



City of Warrenton City Commission Agenda

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, January 14, 2025

The meeting will be broadcast via Zoom at the following link

<https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxlSWpha0dhUT09#success>

Meeting ID: 533 238 6326 | Passcode: 12345 | Dial-in Number: 253-215-8782

Public Comment: To provide public comment, participants should register 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. Once your public comment is submitted it becomes part of permanent public record.

You may provide public comment using the following methods:

1. In-person: Complete a public comment card and submit to the City Recorder prior to the start of the meeting.
2. Via Zoom: Register with the City Recorder, at cityrecorder@warrentonoregon.us no later than 3pm the day of the meeting. Please ensure that your zoom name matches the name registered to comment.
3. Written comments: Submit via e-mail to the City Recorder, at cityrecorder@warrentonoregon.us, no later than 3:00 p.m. the day of the meeting.

City Commission Regular Meeting 6:00 PM

1. Call to order
2. Pledge of Allegiance
3. Oaths of Office
4. Election of Mayor Pro tem
5. Consent Calendar
 - A. City Commission Meeting Minutes 12.10.2024
 - B. Parks Advisory Board Meeting Minutes 10.14.2024
 - C. Marina Advisory Committee Minutes 2024.11.18
 - D. Harbormaster Report – December 2024
 - E. Community Library Board Meeting Minutes 2024.10.30
 - F. Monthly Finance Report October
6. Commissioner Reports
7. Public Comment
8. Public Hearings
 - A. Consideration of Fourth and Fifth Avenue Street Vacation
 - B. Consideration of Third Avenue Street Legalization
9. Business Items
 - A. Lidar Presentation

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.

- B. Consideration of City Code Amendments; Ordinance No. 1289
- C. Consideration of Mayoral Powers – Oregonians for Floodplain Protection
- D. Consideration of Deep Sea Fisherman’s Fundraiser Request
- E. Consideration of Public Works Service Vehicle Order
- F. Consideration of Advisory Committee Appointments
- G. Consideration of Advisory Committee Resolutions

10. Discussion Items

- A. Oxford House
- B. RV Ordinance Revisions
- C. Cap on Delinquent Water Meters

11. Good of the Order

12. Executive Session

13. Adjournment



SELECTION OF MAYOR PRO TEM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

C.M.M.

DATE: January 14, 2025

Subject to Chapter III, Section 9 of the Warrenton City Charter, at its first meeting of each year, the commission shall elect Mayor Pro-tem by ballot from its membership. The Mayor Pro-tem presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform the duties of the office. A sample ballot is attached. Additional Ballots will be available at the meeting for your use.

Oregon law prohibits "secret ballots," so your name must be written next to the name of the commissioner for whom you are casting your vote. Ballots will be read aloud for the record.



Ballot for Mayor Pro Tem January 14, 2025

Write your name next to the Commissioner for whom you are voting.

Commissioner Gerald Poe

Commissioner Jessica Sollaccio

Commissioner Tom Dyer

Commissioner Paul Mitchell

GERALD POE



Ballot for Mayor Pro Tem

January 14, 2025

Write your name next to the Commissioner for whom you are voting.

Commissioner Gerald Poe

Commissioner Jessica Sollaccio

Commissioner Tom Dyer

Commissioner Paul Mitchell

Jessica Sollaccio



Ballot for Mayor Pro Tem

January 14, 2025

Write your name next to the Commissioner for whom you are voting.

Commissioner Gerald Poe

Commissioner Jessica Sollaccio

Commissioner Tom Dyer

Commissioner Paul Mitchell

Paul Mitchell



Ballot for Mayor Pro Tem

January 14, 2025

Write your name next to the Commissioner for whom you are voting.

Commissioner Gerald Poe

Commissioner Jessica Sollaccio

Commissioner Tom Dyer

Commissioner Paul Mitchell

Tom Dyer



Ballot for Mayor Pro Tem

January 14, 2025

Write your name next to the Commissioner for whom you are voting.

Commissioner Gerald Poe

Commissioner Jessica Sollaccio

Commissioner Tom Dyer

Commissioner Paul Mitchell

... Henry Blensief



City of Warrenton City Commission Minutes

City Hall, 225 S. Main Warrenton, OR 97146
Tuesday, November 26, 2024

1. City Commission meeting called to order at 6:00 pm.
2. Pledge of Allegiance

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Tom Dyer	X	
Paul Mitchell		X
Henry Balensifer, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	Police Chief Mathew Workman
Deputy City Recorder Hanna Bentley	Public Works Director Greg Shaffer
Officer Robert Wirt	Fire Chief Brian Alsbury

Mayor Balensifer requested to add item 3C canvas of votes and to move item 8A to be the first item after the consent calendar. There were no objections.

3. Consent Calendar

*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.

- A. City Commission Meeting Minutes 11.26.2024
- B. Community Center Advisory Board Meeting Minutes 10.16.2024
- C. Canvass of Votes - November 5, 2024 Election

Motion:	Move to approve the consent calendar presented.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

8.A Emergency Medical Services (EMS) Update:

Fire Chief Brian Alsbury provided an update to the commission regarding EMS services. He noted that over the last 4 months he has seen an improvement in EMS response times to calls. Mayor Balensifer noted there has been an increase in call volume and asked if the City should consider providing supplementary EMS services. Chief Alsbury noted he would like to see a program similar to Seaside where the fire department can take calls and provide transportation to the hospital. Chief Alsbury noted that there will be a meeting in January with Fire Chiefs and Astoria 911 and they will be trying to find more interpretability. Brief discussion

followed. Ms. Moberg noted that the Fire Chief and other Fire Chiefs brought forward their concerns. She noted the EMS contract is held with the county. Mayor Balensifer thanked Chief Alsbury for his responsiveness to the issue and that he appreciates all of his hard work. The commission thanked the food drive volunteers.

4. Commissioner Reports

Commissioner Sollaccio noted that she went to the League of Oregon Cities (LOC) newly elected officials training and that she attended pancakes with Santa at the Community Center and thanked the VFW and community center board.

City Manager Esther Moberg noted city offices will be closed Christmas Eve and Christmas Day and New Year's Day, and that they are in the process of hiring a new Public Works Director.

Mayor Balensifer noted the confusion cities have been going through for the FEMA Bi-Op and provided an update.

5. Public Comment

It was noted there were emailed public comments received from Deborah Cardy and Don Thornton regarding the Oxford House in Hammond.

John Gehl spoke in opposition to the Oxford House going in in Hammond and noted his concerns. Teresa Gehl echoed the same sentiments.

Sam Gorhe spoke in opposition to the Oxford House and noted his concerns. Mayor Balensifer noted for the record that the City Commission has not received any permits and there are no permits before the Planning Commission. He noted there are not a lot of answers he can give residents right now as they have not had a chance to get a legal opinion. Brief discussion followed on whether the city has received any applications. Ms. Moberg noted that the city has not received any application but has received complaints about the property.

Deborah Cardy spoke in opposition to the Oxford House and noted her concerns.

Bill Konidakis spoke in opposition to the Oxford House and noted his concerns.

Andrew Holmberg spoke in opposition to the Oxford house and provided a summary of the handout he submitted to the commission. He submitted an additional document for the record.

Mike Larson spoke in opposition to the Oxford House and noted his concerns.

Karin Hopper spoke in opposition to the Oxford House and noted her concerns.

Tony Faletti asked for an update on Seafarer's Park and when the erosion repairs will be completed. He noted the marina is active. Mayor Balensifer asked for the timeline for the erosion repair; Ms. Moberg responded.

Mayor Balensifer noted that there is no historic district for the area where the Oxford House is. He noted that if a historic district is established it will not affect what is currently being done but future projects. He stated the city Building Official is looking into the property and the city does not have jurisdictions of the building department.

6. Public Hearing – None

7. Business Items

- A. Clatsop County Economic Opportunity Analysis (EOA) Presentation:

Clatsop County Planning Manager Jay Blake presented the Clatsop County EOA. He noted he has been in a yearlong plan to try and create an economic strategy. He invited the commission to share their thoughts. He stated that there are 6 acres that are not used in Clatsop County that are zoned for employment. There is predicted growth in construction and that they are not projecting growth in forestry, fisheries or retail. He noted the issues facing the community with economic opportunities. Mr. Blake provided an executive summary to the Commission. Mayor Balensifer asked if the county has a position on Gearheart removing all passing lanes on Highway 101 in their city; Mr. Blake noted the provided document does not take position on it. Mayor Balensifer asked why only 6 acres in the county are zoned for employment and if it is related to Oregon land use goals; Mr. Blake confirmed. Brief discussion followed about the presentation. Commissioner Sollaccio noted that the EOA outlines goals and asked what municipalities can do. Mr. Blake noted the process that will need to be taken to get the action steps in place. He noted so much of our Economic Development success is going to be at the city level.

Mayor Balensifer added item 7H City Boards and Committees Appointments. There were no objections.

B. Consideration of Amplified Noise Variance – ODOT:

City Manager Esther Moberg discussed the noise variance request the city received from the Oregon Department of Transportation (ODOT) for work on the New Youngs Bay Bridge from January 6th to March 11th from 6pm to 6am.

Motion:	Move to approve the ODOT noise variance request.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

C. Consideration of City Grant Process Update:

Ms. Moberg noted the update is to save time for both staff and commissioners. The intent is for staff to apply for the grants and once they receive notice of intent to award staff would go before the commission.

Motion:	Move to approve the new process for grants as outlined.				
Moved:	Dyer				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

D. Consideration of December 24, 2024 Meeting Cancellation:

Mayor Balensifer noted the request to cancel the December 24th meeting.

Motion:	Move to cancel the December 24th City Commission Meeting.
Moved:	Poe

Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

E. Consideration of Seismic Assessment and Risk Mitigation Plan Contract Award:

Public Works Director Greg Shafer noted the Seismic Risk Assessment and Mitigation Plan is the final step required to certify Warrenton's 2018 Water Master Plan as mandated by the Oregon Health Authority. He noted they went out to bid and the successful bid was Haley & Aldrich in the amount of \$149,795.00 with a 10% Contingency, he noted the work was approved in the budget.

Motion:	Move to award the Contract for Professional Consulting Services to Haley & Aldrich Inc.				
Moved:	Dyer				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

F. Consideration of Raw Water Storage Alternatives and Dam Certification Contract Award:

Mr. Shafer noted there was only one bid received. He noted this is to figure out the most feasible way to increase water storage for the city. The goal of the project is to double the capacity of the water treatment plant.

Motion:	Move to award the contract for the City of Warrenton Raw Water Storage Alternatives and Dam Certification Project to Consor North America, Inc. in a not to exceed amount of \$154,817.00 with a 10% contingency.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

G. Consideration of Chapter 16.88 and Adding Chapter 16.242 of the Warrenton Municipal Code to Clarify Regulation on Floodplain Development Permits; Ordinance No. 1276 – Adoption:

Ms. Moberg noted that this Ordinance has had a first and second reading and that this ordinance does not significantly change the code but moves it to its own section to limit confusion.

Motion:	Move to adopt Ordinance No 1276, An Ordinance Amending Chapter 16.88 and Adding Chapter 16.242 of the Warrenton Municipal Code to Clarify Regulations On Floodplain Development Permits.				
Moved:	Sollaccio				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			

	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

H. Committee appointments

Mayor Balensifer discussed the application from Larry Ausman for the Marinas Advisory Committee.

Motion:	Move to appoint Larry Ausman for Position No. 4 on the Marinas Advisory Committee.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

Mayor Balensifer reviewed the 3 applications he received for the Planning Commission.

Motion:	Move to appoint Dan Heath to Position No. 2 on the Warrenton City Planning Commission.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

Mayor Balensifer noted the application from Jack Bello for the Community Center.

Motion:	Move to appoint Jack Bello to Position No. 1 on the Warrenton Community Center Advisory Board.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

Mayor Balensifer noted application from Jack Bello for the Budget Committee.

Motion:	Move to appoint Jack Bello to Position No. 3 on the Warrenton City Budget Committee.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			

	Sollaccio	X			
	Dyer	X			
	Balensifer	X			
Passed:	4/0				

Mayor Balensifer stated Per City Commission Rules Ch.4, Section M.5 (b), since one of the applicants is a relative of his, the respective applicants are being put forward to the commission without endorsement or nomination. As a result, the commission may discuss and appoint any applicant without my nomination nor vote.

Motion:	Move to appoint Kelsey Balensifer to Position No. 3 on the Warrenton Community Library Advisory Board.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Balensifer			X	
Passed:	3/0				

8. Discussion Items

- A. Emergency Medical Services (EMS) Update: Held prior to business items.

9. Good of the Order

Commissioner Poe noted he was happy to see the blessing of the fleet.

Commissioner Sollaccio noted the crab pot tree and thanked Jen Fowler for organizing the event.

Commissioner Dyer noted he was impressed with the blessing of the fleet.

City Manager Moberg noted that there will be a memo at the January 14th meeting and legal will be present at the meeting.

Mayor Balensifer noted the blessing of the fleet was nice. He noted that it is great to see the general public getting involved with the marinas.

10. Executive Session

11. Adjournment

There being no further business, Mayor Balensifer adjourned the meeting at 7:25 pm.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

Approved:

Attest:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder



City of Warrenton Parks Advisory Board

Meeting Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Monday, October 14, 2024

1. Parks Advisory Board meeting called to order at 4:12 pm.
2. Pledge of Allegiance

Parks Board Members	Present	Excused
Anya Schauermann		X
Ron Dyer	X	
Sammi Beechan		X
Bert Little	X	
Brooke Terry		X
Sara Long, Chair	X	

Staff Members Present	
City Manager, Esther Moberg	Public Works Director, Greg Shafer
PW Executive Secretary, Savannah Cummings	

3. Consent Calendar

*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.

A. Parks Advisory Board Meeting Minutes – 8.12.2024

Motion:	Move to approve the consent calendar as presented.				
Moved:					
Seconded:		Aye	Nays	Absent	Recused
Vote:	Schauermann			X	
	Dyer	X			
	Beechan			X	
	Little	X			
	Terry			X	
	Long	X			
Passed:	3/0				

4. Reports

A. Warrenton Kids Inc.

Debbie Little is stepping down as acting president of the Warrenton Kids Inc. No information on her replacement has been shared.

B. Public Works Operations – Greg Shafer, Public Works Director

Shared that the Fall Festival will be the following weekend, Sara Long requested that a report on the park's state after the festival be given, indicating that the Parks Advisory Board would be willing to coordinate volunteers to help clean up the park if needed. Additionally, Greg Shafer reported on the status of the Community Garden. He had crews out working on removing and chipping the brush pile. The chips will be left and available for community garden patrons.

C. Warrenton Parks Alliance – Brooke Terry

Due to Brooke Terry's inability to attend, this report was tabled until the next Parks Advisory Board Meeting. Chairperson Sara Long, proposed that the Parks Alliance have a representative join the Parks Advisory Board Meetings in the future when board member Brooke Terry cannot attend. She will follow up with Brooke for Parks Alliance representative coordination in an individual email.

5. Business Items

A. City Website Trails Map List

This item is waiting on an update from Brooke Terry. City Manager, Esther Moberg shared that the likelihood of including trails that are not city property on the City Website is not preferable nor advised because of a lack of information on trail changes, maintenance, etc. However, noting the trail connections to city-maintained trails on the website may be possible.

B. Community Garden Relocation

Board Member Ron Dyer provided two maps outlining possible layouts for the Community Garden. After review, Chairperson Sara Long suggested several adjustments regarding the handicap-accessible beds, which were agreed to by the board members present. The material to be used in the construction of the beds was discussed, and board members Ron Dyer and Bert Little suggested using cinderblocks as a potential medium to make the bed walls as it would provide stability and structure for the garden beds in coming years. City Manager, Esther Moberg suggested that wooden plank walls may have a cleaner look in subsequent years as weeds may grow out between the cinderblocks. Board members Ron Dyer and Bert Little agreed to continue research into the cost and sustainability of those options.

