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## **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
April 9, 2019 – 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

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

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card, and submit 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 RARE Application

8. **DISCUSSION ITEMS**

A. System Development Charges

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 to be filed.*

11. **ADJOURNMENT**

**Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.**

3-A

WARRENTON COMMUNITY CENTER  
Advisory Board Meeting

Meeting Date: February 21, 2019

Place: Warrenton Community Center

Call to Order – Chairman, Debbie Little, called the meeting to order at 4.01 PM

Roll Call: Chairman, Debbie Little; Vice Chairman, Ronald LeChurch, Secretary, Carol Snell; Frank Becker, Lorna Anderson, Penny Morris, Jerry O'Neill; and Warrenton Finance Director, April Clark. Members absent and excused: None

Introduction of Guests: None

Public Comment: None

Approval of Annual Minutes January 21, 2019: Frank moved to approve the annual minutes, Lorna seconded the motion and the motion passed.

Approval of the Regular Minutes January 21, 2019: Frank moved to approve the regular minutes, Lorna seconded the motion and the motion carried.

Financial Report: Finance Director, April Clark, had no official report.

Old Business: Meeting with Commissioners: The City Commissioners made clear that our Advisory Board is to provide advice to the Commissioners regarding the Center. If someone wants something they need to present their concerns, needs,

requests, etc. to the Advisory Committee and the Advisory Committee to the City Commissioners. We provide copies of our minutes to the City, we need to review requests, put our decisions in a motion, and etc. reflect the motion in the minutes. Once the minutes are approved and signed they will go to the City Commissioners for their action. Frank asked if the Commissioners plan on meeting with the Advisory Committee annually.

The Easter Breakfast is Saturday April 13, 2019, from 8 till 11 AM. We need to be consistent from year to year.

Chairman Little had not seen Mel to ask about the raffle. Penny expressed an interest in running the raffle this year. We need tickets. Lorna moved to sell the raffle tickets for \$1.00 each and 6 tickets for \$5.00. Jerry second the motion the motion passed. Ronald offered to donate a quarter cord of wood for the raffle (value \$80.00). Carol offered to drive Ronald around to deliver flyers and donation letters. Donation letters will be mailed on March 5, 2019 using our current donators list.

Lorna requested that volunteers stay until clean-up is done. Dan will vacuum, etc. Mitch will do the dishes.

Saturday, December 14, 2019 from 8 – 11 AM was selected for the Breakfast with Santa.

New Business: We discussed what appears to be the City Commissioner's goals for the group. Provide more activities for the Center to include the community during the year. Penny seemed interested in working on a float. We could provide an additional summer activity just not on the 4<sup>th</sup> of July. We need better visibility on the City's and Chamber's Face Book page

We need to review our By-Lays since it only calls for us to provide only an Easter and Santa Breakfast. Also the By-Laws call for regular meetings from September to May each year.

Lorna stated some repairs are needed in the kitchen: The double sink needs a hose, no sheet rock behind the refrigerator, bugs and mice in the cupboard.

Correspondence: None

Next Meeting: ~~March 21, 2019~~.



Debbie Little, Chairman



Carol Snell, Secretary

3-B

WARRENTON COMMUNITY LIBRARY ADVISORY BOARD- 12.14.2018 MEETING MINUTES

The Warrenton Community Library Board met on December 14, 2018 in the Warrenton City Hall Commission chambers. The meeting was called to order at 8:07 a.m. by Chairwoman Kelsey Balensifer.

Also in attendance were board members Rebecca Herren, Natalie Duggan, Dawn DeLacey, Baret Becker and Eileen Purcell. Rochelle Coulombe was unable to attend. Site Manager Nettie-Lee Calog was also at the meeting. City Manager Linda Engbretsen attended the first 15 minutes of the meeting. No guests attended.

Kelsey presented the minutes from the WCL Advisory Board's regular meetings on June 8, 2018 and September 14, 2018. Baret moved to approve and Dawn seconded. All approved.

Linda spoke about the City Commission annual joint meetings held with the various city boards. The Commissioners meet on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. Linda anticipates the WCL Board will have a February or March meeting date with the City Commission.

