



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
March 28, 2023 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 3.14.23
- B. Monthly Finance Report – February 2023
- C. Police Department Monthly Report – February 2023
- D. Warrenton Community Library Board Work Session Minutes – 1.11.23
- E. Warrenton Community Library Board Special Meeting Minutes – 1.11.23
- F. Warrenton Community Center Advisory Board Meeting Minutes – 11.17.22
- G. Warrenton Community Center Advisory Board Meeting Minutes – 1.19.23

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 4:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** - None

7. BUSINESS ITEMS

- A. Consideration of Congressional Directed Spending (CDS) Grant – Iredale Tidegate and Culvert Project
- B. Consideration of Congressional Directed Spending (CDS) Grant – WWTP Phase I Improvements
- C. Consideration of Budget Committee Appointment and Resolution
- D. Consideration of City Manager Report on Former Skipanon RV Building
- E. Consideration of VFW Fee for Quincy Robinson Park Concession Stand for 2023

8. DISCUSSION ITEMS - None

9. GOOD OF THE ORDER

10. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(i); to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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
 March 14, 2023
 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, Mark Baldwin, Tom Dyer, Gerald Poe, and Paul Mitchell

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Fire Chief Brian Alsbury, Interim Public Works Director Greg Shafer, Public Works Operations Manager Jim McCarthy, Finance Director April Clark, Water Treatment Facility Operator Mike Ulness, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 2.28.23
- B. Monthly Finance Report – January 2023

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

Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye

COMMISSIONER REPORTS

Commissioner Baldwin met with the cub scout group last week, and it went great. He noted the cub scouts had a lot of questions regarding Camp Rilea.

Mayor Balensifer noted that the final elk collaborative meeting is on 3/23 at Camp Rilea at noon. This is going to be a meeting where all the project partners will meet and assign project management from PSU, Oregon Solutions and CREST.

PUBLIC COMMENT

Bert Little, representing VFW Post and Auxiliary 10580, spoke in regard to concerns about the concession stand fees. He noted they have no problem with the \$100 fee but would like exclusive use during baseball/softball season, because of all of the inventory they keep in the concession stand. The concession stand is ran by all volunteers and a 100% of the profits go to veterans, active duty military and their families within our community. If the concession stands fees pass with the \$100 application fee and an additional percentage rate fee is passed, he would recommend the VFW to then stop using the concession stand.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Shawn Spargo and Allison Lukens of Kennedy-Jenks gave a Power Point presentation on the Wastewater Treatment facility upgrade options. They reviewed the necessity of the project, treatment alternatives,

recommendations, and next steps. The plant is nearly 20 years old and will need greater treatment capacity to support the City of Warrenton growth. Equipment is nearing the end of its useful life, permit restrictions are becoming more stringent and the city is no longer accepting hauled waste from septic companies. Influent flows and loading have increased over the past several year and is now greater than what the plant was originally designed for. The plant is also operating at over 90% capacity and there is little room for growth right now, especially with population increases the plant would not be able to sustain. Some of the wastewater treatment plans for the immediate needs of the plant include; UV disinfection upgrade and expansion, improved filtration to meet more stringent discharge requirements, headworks and screen improvements, blower room improvements, upsizing or relocating the plants emergency generator, stored west lagoon sludge removal, and septage receiving station and equalization basin. There are also three alternatives: alternatives 1&4 – Sequencing Batch Reactors, alternative 2 – conventional treatment, and alternative 3 – membrane treatment. Mayor Balensifer asked about the sequencing batch reactors and what are the different tier requirements between tier three and tier four. Mr. Spargo answered that there is more sampling involved. Mayor Balensifer asked if there is better technology available right now, and Mr. Spargo said there is, but wouldn't recommend changing equipment till the population hits about 10,000 people. Discussion continued. Mayor Balensifer asked if there is a way to offset energy costs. Mr. Spargo responded that there is with anaerobic digestion, but with the current system it wouldn't work. Discussion continued. Mayor Balensifer stated he concurred with the recommendation for alternative 3. City Manager Moberg noted her thoughts on the best option and path forward, seeing all alternatives as options and wanting to research and look at other cities, to give an idea on what might work the best for long term.

Interim Public Works Director Greg Shafer reviewed an update to the approved Safe Routes to School grants. He reviewed the past history of the grants and the updated amounts.

Commissioner Baldwin made the motion to accept the total granted amount including the \$2 million awarded in January of 2023 that staff successfully applied for and received through the Oregon Safe Routes to School OTC grant. Motion was seconded and passed unanimously.

Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye

Police Chief Mathew Workman presented the 2023-2024 Police Dispatch Services Agreement. He noted the cost has gone down for the third year in a row; he explained the reductions. Commissioner Mitchell asked about the Public Works dispatch cost; Chief Workman clarified.

Commissioner Dyer made the motion to approve the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2023-2024 and to have the Mayor and the City Manager sign the agreement. Motion was seconded and passed unanimously.

Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye

Ms. Moberg discussed Scoular name change, noting they have legally changed their name to SDYB Opco, LLC.

Commissioner Poe made the motion to accept the use of the legal name of SDYB for all future agreements and documents and use Scoular/SDYB in reference to all past agreements and documents. Motion was seconded and passed unanimously.

Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye

Ms. Moberg reviewed an addendum agreement update to the original Scoular/SDYB agreement regarding SDC fees for the Scoular plant project.

