



WORK SESSION

AGENDA

**City Commission of the City of Warrenton
Tuesday, January 6, 2023 – 12:00 P.M.
Warrenton City Commission Chambers
225 South Main Avenue
Warrenton, OR 97146**

- 1. Call to Order**
- 2. Roll Call**
- 3. Discussion - Land and Building Inventory & Futures**
- 4. Discussion - Future Land and Building Needs
(City Buildings – all Departments)**
- 5. Discussion - Current Land and Building Inventory; Leases
Inventory & Requests for Purchase**
- 6. Adjourn**

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.



City Commission Workshop January 2023

City Manager,
Esther Moberg

1/6/2023



Goals of the City Commission 2022

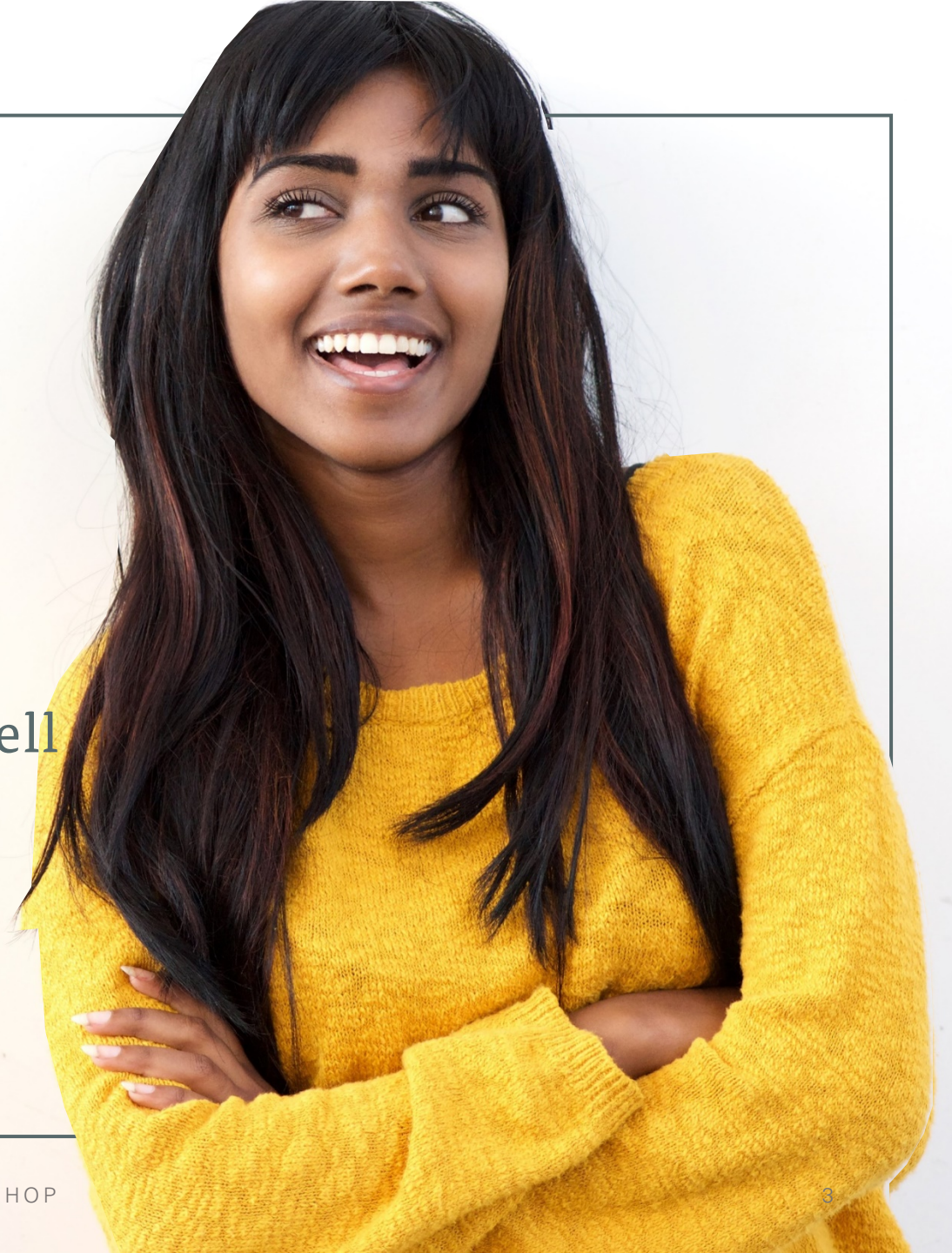
1. Research and Pursue Revenue Growth/Opportunities
2. Improve Efficiency by Meeting Staffing Needs
3. Finish the Unfinished
4. Improve Emergency Readiness
January 2023

