



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
May 14, 2019 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Work Session Minutes – 03.12.19
- B. City Commission Work Session Minutes – 03.26.19
- C. City Commission Meeting Minutes – 04.09.19
- D. City Commission Meeting Minutes – 04.23.19

4. **COMMISSIONER REPORTS**

Mayoral Proclamation – Emergency Medical Services Week

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 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. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** – None

7. **BUSINESS ITEMS**

A. Consideration of Construction Design Review Fees

B. Consideration of Bill of Sale – Sewer Lift Station

8. **DISCUSSION ITEMS**

A. Spur 104 Master Plan

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

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.

3-A

MINUTES
Warrenton City Commission
Work Session – March 12, 2019
5:15 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:17 p.m.

Commissioners Present: Mayor Balensifer, Mark Baldwin, Pam Ackley, Tom Dyer and Rick Newton

Staff Present: City Manager Linda Engbretson, Public works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Workman, Fire Chief Demers, and City Recorder Dawne Shaw

Public Works Director Collin Stelzig introduced Dean Wood and Shawn Spargo from Kennedy/Jenks Consulting; noting they are here to talk about the Capacity Study and I&I (Inflow & Infiltration) study.

Mr. Wood gave a brief history of Kennedy/Jenks. Brief discussion ensued on the capacity in regards to Pacific Seafoods potential shrimp processing. Mr. Wood noted the treatment plant came online in 2006, and has an expected 20 year life cycle. He reviewed a power point presentation, which is included in the agenda packet material.

Mr. Spargo discussed the treatment plant's capacity evaluation, noting it will reach capacity in approximately 2022. Currently it goes over capacity in wet weather/heavy rains. Mr. Sharpsteen explained the increased flow, and noted the need to run it manually, to adjust to keep up with the increased I&I. Mr. Spargo reviewed capacity projections. Mayor Balensifer noted we are still meeting the DEQ requirements on effluent but over on what the plant can handle. Mr. Spargo continued reviewing the slides. Commissioner Baldwin asked how the septage station affects the capacity; Mr. Spargo noted it has minimal affect now, but as we near capacity it will have an effect. He continued to discuss the anticipated growth, based on development and the effect on capacity. He noted adding the 4th SBR basin may not be enough with the rate of development.

Mr. Wood discussed options to maintain compliance; 1) reduce I&I; 2) place a moratorium on development, septage hauling or implementing an industrial discharge program; 3) plan for plant expansion/upgrade. He discussed each option, and continued reviewing the slide presentation. He noted the problems identified during I&I study, as outlined in the packet material and stated that 14% of collection system was inspected. Discussion continued on the top 3 I&I spots in the city; cost comparisons; and SBR growth/expansion.

There being no further business, Mayor Balensifer adjourned the work session at 6:04 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

DRAFT

3-B

MINUTES
Warrenton City Commission
Work Session – March 26, 2019
5:15 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:15 p.m.

Commissioners Present: Mayor Balensifer, Mark Baldwin, Pam Ackley, Tom Dyer and Rick Newton

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Finance Director April Clark, Fire Chief Demers, and City Recorder Dawne Shaw

Community Development Director Kevin Cronin discussed the Spur 104 Master Plan; noting the need to have a dialog regarding their expectations; to nail down what it is they want. He stated the budget is \$25,000; and he is getting proposals from 3 firms. He stated he would like to leave the work session with 3 objectives to achieve with the master plan; and 3 outcomes to achieve in the future. He asked for clarification on why the traffic such a primary concern. Mayor Balensifer and Commissioner Newton stated there have been many people at Mayor's Coffee voicing concerns about the traffic in that area. Mayor Balensifer stated the TSP is not sufficient, and noted the growth has to be planned in a way that the area does not become grid lock during tourist season; the types of businesses can dictate the amount of traffic. Discussion continued on the objectives: small businesses only – things that have the least traffic impact; Housing - cottage clusters/tiny home villages – pilot for tiny homes, etc.; keep mobility in mind – needs to have access to transit. Mayor Balensifer noted Sunset Transit would like to be part of the discussion.