Commissioner Dyer made the motion to accept the addendum to the original Scoular/SDYB agreement in acceptance of SDC fees for this project. This will reduce the amount of SDCs for water. Motion was seconded and passed unanimously.

Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye

Ms. Moberg discussed a concession stand agreement and fees, for all concession stands operation in city property. She noted her proposed fees are to help with the maintaining cost of the building. Mayor Balensifer asked for details on a past work session with the Parks Board that noted the need to establish fees. Discussion continued. Mayor Balensifer noted he is not in favor of a gross or net profit fees, as there is not a way to audit, but instead having a predictable up-front cost. There are still policy questions from the Parks Board meeting. Commissioner Dyer would like to see the figures of what it actually costs to keep the building up, Ms. Moberg responded. Discussion followed on building maintenance. Mayor Balensifer stated that they need to determine what is fair and equitable for all current and future concession stands. Commissioner Baldwin commented on past city history with volunteers and that he does not agree with charging them and wants to find an alternate funding source. Mayor Balensifer asked if he had a recommendation for a funding source. Discussion followed. Commissioner Mitchell's suggestion to cover fees was to gain sponsorships to raise revenue to cover the city costs of running the building. The mayor suggested the tenant go out and get sponsors. Commissioner Baldwin suggested the Parks Board should be responsible for finding sponsors. Commissioner Dyer noted that we need to reward volunteers not to hinder or harass them. Mayor Balensifer summarized the commissions comments and opinions. Commissioner Poe discussed waiving fees for nonprofits like they do for the Community Center. Discussion followed. The City Manager will bring back the costs for the building and policy; will continue discussion on who will be responsible for getting sponsorships.

Mayor Balensifer noted the goals set at their annual retreat and goal setting session on March 7, 2023. He reviewed the proposed goals and wording suggestions. Amendments were agreed upon.

Commissioner Baldwin made the motion to adopt the City Commission Goals for 2023-2025 as amended by the City Commission at the March 7th annual Commission goal setting retreat, and as attached. Motion was seconded and passed unanimously.

Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Dyer noted he liked the discussion on their differences for the concession stands.

Mayor Balensifer stated that DEQ is putting pinch on seafood processors for effluent. He also thanked the fire department for their professional and long response on the High Life fire. He also publicly condemned some disparaging remarks that were made on social media. He stated his support for the fire department.

There being no further business, Mayor Balensifer adjourned the meeting at 7:26 p.m.

Respectfully prepared and submitted by Brittney Johnson, Deputy City Recorder.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

DRAFT

Volume 16, Issue 8

**Monthly Finance Report
February 2023**

March 28, 2023

Economic Indicators

	Current	1 year ago
♦ Interest Rates:		
LGIP :	3.75%	.45%
Prime Rate:	7.75%	3.25%
♦ CPI-U change:	6.0%	7.9%
♦ Unemployment Rates:		
Clatsop County:	not avail.	4.3%
Oregon:	not avail.	3.7%
U.S.:	not avail.	3.8%

Department Statistics

♦ Utility Bills mailed	3,271
♦ New Service Connections	1
♦ Reminder Letters	444
♦ Door Hangers	98
♦ Water Service Discontinued	16
♦ Counter payments	412
♦ Mail payments	1,017
♦ Auto Pay Customers/pmts	688
♦ Online (Web) payments	1,342
♦ Checks issued	336

Current and Pending Projects

- ♦ ARPA Funding (next report due April 30, 2023)
- ♦ 2024-2029 Capital Improvement Program (Work session April 11, 2023)
- ♦ 2023-2024 Budget Preparation (Budget Committee Meeting May 16, 2023)

Financial Narrative as of February 28, 2023

Note: Revenues and expenses should track at 8/12 or 66.7% of the budget.

General Fund: Year to date revenues amount to \$3,732,596, which is 65.6% of the budget, compared to the prior year amount of \$3,436,493, which was 75.2% of the budget and are up by \$296,103. Increases are shown in property tax, franchise fees, state revenue sharing, police charges, park charges, housing rehab loan payments, interest, leases, proceeds from sale of assets and transfers from other funds, and are offset by decreases in transient room taxes, municipal court, planning fees, fire charges, miscellaneous, and overhead.

Expenses year to date amount to \$3,487,148, which is 55.4% of the budget, compared to the prior year amount of \$3,120,148, which was 61.2% of the budget. All departments are tracking under budget.

WBL: Business license revenue amounts to \$83,187, compared to \$60,635 at this time last year, a difference of \$22,552. A rate increase was implemented this fiscal year. Year to date licenses issued is 757 compared to 698 at this time last year.

Building Department: Permit revenues this month amount to \$5,579 and \$178,668 year to date, which is 58.5% of the budgeted amount. Last year to date permit revenue was \$162,277, 49.6% of the budget.

State Tax Street: State gas taxes re-

ceived this month amount to \$46,573 for fuel sold in January and \$297,080 year to date. City fuels taxes received this month amount to \$26,583 for fuel sold in December and are \$192,385 year to date. Total gas taxes received year to date are \$489,465 compared to \$452,914 at this time last year.

Warrenton Marina: Total revenues to date are \$665,864, 92.9% of the budgeted amount, compared to the prior year amount of \$639,745, which was 100.8% of the budgeted amount. There is \$31,687 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$405,370, 105.4% of the budgeted amount, compared to the prior year amount of \$410,329, which was 116.7% of the budgeted amount. There is \$587 in moorage receivables outstanding.