City Manager,
Esther Moberg

1/6/2023

Agenda

3. Land & Building Inventory/Lots to sell
4. Future needs of City Departments
5. Landlord/Tenant leases





Presenting some of the City of Warrenton
Inventory for discussion in the following
areas:

Potential for selling parcels that do not meet
future or present needs of the city so the City
of Warrenton may acquire parcels that do
meet future needs

January 2023

City Manager,
Esther Moberg

1/6/2023

Agenda

3. Land & Building Inventory/Lots to sell



3. Land & Building Inventory/Lots to sell Future plans/action plans

Lots to possibly sell considerations:

Inventory

Wetlands

Possible Future City Needs

Buildability



Next to Tagg fields

Parcel Number 81016A000200
Parcel Number 81016A000400



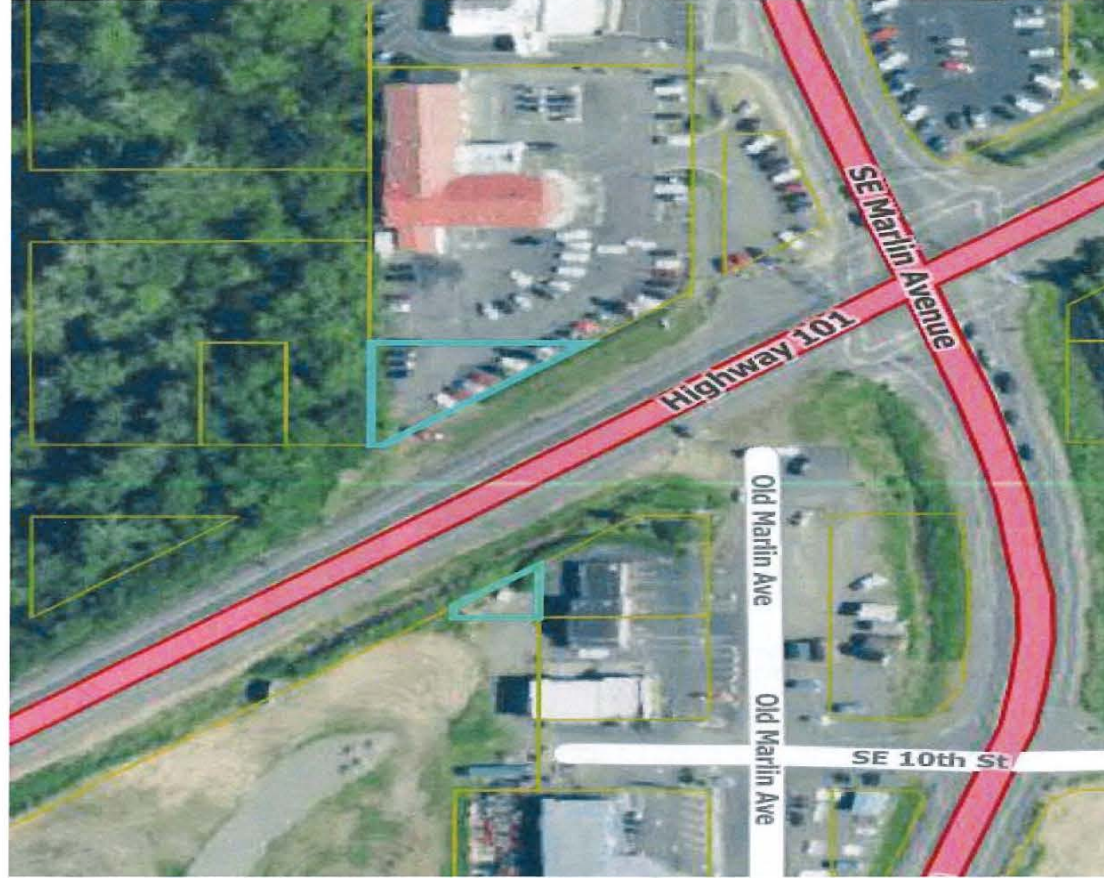
Zoning: R-10
Developability. Mixed. Limited Access, Some Wetlands

Next to Tagg fields



Kia lot

City Owned Parcels
Parcel Number 81022DC03800 (Leased to R-jay's Inc)
Parcel Number 81022DC05100