C. WIKI Field

Board member Ron Dyer reported that the turf field is holding up well and looks nice. He is still in the process of getting information for a sprinkler system installation for Field 2. Chairperson Sara Long requested all documentation for this endeavor be submitted to the Board before the meeting with the chosen vendor. City Manager Esther Moberg informed the board that these plans would need to be brought to the Qunicy Robinson Park Board for approval. Ron Dyer also mentioned that the concession stand repairs were required as one of the walls had a significantly soft spot. Esther Moberg notified the board that any repairs would have to be internally completed or contracted because this was city property.

6. Discussion Items

A. Covered Space

This discussion item will be removed from future meeting agendas until further information is brought forward from the Warrenton Parks Alliance.

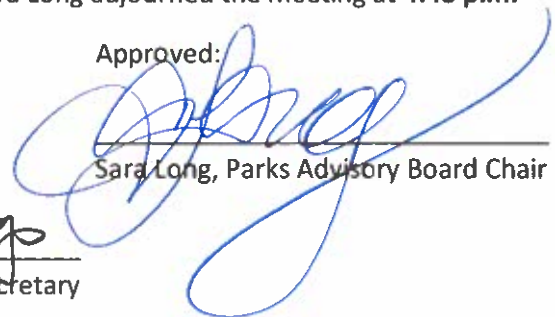
B. Adopt-A-Park Policy

This discussion item will be tabled until more information from the Parks Alliance can be presented.

7. Adjournment

There being no further business, Chairperson Sara Long adjourned the meeting at **4:48 p.m.**

Approved:



Sara Long, Parks Advisory Board Chair

Attest:



Savannah Cummings, Public Works Executive Secretary

MINUTES
Marina Advisory Board
November 18, 2024
Warrenton City Hall – Commission Chambers
250 S Main
Warrenton, OR 97146

Chairperson Lylla Gaebel called the meeting to order at 2:00 p.m.

Marina Advisory Board Members Present: Chair Lylla Gaebel, Dick Hellberg, Mike Balensifer, Jen Fowler.
Staff Present: Harbormaster Jessica McDonald.

CONSENT CALENDAR

Meeting minutes from 10.21.24 were presented by staff.

Mike Balensifer made a motion to approve minutes. Motion was seconded by Jen Fowler and motion passed unanimously.

DISCUSSION

Harbormaster Jessica McDonald shared the October Harbormaster Report, highlighting several key updates and developments.

Jessica emphasized the critical condition of the marina pilings, noting that the marinas are currently losing a piling approximately once a week. In November, 10 pilings were successfully replaced on E Dock for \$105,000, coming in significantly under budget. Mike Balensifer expressed his admiration for how quickly Bergerson completed the project. However, Jessica also reported that no further permits for piling replacement would be issued by DSL or the Army Corps for 2024. Jessica added Eric Cambell has been hired to obtain permits for the marinas for 2025. One permit will consist of a five-year permit to replace forty pilings in each marina each year for five years. Jessica is optimistic the permit will be granted within a year and hopes to budget for a large number of pile replacements next budget year.

Responding to a request from Mike Balensifer, Jessica provided a cost breakdown for dock repairs, estimating an average of \$5,500 for 20 feet of dock. Mike expressed his satisfaction with the appearance and quality of recent dock repairs.

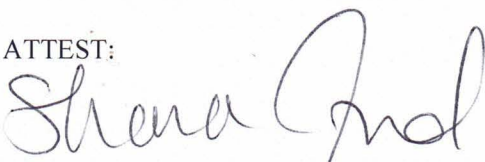
The committee discussed the need to revisit the Hammond Task Force Recommendations. Jessica encouraged the committee to think about their vision for the next 5-10 years for both the Warrenton and Hammond Marinas and bring ideas back for a future meeting. Mike and Jen agreed that the task force recommendations should be reevaluated to align with the marinas' evolving needs.

GOOD OF THE ORDER

Jessica McDonald talked about The Blessing Of The Fleet and invited the committee to the event December 8. There will be refreshments, cookies, and the blessing of the boats.

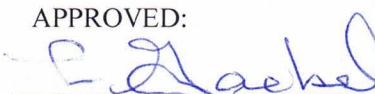
The next Marina Advisory meeting is set for December 16, 2024, at 2pm at the Warrenton Commission Chambers. There being no further business for this meeting, Chair Lylla Gaebel adjourned the meeting at 2:59. Respectfully prepared and submitted by Shara Ford Marina Office Assistant.

ATTEST:



Shara Ford, Marina Office Assistant

APPROVED:



Lylla Gaebel, Marina Advisory Board Chairperson



WARRENTON & HAMMOND MARINAS HARBORMASTER REPORT

DECEMBER, 2024 // PREPARED BY JESSICA MCDONALD



WARRENTON & HAMMOND MARINAS

Harbormaster Report: December 2024

MONTH IN BRIEF

Introduction:

This holiday season, the Marinas have been dedicated to fostering a sense of community by welcoming everyone to join in celebrating the holiday spirit at our marinas. It's a time to come together and honor the vibrant connection between our recreational users, commercial vessels, and the vital role they play in supporting our local economy.

We've achieved this by inviting the community to join us for events like the Hammond Crab Pot Christmas Tree and the Warrenton Blessing of the Fleet. These celebrations have brought people together to honor our maritime traditions, and we look forward to expanding these events and introducing new ones in the future. Our goal is to continue fostering a strong sense of community within our marinas, creating meaningful connections and lasting memories for all.

Key Activities:

1. Projects Completed

- E Dock Piling Replacement
- Hammond Crab Pot Christmas Tree Lighting
- Warrenton Blessing of the Fleet

1. Projects in Progress

- Pile Replacement Permitting in Warrenton and Hammond Marinas
- M & N electrical repair
- Warrenton and Hammond Marina redesign
- Hammond parking lot lighting
- Warrenton Commercial Gates
- Warrenton Pier Ladders
- Dock repairs and rebuilds



WARRENTON & HAMMOND MARINAS

Harbormaster Report: December 2024

PROJECTS COMPLETED

Warrenton E Dock Pilings

Bergerson Construction completed the replacement of 10 piles along the main walk on the commercial E Dock. This project will help stabilize the dock until further replacement or repairs can be made.

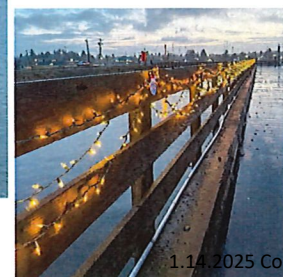
Hammond Crab Pot Christmas Tree Lighting

The Hammond Crab Pot Christmas Tree event was a huge success bringing hundreds of community members into the Hammond Marina for an evening of fun with Santa, Hot cocoa and treats!

Warrenton Blessing of the Fleet

The Warrenton Blessing of the Fleet was a beautiful event honoring our locally and family-owned commercial fishing vessels. Each of these vessels represents a vital business in our community, and we were deeply honored to witness their participation in a heartfelt boat parade.

A special thank you to all the commercial fishermen who courageously perform one of the most dangerous jobs to bring fresh, local seafood to our communities. Your dedication and bravery are truly appreciated, and we are proud to celebrate the invaluable contributions you make.





WARRENTON & HAMMOND MARINAS

Harbormaster Report: December 2024

PROJECTS IN PROGRESS

Pile Permitting

We've submitted permits to DSL, Army Corps of Engineers and DEQ and hopefully will have permits in place soon so we can begin planning for the critical pile replacement that is needed in both marinas.

M & N Electrical:

The project has been completed, customers have been notified to comply with new electrical requirements and have until January 1, 2025 to come into compliance or risk not having electrical service.

Warrenton and Hammond Marina Redesign:

Warrenton Redesign is under contract with North Coast Civil and Hammond Redesign should be in progress soon. Will be coming to board for recommendations/input on redesign in February/March 2025.

Hammond Parking Lot Lights

Project is currently under contract with Bogh Electric, work is expected to be complete by the end of December 2024.

Warrenton Commercial Dock Security Gates

Staff are currently exploring options for security gates at the two commercial docks in the Warrenton Marina. We aim to have bids secured very soon.

Warrenton Pier Ladders

Staff are currently exploring options for pier ladders to enhance safety on the commercial work pier. We aim to have bids in place very soon and plan to complete the project alongside the installation of the security gates.

Dock Repairs and Rebuilds

Staff have been focused on maintaining the marinas during the winter weather and have slowed down on dock repairs and rebuilds for this month. We are still prepping sections in our maintenance shop throughout winter but will most likely not launch and install new sections until March 2025.

MINUTES
WARRENTON COMMUNITY LIBRARY BOARD
REGULAR MEETING
OCTOBER 30, 2004, 5:30 P.M.
VIRTUAL MEETING VIA ZOOM

PRESIDENT ANDREW WALKER CALLED THE MEETING TO ORDER AT 5:33 P.M. BOARD MEMBERS IN ATTENDANCE WERE

ANDREW WALKER

KARYN GRASS

ABBIE JOHNSON

AGGIE COOLEY

AMANDA DONOVAN

BRENDA ATWOOD

ADDITIONAL ATTENDEES WERE LIBRARY DIRECTOR JOSH SARANPAA AND FRIENDS OF THE LIBRARY REPRESENTATIVE KELSEY BALENSIFER

UNABLE TO ATTEND WAS EILEEN PURCELL.

THE JUNE MEETING MINUTES REVIEWED. UPON A MOTION TO APPROVE BY AMANDA DONOVAN AND A SECOND BY KARYN GRASS, THE MINUTES WERE VOTED ON AND APPROVED.

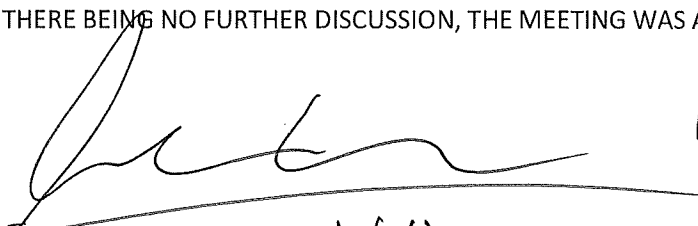
LIBRARY DIRECTOR JOSH SARANPAA PRESENTED THE SEPTEMBER QUARTERLY REPORT.

KELSY BALENSIFER PRESENTED A REPORT FROM THE FRIENDS OF THE LIBRARY. THE LIBRARY AFTER DARK PROGRAM PROGRAM BEGAN AGAIN ON OCTOBER 12TH. FRIENDS GROUP HAS BEEN REALLY PRODUCTIVE AFTER TRANSITIONS IN LEADERSHIP ROLES.

COMMITTEE REVIEWED THE DRAFT AMENDMENT TO THE BYLAWS. UPON MOTION BY AMANDA DONOVAN AND SECOND BY BRENDA ATWOOD, THE BOARD APPROVED THE DRAFT AS PRESENTED.

COMMITTEE AND GUESTS REVIEWED AND DISCUSSED THE FINALIZED STRATEGIC PLAN.

THERE BEING NO FURTHER DISCUSSION, THE MEETING WAS ADJOURNED UNTIL DECEMBER 11.


Andrew Walker 12/11/24

Volume 17, Issue 4

**Monthly Finance Report
October 2024**

January 14, 2025

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	5.11%	4.90%
Prime Rate:	8.00%	8.50%
◆ CPI-U change:	2.60%	3.20%
◆ Unemployment Rates:		
Clatsop County:	4.1%	3.8%
Oregon:	4.0%	4.0%
U.S.:	4.1%	3.8%

Department Statistics

◆ Utility Bills mailed	3,174
◆ New Service Connections	-
◆ Reminder Letters	407
◆ Door Hangers	120
◆ Water Service Discontinued	13
◆ Counter payments	444
◆ Mail payments	920
◆ Auto Pay Customers/pmts	628
◆ Online (Web) payments	1,631
◆ Checks issued	149

Current and Pending Projects

- ◆ Audit/Financial Statements FYE 6/30/24 due 12/31/24
- ◆ SDC Annual Report due 12/31/24
- ◆ Landfill Financial Assurance Report due 12/31/24
- ◆ Preparing for payroll related year end reporting

Financial Narrative as of October 31, 2024

Note: Revenues and expenses should track at 4/12 or 33.3% of the budget.

General Fund: Year to date revenues amount to \$1,815,324, which is 31.9% of the budget, compared to the prior year amount of \$1,562,804, which was 24.8% of the budget and are up by \$252,520. Increases are shown in property tax, franchise fees, transient room tax, planning fees, police charges, interest, lease receipts, food pod receipts, and proceeds from sale of assets and are offset by decreases in state revenue sharing, municipal court, fire charges, park charges, miscellaneous, and food pod receipts and donations.

Expenses year to date amount to \$2,116,110, which is 31.47% of the budget, compared to the prior year amount of \$1,949,726, which was 29 % of the budget. All departments are tracking at or under budget except Admin/Commission/Finance due to one time payments at the beginning of the fiscal year and Fire which is at 37.5% of the budget.

WBL: Business license revenue amounts to \$82,069, compared to \$81,640 at this time last year, a difference of \$429. Year to date licenses issued is 715 compared to 706 at this time last year.

Building Department: Permit revenues this month amount to \$28,773 and \$104,192 year to date, which is 20.2% of the budgeted amount. Last year to date permit revenue was \$54,514.

State Tax Street: State gas taxes received this month amount to \$47,403 for fuel sold in September and \$125,629 year to date. City fuels taxes received this month amount to \$37,787 for fuel sold in August and are \$73,130 year to date. Total gas taxes received year to date are \$198,759 compared to \$196,222 at this time last year.

Warrenton Marina: Total revenues to date are \$617,708, 84.7% of the budgeted amount, compared to the prior year amount of \$605,050, which was 88.9% of the budgeted amount. There is \$81,201 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$405,163, 88.3% of the budgeted amount, compared to the prior year amount of \$402,621, which was 96.1% of the budgeted amount. There is \$5,491 in moorage receivables outstanding.

Of the total outstanding receivables:

\$16,070 (18.5%) is current,

\$7,138 (8.3%) is 30-60 days past due,

\$4,943 (5.7%) is 60-90 days past due and

\$58,542 (67.5%) is over 90 days past due.

Water Fund: Utility fees charged this month are \$224,158 and \$150,974, and \$1,172,422 and \$1,004,229 year to date for in-city and out-city respectively and

totals \$2,176,651 and is 49.77% of the budget. Last year at this time, year to date fees were \$1,068,478 and \$772,190, for in-city and out-city, respectively and totaled \$1,840,668.

Sewer Fund: Utility fees charged this month are \$269,902 and \$1,089,783 year to date, which is 35.2% of the budget. Last year at this time, year to date fees were \$1,026,958. Shoreline Sanitary fees year to date are \$51,289. Total revenues year to date are \$1,141,072 compared to \$1,270,220 at this time last year.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$53,953 and \$217,840 year to date and is 35.3% of the budget. Last year to date revenues were \$205,285 which was 33.8% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$96,298 and \$21,765, and \$387,192 and \$86,702, year to date, and are 34.6% and 36.3% of the budget respectively.

Community Center: Rental revenue to date is \$23,835 and represents 119.2% of the budget. Last year at this time rental revenue was \$16,007, which was 80%. The increase in revenue is due to a long term renter that has been renting weekly for three days per week.