Of the total outstanding receivables:

\$12,086 (37.5%) is current,

\$2,974 (9.2%) is 30-60 days past due,

\$1,522 (4.7%) is 60-90 days past due and

\$15,692 (48.6%) is over 90 days past due.

Water Fund: Utility fees charged this month are \$188,642 and \$92,035, and \$1,809,283 and \$1,190,411 year to date for in-city and out-city respectively and

totals \$2,999,694 and is 73.5% of the budget. Last year at this time, year to date fees were \$1,698,516 and \$1,080,853, for in-city and out-city, respectively and totaled \$2,779,369.

Sewer Fund: Utility fees charged this month are \$220,246 and \$1,794,831 year to date, which is 66.6% of the budget. Last year at this time, year to date fees were \$1,717,507. Shoreline Sanitary fees year to date are \$93,930. Total revenues year to date are \$2,040,916 compared to \$1,849,069 at this time last year.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$44,034 and \$358,922 year to date and is 66.6% of the budget. Last year to date revenues were \$343,430 which was 70.2% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$85,591 and \$19,169, and \$715,515 and \$153,237, year to date, and are 58.7% and 67.6% of the budget respectively.

Community Center Fund: Rental revenue year to date is \$16,579 and is 118.4% of the budget. Last year to date revenue was \$9,341, which was 71.9% of the budget. Breakfast with the Easter Bunny is scheduled for Sunday, April 2, 2023 from 8:00am to 11:am.

Financial data as of February, 2023

	General Fund			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,233,848	1,885,860	1,100,000	171.44
Plus: Revenues	252,468	3,732,596	5,691,876	65.58
Less: Expenditures				
Municipal Court	11,558	102,959	188,871	54.51
Admin/Comm/Fin(ACF)	70,887	808,665	1,385,311	58.37
Planning	20,816	194,238	439,126	44.23
Police	182,906	1,313,548	2,189,639	59.99
Fire	60,191	617,797	1,034,854	59.70
Parks	7,135	65,555	160,746	40.78
Transfers	1,515	384,386	891,451	43.12
Total Expenditures	355,008	3,487,148	6,289,998	55.44
Ending Fund Balance	2,131,308	2,131,308	501,878	424.67

(see details of revenue, page 4)

	WBL			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	113,773	68,931	59,000	116.83
Plus: Revenues	1,194	84,920	61,350	138.42
Less: Expenditures	407	39,291	66,307	59.26
Ending Fund Balance	114,560	114,560	54,043	211.98

	Building Department			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	646,261	736,201	640,000	115.03
Plus: Revenues	7,566	191,956	309,088	62.10
Less: Expenditures	29,995	304,325	455,954	66.74
Ending Fund Balance	623,832	623,832	493,134	126.50

	State Tax Street			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,783,342	2,778,651	2,100,000	132.32
Plus: Revenues	81,209	921,758	2,738,420	33.66
Less: Expenditures	29,458	865,316	4,739,670	18.26
Ending Fund Balance	2,835,093	2,835,093	98,750	2,870.98

	Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	593,011	323,922	300,000	107.97
Plus: Revenues	20,314	665,864	716,879	92.88
Less: Expenditures	148,991	525,452	818,225	64.22
Ending Fund Balance	464,334	464,334	198,654	233.74

Financial data as of February 2023, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	395,494	206,211	290,000	71.11	3,043,474	1,878,545	2,000,000	93.93
Plus: Revenues	5,840	405,370	384,552	105.41	310,788	3,179,582	6,708,062	47.40
Less: Expenditures	21,264	231,511	534,261	43.33	2,162,150	3,866,015	7,747,678	49.90
Ending Fund Balance	380,070	380,070	140,291	270.92	1,192,112	1,192,112	960,384	124.13

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,582,694	2,978,750	2,700,000	110.32	1,872,866	1,661,698	1,500,000	110.78
Plus: Revenues	255,428	2,040,916	2,904,261	70.27	49,192	387,592	844,912	45.87
Less: Expenditures	812,937	1,994,481	4,748,317	42.00	13,965	141,197	1,947,361	7.25
Ending Fund Balance	3,025,185	3,025,185	855,944	353.43	1,908,093	1,908,093	397,551	479.96

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	569,328	504,966	445,000	113.48	31,426	21,718	18,500	117.39
Plus: Revenues	110,969	886,034	1,449,344	61.13	2,194	23,907	18,800	127.16
Less: Expenditures	170,372	881,075	1,633,871	53.93	7,157	19,162	29,096	65.86
Ending Fund Balance	509,925	509,925	260,473	195.77	26,463	26,463	8,204	322.56

	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	265,452	162,397	160,000	101.50	9,068	9,011	12,184	73.96
Plus: Revenues	7,703	260,896	254,179	102.64	100,458	224,284	6,141,636	3.65
Less: Expenditures	14,315	164,453	303,013	54.27	101,227	224,996	6,153,820	3.66
Ending Fund Balance	258,840	258,840	111,166	232.84	8,299	8,299	-	-

Financial data as of February 2023, continued**(\$ Cash Balances as of February 28, 2023)**

General Fund	2,541,628	Warrenton Marina	448,772	Storm Sewer	1,855,458
WBL	114,396	Hammond Marina	383,228	Sanitation Fund	423,064
Building Department	627,411	Water Fund	1,022,862	Community Center	28,341
State Tax Street	2,963,807	Sewer Fund	2,836,129	Library	259,359