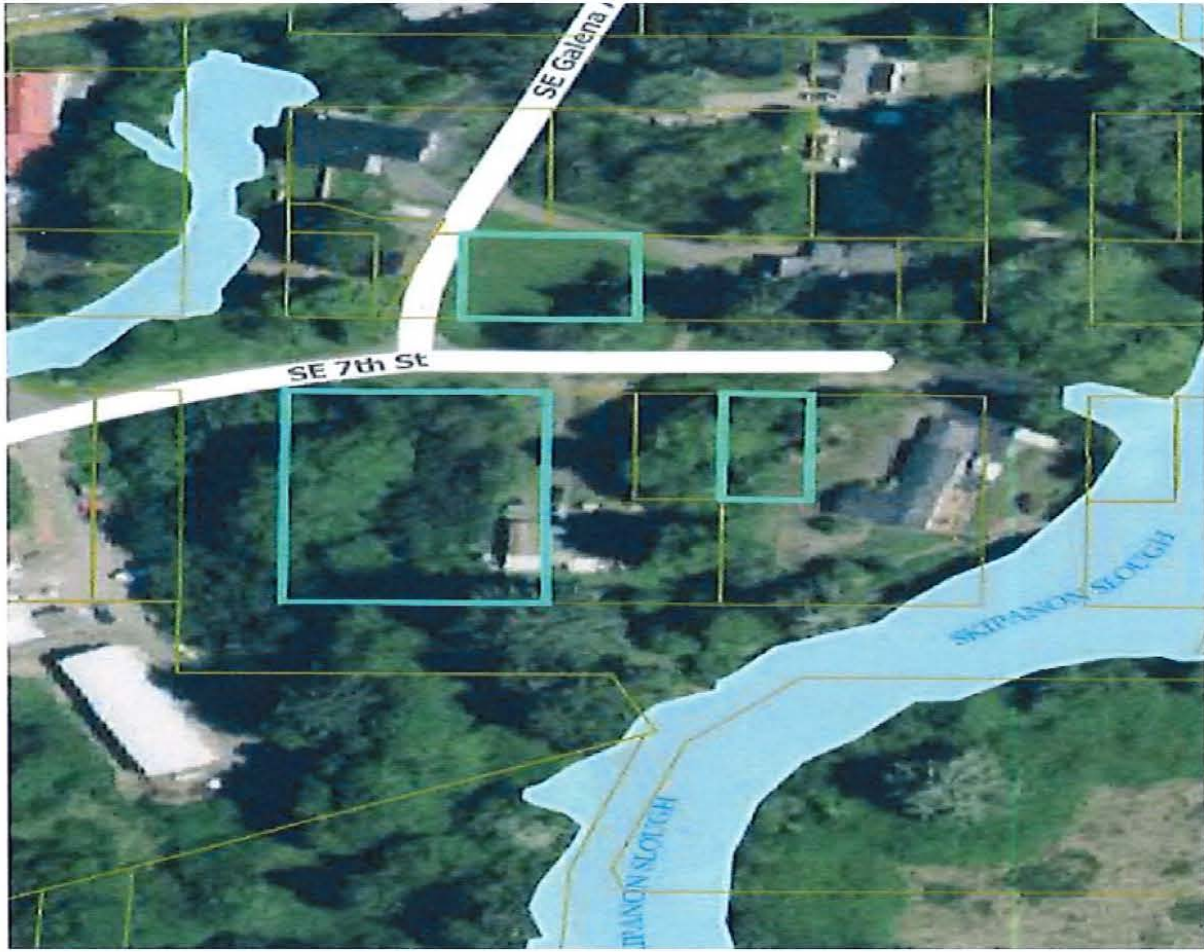


Kia lot triangle



Two potential
parcels one smaller
parcel to Palmberg

Parcel Number: 81022CB06300
Parcel Number: 81022CB06900
Parcel Number: 81022CB07200
Maybe below sea level, but with enough fill...



Zoning: R-10
Developability: Residential Potential, No Municipal Sewer available.

Property near
Skipanon Canning

Parcel Number: 81022CB06300



Property behind
corner lot near
Tansy Point

Parcel Number 81009D005401
Parcel Number 81009D005601



Zoning: I-2
Developability: Mixed. Some Locally significant wetlands

Lot behind this one

Parcel Number 81009D005401
Parcel Number 81009D005601



Near Carruthers Park

Parcel Number: 81009B001400, 1500, 1600, 1700



Zoning I-2 Aquatic Industrial
Developability: Parkland? DLCD hurdles.