Nettie delivered the site manager report. She reported that new library cards are coming soon. They have two pieces — the card with a logo of a Peter Iredale illustration and a key chain component with patron barcode. The WCL website is under development and when completed will allow patrons to reserve materials online. WCL is part of a consortium with Seaside Library to purchase at better rates "Library to Go" downloads for Kindle materials. WCL anticipated annual cost is about \$2,000.

Nettie reported on the work of Project Manager Librarian, Michelle Lenox, hired from the recently-awarded State Library grant funds, who also submitted a written report. She has the barcoding of the collection underway and books are being wrapped in jackets. Volunteers and the part-time employee sent by Easter Seals are participating in cataloguing and barcoding; the finish date for the collection is expected in mid-January. Michelle is teaching Nettie and some of the volunteers how to catalogue. Nettie also had some training from the Seaside Children's Librarian on weeding the children/young adult collection, particularly on how to identify outdated materials that readers have moved on from and what kind of reference works meet the needs of teens and young adults. The physical space right now is a bit chaotic due to current projects. Taking donations have been cancelled for now.

There were recent fundraisers at Reach Break and Ft. George to support ROCC (Reading Outreach Clatsop County) to supply all children in the county with library cards and access to materials and summer reading programs. There is a fundraiser being planned for April 14 in the Seaside Convention Center for ROCC. Outreach efforts coordinated through the Seaside Library/ROCC are seeking sponsors for the event and selling tickets.

Nettie heard about the George Fox Hillsboro campus closure and the availability of free library shelving. She was the first to call and we now have shelving reserved for us. Plans are underway to transport it and replace current shelving. Nettie stressed she needs a storage shed/space to help with all the changes/movement the WCL is undergoing.

Nettie said her retirement date is November 8, 2019.

Chairwoman Balensifer brought up the length of board terms and the rotation cycle. We are out of sync with the current bylaws. The City Commission is looking into amending bylaws to fit what is currently happening or keeping the current bylaws. Our terms would then either be shortened or extended until we caught up to match terms set forth in the bylaws.

The election of officers was discussed. The board voted to retain Kelsey Balensifer as the Chair and Eileen Purcell as the Board Secretary.

There was no public comment.

Our next meeting is Friday, March 8, 2019 at 5:30 p.m. in the City Commission Chambers. The dates for the remaining 2019 meetings are:

- Friday, June 14 at 5:30 p.m.
- Friday, September 13 at 5:30 p.m.
- Friday, December 13 at 5:30 p.m.

The meeting was adjourned at 8:42 a.m.

Meeting Minutes were taken and recorded by Eileen Purcell, Board Secretary.

"Making a difference through excellence of service"



## CITY OF WARRENTON

### WARRENTON CITY COMMISSION PUBLIC COMMENT CARD

NAME: Brenda Hoxsey

ADDRESS: 1100 NW Warrenton Dr. #341 \*Failure to list address will result in  
not being recognized by Commission

EMAIL: brendahox@gmail.com  Subscribe to City Newsletter Email List

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

BRIEFLY DESCRIBE YOUR TOPIC: City accepted to The Oregon  
Main Street -

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



7-A

## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Kevin A. Cronin, AICP, Community Development Director  
DATE: For the Agenda of April 9, 2019  
SUBJ: RARE Application – Program Year 2019-20

### SUMMARY

The City Commission has multiple goals and objectives identified for FY 19-20 but limited staff capacity to achieve them. City staff would like to apply for a Resource Assistance for Rural Environments (RARE) participant for the 2019-20 program year. The City of Warrenton has hosted a RARE participant in the past with great success. The Community Development Director (RARE 98-99) is a proud alumnus as well.

An initial application of interest is due on April 12. If the application is approved, the City will be invited to apply for a position with a second application due on June 28. The Community & Economic Development Department Budget Proposed Budget FY 19-20 includes a \$23,500 matching amount of general funds for the request. Staff is requesting authorization and support to apply for the position subject to the budget approval process.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to authorize city staff to apply for a RARE Program participant for 2019-20 program year."*

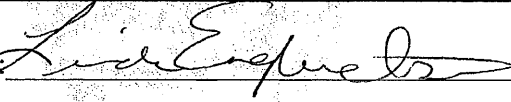
### ALTERNATIVE

None recommended

**FISCAL IMPACT**

See above

Approved by City Manager:

A handwritten signature in cursive script, appearing to read "L. E. Engle", 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.