Financial data as of October, 2024

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,940,978	2,602,003	1,850,000	140.65	
Plus: Revenues	771,167	1,815,324	5,690,803	31.90	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	21,499	65,154	212,822	30.61	
Admin/Comm/Fin(ACF)	117,499	759,329	1,596,972	47.55	
Planning	23,322	90,564	444,512	20.37	
Police	157,224	675,842	2,678,362	25.23	
Fire	72,851	462,648	1,233,234	37.51	
Parks	18,533	62,574	286,839	21.81	
Transfers	-	-	270,778	-	
Total Expenditures	410,928	2,116,110	6,723,519	31.47	
Ending Fund Balance	2,301,216	2,301,216	817,284	281.57	

	WBL					Building Department			
	Current Month	Year to Date	Budget	% of Budget		Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	199,540	150,786	130,000	115.99		486,225	483,082	460,000	105.02
Plus: Revenues	1,325	85,308	65,800	129.65		32,177	119,133	206,480	57.70
Less: Expenditures	6,230	41,459	77,038	53.82		20,112	103,924	481,132	21.60
Ending Fund Balance	194,635	194,635	118,762	163.89		498,291	498,291	185,348	268.84

	State Tax Street					Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget		Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,525,843	2,861,717	3,300,000	86.72		856,823	451,107	410,000	110.03
Plus: Revenues	97,534	251,816	4,350,625	5.79		29,092	617,708	729,364	84.69
Less: Expenditures	25,848	516,004	5,215,225	9.89		64,673	247,573	892,096	27.75
Ending Fund Balance	2,597,529	2,597,529	2,435,400	106.66		821,242	821,242	247,268	332.13

Financial data as of October 2024, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	573,913	322,296	275,000	117.20	3,441,962	2,101,761	2,000,000	105.09
Plus: Revenues	19,385	405,163	459,022	88.27	430,784	2,404,400	7,381,792	32.57
Less: Expenditures	45,441	179,601	563,469	31.87	179,172	812,588	7,703,880	10.55
Ending Fund Balance	<u>547,857</u>	<u>547,857</u>	<u>170,553</u>	<u>321.22</u>	<u>3,693,573</u>	<u>3,693,573</u>	<u>1,677,912</u>	<u>220.13</u>
	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,810,042	3,355,550	3,100,000	108.24	1,863,176	1,837,304	1,515,000	121.27
Plus: Revenues	331,675	1,340,855	3,430,625	39.08	62,271	252,441	1,737,264	14.53
Less: Expenditures	150,324	705,012	4,990,921	14.13	25,256	189,555	2,283,391	8.30
Ending Fund Balance	<u>3,991,393</u>	<u>3,991,393</u>	<u>1,539,704</u>	<u>259.23</u>	<u>1,900,190</u>	<u>1,900,190</u>	<u>968,873</u>	<u>196.12</u>
	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	657,881	593,041	560,000	105.90	79,055	62,718	60,000	104.53
Plus: Revenues	122,570	491,085	1,388,710	35.36	1,474	25,525	26,800	95.24
Less: Expenditures	171,377	475,052	1,432,337	33.17	1,925	9,639	66,716	14.45
Ending Fund Balance	<u>609,074</u>	<u>609,074</u>	<u>516,373</u>	<u>117.95</u>	<u>78,604</u>	<u>78,604</u>	<u>20,084</u>	<u>391.38</u>
	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	153,533	229,299	220,000	104.23	6,556	6,487	6,400	101.36
Plus: Revenues	34,833	44,254	283,879	15.59	54,708	694,953	1,800,000	38.61
Less: Expenditures	23,550	108,737	333,445	32.61	54,685	694,862	1,806,400	38.47
Ending Fund Balance	<u>164,816</u>	<u>164,816</u>	<u>170,434</u>	<u>96.70</u>	<u>6,578</u>	<u>6,578</u>	<u>-</u>	<u>-</u>

Financial data as of October 2024, continued**(\$ Cash Balances as of October 31, 2024)**

General Fund	2,725,055	Warrenton Marina	752,420	Storm Sewer	1,878,283
WBL	199,936	Hammond Marina	556,057	Sanitation Fund	489,332
Building Department	504,524	Water Fund	3,648,552	Community Center	79,998
State Tax Street	2,855,658	Sewer Fund	3,785,219	Library	166,331

Warrenton Urban Renewal Agency

Capital Projects	32,189
Debt Service	1,427,406

		Actual as a % of Collections/Accruals (over) under budget				
General Fund Revenues	Collection Frequency	2025-2025 Budget	Current Budget	Year to date		
				October 2024	October 2023	
Property taxes-current	AP	1,428,999	11.47	163,884	61,351	1,265,115
Property taxes-prior	AP	30,000	58.72	17,616	17,324	12,384
County land sales	A	-	0.00		-	-
Franchise fees	MAQ	695,225	25.35	176,230	150,976	518,995
COW - franchise fees	M	354,629	37.34	132,405	123,780	222,225
Transient room tax	Q	650,000	50.83	330,365	318,815	319,635
Liquor licenses	A	625	0.00		-	625
State revenue sharing	MQ	223,378	9.10	20,333	23,566	203,045
Municipal court	M	94,200	24.87	23,431	25,347	70,769
Planning Fees	I	103,000	26.59	27,392	11,641	75,608
Police charges	I	24,000	55.11	13,226	6,644	10,774
Fire charges	SM, I	119,018	0.44	525	710	118,493
Park charges	I	-	0.00	535	585	-
Housing rehab loan payments	I	-	0.00		-	-
Miscellaneous	I	5,000	145.59	7,280	11,916	(2,280)
Interest	M	90,000	43.36	39,021	38,696	50,979
Lease receipts	M	272,758	31.91	87,038	75,268	185,720
Food pod receipts	M	-	0.00	12,000	10,145	(12,000)
Proceeds from sale of assets	I	-	0.00	4,714	3,761	(4,714)
Donations	I	-	0.00		871	-
Grants	I	-	0.00		-	-
Sub-total		4,090,832	25.81	1,055,995	881,396	3,034,837
Transfers from other funds	I	3,000	0.00	-	119,495	3,000
Overhead	M	1,596,971	47.55	759,329	561,913	837,642
Total revenues		5,690,803	31.90	1,815,324	1,562,804	3,875,479

M - monthly

Q - quarterly

SM - Semi-annual in January 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

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, 2025. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



Annual City of Warrenton Concessions Permit Agreement

Standard terms and conditions

Agreement

The Permit Holder/Concessionaire agrees that occupancy/use shall be as proposed in the application and as finally approved, including all supporting documentation attached to the agreement. All proposals are conditions of approval for purposes of enforcement.

Grant of Revocable License, Permit, and Concession. City hereby grants and delivers, and Permit Holder/Concessionaire hereby accepts this revocable license/permit and concession agreement for use of the approved permit area, public space, or “concession area” identified in Exhibit A. This agreement is subject to the terms, conditions, limitations, terms, and provisions of this Addendum and City of Warrenton Municipal Code. Granted permission is for occupancy of the permit area on the date or dates specified in the permit and occupancy shall end on the date specified, not to exceed the end of the calendar year, unless otherwise specified.

In no way does this agreement give permission beyond the scope of this agreement for any other purpose or occupancy.

Terms

The terms of this Agreement start on the date of approval by the City and shall terminate as provided on the face of the agreement (typically at end of calendar year or date range specified), unless there is approval to extend additional years as put in writing by the applicant, or until such time as the City decides to no longer renew the agreement. Regardless of the end of the term or early termination, all obligations of the permit/license holder remain in full force and effect until full payment of all financial obligations to the city, removal of all items from the permit area (unless approved by the City Manager), and the complete resolution and satisfaction of all claims.

Compliance with the Law

Permit Holder/Concessionaire shall comply with all applicable federal, state, and city and county (local) laws, rules, and regulations, including specifically but not limited to, as applicable, City business occupations tax permit laws, food and beverage laws, application county and state public health regulations, OLCC regulations, and all such laws and regulations concerning non-discrimination in employment and provision of services, public safety regulations and the policies, ordinances, rules and regulations of the City of Warrenton in effect on date of occupancy and use. Compliance with the Americans with Disabilities Act and all applicable regulations and administrative rules established pursuant to those laws, in the construction, remodeling, maintenance, and operation of any structures

City of Warrenton

225 S. Main (PO Box 250)
Warrenton, OR 97146

and facilities, as applicable, and in the conduct of all programs, services, training, educational or otherwise, shall be required.

Permit Duration and Fees

Permit Duration:

Unless revoked by the City or not renewed, this permit shall be valid for the following time period, not to exceed a one-year calendar period. Each permit shall end December 31st of the year, unless a written request to extend the permit an additional twelve months has been submitted to the City 90 days prior to the expiration date. Upon exercise of this option of extend, the term of this agreement will be extended by one year with the same terms and conditions as contained in this agreement.

Fees:

An annual \$100 permit fee is required per permit application. This fee is required annually even if renewing an existing permit.

Business Owner/Nonprofit Information:

Name: Fort Stevens VFW 10550 Business Phone Number: 503-739-0661

Business/Nonprofit Name: (See above) Email Address: dlittle1822@gmail.com_____

Mailing Address: PO Box 233 Warrenton OR 97146_____

Emergency Contact Number: 503-739-0661_____

I, the undersigned applicant (permit holder/concessionaire), have read, consent, and agree to the Permit and Concession Agreement and all Terms and Conditions including the attached Release/Hold Harmless Agreement.

Name of Business or Non-Profit: VFW Fort Stevens Post #10580

Applicant Signature_____ Name _____ Date_____

Site information: Concession Stand at Quincy Robinson Park _____

Dates or Date Range: April 1, 2025, through December 31, 2025.

City Manager

Signature:_____ Date:_____

Print Name: _____

Mail or deliver Exhibit A to: The City of Warrenton, 225 S. Main Ave / PO BOX 250 Warrenton, OR 97146

Exhibit A

Insurance Requirements

Attach copy of Comprehensive General Liability insurance held by the Permit Holder/Business

Attachment D: Current City Codes regarding concession stands:

Municipal Code: All the terms, conditions, standards and limitations of the City of Warrenton Municipal Code apply to the business activity authorized by this agreement, including but not limited to the provisions of Chapters as applicable.

12.04.010 Sale of goods

The sale of goods and concessions shall not be allowed in the Warrenton City park located between Southwest Third Street on the north, Southwest Sixth Street on the south, Birch Court on the west, and the Burlington Northern Railroad right-of-way on the east (which park is intersected by Alder Avenue, a public thoroughfare), outside of the concession building, except as stated in 12.04.020. (Ord. 745-A Section 1, 1983)

12.04.020 Vendors

Vendors and concessionaires will be allowed to set up booths in the park on the July 4th weekend from sunrise, July 2nd, until sundown, July 6th, and at no other time. (Ord. 745-A Section 2, 1983)

12.04.030 Violation

Violation of this chapter shall be punishable upon conviction by a fine of not more than \$100.00 (Ord. 745-A Section 3, 1983)

Section 3.28.080

K. Concession Agreements

1. General. No part of a concession agreement shall contain or constitute a waiver of any generally applicable rules, code provision or requirements of the City of Warrenton concerning regulation, registration, licensing, inspection, or permit requirements for any construction, rental or business activity.

2. Classes of Contracts Eligible for Award Without Competition. The following concession agreements may be awarded by any method deemed appropriate by the Solicitation Agent, including without limitation by direct appointment, private negotiation, from a qualified pool, or using a competitive process.

a. Contracts under \$5,000.00 Contracts under which the Solicitation Agent estimates that receipts by the City of Warrenton will not exceed \$5,000.00 in any fiscal year and \$50,000.00 in the aggregate.

b. Single Event Concessions. Concessions to sell or promote food, beverages, merchandise or services at a single public event shall be awarded based on any method determined by the Purchasing Manager (City Manager or designee) to provide a fair opportunity to all persons desiring to operate a concession,

but in which the promotion of the public interest and success of the event shall be predominant importance.

3. Competitive Award. Concession agreements solicited by the City of Warrenton for the use of designated public premises for a term greater than a single event shall be awarded as follows:

a. Small Concessions. For concession agreements for which the concessionaire's projected annual gross revenues are estimated to be \$500,000 or less, the Purchasing Manager (City Manager or designee), has discretion to use either an informal solicitation or formal request for proposals process applicable to contracts for personal services. If the proposals received indicate a probability that the concessionaire's annual gross revenues will exceed \$500,000.00 the Solicitation Agent may, but shall not be required to, reissue the solicitations as a request for proposals.

b. Major Concessions. Concession agreements for which the concessionaire's projected annual gross revenues under the contract are estimated to exceed \$500,000.00 annually shall be awarded using a request for proposals. (Ordinance 1128- A Section 2-4, 2009; Ordinance 1088- A Section 1, 2006; Ordinance 1076- A Section 8, 2005).

**WARRENTON CITY COMMISSION PUBLIC COMMENT FORM**NAME: Nancy Chase (zoom)ADDRESS: 3026 Ne. 22nd Ave Portland OR, 97212EMAIL: nchase34@gmail.comDOES YOUR COMMENT HAVE TO DO WITH AN AGENDA ITEM: (Y or N) YBRIEFLY DESCRIBE YOUR TOPIC: Oxford House**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.*



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Deb Cardy

ADDRESS: 475 Silverside Place

EMAIL: Deb Cardy @icloud.com

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

BRIEFLY DESCRIBE YOUR TOPIC: Oxford House

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.



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME:

Sam Garber Garber

ADDRESS:

475 Silver Side PL

EMAIL:

Plumbed-290@msn.com

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

Y

BRIEFLY DESCRIBE YOUR TOPIC:

Oxford house

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.



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: Mike Atwood

ADDRESS: 455 Silverside PL

EMAIL: _____

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

BRIEFLY DESCRIBE YOUR TOPIC: OXFORD House

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.



WARRENTON CITY COMMISSION PUBLIC COMMENT FORM

NAME: KELLY R. SHIPLEY

ADDRESS: 1275 NW WARRENTON DR

EMAIL: kellyshipley@yahoo.com

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

BRIEFLY DESCRIBE YOUR TOPIC: SERVICE CHARGES FOR NO SERVICE

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.



City Commission Agenda Memo

Meeting Date: January 14, 2025
 From: Scott Fregonese, Interim Planning Director
 Subject: Ordinance 1288 Fourth and Fifth Avenue Street Vacation

Summary:

Former Planning Director Matthew Ellis worked for several months with property owners near Third Avenue in Hammond on a street vacation/legalization process which will better identify public and private space. Based on the recorded plats of Kindred Park (1888) and Kindred Park First Addition (1890), the right-of-way lines for Third Avenue are unclear.

The Oregon Revised Statutes provides procedures that staff feels the City should avail themselves of. Not only will this clear up disputes of private and public property, but it will enable the property owners nearby to record their lot line adjustment application which has been submitted to the City.

The action requested tonight is to either conduct the first reading or reject Ordinance 1288 for the Fourth and Fifth Avenue Street Vacations. This is the second of two related items which should be done together.

Recommendation/Suggested Motion:

"I move to conduct the first reading by title only of Ordinance No. 1288, AN ORDINANCE TO VACATE FOURTH AND FIFTH AVENUE IN THE CITY OF WARRENTON, OREGON."

Alternative:

None recommended

Fiscal Impact:

N/A

Attachments:

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

- Ordinance No. 1288
- Preliminary Survey Report

Approved by City Manager: _____

ORDINANCE NO. 1288

INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE TO VACATE A PORTION OF FOURTH and FIFTH AVENUES IN WARRENTON, OREGON

WHEREAS, ORS 271.130 permits cities to initiate the street vacation process without receiving a petition to do so; and

WHEREAS, the City of Warrenton certifies that all liens and taxes have been paid on the lands covered by the proposed vacation; and

WHEREAS, the Warrenton City Commission has found no reason why the streets should not be vacated in part; and

NOW, THEREFORE, BE IT RESOLVED that portions of Fourth and Fifth Avenues, and Lots 4 through 26, Block 11 and those portions of Fourth Avenue and Fifth Avenue lying between the west line of Lake Drive and the east line of Neptune Street, in First addition to Kindred Park, and as further described in Exhibit A, is hereby vacated. Nothing contained herein shall cause or require the removal or obstruction of any drainage ditch, abandonment of any sewer, water main conduit, utility line, pole, or any other easement or thing used or intended to be used for public service.

The City Recorder of the City of Warrenton shall hereby make this vacation a matter of public record; and the City Recorder shall file with the clerk, assessor, and the surveyor of Clatsop County, a certified copy of this ordinance.

Adopted by the City Commission of the City of Warrenton, Oregon this ____ day of ____, 2025.