Near Carruthers
Park

Parcel Number 81009D005401
Parcel Number 81009D005601



Bergerson offer to purchase



Zoned: Residential Growth Management
Developability: Bergerson land for Bergerson only

Bergerson offer to purchase



8/05/20XX

CONFERENCE PRESENTATION

Agenda

4. Future needs of City Departments





Future Needs of Departments
Presentations by
Fire Chief Brian Alsbury
Police Chief Mathew Workman

January 2023



Future plans/action plans

Inventory for the City to Keep for Future:



Park w/carving on corner lot –
possible future Hammond
Community Gardens space



Wetlands behind Soccer Fields

The Soccer Field Parcels (Potential Wetland Credits)

Parcel Number 81020DD0600 (Bergerson Offer to Purchase)

Parcel Number 81021CC00504



Tansy Point



Tenant-Landlord Leases





5. Landlord/Tenant leases

Presenting some of the City Inventory for discussion in the following areas:

Discussion

Current Leases – continue?

Future Plans for Leased areas

Future lease agreements changed?

City Manager,
Esther Moberg

1/6/2023



Review of current tenant/landlord leases and agreements to discuss how the City Commission would like to proceed both with current and future leases so the goals of the Commission are met and staff can satisfactorily deliver a better experience both for the City, Commission, and tenant.

January 2023

City Manager,
Esther Moberg

1/6/2023



Future Leases may contain

Shorter Lease Agreements

More Competitive Rates for Commercial
buildings

More stringent rules on upkeep and what
happens if agreement is not followed.

City Manager,
Esther Moberg

1/6/2023

Gearshed Pacific
Fishing LLC



Tackle Time
Warrenton Marina





Action Plan Next Steps

Appraisals land/value assessments

Public Hearings and/or Ballot measures depending on property values

Review of current lease agreements and steps to change future lease agreements



The End

Revised



City Commission
Workshop
January 2023

City Manager,
Esther Moberg

1/6/2023



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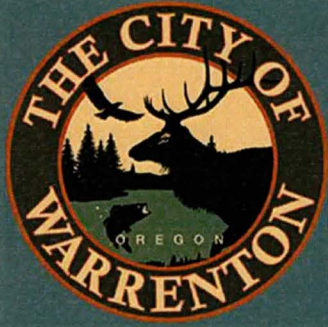
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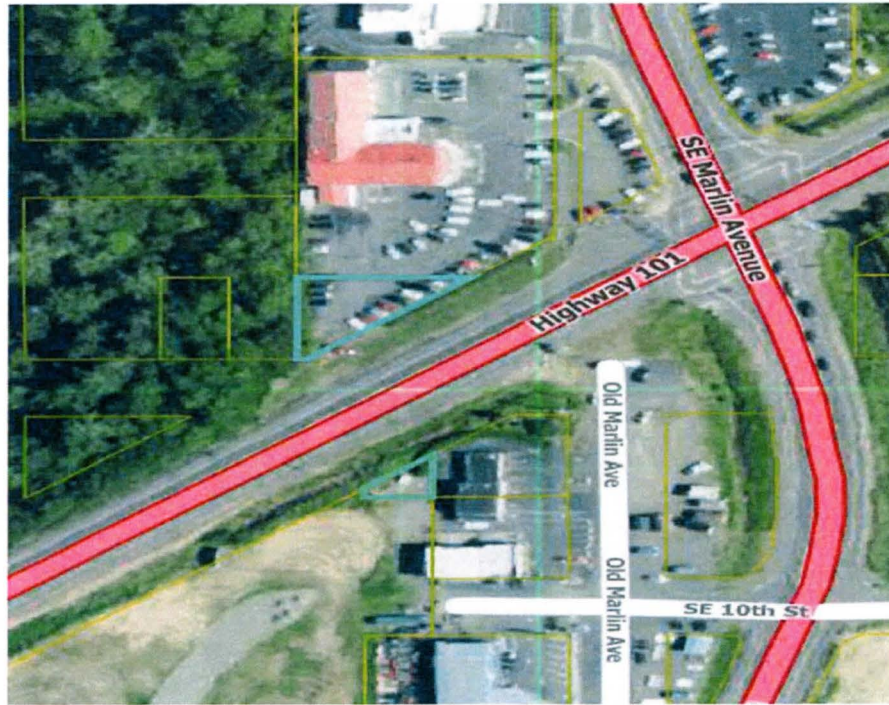
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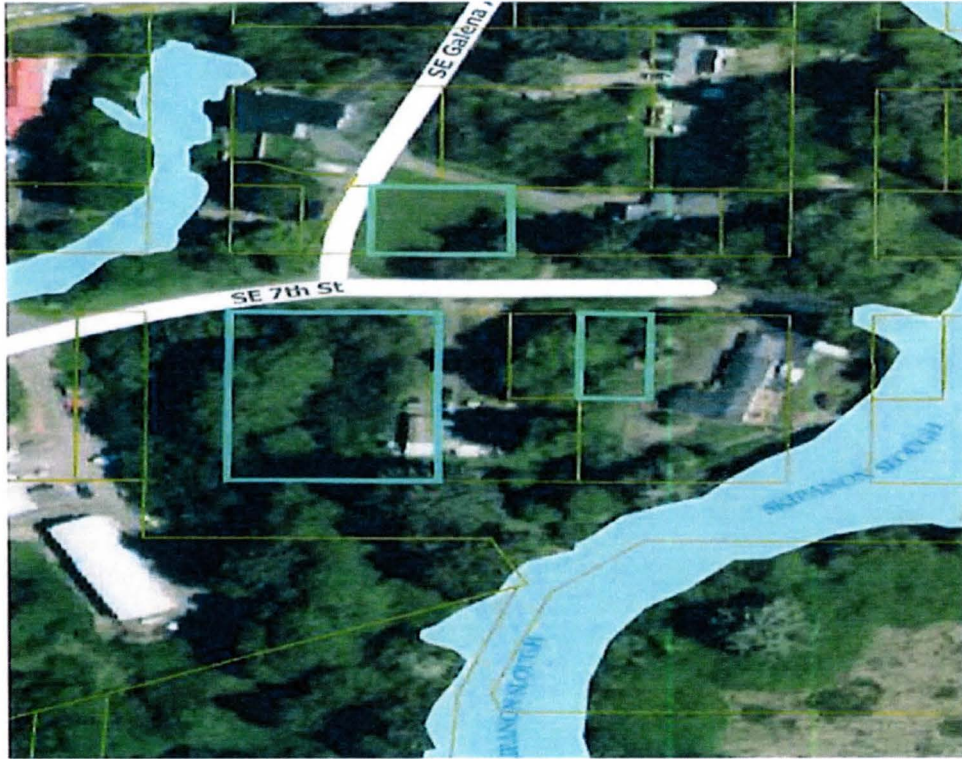