## Resource Assistance for Rural Environments

### RARE AmeriCorps Program

#### 2019-2020 Community Application

#### Instructions

Please fill out the following RARE AmeriCorps 2019-2020 Community Application Form and click "Submit" when you are ready to submit your completed application.

Remember that you **won't** be able to save the answers on the Qualtrics application and return at a later date. Please don't fill out the application until you have all your materials prepared and ready to submit!

Completed applications must be submitted by **5pm on Friday, April 12, 2019**. Don't forget to submit your essay questions and professional via email to [rare@uoregon.edu](mailto:rare@uoregon.edu) shortly before or after you submit this application form. Your application will not be considered complete until we have received all your materials.

If you encounter issues or need assistance, please send us an email at [rare@uoregon.edu](mailto:rare@uoregon.edu) or call 541-346-2879.

#### Program Disclaimers

This program is available to all without regard to race, color, national origin, disability, age, sex, political affiliation or in most instances, religion. You must be a United States citizen, United States national or lawful permanent resident to be eligible to serve in this program.

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in fully accessible settings.

RARE is an AmeriCorps Program and upon successful completion of the program, eligible members may receive a Segal AmeriCorps Education Award.

Alternative formats of this application are available by contacting the program at [rare@uoregon.edu](mailto:rare@uoregon.edu) or call 541-346-2879.

#### Begin!

When you have all your materials compiled, please access the application at

[https://oregon.qualtrics.com/jfe/form/SV\\_6QBSctnoBkY4D3](https://oregon.qualtrics.com/jfe/form/SV_6QBSctnoBkY4D3)

RARE - Resource Assistance for Rural Environments  
1209 University of Oregon | Eugene, Oregon 97403 | T: 541.346.3889 | F: 541.346.2040 <https://rare.uoregon.edu/>

*An equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act*

**RARE 2019-2020 COMMUNITY APPLICATION FORM**

**Application Contact**

Person Name\* Kevin A Cronin, AICP

Title Community Development Director

Organization City of Warrenton

Mailing Address P>O. Box 250

Street Address 225 S. Main Ave

City, State, Zip Warrenton

OR 97146

Phone 503 861 0920

Fax

E-mail cityplanner@ci.warrenton.or.us

Cell 503 984 6489

Website www.ci.warrenton.or.us

**Supervisor**

*if different than the Contact*

*Person listed above* Linda Engbretson

Title City Manager

Organization City of Warrenton

Mailing Address P.O. Box 250

Street Address 225 S. Main Ave

City, State, Zip Warrenton

OR 97146

Phone 503 861 2233

Fax

E-mail lengbretson@ci.warrenton.or.us

Cell

\* This should be the contact person for the application and placement process.

**How did you hear about the RAREmeriCorps Program?**

**Please indicate how you heard about the program by marking one or more of the boxes below.**

- I am a current/former RARE Supervisor
- I am a current/former RARE Participant
- Email from RARE (Call for Communities)
- RARE Website       Other Website/Network/Listserv:
- Other

## Member Projects

RARE participants are assigned to work on specific projects during their service in a community. Please describe the projects the member will work on, their role, and their approximate time commitment to the project (in percentages).

### Project 1 — Parks Master Plan Update

Project Description: Parks Master Plan Update has not been updated since adoption in 2010. Additional parkland has been added and community expectations have changed for services. Participant will lead an update to position the plan for grant applications and to engage the community in a conversation about parks and open space values and services. Time Input (%): 25

Participant's Role: Project Manager

Key Community Partners: Warrenton Trails Association, Warrenton Kids Inc, Parks Advisory Board

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### Project 2 — Forest Rim Park Concept Plan

Project Description: The City owns a vacant parcel in a dense neighborhood on the City's east side where there are no parks to serve the neighborhood. A concept plan is needed to establish community expectations and to submit grant applications for basic improvements. Time Input (%): 25

Participant's Role: Project Manager

Key Community Partners: Forest Rim Neighborhood, Parks Advisory Board

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### Project 3 — Sunday Streets!