Warrenton Urban Renewal Agency

Capital Projects	110,987
Debt Service	3,233,576

General Fund Revenues	Collection Frequency	Actual as a % of Collections/Accruals Year to date				(over) under budget
		2022-2023 Budget	Current Budget	Year to date		
				February 2023	February 2022	
Property taxes-current	AP	1,229,211	101.03	1,241,845	1,167,339	(12,634)
Property taxes-prior	AP	30,000	93.53	28,058	15,718	1,942
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	612,000	56.82	347,721	341,406	264,279
COW - franchise fees	M	330,319	64.94	214,523	205,203	115,796
Transient room tax	Q	622,492	61.54	383,089	390,926	239,403
Liquor licenses	A	575	108.70	625	575	(50)
State revenue sharing	MQ	195,819	60.16	117,796	104,143	78,023
Municipal court	M	128,700	38.63	49,717	73,663	78,983
Planning Fees	I	110,500	30.02	33,170	42,560	77,330
Police charges	I	18,000	98.42	17,716	10,735	284
Fire charges	SM	112,329	76.12	85,510	101,940	26,819
Park charges	I	-	0.00	890	655	-
Housing rehab loan payments	I	-	0.00	9,032	-	-
Miscellaneous	I	3,000	464.30	13,929	14,643	(10,929)
Interest	M	8,000	580.46	46,437	5,637	(38,437)
Lease receipts	M	220,002	73.98	162,762	151,546	57,240
Proceeds from sale of assets	I	-	0.00	6,128	-	(6,128)
Grants	I	-	0.00	-	-	-
Sub-total		3,620,947	76.19	2,758,948	2,626,689	861,999
Transfers from other funds	I	685,618	0.00	164,982	-	520,636
Overhead	M	1,385,311	58.37	808,666	809,804	576,645
Total revenues		5,691,876	65.58	3,732,596	3,436,493	1,959,280

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

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

S - semi-annual

I - intermittently

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

R - renewals due in July and new licenses intermittently

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, 2023. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission
FROM: Chief Mathew Workman
DATE: March 28, 2023
RE: February 2023 Stats Report

Upcoming Dates:

- April 1st Easter Egg Hunt at City Park
- April 3rd CERT Meeting - Cancelled
- April 4th & 18th Municipal Court
- April 4th to 7th Chief at OACP in Bend
- April 22nd DEA Drug Take -Back Event
- April 26th 911 Subscriber Board
- April 28th to 30th Crab, Seafood, & Wine Festival

Highlights Since the Last Report:

- 03/01 New Video Server up and running, new V300 body cameras issued to officers.
- 03/02 Chief attended VA OJT Enrollment Manager program training.
- 03/15 Chiefs Workman & Alsbury met with new Chaplains (Bruce Holt & Daniel Baker) from Clatsop County First Responder Chaplaincy who will be serving both departments.

Traffic Statistic Highlights:

- One (1) DUI Arrests (1-Alcohol, 0-Drugs)
- One (1) Hit & Run Arrest/Citation
- Seven (7) Driving While Suspended Citations/Arrests
- Two (2) Reckless/Careless Driving Arrest/Citation
- Five (5) Speeding Citations
- Nine (9) Insurance Citations
- Five (5) No Driver's License Citations
- One Hundred Forty-Six (146) other Citations and Warnings
- Ten (10) Accident Investigations

TRAFFIC STATISTICS

Overall Statistics:

February Statistics (% changes are compared to 2022)							
Category	2023	2022	% Chg	2021	% Chg	2020	% Chg
Calls for Service	629	562	12%	626	0%	595	6%
Incident Reports	182	193	-6%	218	-17%	167	9%
Arrests/Citations	122	116	5%	196	-38%	122	0%
Traffic Stops/ Events	208	132	58%	107	94%	149	40%
DUI's	1	2	-50%	1	0%	4	-75%
Traffic Accidents	10	8	25%	17	-41%	12	-17%
Property Crimes	94	91	3%	111	-15%	88	7%
Person Crimes	57	54	6%	78	-27%	49	16%
Drug/Narcotics Calls	1	6	-83%	10	-90%	4	-75%
Animal Calls	22	14	57%	17	29%	11	100%
Officer O.T.	181.5	158	15%	72.25	151%	241	-25%
Reserve Hours	0	0	0%	0	0%	0	0%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	717	629							
Incident Reports	194	182							
Arrests/Citations	103	122							
Traffic Stops/ Events	218	208							
DUI's	3	1							
Traffic Accidents	25	10							
Property Crimes	69	94							
Person Crimes	64	57							
Drug/Narcotics Calls	5	1							
Animal Calls	19	22							
Officer O.T.	144.25	181.5							
Reserve Hours	0	0							

Oct	Nov	Dec	2023 YTD	2023 Estimate	2022	2023 v 2022	2021	2023 v. 2021	2020	2023 v. 2020
			1346	8076	8050	0%	8669	-7%	7955	2%
			376	2256	2484	-9%	3160	-29%	2447	-8%
			225	1350	1602	-16%	2020	-33%	1891	-29%
			426	2556	1848	38%	2088	22%	1594	60%
			4	24	34	-29%	30	-20%	27	-11%
			35	210	168	25%	182	15%	229	-8%
			163	978	1204	-19%	1267	-23%	1192	-18%
			121	726	811	-10%	1013	-28%	830	-13%
			6	36	40	-10%	36	0%	65	-45%
			41	246	273	-10%	253	-3%	207	19%
			325.75	1954.5	2212.8	-12%	1503.1	30%	2075.4	-6%
			0	0	0	0%	0	0%	12.5	-100%