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Bergerson offer to purchase



8/20/20XX

CONFERENCE PRESENTATION

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CONFERENCE PRESENTATION

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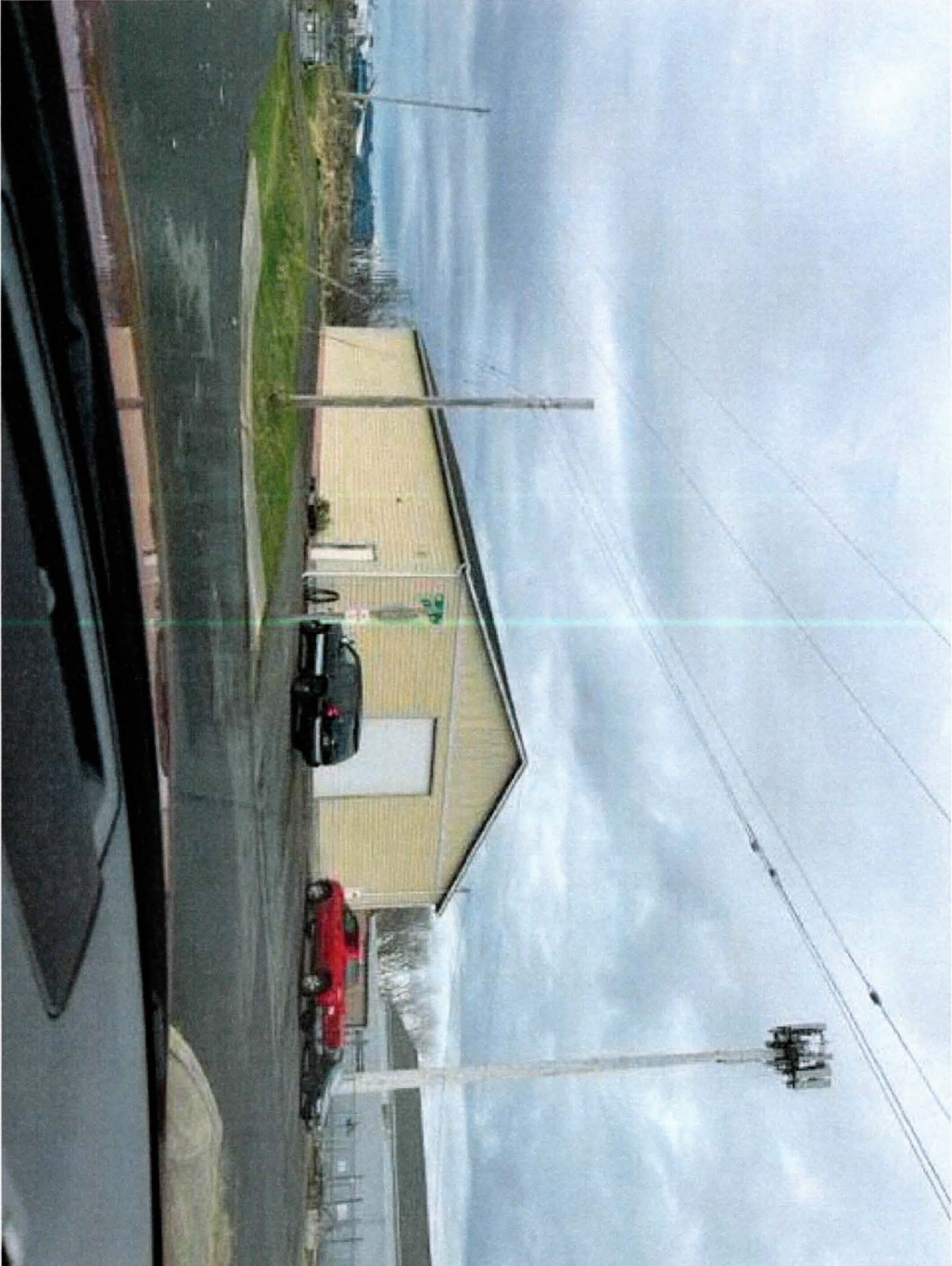
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1/6/2023