Mr. Cronin summarized - Objectives:

1. Smart growth/ Good design/ Traffic management
2. Mixed use/ smaller businesses
3. Housing - alternative types/affordable
4. Engaged stakeholders

Outcomes:

1. Smaller businesses <20,000 SF
2. Interconnected street network/multi modal - transit
3. Parks/usable open space
4. Overlay zone/Traffic

Mr. Cronin noted the area allows for 490 housing units. Commission Dyer suggested not allowing it to become tourist/vacation homes; it should be for residents. Commissioner Ackley

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Work Session – 3.26.19

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noted a good housing model in Eugene, with businesses below and apartments above, which have an urban feel with hopefully lower rents. Commissioner Newton stated he would like to see a grocery store and a park, the residents could walk to. Discussion continued on the traffic concerns on the Ensign/Spur 104 intersections, and the Wendy's/Home Depot area; also briefly discussed was the growth impact on the WWTP.

Mr. Cronin discussed the traffic concerns and noted the commission made changes to allow drive thrus in the CMU; this was a significant policy change. Commissioner Dyer noted the biggest issue is the Staples/Wendy's area; he would like to see Dolphin put thru to Hwy 101 again. Mayor Balensifer stated they have been hearing from constituents at Mayor's Coffee for years about the Ensign/Spur 104 intersection. Mr. Cronin stated if they want it changed and say "go" and he can get it started – it is in the TSP. Brief discussion continued. Mr. Cronin stated he hopes to have the master plan to the Planning Commission on May 9.

Jeff Hazen of Sunset Transit discussed the transit in this corridor, and enhanced service throughout Warrenton/Hammond. He stated he is not sure there is anything in the plan for the Spur 104 area. Mr. Cronin noted this is an opportunity to do transit development in a rural city. Discussion followed on the charrette process; Mr. Cronin stated it is important that the community is involved in the process. Commission was in consensus on having theme/design standards.

There being no further business, Mayor Balensifer adjourned the work session at 5:57 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

3-C

MINUTES
Warrenton City Commission
Regular Meeting – April 9, 2019
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:05 p.m., and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Pam Ackley, and Mark Baldwin
Excused: Commissioner Rick Newton

Staff Present: City Manager Linda Engbretson, City Attorney Spencer Parsons, Community Development Director Kevin Cronin, Fire Chief Tim Demers, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Community Center Advisory Board Minutes – 2.21.19
- B. Library Advisory Board Minutes – 12.14.18

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

Baldwin – aye; Ackley – aye; Dyer – aye; Balensifer – aye

COMMISSIONER REPORTS

Commissioner Dyer welcomed everyone.

Commissioner Ackley noted the next joint task force meeting is on April 16.

City Manager Linda Engbretson requested to add an item to the agenda; a brief discussion on marijuana tax. There were no objections to add it to the agenda as discussion item 8-B.

PUBLIC COMMENT –

Brenda Hoxsey, Chairman of the downtown action group, announced that the city has been accepted by the State for the Oregon Main Street program. She noted the next action group meeting is April 18th, at 11:30, and gave a brief update on what the group has been doing. Mayor Balensifer gave a round of applause, and stated he has been extremely impressed with the good work they have done. He also thanked the Commissioners that are involved as well, and recognized there is a lot of energy and a lot of good things happening from everyday citizens.

Mayor Balensifer asked Community Development Director Kevin Cronin about the Oregon Main Street program application turnaround time. Mr. Cronin also congratulated the action group for the great job they have done. He noted the turnaround was pretty quick; and there is more work to be done. He noted more good news – the State Historic Preservation Office is going to help the city do a quick historic survey of the remaining buildings in downtown; he is going to partner with the local college's historic preservation program to do a further survey. He also stated they will have the first pop-up event in downtown that is related to the Spur 104 Charrette. The event will be May 6-9 in the Fenton Grocery building, (formerly referred to as the "brown building"); more details to come. Brief discussion continued.