Homeless Incidents	2023	2022	2021	2020
Code 40 (Normal)	30	31	11	20
Code 41 (Aggressive)	2	2	1	0

Elk Incidents	2023	2022	2021
Interaction:	1	0	1
Traffic Accidents:	1	0	0
Traffic Complaints:	1	1	1
Total:	3	1	2

The following is a graphic representation of statistics for **February 2023** using our **CityProtect** membership (formerly [CrimeReports.com](https://www.cityprotect.com)). The “Dots” represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website (www.cityprotect.com), you can zoom in on each incident for more details.

- Assault

Assault

Assault with Deadly Weapon

Sexual Offense

Sexual Assault

Sexual Offense

Other Sexual Offense

Other Violent Offense

Homicide

Kidnapping

Robbery

Property & Theft

Property Crime

Breaking & Entering

Property Crime Commercial

Property Crime Residential

Other Property Crime

Theft

Theft from Vehicle

Theft of Vehicle

Other Theft

Disorder/Disturbance

Disorder

Disorder

Drugs

Drugs

Liquor

Liquor

Quality of Life

Quality of Life

911 or Other

Community Events

Community Policing

Proactive Policing

Emergency

Emergency

Fire

Fire

Police Calls



Minutes

Warrenton Community Library Board Work Session

January 11, 2023 - 5:30 p.m.
Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Kelsey opened the meeting at 5:32 p.m.
2. Roll call: Kelsey Balensifer, Amanda Donovan, Joy Wheatley-Decius, new board member Brenda Atwood, and Eileen Purcell. Unable to attend: Karyn Grass. Also attending: City Manager Esther Moberg and Library Assistant Cass Williams. Friends of the WCL in attendance: Chair Michelle Murray, Vice Chair Dave Zunkel, Carol Snell, and Michaele Vetricek.
3. Recognition of guests: Ethan Myers of the *Daily Astorian*.
4. Public comment: there was no public comment.
5. Discussion items: The May library levy will be placed on the January 24 Warrenton City Commission agenda so the Commissioners can decide by the February deadline for a formal ballot submission. The purpose of the joint meeting was to discuss why the levy failed and what strategy to pursue going forward. We discussed recommending re-submitting at \$0.38, or at the current levy rate of \$0.33 or perhaps something in between. We discussed why the levy failed to pass and how the messaging was unclear that the levy would keep the library open for another 5 years as well as enhance current programming. We heard that some voter comments indicated another increase in the tax rate came too soon after the last one and that people are feeling uneasy in current economic conditions. We all learned that the city has a fixed taxation rate that does not have extra funding in its budget to assume the library's costs.

Cass Williams mentioned patron disappointment and dismay that the library could close, but that there has been an uptick in donations and interest in volunteering and a new awareness of how the library is funded.
6. Adjournment: The meeting concluded at 6:15 p.m.

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

Minutes

Warrenton Community Library Board Special Meeting

January 11, 2023 – 6:20 p.m.
Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Kelsey opened the meeting at 6:20 p.m.
2. Roll call: Kelsey Balensifer, Amanda Donovan, Joy Wheatley-Decius, new board member Brenda Atwood, and Eileen Purcell. Unable to attend: Karyn Grass. Also attending: City Manager Esther Moberg and Library Assistant Cass Williams. Friends of the WCL in attendance: Chair Michelle Murray, Vice Chair Dave Zunkel, Carol Snell, and Michael Vetrick.
3. Recognition of guests: Ethan Myers of the *Daily Astorian*.
4. Public comment: there was no public comment.
5. Consent Calendar: Amanda moved to approve the meeting minutes of December 14, 2022. Eileen seconded and the motion carried.
6. Action items: We discussed the May local option levy and what our recommendation will be to the Commissioners that will be placed on the January 24 Warrenton City Commission agenda. We debated resubmitting the \$0.38, but the overwhelming opinion was that this did not respect the voters' wishes. We decided to make a recommendation to resubmit at the current assessed levy of \$0.33. Amanda moved to recommend \$0.33; Joy seconded. The motion passed unanimously.
7. Good of the order: None
8. Adjournment: The meeting concluded at 6:31 p.m.

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

WARRENTON COMMUNITY CENTER
Advisory Board Meeting
November 17, 2022
4:00 – 5:00 PM

Meeting Date: November 17, 2022

Call to Order: Chairman, Debbie Little, called the regular meeting to order at approximately 4:02 PM. We met in the Commissioners Chambers at City Hall.

Roll Call: Chairman, Debbie Little; Vice Chair, Penny Morris, Secretary, Carol Snell, Cindy O'Reilly and April Clark, Financial Director for the City of Warrenton. Absent and unexcused: Ken Culp.

Introduction of Guests: Guests: Barrett O'Reilly. New Member: Cindy O'Reilly. Mrs. O'Reilly will attend our meetings when Dennis is on duty with the U S Coast Guard in Astoria.

Public Comment: None

Penny moved to approve the minutes of October 27, 2022, with a spelling correction of O'Reilly, as distributed, Seconded by Carol, motion approved.