First Reading:

Second Reading:

APPROVED

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC , City Recorder

N89°53'13"E 25.00'

NW CORNER B.C.
KINDRED DLC No. 46

2ND AVENUE

EXHIBIT A

SCALE: 1" = 100'
Based on CS# 14177,
Clatsop County
Survey Records

NEPTUNE STREET

S00°06'47"E 501.02'

KINDRED

edge of pavement
MARINER STREET

LOT 8

7

PARK

6 5

3RD AVE. S

3RD AVENUE

SOUTH LINE KINDRED PARK

NORTH LINE FIRST ADDITION TO KINDRED PARK

LOT 6

5

4

3

2

1

ditch
50'

LOT 6

5

4

3

2

1

LOT 1

4TH AVENUE

driveway
ditch

FIRST ADDITION TO VACATION

13

12

11

10

9

8

7

6

5

4

3

2

1

BLOCK 11

14

15

16

17

18

19

20

21

22

23

24

25

26

KINDRED PARK AREA

5TH AVENUE UNKNOWN WIDTH (Record 70')

PHYSICAL DISTANCE = 650' PLAT MAP DISTANCE = 611.03'

N00°06'47"W 200.00' 13
14
(NORTH 200') 2

33.33'
(33.33') 2
typical

44.00'
(44') 2
typical

LOT 1

12

11

10

9

8

7

6

5

4

3

2

1

15

16

17

18

19

20

21

22

23

24

25

26

(EAST 444') 2

S90°00'00"E 444.00'

436.84'

edge of pavement

7.16'

100'

PACIFIC DRIVE

LAKE DRIVE

4TH AVE. S

edge of pavement

5TH AVE.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

VANCE SWENSON

OREGON
JULY 9, 2001
VANCE S. SWENSON
65703

RENEWES 07-01-2026

Description of Portions of 4th and 5th Avenues and Lots 4 through 26, Block 11 in First Addition to Kindred Park to be Vacated

Lots 4 through 26, Block 11 and those portions of 4th Avenue and 5th Avenue lying between the west line of Lake Drive and the east line of Neptune Street, First Addition to Kindred Park, Book 1, Page 60, Clatsop County Town Plat Records, the boundaries of which are more particularly described as follows:

Lots 4 through 26, Block 11 and that portion of 5th Avenue within the boundaries described as follows: Commencing at a 6" x 6" concrete post with a 3-1/4" brass cap stamped "Clatsop County Surveyor T8N R10W DLC46 LS2014 2004" at the Northwest Corner of the B.C. Kindred Donation Land Claim No. 46; thence N89°53'13"E 25.00 feet to the northwest corner of Block 1, Kindred Park, Book 0, Page 32, Clatsop County Town Plat Records; thence S00°06'47"E 611.02 feet to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" on the north line of 4th Avenue at the southwest corner of Block 5, First Addition to Kindred Park; thence continuing S00°06'47"E 70.00 feet to the northwest corner of Block 11, First Addition to Kindred Park and the True Point of Beginning; thence continuing S00°06'47"E 231.03 feet to the northwest corner of Block 12, First Addition to Kindred Park and the south line of 5th Avenue; thence N90°00'00"E 437.62 feet along the north line of said Block 12 to its intersection with the westerly line of Lake Drive, being a 40.00 feet offset Westerly of its centerline as depicted on Oregon State Highway Department map 5B-31-9; thence Northerly 131.94 feet along said 40.00 feet offset curve from its centerline 500 foot spiral curve to the right, the chord of said 40.00 feet offset curve bears N01°03'31"E 131.92 feet to its intersection with the south line of Lot 1, Block 11, First Addition to Kindred Park; thence S89°53'13"W 106.98 feet along the south line of said Lot 1 and the south line of Lots 2 and 3, said Block 11 to the southwest corner of said Lot 3; thence N00°06'47"W 100.00 feet along the west line of said Lot 3 to its northwest corner on the south line of 4th Avenue, First Addition to Kindred Park; thence S89°53'13"W 333.33 feet along the south line of 4th Avenue to the northwest corner of said Block 11 and True Point of Beginning.

That portion of 4th Avenue, the boundaries of which are described as follows: Commencing at a 6" x 6" concrete post with a 3-1/4" brass cap stamped "Clatsop County Surveyor T8N R10W DLC46 LS2014 2004" at the Northwest Corner of the B.C. Kindred Donation Land Claim No. 46; thence N89°53'13"E 25.00 feet to the northwest corner of Block 1, Kindred Park; thence S00°06'47"E 611.02 feet to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" on the north line of 4th Avenue at the southwest corner of Block 5, First Addition to Kindred Park and the True Point of Beginning; thence N89°53'13"E 199.14 feet along the north line of 4th Avenue to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" to be set at the southeast corner of said Block 5 and the west line of Mariner Street; thence N89°53'13"E 50.00 feet to a 5/8" x 30" rebar with a yellow plastic cap stamped "Clatsop Co. Surveyor" to be set at the southwest corner of Block 6 and the east line of Mariner Street, First Addition to Kindred Park; thence N89°53'13"E 200.90 feet along the south line of said Block 6 to its intersection with the westerly line of Lake Drive, being a 40.00 feet offset Westerly of its centerline as depicted on Oregon State Highway Department map 5B-31-9; thence Southerly 70.18 feet along said 40.00 feet offset curve from its centerline 500 foot spiral curve to the left, the chord of said 40.00 feet

offset curve bears S04°02'47"W 70.18 feet to the south line of 4th Avenue; thence S89°53'13"W 0.95 feet along the south line of 4th Avenue to the northeast corner of Block 11, First Addition to Kindred Park; thence S89°53'13"W 444.00 feet along the south line of 4th Avenue to the northwest corner of said Block 11; thence N00°06'47"W 70.00 feet to the southwest corner of said Block 5 and the True Point of Beginning.

The above descriptions are based on survey CS# 14177, Clatsop County Survey Records.





City Commission Agenda Memo

Meeting Date: January 14, 2025
 From: Scott Fregonese, Interim Planning Director
 Subject: Ordinance 1287 Third Avenue Street Legalization

Summary:

Former Planning Director Matthew Ellis worked for several months with property owners near Third Avenue in Hammond on a street vacation/legalization process which will better identify public and private space. Based on the recorded plats of Kindred Park (1888) and Kindred Park First Addition (1890), the right-of-way lines for Third Avenue are unclear.

The Oregon Revised Statutes provides procedures that staff feels the City should avail themselves of. Not only will this clear up disputes of private and public property, but it will enable the property owners nearby to record their lot line adjustment application which has been submitted to the City.

The action requested tonight is to either conduct the first reading or reject Ordinance 1287 for the Legalization of a Portion of Third Avenue. This is the first of two related items which should be done together.

Recommendation/Suggested Motion:

"I move to conduct the first reading, by title only of Ordinance No. 1287, AN ORDINANCE TO LEGALIZE A PORTION OF THIRD AVENUE IN THE CITY OF WARRENTON, OREGON."

Alternative:

None recommended

Fiscal Impact:

N/A

Attachments:

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

- Ordinance No. 1287
- Preliminary Survey Report

Approved by City Manager: _____

ORDINANCE NO. 1287

INTRODUCED BY ALL COMMISSIONERS

AN ORDINANCE LEGALIZING A PORTION OF THIRD AVENUE IN THE CITY OF WARRENTON,
OREGON

WHEREAS, ORS 223.935 permits cities to initiate the street legalization process if doubt exists as to the legal establishment or evidence of establishment of a public road, if the location of the road cannot be accurately determined, or if the road as traveled and used for 10 years or more does not conform to the location of a road described in the city records; and

WHEREAS, the Warrenton City Commission has found evidence that the location of the road cannot be accurately determined due to conflicting plats regarding the width of Third Avenue; and

WHEREAS, the Warrenton City Commission has found it is in the public's best interest to accurately define the location of the road; and

NOW, THEREFORE, BE IT RESOLVED that THIRD AVENUE in the City of Hammond Oregon as described herein as the 50' right of way between Lots 5-8 of Block 3, and lots 5-8 Block 4, and Lots 1-6 of Block 5, and Lots 1-6 of Block 6, lying between the east line of Lake Drive and the west line of Neptune Street in the First addition to Kindred Park, and as further described in Exhibit A, is hereby legalized.

Nothing contained herein shall cause or require the removal or obstruction of any prior drainage ditch, abandonment of any sewer, water main conduit, utility line, pole, or any other easement or thing used or intended to be used for public service.

The City Recorder of the City of Warrenton shall hereby make this street legalization a matter of public record; and the City Recorder shall file with the clerk, assessor, and the surveyor of Clatsop County, a certified copy of this ordinance.

Adopted by the City Commission of the City of Warrenton, Oregon this ____ day of ____, 2025.

First Reading:

Second Reading:

APPROVED

Henry A. Balensifer III, Mayor

ATTEST:

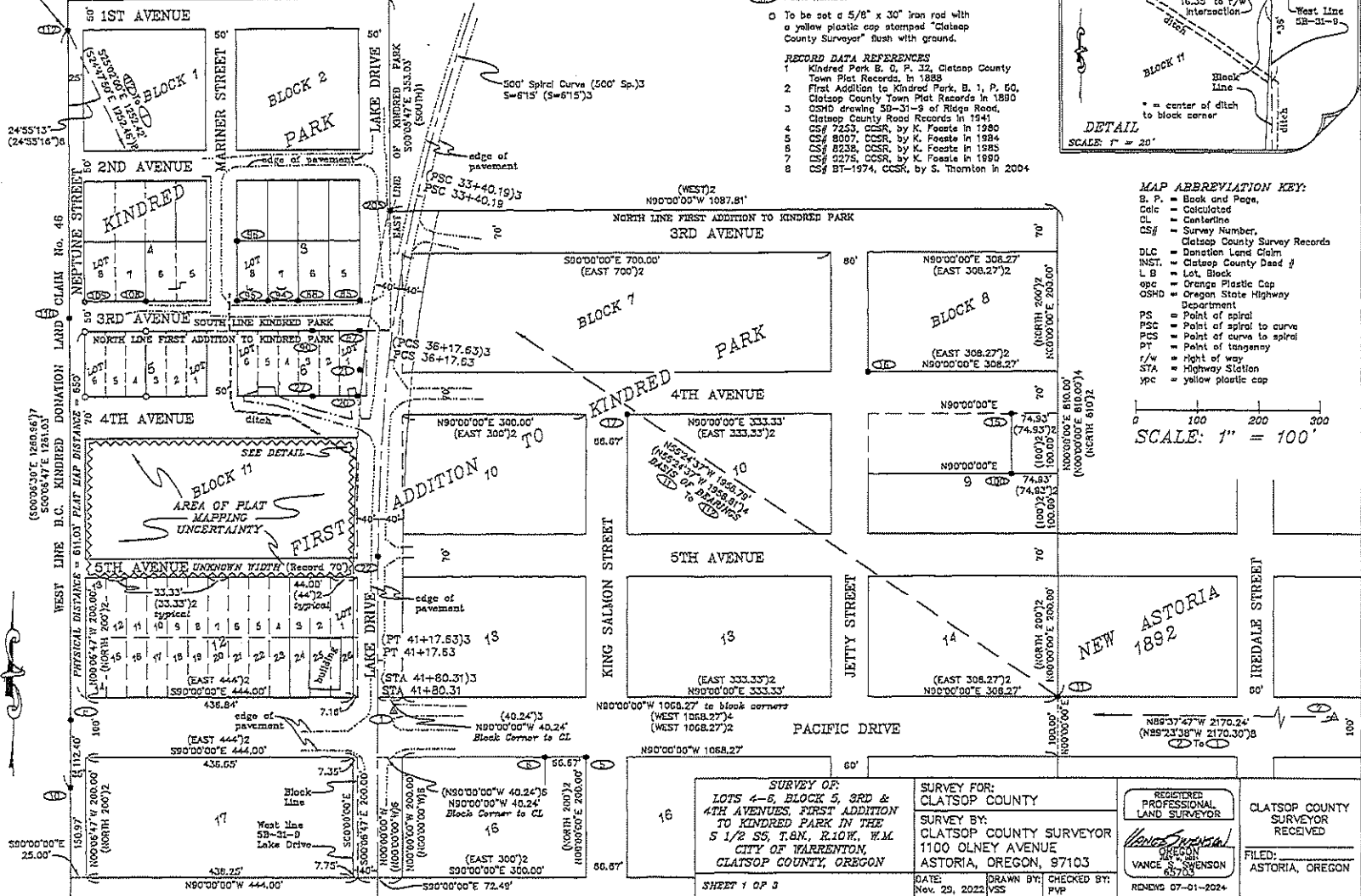
Dawne Shaw, CMC , City Recorder

PRELIMINARY SURVEY REPORT COPY FOR: CLATSOP COUNTY AND CITY OF WARRENTON

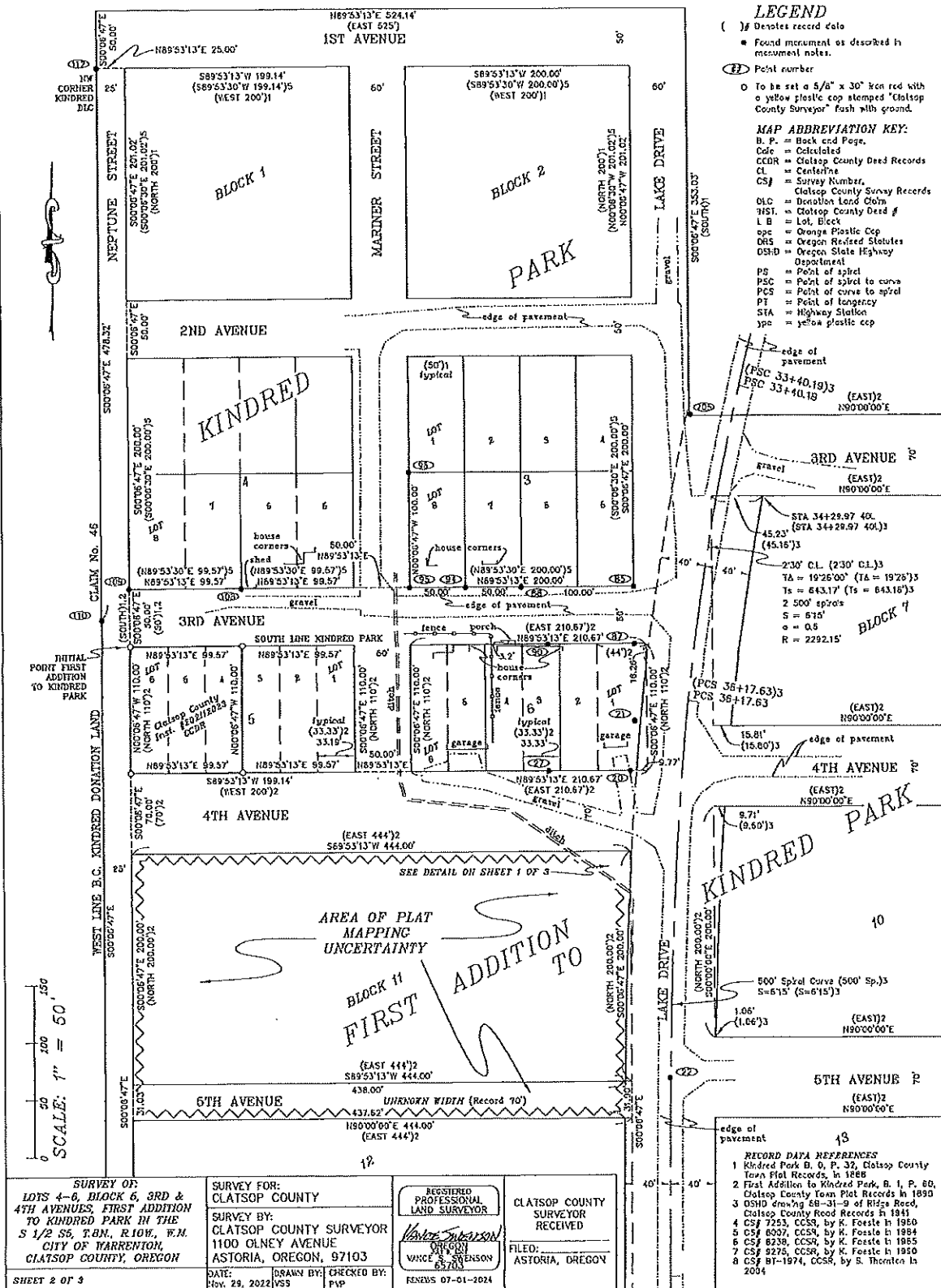
See Sheet 2 for Detail
of Subject Area

NORTHWEST CORNER
B.C. KINDRED DONATION
LAND CLAIM No. 46

(EAST 525')
N89°53'13"E 524.14'