BUSINESS ITEMS

Mayor Balensifer noted the city manager had to cut the Resource Assistance for Rural Environments (RARE) participant from the budget, but there are other possible avenues to explore this possibility. Ms. Engbretson noted the budget committee will have to make that decision, but she could not in good conscience leave it in the budget and cut police cars. Mayor Balensifer noted he will be meeting with the WBA, and feels they will support this; this is a cornerstone staff position to make things happen, and fits in with the Commission goals and priorities. Mr. Cronin emphasized this is all about leverage, and for every dollar of city money that is spent, we are getting matched dollars from the University of Oregon's program, in addition to other dollars the RARE person is bringing from outside the community. Brief discussion continued.

Commissioner Ackley made the motion to authorize city staff to apply for a RARE program participant for the 2019-2020 program year. Motion was seconded and passed unanimously.

Baldwin – aye; Ackley – aye; Dyer – aye; Balensifer – aye

DISCUSSION ITEMS

Mayor Balensifer requested to have the marijuana tax discussion first. Ms. Engbretson stated the city is trying to be proactive and not reactive. She stated the city originally put in a 10% tax, and put pretty restrictive time, place and manner restrictions in place; the state has since adopted a 3% tax. Mayor Balensifer asked for clarification; City Attorney Spencer Parsons stated the legislation that was adopted explicitly says it is "intended to fully replace and supersede any municipal charter amendment or local ordinance inconsistent with the provisions herein;" the provisions say they are capped at 3%. Cities may tax an additional 3%; Warrenton adopted a 10% tax before the legislation was adopted; based on the legislation, 10% is not valid. Mayor Balensifer noted it makes no sense to have a tax on the books that is unenforceable. Consensus was to reduce the marijuana tax to 3%.

City Manager Linda Engbretson stated after starting the process of updating the SDC's, it has been discovered it's not quite that easy. The original methodology that was adopted included a recommendation to do an annual cost index. She has prepared a draft resolution that clarifies the intent at the time it was adopted, was to follow that recommendation, so we can put the cost

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index in without having to do a whole new study. Discussion continued on the cost index. Mr. Parsons noted after discussion, the conclusion is that this is simply an administrative matter; the city adopted a resolution that said the price shall be indexed each year, and we haven't done that administrative work. We are not looking to amend the methodology, although it is overdue to revisit the SDC's; at this point we are just looking for direction to prepare a resolution that says how the methodology applies, and are issuing this resolution so it's administered properly, as written. Ms. Engbretson stated she will put in the resolution that it will automatically update based on the index, July 1st of every year. Discussion continued on the SDC rates. Mr. Parsons stated his advice to the city is to update and modernize the SDC's; but that would qualify as reopening up the methodology and proceeded to explain the necessary process to do so. He stated this first step is just to direct staff to apply what is already adopted. Discussion continued on whether adding a bathroom to an existing house creates additional demand on the city's infrastructure, and if it should trigger an SDC. Mayor Balensifer questioned if there are there other fees we can add on to help the city remain sustainable; SDC's are not going to fix it. Discussion continued. Consensus was to move forward with the resolution.

GOOD OF THE ORDER

Commissioner Ackley stated it is exciting to be part of the Oregon Main Street program, and noted everyone on the downtown action team is doing a great job.

Commissioner Dyer said a cab company is going into the old gas station, and noted it's probably not the best use, but it's the time to go in and give them ideas on how to make it look better. Brief discussion continued on the facade grant guidelines.

Mayor Balensifer stated he would like to have a discussion, and also have staff put together an outline of what it costs for a resident to live here. Ms. Engbretson noted Mr. Cronin just did that – based on a \$250,000 house, the property tax for Warrenton would be \$412. Mayor Balensifer stated he would like water rates, services, etc included; what it costs the average homeowner to live here, service costs included, so we can outline the cost delta; and figure out what we need to do to fill that delta up. He stated he would like to have the discussion this year. He also noted the need to look at additional fees, or ways to approach major developments; ways to maintain a financially stable city. Commissioner Baldwin noted along with that, he would urge them to look into the municipal code as well; to clean it up more, to help staff, and to make it understandable. Mayor Balensifer noted how proud he is of the staff. Ms. Engbretson stated she appreciates the commission support. She agreed that the volunteers are awesome; and we couldn't do it without them, or without the support of the commission; staff works really hard every single day.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:04 p.m., and announced they will now meet in executive session under ORS 192.660(2)(e); *to deliberate with persons designated by the governing body to negotiate real property transactions*, and 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*. He stated the Commission is not