Financial Report: Things are going better at the Center. The Annual Report for Fiscal year of June 30, 2022 was distributed. We reviewed the By-Laws, agreeing to make necessary changes in future meetings. April briefly explained for Dennis' understanding the history of the center.

Old Business: We have two Walmart gift cards to use one for \$17.58 and one for \$35.87. The Seaside Pig'n Pancake will

provide the pancakes, Starbucks the coffee, the boy's football team and the girl's basketball team will help as servers and clean up. Cindy will provide flyers to the USCG. Lorna will help manage the kitchen. We have no inventory of supplies from last year. Carol will conduct an inventory on December 1, 2022, when we are setting up the Christmas tree. Set-up will be 4 PM on Saturday, December 10th providing there are no renters.

New Business: April reminded us not to go into the center when it has renters inside. Even if they are setting or cleaning up.

Correspondence: None

Next Regular Meeting: January 19, 2023 at 4:00 PM.

It was moved and seconded to close the meeting at 5:00 PM



Debbie Little, Chairman



Carol Snell, Secretary

WARRENTON COMMUNITY CENTER
Advisory Board Meeting
January 19, 2023
4:00 – 5:00 PM

Meeting Date: January 19, 2023

Call to Order: Chairman, Debbie Little, called the regular meeting to order at approximately 4:02 PM. We met in the Commissioners Chambers at City Hall.

Roll Call: Chairman, Debbie Little; Vice Chair, Penny Morris, Secretary, Carol Snell, Dennis O'Reilly and April Clark, Financial Director for the City of Warrenton. Absent and unexcused: Ken Culp.

Introduction of Guests: Guests: Barrett O'Reilly.

Public Comment: None

Penny moved to approve the minutes of November 17, 2022. The motion was seconded by Carol, minutes were approved as written.

Financial Report: There was no quarterly report, April stated that the December breakfast was the most successful ever \$5,565.00. She also reported that there is a 40 foot sewer line that needs fixing, (\$10,000) she would like to see new chairs and have the inside painted.

Old Business: Easter is April 9, 2023; we set the date for the breakfast as Sunday, April 2, 2023. Set up will be Saturday,

April 1, 2023 at 4:00 PM. Spruce Up Warrenton is holding an Easter Egg Hunt on April 1, 2023. Contacts will be made with Lorna, Seaside Pig and Pancake, Easter Bunny, Star Bucks, the Warrenton High School and the VFW.

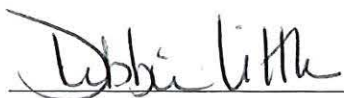
New Business: Debbie moved to remove Ken Culp from the Advisory Board for not attending meetings. The motion was second by Penny, the motion passed and the position was declared vacant.

Debbie offered a motion to "revise the meeting dates/time" for the Advisory Board as established in the by-laws. The by-laws will be changed to read the 2nd Thursday instead of the 3rd Thursday and the time moved from 4 PM to 5PM. The motion was second and passed. We will review the rest of the by-laws to see if anything else needs changing. The City Commission will need to pass a resolution to change the bylaws. Once that is done the new by-laws will take effect. Debbie can call meetings for different dates and times when she wishes.

Correspondence: None

Next Regular Meeting: March 16th, 2023 at 5:00 PM.

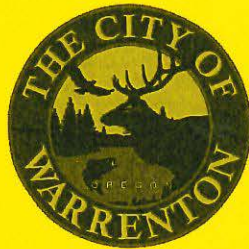
It was moved and seconded to close the meeting at 5:36 PM



Debbie Little, Chairman



Carol Snell, Secretary



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Tom Tossing

ADDRESS: 1365 S.E. 10th Warrenton OR

EMAIL: TomPTossing@gmail.com

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

BRIEFLY DESCRIBE YOUR TOPIC: Food carts

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

Once this card is submitted to the City Recorder, it becomes a part of the permanent public record.

FOOD TRUCK COST ANALYSIS
Based on 2 Food Trucks

Date	Amt	Monthly Cost per truck
ELECTRICAL		
10/26/22-11/28/22	92.38	
11/28/22-12/28/22	103.68	
12/28/22-1/27/23	98.95	
1/27/23-2/27/23	113.07	
		204.04
SEWER/WATER/GARBAGE (per truck)		
3/26/2023 12:00 AM	125.47	
2/23/2023 12:00 AM	125.47	
1/26/2023 12:00 AM	125.47	
12/25/2022 12:00 AM	125.47	
		250.94
TAXES		
7/1/22-6/30/23	2,786.37	232.20
INSURANCE		
7/8/22-7/8/23	1,008.00	84.00
PORTA POTTY		
4/1/2023-5/1/2023	155.00	155.00
Direct Costs:		926.18

(463.09 per cart)

CURRENT INCOME		Net Income:
Thai Food Truck:	400.00	
Mexican Food Truck:	450.00	
Current Income/Mo	850.00	(76.18)
Net Annual LOSS		(914.16)
IF completely full:		
7 x \$450/mo	3,150.00	
Cost \$463.09 x 7	(3,241.63)	(91.63)
Net Annual LOSS		(1,099.56)
IF full at \$1100/mo:		
7 x \$1,100/mo	7,700.00	
Cost \$463.09 x 7	(3,241.63)	4,458.37
Net Annual INCOME		53,500.44

Additional Costs Not Included:

Bookkeeping
Maintenance
Construction Costs

FOOD TRUCK COST ANALYSIS
Based on 2 Food Trucks

Date	Amt	Monthly Cost per truck
ELECTRICAL		
10/26/22-11/28/22	92.38	
11/28/22-12/28/22	103.68	
12/28/22-1/27/23	98.95	
1/27/23-2/27/23	113.07	
		204.04
SEWER/WATER/GARBAGE (per truck)		
3/26/2023 12:00 AM	125.47	
2/23/2023 12:00 AM	125.47	
1/26/2023 12:00 AM	125.47	
12/25/2022 12:00 AM	125.47	
		250.94
TAXES		
7/1/22-6/30/23	2,786.37	232.20
INSURANCE		
7/8/22-7/8/23	1,008.00	84.00
PORTA POTTY		
4/1/2023-5/1/2023	155.00	155.00
Direct Costs:		926.18

(463.09 per cart)

CURRENT INCOME		Net Income:
Thai Food Truck:	400.00	
Mexican Food Truck:	450.00	
Current Income/Mo	850.00	(76.18)
Net Annual LOSS		(914.16)
IF completely full:		
7 x \$450/mo	3,150.00	
Cost \$463.09 x 7	(3,241.63)	(91.63)
Net Annual LOSS		(1,099.56)
IF full at \$1100/mo:		
7 x \$1,100/mo	7,700.00	
Cost \$463.09 x 7	(3,241.63)	4,458.37
Net Annual INCOME		53,500.44

Additional Costs Not Included:

Bookkeeping
Maintenance
Construction Costs



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Greg Shafer, Interim Public Works Director
DATE: March 28, 2023
SUBJ: Congressional Directed Spending (CDS) Grant
Iredale Tidegate and Culvert Project

SUMMARY

The City of Warrenton Iredale Tidegate and Culvert replacement project is necessary and required for this piece of critical stormwater infrastructure protecting the city. A critical piece of the infrastructure, a culvert, has collapsed and the system no longer functions as designed. High tide events cause bi-directional flows and often result in standing water on city streets, creating a hazardous environment for all community members. This stormwater conveyance system is critical and serves much of West Warrenton and Hammond communities. This includes industrial, commercial, and residential development. The system extends to the Enterprise subbasin which provides stormwater conveyance for the KOA campground. A total failure of the system would result in large-scale flooding to city streets and a state highway, and damage to homes and businesses.

The City of Warrenton is striving to take a more proactive approach through proven mitigation strategies. These actions and strategies will mitigate against the effects of flooding and other natural disasters as identified in the FEMA approved Clatsop County Multi-Jurisdictional Natural Hazard Mitigation Plan. To better protect lives and to make the city's critical infrastructure more resilient to flooding, action must be taken through pre-mitigation funding.

The funding for this project will build capacity into the stormwater system, and create a safer and more resilient piece of critical infrastructure, and will help decrease the bi-directional flows during high tides.

The city had allocated \$340,000 for this project however, recent bids came in at some \$1,400,000. This grant request is to provide the additional funds needed of \$1,100,000,

RECOMMENDATION/SUGGESTED MOTION

"I move to accept the request of the CDS grant in the amount of \$1,100,000 for the Iredale Tidegate and Culvert Project, should it be so awarded."

ALTERNATIVE

None recommended

FISCAL IMPACT

If awarded, will add \$1,100,000 to the project budget to design and construct the needed Iredale Tidegate and Culvert Project.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Esther M. Bay", is written over a horizontal line.

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Greg Shafer, Interim Public Works Director
DATE: March 28, 2023
SUBJ: Congressional Directed Spending (CDS) Grant
WWTP Phase 1 Improvements

SUMMARY

The City of Warrenton Wastewater Treatment Plant (WWTP) has reached capacity. The alternatives in the Wastewater Capital Improvement Plan range from \$9 million to \$33 million in estimated project costs. This request is for the Phase 1 improvements that are both the highest priority and necessary for each of the proposed alternatives. These components include the purchase of new tertiary filters, replacement of UV system, and earth work for site piping to tie into the new filters. The estimate for Phase 1 is \$2.9 million.

Without these improvements, the facility could be ill-equipped to treat peak levels of wastewater. Improper waste disposal can lead to air, soil, and water pollution and even emergency dumping into nearby rivers. This pollution can result in adverse health outcomes. The expansion will allow for the proper treatment and disposal of additional wastewater and septage at the facility. The project will address concerns with total maximum daily load and assist in future permit compliance.

RECOMMENDATION/SUGGESTED MOTION

"I move to accept the request of the CDS grant in the amount of \$2,900,000 for the WWTP Phase 1 Improvements, should it be so awarded."

ALTERNATIVE

None recommended

FISCAL IMPACT

Will supplement much needed funding for the Wastewater Treatment Plant.

Approved by City Manager:

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

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: March 28, 2023

SUBJ: Budget Committee Appointment and Resolution

SUMMARY

There is one remaining vacancy on the Budget Committee, Position No. 5. The city has received one application from Mr. William Kerr. Mayor Balensifer has submitted a nomination to appoint him to fill that vacancy. The attached resolution confirms the appointment and sets the terms of office for the Budget Committee.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2643; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office."