Gearshed Pacific Fishing LLC



Tackle Time Warrenton Marina



Fowlers Big Game Fishing





Action Plan Next Steps (after workshop)

Appraisals land/value assessments

Public Hearings and/or Ballot measures
depending on property values

Review of current lease agreements and steps
to change future lease agreements



The End

City of Warrenton

Tenant/Landlord Leases 2023

1. **Department of Army**
 - a. Hammond Mooring Basin
2. **“T” Tackle Time (Eugene and Linda Kane)**
 - a. **Lease Expires 2031**
 1. Lease was renewed 2021 for another 10 years
 - ii. Building improvements are on site association with Tackle Time Baits and Charters
 - iii. Land Only is assessed at \$48,279 (Assessed RMV August 2019)
 - iv. Current appraisal 2019 of \$75,000.
 1. Lease has been ongoing with various parties since 1986
 - a. \$450/month now through 2023
 - i. Lease rates go up – in 2029-2031 lease will be \$550 per month.
 - ii. Original Building on site belonged to City of Warrenton – Other building currently on site belongs to Linda and Gene Kane.

Staff recommendation: Review leases for this property and decide further plans/leases for this location. Staff believe a business similar to this nature should be in this space, however, staff would like to review and decide best course of action for this particular lease site.

Two Leases In Process Toward Sale:

1. **Headstart Building** (In process of transfer to Community Action Team)

Approved by Voters November 2022. Ballot measure was incorrect but city was able to use reversionary clause to declare land/building has no value due to clause (per City Charter).

Should transfer Title by end of February/March to CAT in 2023.

2. **VFW - Old Hammond Library**

New Lease just signed, working on sale of building and lot underneath building to VFW. Will get appraisal done summer of 2023.

Lease was needed for grants to renovate building to move forward.

Will need to go to voters for approval in November, 2024.

Once sale is approved/will terminate lease and sell building to VFW.

Leases where we are the tenant:

1. **Community Gardens in Hammond.** Expires April 30, 2024.

Confirmed they will not be renewing license agreement. Have mentioned they would be willing to sell to the city.

The three lots would be a good development for housing. Looking at location, staff do not see optimal ideas for development of a park and think city should focus on the Hammond marina park development instead. Per City manager and City Planner December 2022.

Options for relocating community gardens may include the Old Hammond Library park.

2. **School District/Library Building** (Old Serendipity building) Expires May 31, 2023

- a. It is staff recommendation to look at options for purchasing this or another building and get out of renting a building for the library. (Square footage is adequate for now, may not fit future needs beyond next 3-5 years). Currently pay \$2,200/month.

LONG TERM LEASES WE WILL NEED TO REVIEW FOR FUTURE

May want to create policy or re-draft how leases are written/procedures for these types of leases.

1. **Fowlers Lease at Marina**

(Sturgeon Paul Lease) Due to the nature of the marina property and needs of the marina, I anticipate we will want to continue some type of similar lease in future.

Questions:

- Commissions concerns over control of property/management/lease
- Best practices (management company?)
- Staff recommendation: Review leases for this property and decide further plans/leases for this location. Staff believe a business similar to this nature should be in this space, however, staff would like to review and decide best course of action for this particular lease site. Staff believe the City owned building on site will need significant repairs/replacement in the future.