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expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

DRAFT

3-D

MINUTES
Warrenton City Commission
Regular Meeting – April 23, 2019
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:26 p.m., and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Rick Newton, Tom Dyer, Pam Ackley, and Mark Baldwin

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Finance Director April Clark, Harbormaster Jane Sweet, Fire Chief Tim Demers, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 3.26.19
- B. Fire Department Activity Report – Feb. 2019
- C. Fire Department Activity Report – March 2019
- D. Police Department Monthly Statistics – March 2019
- E. Monthly Finance Report – March 2019
- F. City of Warrenton 2019 Spring Clean-up

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

Baldwin – aye; Ackley – aye; Dyer – aye; Newton – aye; Balensifer – aye

COMMISSIONER REPORTS

Commissioner Newton discussed the success of the reading with the kids program at the library; and also mentioned the new library sign and the \$500 grant received. He noted a few dogs have been attacked at the dog park. He noted the RDI and the joint task force that he serves on, both have amazing teams, with lots of ideas coming out.

Commissioner Dyer welcomed everyone.

Commissioner Ackley noted last week there we joint task force and RDI meetings; and noted there were overlapping ideas. She stated the full recommendations should be done by the end of May/early June; there are a few items they would like to get in motion, which will be discussed under Discussion Items on tonight's agenda. She reviewed the preliminary report and immediate

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recommendations, as outlined in the provided handout. She also reviewed the draft mission statement. Mayor Balensifer asked if the commission feels ok to adopt the preliminary findings recommendations; there were no objections.

Commissioner Dyer made the motion to accept and adopt the immediate recommendations from the joint task force. Motion was seconded and passed unanimously.

Baldwin – aye; Ackley – aye; Dyer – aye; Newton – aye; Balensifer – aye

Mayor Balensifer said he had a very productive meeting with county and the subcommittee of the Airport committee with the Port; he noted there were discussions on industrial development opportunities within the airport. There are a lot of opportunities to work together and to leverage grant funds. He also noted June 3rd he will attend an exercise on emergency preparedness for the Third Fleet.

PUBLIC COMMENT

Nancy Ager, speaking as a private citizen voiced her displeasure in allowing the food cart as approved. She stated it should include improvements, such as paving the parking lot, tables and chairs and landscaping, just as any other new business would be required to do. She stated she feels there should be a plan in place; to make the community look like an inviting place.

BUSINESS ITEMS

Public Works Director Collin Stelzig stated Pacific Rim Apartments is giving the City two perpetual non-exclusive easements for waterlines existing or to be built in the future. This access gives the City full right to enter into and upon the Pacific Rim premises for the purpose of construction, operation, and maintenance of such waterlines. He stated an 8" waterline was constructed as part of the Pacific Rim apartments. This new waterline provides domestic and fire flows to the apartments and is constructed within the existing driveway and parking lot for the development. Brief discussion followed.

Commissioner Ackley made the motion to authorize city staff to accept the Waterline Easement Agreements from Pacific Rim Apartments, LLC. Motion was seconded and passed unanimously.

Baldwin – aye; Ackley – aye; Dyer – aye; Newton – aye; Balensifer – aye

Mr. Stelzig discussed the 2018-2019 Paving and Maintenance Program, noting these projects came from the Streets Plan. Mr. Stelzig reviewed which streets will be included, as outlined in the proposed plans and specifications in the agenda memo. Brief discussion on various streets continued.

Commissioner Newton made the motion to approve the plans & specifications for bidding purposes for the 2018-2019 Paving and Maintenance Program. Motion was seconded and passed unanimously.