PRELIMINARY SURVEY REPORT FOR: CLATSOP COUNTY AND CITY OF WARRENTON



PRELIMINARY SURVEY REPORT COPY FOR: CLATSOP COUNTY AND CITY OF WARRENTON

FOUND MONUMENT NOTES

- ① "CORKEY'S": a 2" aluminum cap stamped "Clatsop County Surveyor GPS 8201" flush with asphalt, per CS# HCI 810004.
- ② "POINT TRIUMPH": a 2" aluminum cap stamped "Clatsop County Surveyor GPS 8202" flush with asphalt, per CS# HCI 810005.
- ③ A 5/8" rebar with an ope stamped "Mendenhall LS2001" per CS# 13380 below ground 2". Calc NE corner of L13, B16 is S84°W 0.13'.
- ④ A 5/8" rebar with an ope stamped "Mendenhall LS2001" per CS# 13380 below ground 2". Calc NE corner of L15, B16 is N87°W 0.17'.
- ⑤ A 3" aluminum cap stamped "Corps of Engineers US Army 2250 line or Imprisonment 21-021 station designation year 2021 rw for disturbing this mark survey mark" per CS# 14098 below ground 2". West line of Kindred DLC is S89°53'13"W 0.16'. A 5/8" rebar with no ope (unknown origin) below ground 2" is N259°24'W 2.50'.
- ⑥ A 5/8" rebar with a ype stamped "K. Foeste LS 849" per CS# 8275 flush with ground. Held for west line of the B.C. Kindred Donation Land Claim.
- ⑦ A 1-1/2" iron pipe with a rusty nail in center, listed as found on CS# 7253, below ground 4". Held for basis of bearings and SE corner of B14. The SE corner of historic house is approximately N60°W 10'.
- ⑧ A 5/8" rebar with a ype stamped "K. Foeste LS 849" per CS# 8633 flush and directly under N-S wood fence. Calc NE corner of L3, B8 is S22°W 0.05'.
- ⑨ A 5/8" rebar with a ype stamped "K. Foeste LS 849" origin unknown flush with ground. Calc SW corner B8 is S84°W 0.05'.
- ⑩ A 5/8" rebar with a ype stamped "K. Foeste LS 849" per CS# 8580 flush with ground. Calc NW corner L19 B10 is S65°W 0.14'.
- ⑪ A 5/8" rebar with a ype stamped "S&F Land Services" per CS# 14058 flush with ground. Calc intersection of S line B6 and W line Lake Drive is N88°30'02"E 5.45'.
- ⑫ A 5/8" rebar with a ype stamped "S&F Land Services" per CS# 14058 flush with ground. Calc intersection of S line B6 and W line Lake Drive is S011°46'E 43.15'.
- ⑬ A 3/4" rebar per CS# 5234 below asphalt 1". N00°00'00"W 34.93' and N90°00'00"W 108.24' from NE corner B14 (CS# 7253 = N0°00'00"W 34.94' and N90°00'00"W 108.32', CS# 5234 = N0°00'00"W 35.00' and N90°00'00"W 1108.27')
- ⑭ A 5/8" rebar with a ype stamped "S&F Land Services" per CS# 14058 flush with ground. Calc intersection of S line B6 and W line Lake Drive is N89°48'18"E 78.17'.
- ⑮ A 5/8" rebar with a ype stamped "K. Foeste LS 849" origin unknown below ground 3". Calc SE corner B3 is N71°W 0.15'.
- ⑯ A 5/8" rebar with a ype stamped "S&F Land Services" per CS# 14058 flush with ground. Calc NE corner B6 is N88°59'12"E 10.61'.
- ⑰ A 5/8" rebar with a ype stamped "WA-RS15646 OR-RS1095" per CS# 8863 below ground 2". Calc SE corner L7, B3 is N78°06'E 0.45'. A N-S fence is East 0.3', a 1" iron pipe, origin unknown, with flared top is N50°W 0.4'.
- ⑱ A 5/8" rebar with a ype stamped "S&F Land Services" per CS# 14058 flush with ground. Calc NE corner B6 is N89°49'43"E 87.90'.
- ⑲ A 5/8" rebar with a ype stamped "PLS OR 932 PLS WA 2298" per CS# 12140 flush with ground. Calc SE corner L8 B3 is N38°W 0.11'.
- ⑳ A 5/8" rebar with a ype stamped "PLS OR 932 PLS WA 2298" per CS# 12140 flush with ground. Calc SW corner B3 is N42°W 0.09'.
- ㉑ A 5/8" rebar with a broken ype (pieces read LS 849") per CS# 8007 below ground 3". Calc NW corner L8 B3 is N43°W 0.11'.
- ㉒ A 5/8" rebar with a ype stamped "K. Foeste LS 849" per CS# 8633 flush with ground. Calc SW corner L2 B9 is S88°W 0.07'.
- ㉓ A 5/8" rebar per CS# 8007 with no ope below ground 2" and leaning slightly to South. Calc SE corner L7, B4 is N01°W 0.20' from top of rebar.
- ㉔ A 5/8" rebar per CS# 8007 with no ope flush with ground. Calc SW corner B3 is N22°E 0.05'.
- ㉕ A 3" aluminum cap stamped "Corps of Engineers US Army 2250 line or Imprisonment 21-022 station designation year 2021 agency 2 for disturbing this mark survey mark" per CS# 14098 below ground 2". West line of Kindred DLC is S89°53'13"W 0.05'.
- ㉖ NORTHWEST CORNER B.C. KINDRED DONATION LAND CLAIM No. 46; a 6" x 6" concrete monument with a 3" brass cap stamped "Clatsop County Surveyor TBN R10W OL640 LS2014 2004" in center per CS# BT-1974. Held for basis of bearings and plot resolutions.
- ㉗ A 5/8" iron rod with a ype marked "Otak" per CS# 13340 flush with ground. Calc NW corner of 2nd Avenue is S49°40'W 1.18'.

NARRATIVE:

Purpose:

To mark the Clatsop County owned property described in Inst. #202112023 as Lots 4-6, Block 5, First Addition to Kindred Park and to determine the right-of-way lines of Third and Fourth Avenues west of Lake Drive for access to said lots.

Summary of the subject area of the city blocks North of Pacific Drive and West of Lake Drive in Hammond:

Westerly of Lake Drive, there are mapping uncertainties between the south boundary of the Town Plot of Kindred Park and the north line of Pacific Drive. Since the North-South distance on the ground between Pacific Drive and 3rd Avenue is shorter than the mapped distance on the town plot of First Addition to Kindred Park, Blocks 5, 6, 11, 12, and 4th and 5th Avenues can't all fit on a map at their plotted dimensions.

On the ground, Blocks 5 and 6 have been marked and occupied measured from the North, and conform with the location of the original Kindred Park Blocks 1 through 4. Blocks 11 and 12 are vacant land, except for one building in the southeast portion of Block 12 on Pacific Drive.

Analysis:

The 1888 town plot of Kindred Park was laid out from the point #112 at the Northwest Corner of the B.C. Kindred Donation Land Claim and the west line of said claim. 3rd Avenue was dedicated on the plot of Kindred Park, and the south line of 3rd Avenue is the south line of the plot. There appears to be no conflict on the map, and measurements of the physical streets and structures within the plot appear to conform with the mapped streets and blocks. I held the location of plot of Kindred Park as determined by Karl Foeste in 1984 on CS# 8007 from point #112 at the Northwest Corner of the Kindred DLC and the west line of said claim.

The 1890 town plot of First Addition to Kindred Park East of Lake Drive is measured Northerly from Pacific Drive and has no conflict on the map or physically on the ground, but Westerly of Lake Drive, it does have conflicting information on the map itself, and the plot also conflicts with the physical location of the streets and structures as shown on the attached maps and listed below. My solutions using basic surveying principles and principles to resolve conflicting land description elements as described in ORS chapter 93.310 Westerly of Lake Drive are listed after each:

Westerly of Lake Drive, the measured North-South distance between the physical locations of 3rd Avenue and Pacific Drive is roughly 40 feet shorter than the plot distance. By measuring the locations of the physical streets and houses, it is clear that the occupants within Block 6 and users of 3rd and 4th Avenue relied on record dimensions measured from the south line of Kindred Park and the west line of the Kindred DLC, which would conform to the maps and descriptions on both town plots of Kindred Park and First Addition. I therefore established the north and south lines of Blocks 5 and 6, and 4th Avenue at record plot dimensions from the south line of Kindred Park (south line of 3rd Avenue) and the west line of the Kindred DLC.

It is clear that the building on Lots 24, 25, and 26, Block 12 was placed relying on measured record dimensions from the north line of Pacific Drive. I therefore established the lines of Block 12 at the record plot dimensions from the north line of Pacific Drive and west line of the Kindred DLC.

Block 5 plotted dimensions match directly with the mapped southerly extensions of the east and west lines of Block 4, therefore I established it's east and west lines on said extensions and proportioned the East-West distances of the Lots as shown.

On the plot, the written description of Block 6 differs from the mapped location; the sum total east-west distance of Lots 1 through 6 listed in the description equals 210.67 feet, whereas the mapped lines of Block 6 are gratted as Southerly extensions of the 200 feet wide Block 3. By measuring the location of the ditch in Warner Street, and the houses in Block 5, it appears that the owners within Block 5 and the users of Warner Street recognize the east line of Warner Street at its mapped extension of the west line of Block 3. I therefore held the west line of

Block 6 as the Southerly extension of Block 3. It appears that the owners generally, but not accurately, relied on measurements easterly from said west line. I therefore established the east line of Block 6 at record plot dimension of 210.67 feet from its west line to keep the maximum width of the interior lots. This also practically places the resulting conflict between the west line of the 1890 platted 60 feet wide Lake Drive and the east line of the platted block mostly hidden beneath the 1941 dedicated 80 feet wide Lake Drive.

A recent survey (CS# 14058) of Lots 1 and 2, Block 6 established the east line of Block 6 at the southerly extension of the east line of Block 3. Although this method is valid, it does place the mapped lines even further Westerly of the occupied locations of the houses in Block 6 and Lake Drive, and shortens the width of Lot 5. It should be noted that since the plot has multiple ambiguities relating to the widths of the Lots within Block 6, and the houses don't fit any of the number of lot location options, I recommend that the owners within Block 6 seek legal counsel to resolve the written descriptions of their Interior North-South property lines.

South of 4th Avenue, the streets are listed and depicted as even widths extended Southerly from the plot of Kindred Park, but the Blocks west of Lake Drive are only 444 feet wide versus the 450 feet depicted on the north line of the plot between Lake Drive and Neptune Street. I established the tier of blocks west of Lake Drive at record East-West widths of 444 feet measured Easterly from Neptune Street to keep the record lot widths. This also practically places the resulting conflict between the west line of the 1890 platted 80 feet wide Lake Drive and the east lines of the platted blocks hidden beneath the 1941 dedicated 80 feet wide Lake Drive.

There is no physical occupation within Block 11 and 5th Avenue, therefore I can't use physical evidence to determine which plot map elements the owners intended to hold in that area.

The above described methods isolate nearly all of the remaining plot map conflicts within Block 11 and 5th Avenue. Therefore, I recommend that the owner of Block 11 and the City of Warrenton use the methods described in ORS chapter 221 to vacate both Block 11 and 5th Avenue Westerly of Lake Drive to eliminate the conflicting portion of the plot of First Addition to Kindred Park.

I also recommend that the City of Warrenton use the methods described in ORS chapter 223 to legalize the location of 4th Avenue, Lake Drive, Neptune and Mariner Streets Westerly of the east line of Lake Drive, at the locations shown on the attached survey map to eliminate any future doubt about their location.

Method:

I held Karl Foeste's 1984 CS# 7253 survey of First Addition to Kindred Park to calculate the location of the blocks, streets and avenues East of Lake Drive from point #11. I held Karl Foeste's 1984 CS# 8007 survey to calculate the location of the blocks, streets and avenues of Kindred Park from point #112. Both of these surveys are based on points #11 and #112 and the west line of the Kindred DLC now marked by point #10. I held the line between points #11 and #112 for my basis of bearings.

For Lake Drive, I held Karl Foeste's 1984 CS# 8238 location of the centerline of Lake Drive at West 40.24 feet from the northwest corner of Block 16, and parallel to the west line of Block 18. I then held the record GSDH map SB-31-9 centerline station 41+80.31 at N90°00'00"W 40.24' from the southwest corner of Block 13, and record map SB-31-9 centerline information northerly from this station. The resulting centerline matched extremely well with map SB-31-9 dimensions to the corners of Blocks 7 and 10. It should be noted that the SB-31-9 dimensions to the corners of Blocks 6, 11 and 12 do not match since SB-31-9 depicts all the blocks west of Lake Drive at record distances north and west of platted Pacific and Lake Drives, which differs than my block resolutions west of Lake Drive.

Conforming to Foeste's method on CS# 7253 and CS# 8007, I listed findings from found monuments to my calculated lot corners. I recognize that the found monuments that fall within acceptable tolerances represent the actual lot corners.

<p>SURVEY OF: LOTS 4-6, BLOCK 5, 3RD & 4TH AVENUES, FIRST ADDITION TO KINDRED PARK IN THE S 1/2 SS. T.8N., R.10W., Y.M. CITY OF WARRENTON, CLATSOP COUNTY, OREGON</p> <p>SHEET 3 OF 3</p>	<p>SURVEY FOR: CLATSOP COUNTY</p> <p>SURVEY BY: CLATSOP COUNTY SURVEYOR 1100 OLNEY AVENUE ASTORIA, OREGON, 97103</p> <p>DATE: Nov. 26, 2022</p> <p>DRAWN BY: VSS</p> <p>CHECKED BY: PVP</p>	<p>REGISTERED PROFESSIONAL LAND SURVEYOR</p> <p><i>Handwritten Signature</i></p> <p>CLATSOP COUNTY SURVEYOR RECEIVED</p> <p>FILED: ASTORIA, OREGON</p> <p>RECORDS 07-01-2024</p>	<p>CLATSOP COUNTY SURVEYOR RECEIVED</p> <p>FILED: ASTORIA, OREGON</p>
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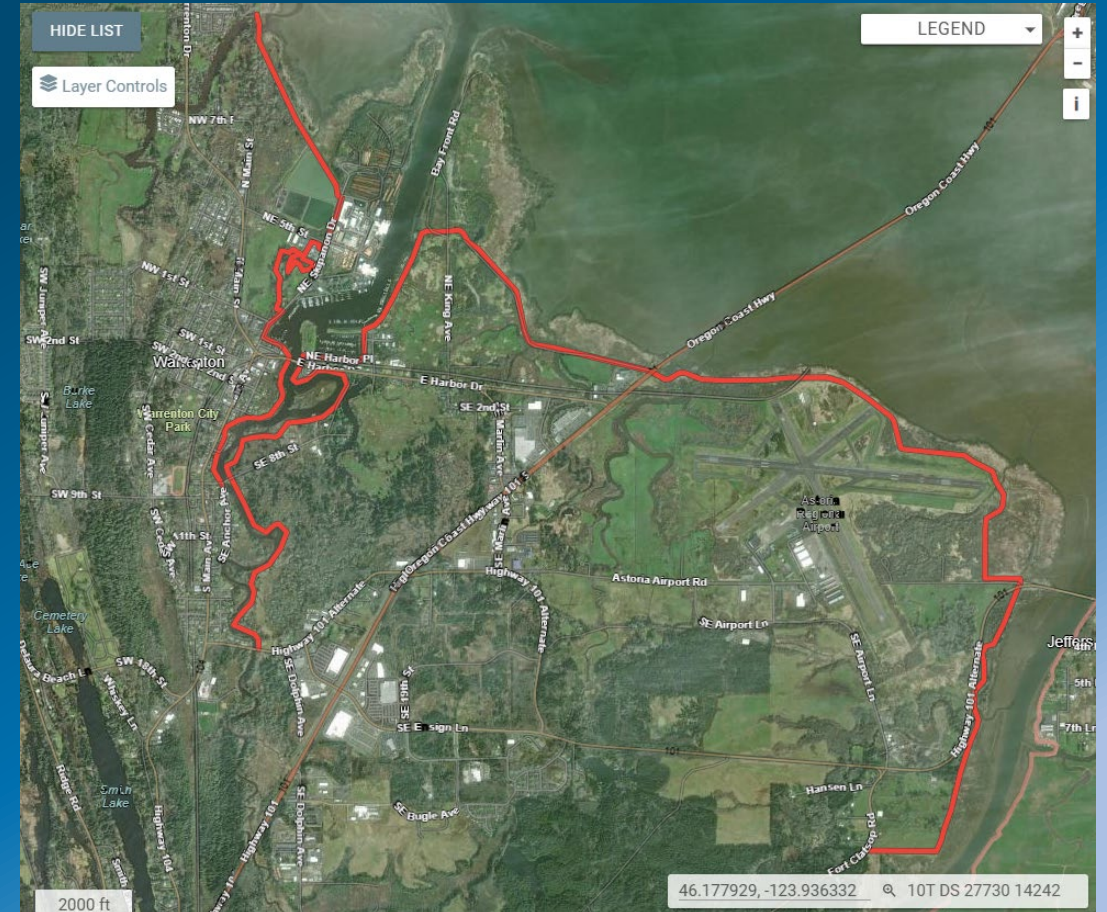
Warrenton Levees