2. Leitch, Paul “Fisherman’s Storage Property”

- Lease Expires 2036
 - Typically a month behind on payment but consistent in his one month late payment - \$692.74/month (\$20 late fee)

Staff recommendation – when lease expires, do not renew OR double the amount and make sure the conditions are better met with stronger restrictions

2. Nygaard Lease (Tansy Point)

- a. They have requested purchase but given the nature of the property most likely the city will want to continue to own this property in the long term. Is there a point where the City will make decision regarding not selling a property for perpetuity or X amount of years?
 - i. (Staff recommendation is not to sell this property).

3. “T” Tackle Time (Eugene and Linda Kane)

a. Lease Expires 2031

- 1. Lease was renewed 2021 for another 10 years
- ii. Building improvements are on site association with Tackle Time Baits and Charters
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 - ii. Original Building on site belonged to City of Warrenton – Other building currently on site belongs to Linda and Gene Kane.

Other Requests for purchase:

Mr. Roy Allgeyer would like to purchase the paved parking between his property and Skipanon RV & Marine on Harbor Drive. He has made multiple requests to purchase this lot.

Staff see this lot as being tied to the Skipanon RV & Marine property. Depending on future usage, most likely will need to stay with existing property.

There are other lots that Skipanon RV & Marine had been leasing that staff do not believe should stay tied to use by existing building but most likely the city should retain.

See Handout

Staff Recommendations:

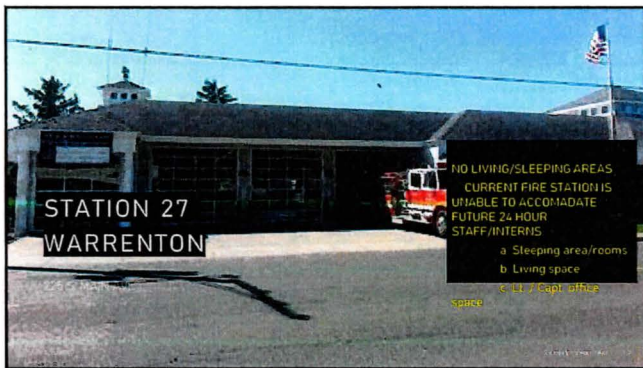
Future long-term leases

Own Buildings/Property Outright

Charge Commercial or standard residential rates that are competitive with current market and have built in rate increases.



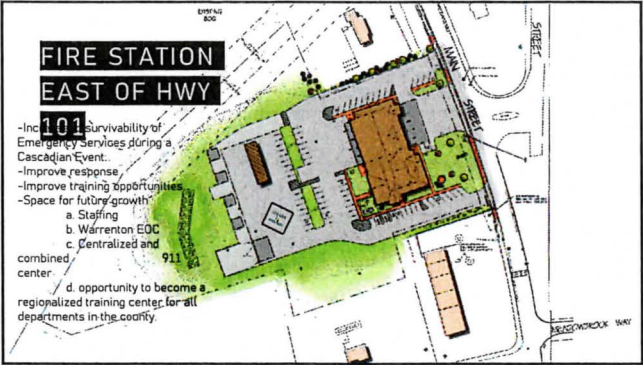
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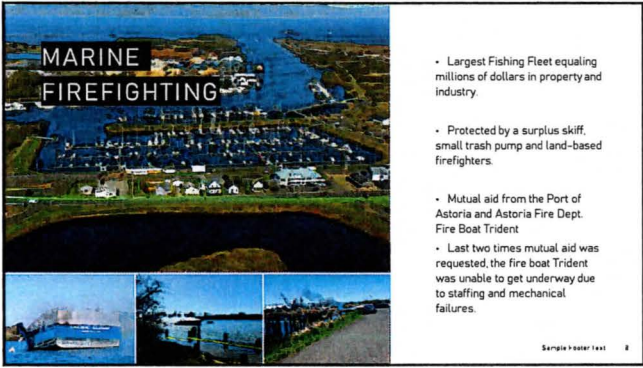
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3



7



8



9



WARRENTON POLICE DEPARTMENT CITY COMMISSION WORK SESSION



Present & Future Facility Needs

This is a synopsis of the suggestions from my PowerPoint presentation on the current and future needs for the Police Facility. The bottom line is that we are **OUT OF SPACE** in the current police facility having outgrown it a few years ago. As the City of Warrenton continues to grow the Police Department will also need to grow and will need a facility that can sustain that growth.

Newly Constructed Police Facility

The optimal choice to ensure you have a police facility to meets all of your current operational needs and is designed to meet future operational needs, is to design a construct a new police facility from the ground up. Of course, this is an extremely expensive option that has numerous steps, planning, and must have a funding mechanism in place to not only pay for the facility but for its operation into the future.

I have attached some checklists published by the IACP in their "Police Facilities Planning Guideline." As you can see, there are many options and considerations that go into a new police facility.