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Baldwin – aye; Ackley – aye; Dyer – aye; Newton – aye; Balensifer – aye

Harbormaster Jane Sweet discussed the proposal for Marine Engineering Services of the Hammond Marina Dredging Project. She stated Mott MacDonald submitted a scope of work proposal on February 24, 2019. Ms. Sweet noted the next step in dredging the Hammond marina is the phases provided through Mott MacDonald Engineering Services; Phase 3 – Final Design Task 1 – Final Engineering Design; and Task 2 – Bidding Assistance.

Commissioner Ackley made the motion to accept the proposal for Marine Engineering Services dated February 24, 2019 in the amount of \$54,100 to aid in the Hammond Boat Basin Dredging Phase 3 – Final Design. Motion was seconded and passed unanimously.

Baldwin – aye; Ackley – aye; Dyer – aye; Newton – aye; Balensifer – aye

City Manager Linda Engbretson stated the Municipal Building needs a new roof. The City solicited a request for an evaluation and quotes last fall and received only one quote from Weather Guard, who gave us various options – shingle repair over planning, reroof shingles on two sides, reroof all shingle sections, attempt to repair various leaks on low slope, or a total reroof. She discussed the budget constraints and recommended to move forward with repairs, based on the estimate included in the agenda memo, under an emergency contract. She stated she is not comfortable putting it off any further as a wet spring could create a safety and much more costly issue. Ms. Engbretson noted that building maintenance is the first fund to get cut to fund other general fund services. Discussion ensued. Commissioner Baldwin voiced his opinion on waiting to fix it, and stated he feels it should be completely redone, not just part of it. Discussion continued. Mayor Balensifer agreed with Commissioner Baldwin - to do the whole roof, and pull the money from the contingency fund. Discussion continued.

Commissioner Baldwin made the motion to declare that emergency conditions exist relating to the municipal complex roof, and authorize staff to pursue options for a complete roof replacement. Motion was seconded and passed unanimously.

Baldwin – aye; Ackley – aye; Dyer – aye; Newton – aye; Balensifer – aye

DISCUSSION ITEMS

Commissioner Ackley noted during the joint task force meeting, there was an idea to form a joint Parks, Recreation and Marina entity; she discussed the benefits of having a Parks & Recreation department/entity, including the ability to qualify minimal matching grants if they are tagged as recreation. She stated this would be a way to fund some of the projects, including the Hammond marina. Harbormaster Jane Sweet noted the Marina department is short on money and staff, just like other departments. She stated this idea was brought their attention a few years ago by the Marine Board. They suggested partnering with Parks, as a way to get matching fund grants – Parks grants matching with Marina grants. Discussion continued. Ms. Sweet noted that people that use the trails and parks use the marina restrooms, which increases their water, sewer and garbage expenses. Mr. Stelzig briefly spoke about the parks department and noted perhaps some

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of the marina water, sewer, and garbage costs should be billed to parks. Discussion followed on the lack of funds for parks. Mr. Stelzig stated there are funds for trails; it sounds like we can come together. Commissioner Ackley noted we need to know exactly what the Marine Board is looking for. Discussion continued. Mayor Balensifer discussed the general fund issues, and stated there is a need to have a discussion, and to find more creative ways to fund the general fund.

GOOD OF THE ORDER

Commissioner Dyer thanked Ms. Ager for her input on the food cart, noting he is pleased to be in a place where we can talk about things we don't agree on.

Commissioner Ackley suggested asking the food cart to put in potted plants; Ms. Engbretson noted they are doing some landscaping. Mayor Balensifer noted it is a mobile business – not permanent; and the city directed him to that location.

Commissioner Baldwin agreed with Commissioner Dyer's comments, noting the food cart should be held to the same standards as any commercial business in the city. Brief discussion continued and it was noted this only a six month lease, and an opportunity to see how it works.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:48 p.m.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

PROCLAMATION

Emergency Medical Services Week *May 19, 2019 – May 25, 2019*

WHEREAS, Emergency Medical Services is a vital public service; and

WHEREAS, the members of Emergency Medical Services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the Emergency Medical Services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating *Emergency Medical Services Week*.