Lidar-Based Freeboard Analysis

Aine Mines, PE., C.E.G

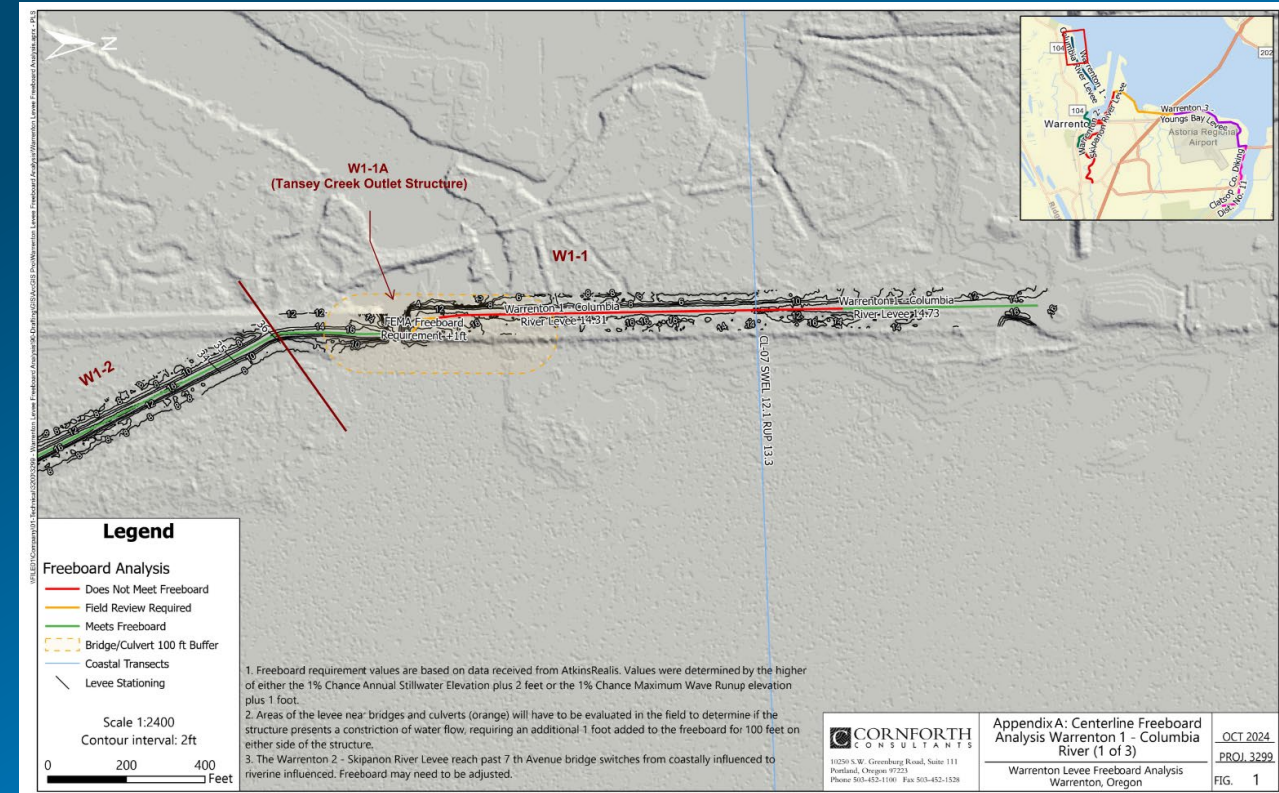
What We Did

- Compared existing ground surface and flood elevation data to evaluate freeboard
 - Warrenton 1
 - Warrenton 2 / Warrenton 3 / Clatsop 11
- Flood elevation data provided by AtkinsRealis
- Ground surface obtained from DOGAMI lidar



Freeboard Analysis

- Per CFR 65.10, for coastal levees, required freeboard is the greater of:
 - 1% annual chance maximum runup plus 1 foot OR
 - 1% stillwater surge elevation plus 2 feet
 - Both these values were calculated by AtkinsRealis
- Developed a surface for the levee prism from lidar
- Compared levee centerline elevation to required freeboard
 - Red: below required freeboard
 - Green: above required freeboard
 - Yellow: field review needed



Summary of Freeboard Analysis Results

- Majority of Warrenton levees are at or near the required freeboard, based on the data provided
- Freeboard deficiencies less than 1 foot may be resolved with better quality survey data or a grading program within the existing levee crest

Table 2: Areas with Insufficient Freeboard greater than 1 foot

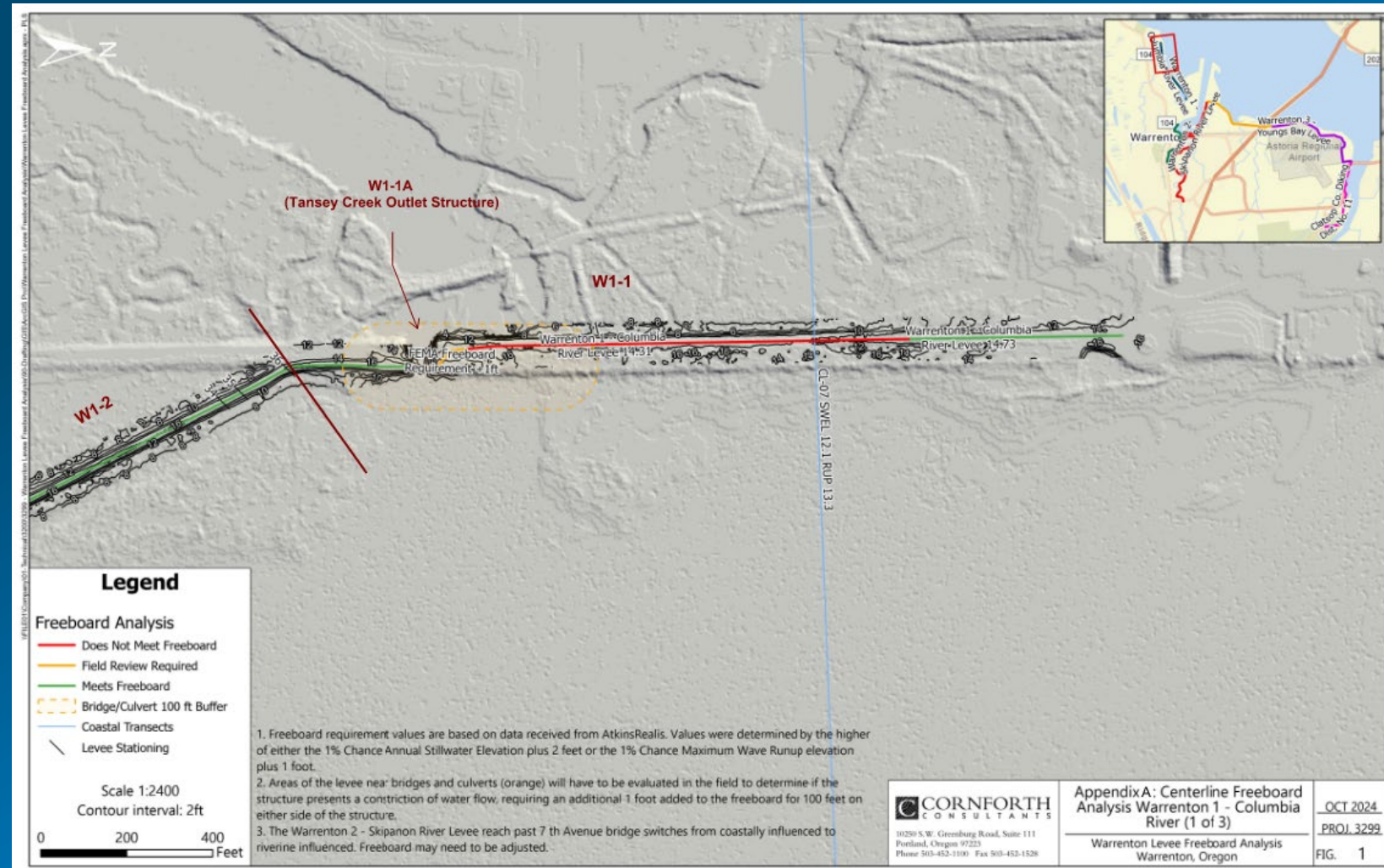
Levee	Reach	Freeboard Elevation (feet)			Approx. Length of Reach Impacted (Feet)
		Required	Existing ¹	Difference	
Warrenton 1 Columbia River	W1-1	14.73	13.7	1	200
	W1-1a ²	14.31	6.5	7.8	61
Warrenton 1 Skipanon River	W1-7 ³	14.31	9	5.5	335
Warrenton 2 Skipanon River	W2-3	14.19	12.8	1.4	167
	W2-6	14.19	13	1.19	717
Warrenton 2 Yong's Bay	W2-10	18.65	15.8	2.76	2370
Warrenton 3 Yong's Bay	W3-2a	14.2	10	4.2	70
Clatsop No. 11	C-3	14.57	10.38	4.19	1334

Notes:

1. Existing levee freeboard was averaged within the "low" area to reduce the influence of any outliers in the lidar dataset.
2. Low spot related to Tansey Creek Outlet
3. The difference here is increased by poor alignment between the levee centerline and the lidar topography at the downstream end of the reach.

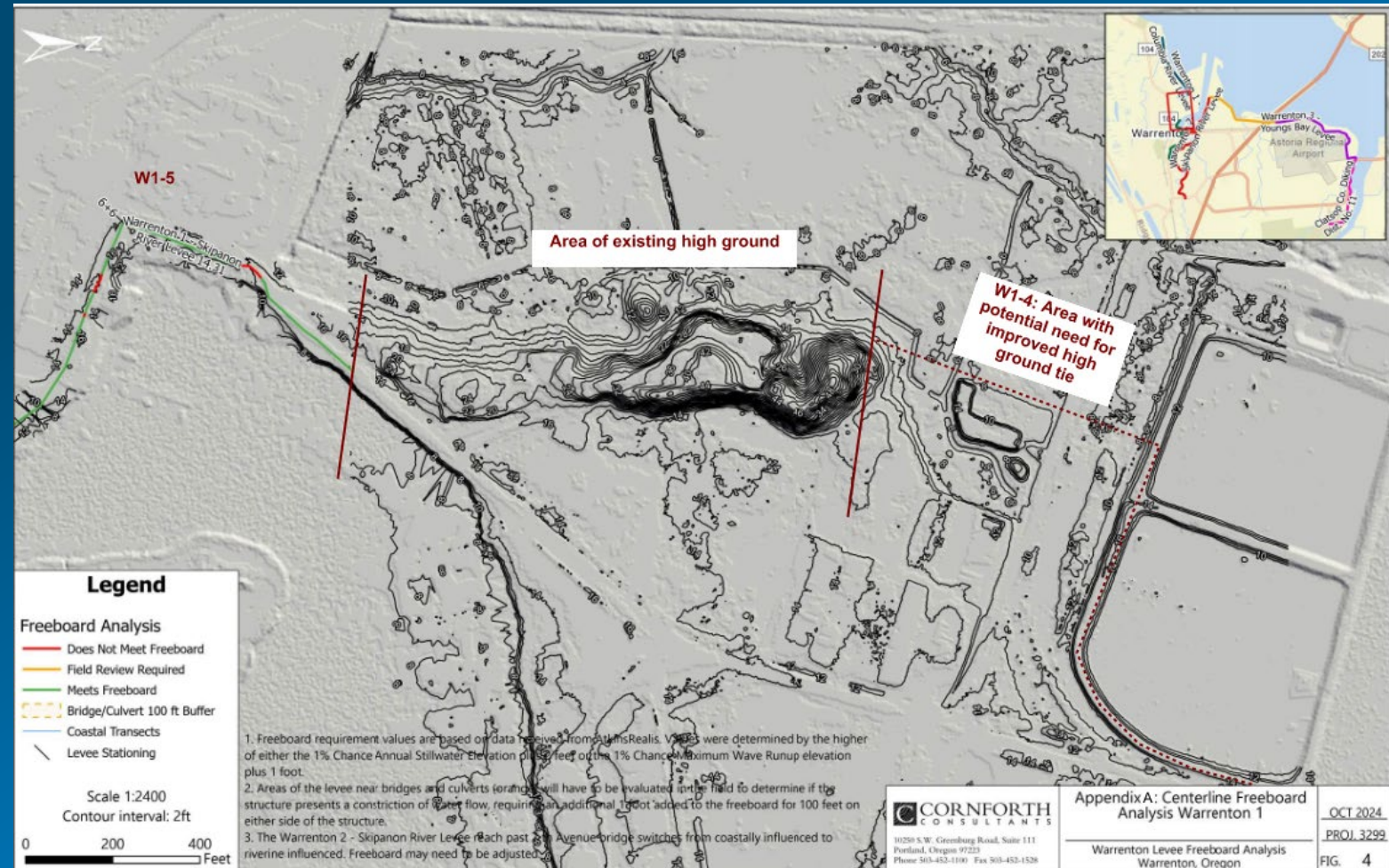
Warrenton 1 – Reach 1 and 1a

- Reach 1-1: 200 ft section roughly 1 ft below required freeboard
- Reach 1-1a: 60 ft section at Tansey Creek Outlet and is 7.8 feet low
 - Does not include potential closures structures that may be present here



