:** [eh@firwooddesign.com](mailto:eh@firwooddesign.com)

**Subject:** Eagle's Landing

Erik,

Attached are comments on the last submittal for engineering review.

Let me know if you have any questions.

Thank you



**Adam Dailey, P.E.** | Civil Engineer | President

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