NOW THEREFORE, I, Henry A. Balensifer III, Mayor of the City of Warrenton, Oregon, in recognition of this event do hereby proclaim the week of May 19-25, 2019, as

EMERGENCY MEDICAL SERVICES WEEK

With the theme, *Beyond the Call*, I encourage the community to observe this week with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the City of Warrenton, Oregon to be affixed this 14th day of May, 2019.

Henry A. Balensifer III, Mayor

7-A



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Collin Stelzig, Public Works Director
DATE: May 14, 2019
SUBJ: Construction Design Review fees

SUMMARY

The Public Works Department does not currently collect fees for development construction coordination or inspection. Residential subdivisions and commercial developments can consume a significant amount of staff time and have a notable impact on our budget. Typical tasks include but are not limited to review of submittals, utility coordination, inspection, utility testing assistance, and review of construction as-built and other final certifications.

The Public Works Department review fees are intended to cover staff time associated with construction coordination. Currently, development review is done through a third party consulting firm; those costs are passed on to the developer. The Public Works Department is proposing to continue to pass on the charges of development review to the developer. The proposed construction review fee is 2% of the final construction estimate, as certified by a Registered Professional Engineer. The final construction estimate is a plan submittal requirement of our Engineering Specifications and Design Criteria. This fee structure is used by numerous other Cities in the State and is modeled after both, City of Astoria and City of St. Helens' fee schedule. Staff is also recommending a \$500 minimum fee to cover the cost of public infrastructure improvements that \$25,000 or less.

When approved, this fee schedule will be effective immediately and will also be incorporated into the updated Engineering Specifications and Design Criteria.

RECOMMENDATION/SUGGESTED MOTION

"I move to approve the fee schedule as attached in "Exhibit A."

ALTERNATIVE

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

FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Linda Egrelson", is written over a horizontal line.

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

EXHIBIT A

Construction Design Review Fee

Construction Estimate*	Fee
less than or equal to \$25,000	\$500.00
greater than or equal to \$25,001	2% of Estimate

*Final construction estimate as certified by a Registered Professional Engineer

Development Review Fee

Pass through to developer of review fees from third party consulting firm.

7-B



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Richard Stelzig, Public Works Director
DATE: May 14, 2019
SUBJ: Bill of Sale – Sewer Lift Station

SUMMARY

Attached is a Bill of Sale for a sewer lift station that was built on private property by Ken Leahy, developer of the Walmart store in Warrenton. The pump station passed the required inspection and the City is willing to own and maintain the station.

RECOMMENDATION/SUGGESTED MOTION

I recommend that the City accept the bill of sale in order to own and maintain the pump station.

ALTERNATIVE

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

FISCAL IMPACT

No fiscal impact is associated with this action.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Andrew Engstrom". The signature is written over a horizontal line.

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

BILL OF SALE - SEWER

KNOW ALL MEN BY THESE PRESENTS: That the undersigned party, hereinafter designated "Vendor", for and in consideration of the sum of ONE DOLLAR (\$1.00), lawful money of the United States, in hand paid by CITY OF WARRENTON, OREGON, hereinafter designated "Vendee", do by these presents grant, bargain, sell and deliver unto the Vendee, the Pump Station and Force Main Connection (the "Facility") located on the real property described in Exhibit "A" attached hereto..

TO HAVE AND TO HOLD the same unto the Vendee, its successors and assigns forever. And the Vendor, jointly and severally, and their respective successors and assigns, covenant and agree to and with the Vendee, its successors and assigns, that the Vendor is the Owner of said property, and has good right and authority to sell the same, and that it will, and does hereby warrant and agree to defend the sale thereof hereby made unto the Vendee, its successors and assigns against all and every person or persons whomsoever, lawfully claiming or to claim the same.

Vendee from this date forward assumes all responsibility for the operation, repair and maintenance of the Facility.

IN WITNESS WHEREOF, Vendor has caused its corporate name to be hereto affixed by its officers thereto lawfully authorized on the _____ day of March, 2019.