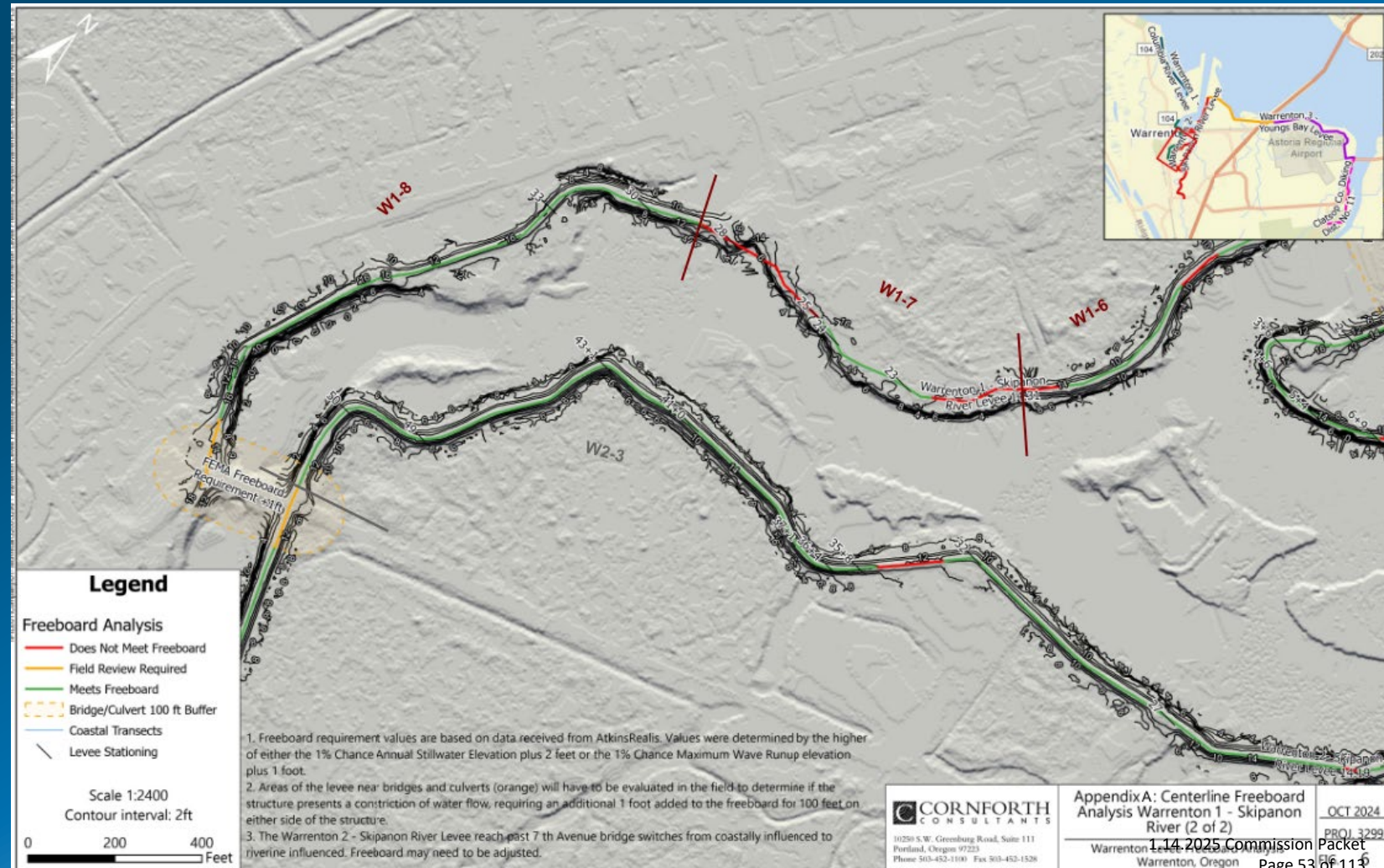
Warrenton 1 – Reach 4

- Reach 4 – Currently mapped as high ground
- If coastal flood elevations apply here, a new levee segment up to 6 ft tall may be required



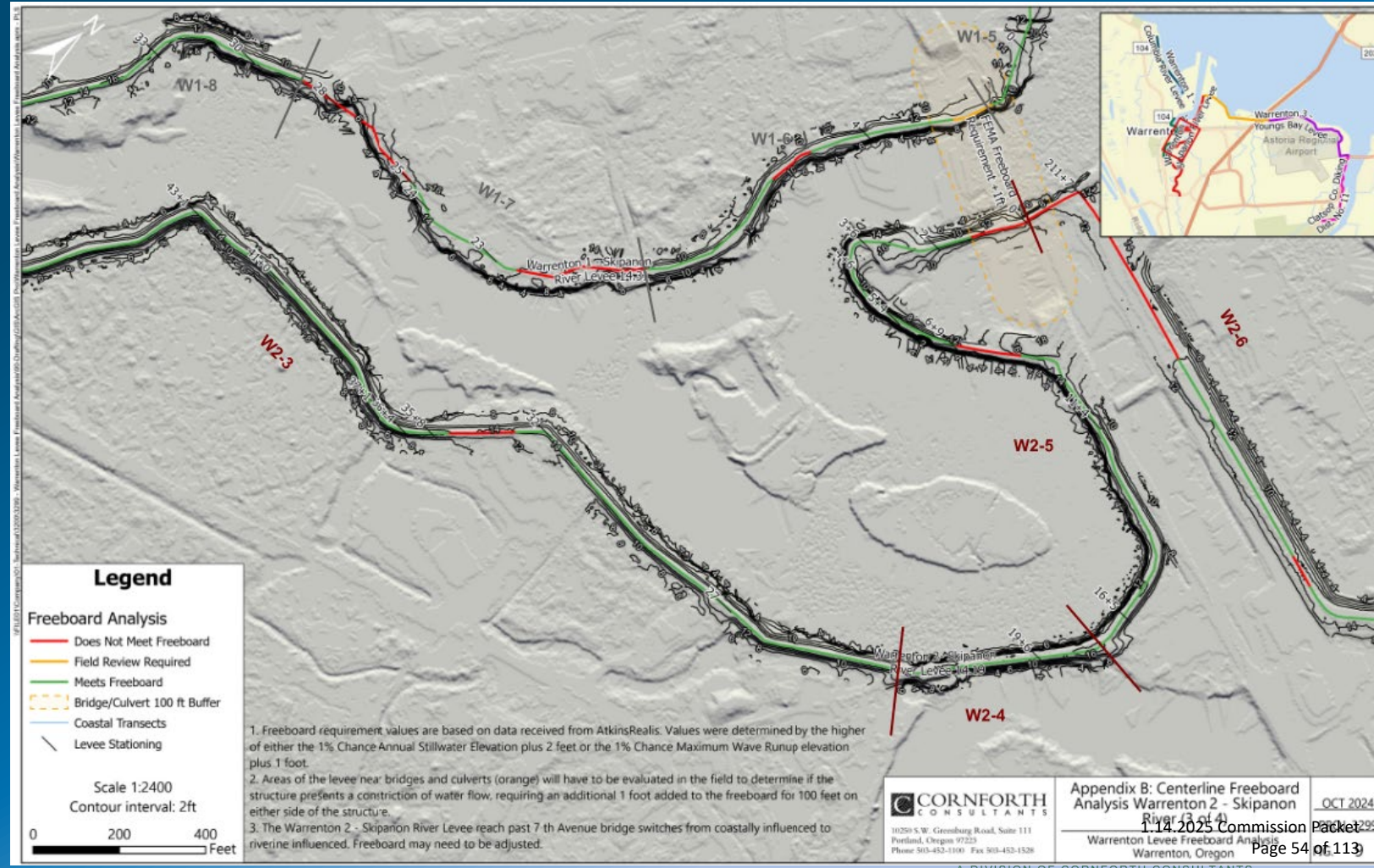
Warrenton 1 – Skipanon River – Reach W1-7

- 335 ft section 5.5 feet below freeboard requirements
- Centerline and levee prism is poorly defined in this location
- Numerous adjacent private properties
- Riverine flood level may be more relevant here than coastal flood elevations



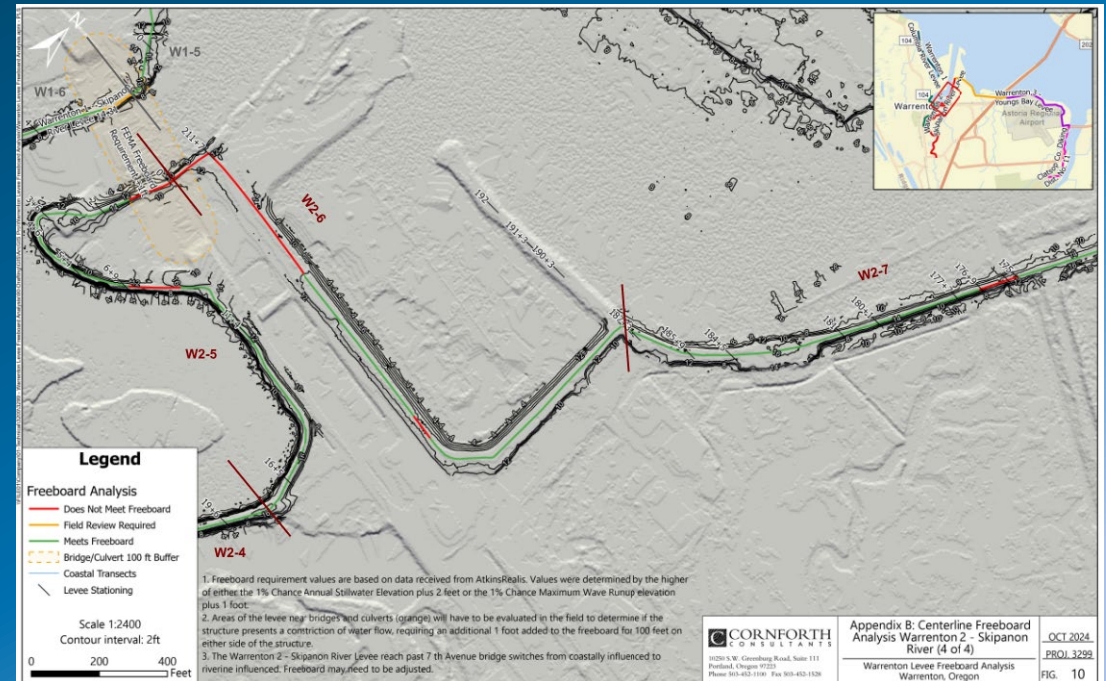
Warrenton 2 Skipanon River – Reach W2-3

- 175 ft roughly 1.4 ft below coastal transect freeboard requirements
- May be possible to raise the embankment elevation within the existing crest



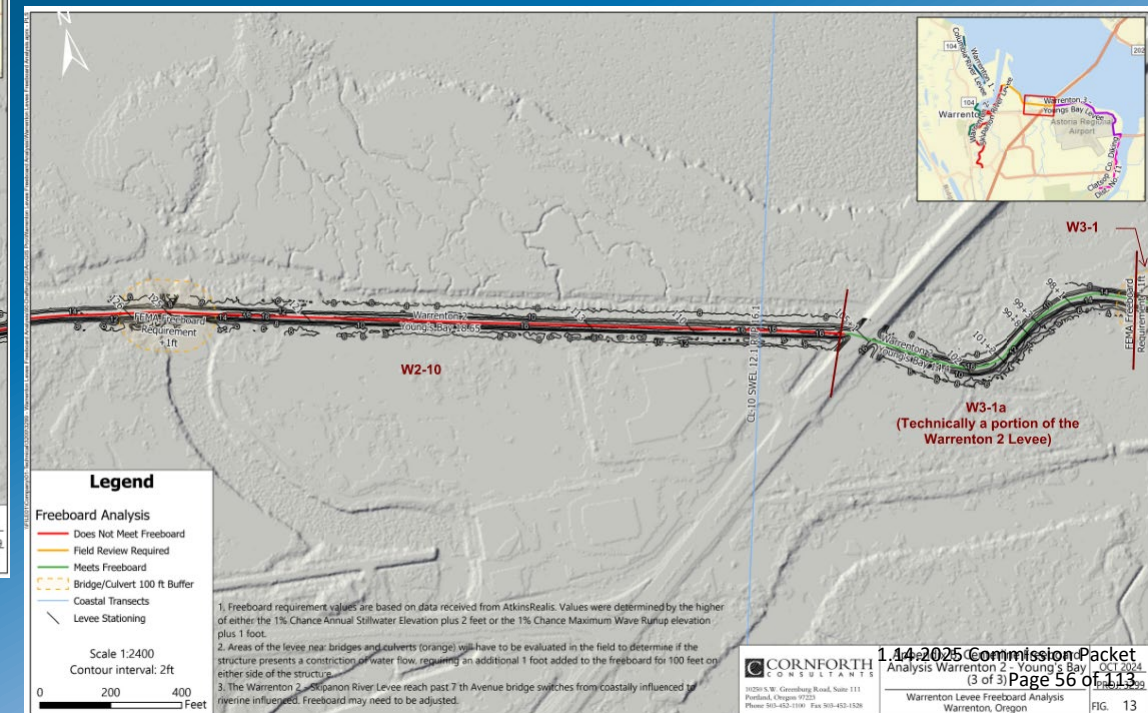
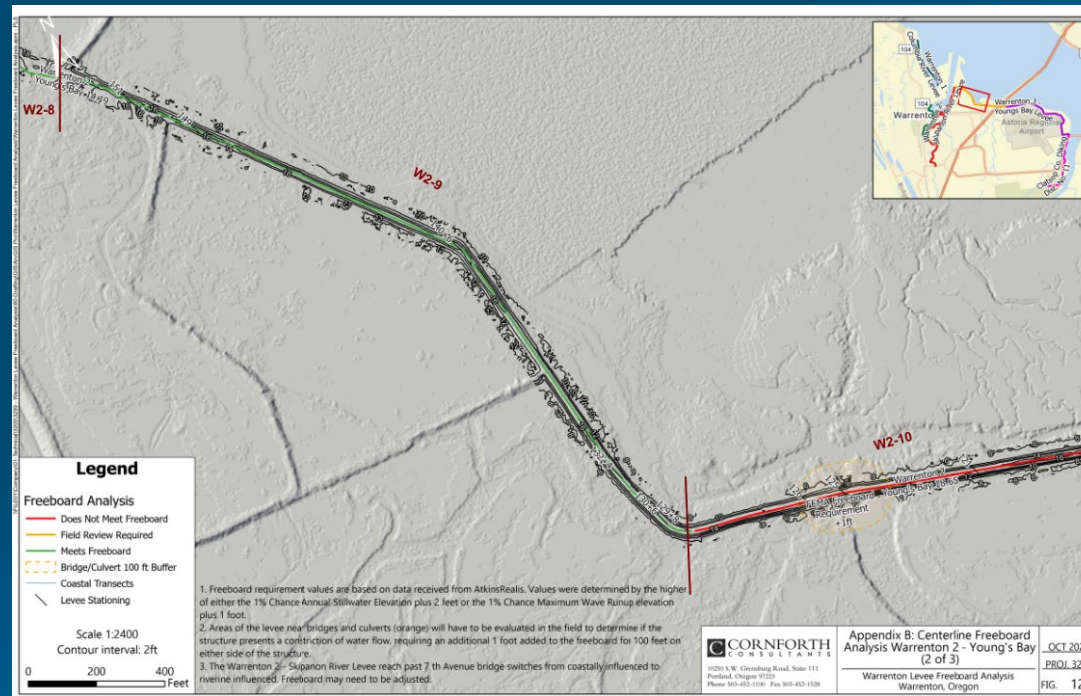
Warrenton 2 Skipanon River – Reach W2-6

- 720 ft roughly 1.2 feet below freeboard requirements
- Within a parking area for the marina, where the levee crest is not well defined
- May have been accidentally regraded for access