Project Description: Develop the first Sunday Streets event for the Oregon Coast! Work with sponsors and community partners to develop a car free bike and pedestrian riding experience for Annual Regatta August 2020. Time Input (%): 20

Participant's Role: Project Manager

Key Community Partners: ODOT, Regatta, Columbia Memorial Hospital, Clatsop County, Regatta Association

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### Project 4 — Economic Development Strategy

Project Description: The City does not have an updated Economic Opportunities Analysis (EOA) or an economic development strategy to guide public investments to retain/attract traded sector businesses. The participant will assist the CD Director with data analysis, public involvement, and program development and implementation. Time Input (%): 10

Participant's Role: Assistant Project Manager

Key Community Partners: DLCD, CEDR, Chamber, WBA, Pacific Power

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### Project 5 — Bike & Trail Wayfinding System

Project Description: The City has a poor wayfinding system for visitors. Participant will inventory existing signs, develop standard design for new signage, and apply for grants to fund and install. Time Input (%): 20

Participant's Role: Project Manager

Key Community Partners: Warrenton Trails Association, ODOT, Astoria-Warrenton Chamber

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**Partners/Support**

Please share with us the names, e-mail addresses and phone numbers of three of your local or regional partners on the projects listed above. As part of the application review process, we will be contacting them to get their insights on the projects (do not list you or your organization or statewide organizations).

1. Kevin Leahy, Clatsop Economic Development Resources

[KLeahy@clatsopcc.edu](mailto:KLeahy@clatsopcc.edu)

Phone Number: 503 338 2432

2. Tessa Scheller, Warrenton Trails Association [tessajscheller@gmail.com](mailto:tessajscheller@gmail.com)

Phone Number:

3. Erik Thorson, Columbia Memorial Hospital

[ETHorsen@columbiamemorial.org](mailto:ETHorsen@columbiamemorial.org)

Phone Number:

**Professional Development for the Participant**

A goal of the RARE AmeriCorps Program is to provide graduate-level participants with professional development while they help rural communities. Please describe three growth opportunities for the participant.

1. **Project Management:** Develop sound project-based skills on project development, planning, scoping, schedule, and budget
2. **Stakeholder Management/Public Involvement:** Create public involvement strategy, implement, and adapt as project needs arise
3. **Event Planning/Management:** Coordinate a large community event, logistical planning, and coordination skills with city staff and community organizations

**Potential Funding Source**

Please indicate your potential funding sources, whether or not you have already applied and the date you will receive confirmation of funds.

1. City Budget FY 19-20

Date of Request: May 9, 2019

Date of confirmation: June 30, 2019

2. DLCD TA Grant

Date of Request: Sept 2019

Date of confirmation: Jan 2020

3.

Date of Request:

Date of confirmation:

**Fiscal Agent**

What organization will be the fiscal agent for the contract with the University of Oregon if you are part of the RARE Program?

City of Warrenton Finance Department

**RARE Program Goals**

RARE has three programmatic goals: capacity building, assisting community-based groups and volunteer mobilization. The RARE Program will consider these goals in reviewing your application. Please describe how a RARE participant would address each of these goal areas.

1. Describe how a RARE participant will assist with community capacity building.

All five projects are designed to build community capacity by increasing resilience, community engagement, and finding new sources of funds through partnerships with community-based groups. Each project carefully assesses the challenges and opportunities for new capacity, and creates a path for feasible implementation. Ideally, each project will be designed to have a community-based group that will own the project moving forward or at least having responsibility for a key aspect. Knowing how to identify and create partnerships is at the core of the position.

2. Identify any community organizations (civic, community-based, education, non-profit, neighborhood or faith-based) with which the participant will partner on projects.

Warrenton Trails Association is a community-based organization that advocates for improving and implementing the Warrenton Trails Master Plan. Clatsop Economic Development Resources is an economic development non-profit that advocates for sustainable economies in Clatsop County. Astoria-Warrenton Chamber works with local businesses and city hall to create a thriving small business climate. Rural Development Initiatives (RD) facilitated the creation of a downtown action group (potential Main St organization) to help achieve a thriving central business district. Columbia Memorial Hospital is the largest hospital, health care provider, and private employer in Clatsop County and will partner with the City on a Sunday Street! pilot for August 2019 and a larger event for 2020.

3. Describe how the RARE participant will be involved in recruitment, management or engagement of volunteers.

All five projects will require the development of a public involvement strategy that identifies key stakeholders and community-based organizations that are vested in the expected outcomes. Participant will be assisting with recruitment of volunteers along with the Mayor, City Manager, and CD Director, managing the public process with the assistance of CD Director, and helping to recognize their efforts by organizing an appreciation celebration.