Addition & Renovation to the Current Police Facility

The more palatable option, though still expensive, is to renovate or do an addition to the current police facility. If this were to be the choice, here is a list of some important needs for consideration for any such endeavor:

- Efficient storage for files, equipment, etc.
- Proper locker rooms with shower facility
- Modern evidence storage system, larger room
- Armory with proper storage for weapons, ammo, equipment
- Proper office sizes, interview rooms with recording, and computers to accommodate virtual meetings/trials/etc.
- Proper exercise room
- Separate meeting/training room
- Separate server room and separate break room
- Storage, Storage, Storage

All of the previously listed options will again need much discussion, planning, and funding to accomplish. The reality is that the Police have outgrown the current facility and need to explore options.

Administration

- Executive office, restroom, conference room
- Staff offices
- Reception areas
- Professional standards and internal affairs
- Secured file storage/personnel records
- Personnel interview and testing rooms
- Legal advisor office, law library, etc.
- Management information system
- Planning and research areas

Public Areas

- Community room
- Front desk with ADA accessibility
- Lobby
- Report writing rooms off of Lobby
- Records window if separate from front desk
- Bathrooms
- Interview room
- Vending machines
- Media briefing area
- Any required public awareness materials

Staff Facilities

- Locker rooms with showers, restrooms, or open lockers with individual shower/toilet/changing rooms
- Fitness center
- Defensive tactics room
- Firearms simulator training room
- Conference rooms
- Lunchrooms, coffee areas, or open "Hub Zones"

- Electric cart and bicycle parking
- Large trash storage
- Restrooms and lounges

Communications & Dispatch

- Dispatch consoles and offices
- Emergency operations center
- Break room and restrooms
- Training/briefing room
- Lockers and storage

Forensic Laboratory

- Staff office and file areas
- Evidence processing areas
- Ballistics processing areas
- Computer crime lab equipment (and special computer needs)
- Officer counter
- Evidence temporary lockers
- Biological drying cabinets
- Vehicle examination and short-term storage (evidence) area
- Equipment storage areas

Evidence

- General evidence storage
- Weapons storage
- Narcotics storage (special ventilation)
- Evidence lockers - DNA/biological storage
- Public counter
- Officer counter
- Bicycle storage
- Freezer and refrigerator storage rooms
- Arson storage
- Hold areas for auction or destruction
- Office areas
- Safety precaution sinks, restrooms, etc.
- Large item return for citizens

Site

- Visitor parking
- Employee parking
- Secure marked and unmarked police vehicle parking
- Automobile storage
- Safe swap zone

Investigation

- Staff offices
- Reception areas
- Secured file storage
- Controlled hard and soft interview rooms
- Child abuse interview rooms
- Controlled suspect restrooms
- Gun lockers
- Undercover locker rooms
- Informant entrance
- Briefing room
- Equipment storage rooms (e.g., narcotics, money)
- Large item booking area
- Tape equipment room
- Polygraph room
- Victim ID area (computer graphics)
- Task force needs
- Line-up and viewing room (detention)
- Hoteling offices for outside agencies
- Victim Advocate Office
- Crime Analysis Office

Patrol

- Briefing/roll call room
- Report writing room
- Clothes and equipment lockers
- Secured sally port
- Evidence packaging areas
- Audio/visual tape equipment

- Watch commander offices
- Juvenile holding rooms
- Armory
- Supply and uniform pickup area
- Sleep center
- Uniform dry cleaning drop-off/return

Records

- Public counter
- Officer counter
- General office areas
- Report copying area
- Micrographics/optical disk area
- Hard copy records storage room
- Supply storage

Traffic

- General office areas
- Public counter
- Motorcycle parking
- Citation data storage
- Accident investigations interview rooms
- Citation sign-off parking area

Training

- Firing range and gun-cleaning rooms
- Training equipment storage rooms
- Ammunition and target storage
- Classrooms
- Video training viewing areas
- Department weapons storage

Maintenance

- General storage rooms
- Electrical rooms
- Server rooms
- Janitorial rooms
- Building maintenance storage and repair rooms
- Delivery/loading dock area
- Vendor repair parking

Other General & Specialty

- Central supply warehousing area
- Main computer and IT rooms
- Computer staff offices and storage
- Specialized computer training rooms
- Fiscal, payroll, purchasing areas
- Crime prevention areas
- DARE program needs
- Surplus uniform and equipment storage
- Employee mailboxes
- Electric vehicle recharge station
- Trophy and award storage
- Copier, shredder, mailrooms
- SWAT weapons and ammo storage
- K9 office and kennel
- Animal control storage and offices