PEAKS VIEW, LLC

By: Ken Leahy
Its: Sole Member

STATE OF OREGON)

) ss

COUNTY OF CLATSOP)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of Oregon, duly commissioned and sworn, personally appeared _____, known to be the individual described in and who executed the foregoing instrument, and acknowledged to me that _____ signed and sealed the said instrument as a free and voluntary act and deed for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of Oregon,
residing at _____
My commission expires _____

Exhibit "A"

A TRACT OF LAND BEING A PORTION OF LOT 4 "NORTH COAST RETAIL", A DULY RECORDED PLAT IN THE RECORDS OF CLATSOP COUNTY AND AS SHOWN ON CLATSOP COUNTY SURVEY NUMBER B-13024, SAID TRACT BEING LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 27, TOWNSHIP 8 NORTH, RANGE 10 WEST OF THE WILLAMETTE MERIDIAN, CITY OF WARRENTON, CLATSOP COUNTY, OREGON AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 4 BEING ON THE EAST RIGHT OF WAY LINE OF THE OREGON COAST HIGHWAY NUMBER 101, 105.00 FEET FROM THE CENTERLINE THEREOF AND ON THE SOUTH RIGHT OF WAY LINE OF S.E. ENSIGN LANE, 64.96 FEET FROM THE CENTERLINE THEREOF; THENCE ALONG SAID EAST LINE SOUTH 29°08'29" WEST, 204.33 FEET TO THE SOUTHWEST CORNER OF THE ADJUSTED LOT AS SHOWN ON CLATSOP COUNTY SURVEY NUMBER B-13024; THENCE ALONG THE SOUTH LINE OF SAID ADJUSTED LOT SOUTH 60°51'31" EAST, 163.50 FEET TO THE POINT OF BEGINNING; THENCE LEAVING SAID SOUTH LINE NORTH 29°08'29" EAST, 55.00 FEET; THENCE SOUTH 60°51'31" EAST, 60.00 FEET; THENCE SOUTH 29°08'29" WEST, 35.00 FEET; THENCE SOUTH 60°51'31" EAST, 172.78 FEET; THENCE NORTH 55°29'14" EAST, 58.31 FEET TO A POINT ON THE WEST RIGHT OF WAY LINE OF S.E. ENSIGN LANE, 56.50 FEET FROM THE CENTERLINE THEREOF; THENCE ALONG SAID WEST LINE SOUTH 32°43'41" EAST, 28.63 FEET TO THE POINT OF CURVATURE OF A 43.00 FOOT RADIUS NON TANGENT CURVE, CONCAVE WEST, THE CENTER OF WHICH BEARS NORTH 73°58'04" WEST; THENCE LEAVING SAID WEST LINE, 55.89 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 74°28'13" (THE CHORD OF WHICH BEARS SOUTH 53°16'02" WEST, 52.04 FEET); THENCE NORTH 89°30'37" WEST, 23.48 FEET; THENCE NORTH 60°51'31" WEST, 242.02 FEET TO THE POINT OF BEGINNING.

CONTAINING 9,052 SQUARE FEET, 0.207 ACRES MORE OR LESS

PREPARED BY CESNW, INC.



Fisherman and Farmers Market

Every Thursday from 3:00 - 7:00 pm
June 20th, 2019 - September 26th, 2019

Hosted by the City of Warrenton Marinas
501 NE Harbor Place
Warrenton, OR 97146



City of Warrenton Marinas

PO Box 250, Warrenton, OR 97146

Telephone: (503) 861-3822

Email: jmcdonald@ci.warrenton.or.us

Fisherman and Farmers Market Vendor Application

Completed applications must be submitted to the *City of Warrenton Marinas* by the first market of the year. Applications can be submitted after that but are subject to availability through out market season.

Following submissions vendor will receive approval notice within 10 business days.