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager:

RESOLUTION NO. 2643

INTRODUCED BY: All Commissioners

AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON THE WARRENTON BUDGET COMMITTEE, SETTING TERMS OF OFFICE AND CORRECTING TERM END DATES

BE IT RESOLVED, by the City Commission that the Warrenton Budget Committee Members and their terms of office are as follows:

Position No. 1	David Burkhart	Term Ending 31, December 2025
Position No. 2	Tommy Smith	Term Ending 31, December 2023
Position No. 3	Angelo Schauermann	Term Ending 31, December 2024
Position No. 4	Flint Carlson	Term Ending 31, December 2024
Position No. 5	William Kerr	Term Ending 31, December 2025

This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this _____ day of _____, 2023.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Esther Moberg, City Manager
DATE: March 28, 2023
SUBJ: City Manager's Report on Former Skipanon RV Building

SUMMARY

Regarding Former Skipanon RV & Marine building assessment

All City of Warrenton Department heads have walked through the Skipanon RV & Marine Building and completed a review of the building. City staff agree with the assessment of multiple deferred maintenance needs.

Only the Fire department saw the potential for a future Fire Department being upgraded and moved to this building.

Since December, We have had 6 businesses express interest in leasing and/or purchasing the building.

We have also had two City of Warrenton advisory boards (Marina and Urban Renewal) make a recommendation of a mixed-use, multiple business option that fits Urban Renewal designs.

Next steps: The City Staff would like to get a design and schematic/needs assessment done as a preliminary to see if this building could truly work for the fire department. Currently the Fire Department is in approximately 4800 square feet and the potential building is only 4400. Would have to see if a renovation and slight expansion would fit the needs of the fire department both now and in the future. We also understand there may be challenges regarding upgrading a fire department in the tsunami inundation zone, either here or at City Hall. It is not certain that this building would make a good fire department but the City Manager sees this as a potential future use worth exploring.

While this review is being done, the City Manager suggests entering into a short term 3-4 year lease on the building with a business. The current market value is \$1.15+ per square foot which equals: \$5,060/per month. However, this does not factor in the deferred maintenance and overall need for a building upgrade. It is the recommendation of the City Manager to lease the building at \$2,000 + utilities/taxes with the understanding that the tenant will pay agreed upon upgrades needed to the building.

RECOMMENDATION/SUGGESTED MOTION

I move to accept the City Manager and Staff's Review of the Building and authorize the City Manager to move forward with leasing the building for 3 or 4 years to a prospective business.

ALTERNATIVE

- 1) I move to accept the City Manager and Staff's Review of the Building and that the City Manager bring back to the City Commission the names and business descriptions of all potential lessees for the Commission to approve a short term lease on the building for up to 3-4 years.
- 2) Sale of building, long term lease, etc.

FISCAL IMPACT

A short term lease with upgrades will help the City to maintain an asset the City owns while deciding the future of the building.

Approved by City Manager: _____

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



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: City Manager, Esther Moberg
DATE: March 28, 2023
SUBJ: VFW fee for the Quincy Robinson Park Concession stand for 2023

SUMMARY

The City of Warrenton currently has concession stand fees connected to its event application form but does not have a separate fee consideration for stand alone concessions throughout the city, as well as the concession stand (stand alone from events) at the park. In the past, Warrenton Kids was overseeing the concession stand and scheduling the city ballfields for the City of Warrenton, and had given informal use to VFW. As the City of Warrenton works to formalize all agreements, there has arisen a need for further rate discussion regarding concessions and concession stands in public areas of the city. While there is much more work to be done regarding concession stand fees, I would like to get a fee agreed upon for this year regarding the VFW so we can get them in the concession stand before April 1. VFW has graciously run the concession stand these past few years and would like to continue to do so, and at this time there are no other requests from non-profits to run the concession stand. I am recommending we make an annual agreement for calendar year 2023 with VFW, set at a reduced rate of a one time \$100 annual fee (reducing the current set rates of the event fees this one time). I will create an agreement for the VFW to be the primary concessionaires at the park for this year. The run it during ball games, fall festival, and other events throughout the year. This provides a family friendly atmosphere in the park, and gives back to the community for events (the city not having to run the concession stand with staff), while VFW also fundraises in support of our Veterans.

RECOMMENDATION/SUGGESTED MOTION

I move to approve a concession stand fee for 2023 for the VFW of \$100 as a one-time fee for 2023. I also move that we approve the VFW holding the annual concession stand agreement for 2023.

ALTERNATIVE

- 1) I move we waive all fees for nonprofits running the concession stand in the park but allowing for annual fees for all other concessions including those by non-profits.
- 2) Other

FISCAL IMPACT

This minimum fee of \$100 will offset some of the cost to the city for utilities and upkeep of buildings and public areas.

Approved by City Manager:_____

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



March 26, 2023

To the Warrenton City Commission:

I nominate Bill Kerr for appointment to position #5 on the Warrenton City Budget Committee.

Bill's preferred appointments as he applied for them are the Planning Commission and Marinas Committee, however since there are no openings on those boards at this time, I have asked him to serve on the budget committee—even if an incomplete term.

Bill is a long-time Warrenton resident who I believe will both speak his mind and channel common concerns of a portion of the constituency not fully represented on the Budget Committee.

Sincerely,

Henry A. Balensifer III
Mayor

Recommended Motion:

I move to appoint Bill Kerr to Position 5 on the Warrenton City Budget Committee

Alternatives: Move to table consideration indefinitely and request the mayor submit a new slate of nominees.