Business Name: _____

Contact Name(s): _____

Mailing Address:

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Mobile Phone:** _____ **Business Phone:**

E-mail: _____ **Website:** _____

Facebook: _____ **Instagram:** _____

Other Social Media for promoting: _____

Preferred Form of Contact: _____

Location(s) of farm or business if different from mailing address): _____

- Vendor name Phone number Website Facebook Instagram Pinterest
 Other: _____

Please do not list my business on the Website

Vendor Type: Please indicate which type of vendor you are (check all that apply)

- Farm/Nursery** (Fruits, vegetables, meat, seafood, eggs, cheeses, cut flowers, edible flowers, edible plant starts, herbs in pots, cut or dried)
- Artisan Processed Foods** (baked goods, jams, jellies, salsas, salad dressings, etc.)
- Wild-caught or Foraged** (seafood, mushrooms, berries)
- Non-Food**

Licenses/Certifications -- Vendors must be in compliance with all applicable regulations regarding their products. Include a copy of each license with your application. Check all that apply:

- | | |
|--------------------------------|---|
| _____ Scale License(s) | _____ Organic Registration |
| _____ Liability Insurance | _____ Nursery License |
| _____ Cheese / Meat License(s) | _____ Food Processing / Certified Kitchen |

**Please keep your licenses, certifications and application current. You are responsible for bringing license copies to each Market.*

Products List -- Each Vendor must grow or handcraft the product he/she sells.

Please list all crops or items you wish to sell, and indicate estimated dates of availability as applicable (start to end):

 _____ (attach additional sheets if needed)

Fisherman and Farmers Market – 2019 Reservation & Payment

All spaces will accommodate a 10 X 10 canopy/booth; Setup from 1PM – 2:55 PM

Market hours: 3 PM - 7 PM, June 20th – September 26th

FULL SEASON PD IN ADVANCE= 14 WEEKS, \$300 (Value of \$350) _____ (initial)

FULL TIME VENDORS Paying weekly = (10 OR MORE WEEKS) - \$25 per week _____ (initial)

PART TIME VENDORS Paying weekly = (9 OR LESS MARKETS) - \$30 per week _____
(initial)

WEEKLY RESERVATION:

I apply to reserve the following Thursdays: (please initial next to requested dates)

_____ June 20	_____ June 27	No Market July 4th	_____ July 11
_____ July 18	_____ July 25	_____ August 1	_____ Aug 8
_____ Aug 15	_____ Aug 22	_____ Aug 29	_____ Sept 5
_____ Sept 12	_____ Sept 19	_____ Sept 26	

48 Hour Cancellation Policy to get refund

If power is requested, please make arrangements with the Marina Office

Fisherman and Farmers Market – 2019 Vendor Agreement

The undersigned applicant hereby applies for a booth at the Fisherman and Farmers Market, with the understanding that only products grown and/or made by the applicant in the states of Oregon or Washington can be sold at the Market. The applicant hereby certifies that the only products to be sold by the applicant at the Market(s) will be grown and or made by the applicant at the stated mailing and/or business location(s).

It is further understood that this application constitutes consent for agents of the Market to inspect the Applicant's farm(s), and/or stated business location(s) to verify that the products sold by the applicant are grown and/or made at these locations. Any violation of this application by the sale of product by the applicant, or agents of the applicant, which is not grown and/or made at applicant's farm(s) or business location(s) shall disqualify the applicant from the Market.

I request to sell my product(s) at the Fisherman and Farmers Market. I have read and agree to abide by all Market rules as well as all applicable laws, codes and regulations, and to comply with decisions of the Market Manager, City of Warrenton Marinas. I agree to indemnify and hold harmless the City of Warrenton and all partners and their employees, representatives and agents from and against all liability, claims, demands, losses, damages, levies, and causes of action or suits of any nature whatsoever, arising out of or related to my activities at the Market.

No vehicles permitted in the BMS parking lot after 2:30 PM. If you arrive late, you will need to bring your product from the vendor's designated parking area: _____ (Initial)

I understand my space must be set up and visually appealing from 3:00 PM until the 7:00 PM. If you need to leave due to an emergency, please contact a City of Warrenton Staff prior to tear-down.
_____(Initial)

Applicant signature: _____ Date: _____

Co-applicant signature: _____
Date: _____

City of Warrenton Marinas signature: _____
Date: _____