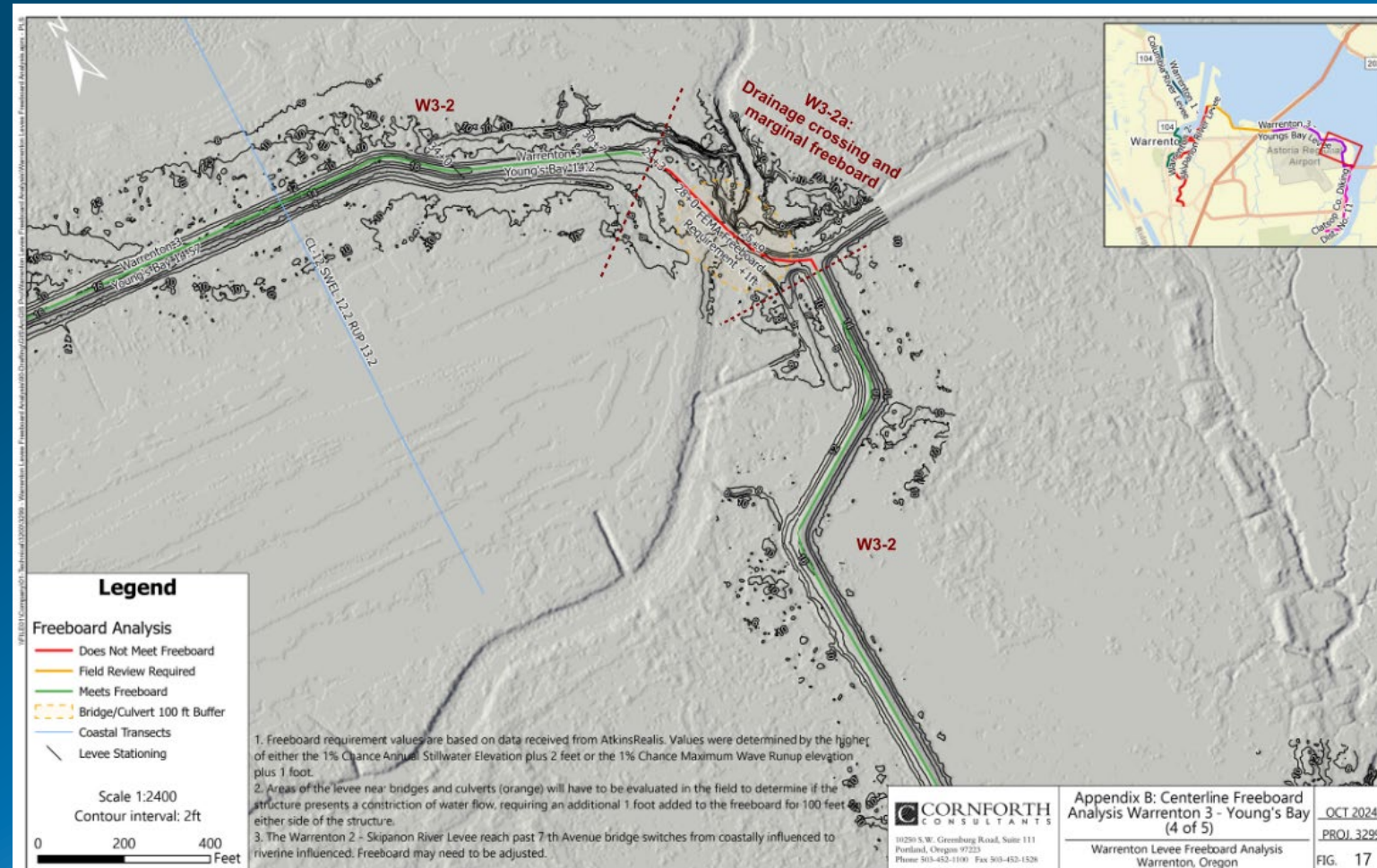
Warrenton 2 – Youngs Bay – Reach W2-10

- 2,370 ft long reach is 2.8 feet below required freeboard, on average
- Location of Coastal Transect C-10, which is 3.3 and 2.7 feet higher than adjacent transects C-9 and C-11, respectively



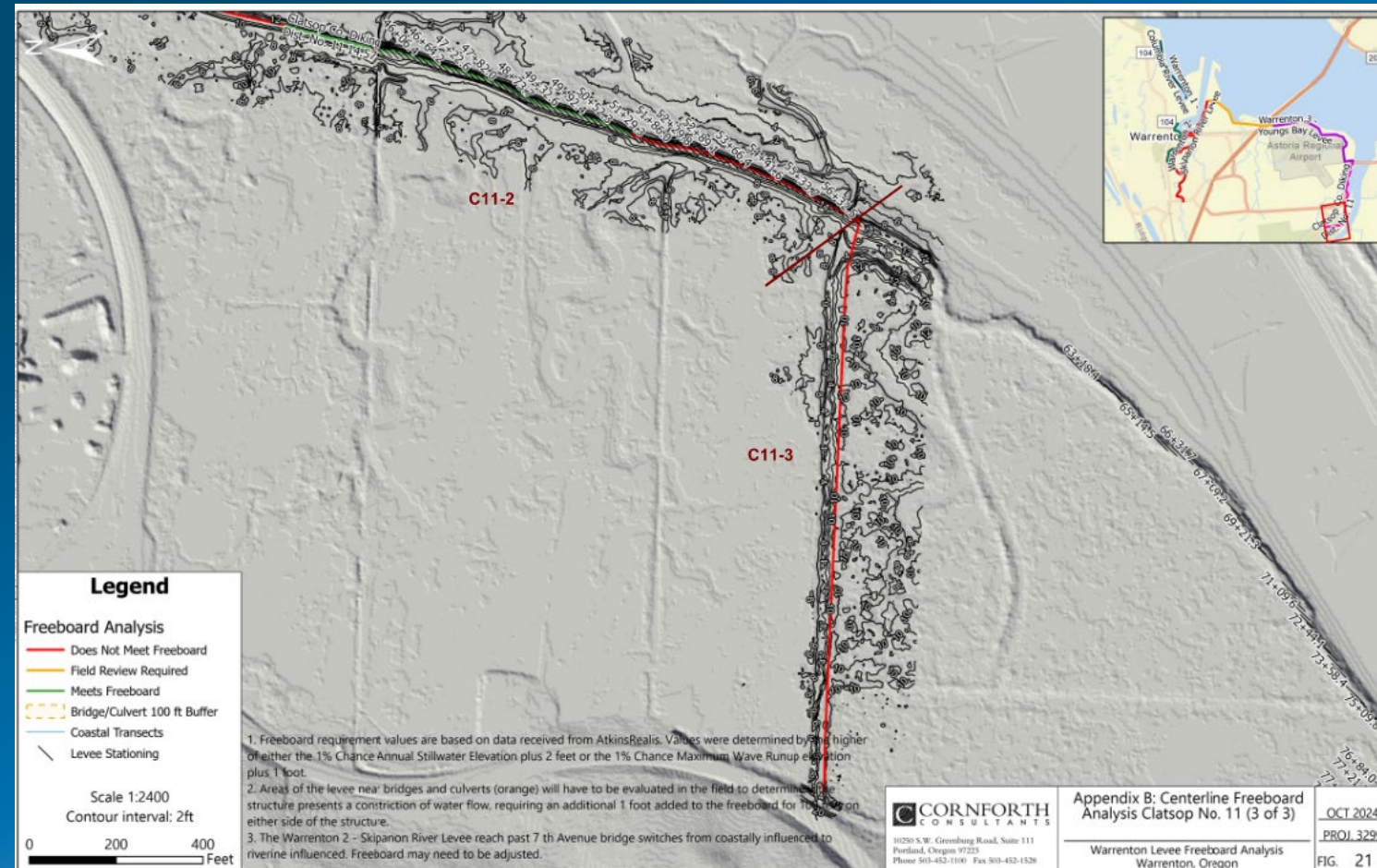
Warrenton 3 – Youngs Bay Levee, Reach W3-2a

- 70 ft roughly 4.2 feet below required freeboard elevation
- Drainage crossing with expected poor condition foundation soils
- Possible closure structure pieces not included in analysis



Clatsop 11 – Reach C-3

- 1,335 ft reach average 4.2 ft below required freeboard
- Downstream tie in along Lewis and Clark River
- Riverine flood level may be more relevant here than coastal flood elevations



Next Steps – H&H (Hydrologic & Hydraulic)

- Can the coastal transect CL-10 be verified?
 - What variation is typical between adjacent transects?
- Where do levees transition from riverine to coastal levees?
 - Are there places along the Skipanon or Lewis and Clark Rivers where required freeboard can be reduced or better described?
- Can the freeboard at Warrenton 1 (Skipanon Left Bank) be reduced to match Warrenton 2 (Skipanon Right Bank)?
- Future accreditation will also require evaluation of scour protections against river flows and wave runup

Next Steps – Geotechnical Components

- Develop a centerline alignment and stationing for the levee systems
 - This may already exist in the USACE documents for these levees
- Completing ground survey of low or marginal areas to get more accurate data
 - Lidar cells are 3 ft x 3 ft
 - May not capture true freeboard needs in borderline areas
- Obtain as-built documents from USACE for the 2 levee systems
 - Both systems are accredited levees, and plan sheets should be available
- Prioritizing levee systems or segments for the subsurface investigation



City Commission Agenda Memo

Meeting Date: January 14, 2025
 From: Mathew J. Workman, Chief of Police
 Subject: Various Code Amendments

Summary:

On April 25, 2023, the Commission approved and conducted the first reading of Ordinance No. 1263, making several amendments to various sections of the City Code as well as adding some sections, with the second reading and adoption on May 9, 2023. The Commission then adopted Ordinance No. 1270 to correct a section that had been inadvertently left out of Ordinance No. 1263. Since the adoption of Ordinance No. 1270, staff has found some areas that need to be amended in the City Code in the same location and in other areas of the code. Attached is a supporting document discussing the suggested amendments as well as a suggested ordinance to approve if the Commission agrees with all of the amendments. Because there are current areas of parking, etc., that are not enforceable under the current code and the duplicate section that needs to be removed, if the Commission approves the changes, staff would request that the Ordinance be approved and read in its entirety under an emergency to become effective immediately after adoption.

Recommendation/Suggested Motion:

Due to immediate enforcement issues, staff recommends moving to have a reading of Ordinance No. 1289 in its entirety and adopted under an emergency.

"I move to approve Ordinance No. 1289 amending various sections of the City of Warrenton Municipal Code, and to conduct the first reading in its entirety to become effective immediately after its adoption.

AND, "I move to adopt Ordinance No. 1289."

OR, if not under an emergency, use the following motion.

"I move to approve Ordinance No. 1289 amending various sections of the City of Warrenton Municipal Code, and to conduct the first reading by title only.

Alternative:

No alternative at this time; the code needs to be amended to be enforceable.

Fiscal Impact:

None.

Attachments:

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

- Discussion document with suggested amendments, comments, and recommendations.
- Proposed Ordinance No. 1289.

Approved by City Manager: Esther Meloy

Ordinance Changes

Vehicles, Traffic, Parking

Article VII Parking Citations and Owner Responsibility discusses the enforcement of parking violations in the city. Within the code I found that language changed from the "Parking Citation" in the title to "traffic citation" in the code sections. This can be problematic as the majority of parking citations issued by the officers are on a small citation called a "Parking Violation Notice" as many of these citations are for simple violations and are done without contact with the driver or owner. The Parking Violation Notice is actually a small envelope, and the recipient can put the fine then mail or bring it to the WPD without going to court. If we do have contact with someone, the officers have the option to issue an actual Uniform Citation with a court date, etc. The current language of these sections are as follows:

10.04.260 Citation on illegally parked vehicle.

- A. *Whenever a vehicle without an operator is found parked in violation of a restriction imposed by any portion of this Title 10 chapter other than those provisions regarding abandoned vehicles, stored vehicles, or hazardous vehicles, the officer finding the vehicle shall take its license number and any other information displayed on the vehicle which may identify its owner, and shall conspicuously affix to the vehicle a traffic citation instructing the operator to answer to the charge against him or her or pay the penalty imposed within 10 days during the hours and at a place specified in the citation.*
- B. *Whenever a City officer finds an abandoned or wrongfully stored vehicle, the officer finding the vehicle shall, in either case, provide advance notice substantially similar to the form, substance, and time periods provided under ORS 819.110 and ORS 819.179. (Ord. 842-A § 27, 1989; Ord. 1263 § 7, 2023)*

10.04.270 Failure to comply with traffic citation attached to parked vehicle.

For all violations of this Title 10 other than a violation due to an abandoned vehicle, stored vehicle, or hazardous vehicle, if the operator does not respond to a traffic citation affixed to a vehicle within a period of 10 days, the City Manager may send to the owner of the vehicle to which the traffic citation was affixed a letter informing the owner of the violation and warning him or her that in the event that the letter is disregarded for a period of 30 days.

- A. *The fine will be double.*
- B. *If the vehicle has four or more outstanding citations or \$100.00 or more in unpaid fines, it may be impounded. Impounded vehicles shall only be released in accordance with Section 10.04.310.*
- C. *For all violations due to an abandoned vehicle or a stored vehicle, if the operator does not respond within the required time period, the City may impound the vehicle according to Article VIII. (Ord. 842-A § 28, 1989; Ord. 1263 § 8, 2023)*

10.04.280 Owner Responsibility

The owner of a vehicle placed in violation of a parking restriction shall be responsible for the offense, except when the use of the vehicle was secured by the operator without the owner's consent. (Ord. 842-A § 29, 1989)

10.04.290 Registered owner presumption

In a prosecution of a vehicle owner charging a violation of a restriction on parking, proof that the vehicle at the time of the violation was registered to the defendant shall constitute a presumption that the defendant was then the owner in fact (Ord. 842-A § 30, 1989)

I would like to **amend** the wording of these sections as follows:

10.04.260 Citation Notice on illegally parked vehicle.

- A. *Whenever a vehicle without an operator is found parked in violation of a restriction imposed by any portion of this Title 10 chapter other than those provisions regarding abandoned vehicles, stored vehicles, or hazardous vehicles, the officer finding the vehicle shall take its license number and any other information displayed on the vehicle which may identify its owner, and shall conspicuously affix to*

the vehicle a ~~traffic-citation~~ **Parking Violation Notice** instructing the operator to answer to the charge against ~~him or her~~ **them** or pay the penalty imposed within 10 days ~~during the hours and at a place specified in the citation by following the instructions on the notice.~~

- B. Whenever a City officer finds an abandoned or wrongfully stored vehicle, the officer finding the vehicle shall, in either case, provide advance notice substantially similar to the form, substance, and time periods provided under ORS 819.110 and ORS 819.179.

10.04.270 Failure to comply with ~~traffic-citation~~ parking violation notice attached to parked vehicle.

For all violations of this Title 10 other than a violation due to an abandoned vehicle, stored vehicle, or hazardous vehicle, if the operator does not respond to a ~~traffic-citation~~ **notice** affixed to a vehicle within a period of 10 days, the City **Manager** may send to the owner of the vehicle to which the ~~traffic-citation~~ **notice** was affixed a letter informing the owner of the violation and warning ~~him or her~~ **them** that in the event that the letter is disregarded for a period of 30 days.

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In a prosecution of a vehicle owner charging a violation of a restriction on parking, proof that the vehicle at the time of the violation was registered to the defendant shall constitute a presumption that the defendant was then the owner in fact.

~~~~~  
The City has installed signs in various areas of the city that regulate parking. Examples of these signs include:

- 15 Minute parking signs in front of City Hall and Arnies Café.
- Fire Dept. only parking signs on the south side of the fire station.
- Loading or Unloading Only signs at various locations around the city.
- No Parking signs in the painted zone at the Hammond Marina bathrooms.

I would like to ~~amend and add the following section~~ to Chapter 10.04.160 "Prohibited parking or standing" as follows to make the signed areas enforceable under our code:

**10.04.160 Prohibited parking or standing**

In addition to the State motor vehicle laws prohibiting parking, as adopted pursuant to 10.04.020, no person shall park or stand:

- E. ~~A vehicle in violation of any restrictions imposed by the City and posted on a sign or other designation marking an area or zone.~~

~~~~~  
Ordinance No. 1263 included an added section for "Storage of Vehicles" on the streets:

10.04.380 Storage of motor vehicles on streets

- A. No person shall store, or permit to be stored on a street, sidewalk, public right-of-way, or other public property without permission of the City for a period in excess of 24 hours.
B. A vehicle may be stored on the street adjacent to the address where the vehicle is registered for up to 72 consecutive hours, if parking is permitted on that street, the vehicle is not an abandoned or hazardous vehicle (as defined in Section 10.04.030), and the vehicle is otherwise compliant under this Code.

- C. If, due to a disaster situation, emergency situation, renovation or other work within a standard parking spot beyond the owner's control, or other circumstances beyond the vehicle owner's control, a vehicle must be stored on the street for longer than the prescribed time limits under this section, then a person can obtain temporary storage permit for the vehicle from the City for longer than the prescribed time limits in this section.
- D. Vehicle(s) that are stored will need to move more than 500 feet in order to become compliant.
- E. The City may impound or dispose of a stored vehicle in violation of this section following the procedures of Article VII and Article VIII of this chapter. Officers shall make a reasonable attempt to contact the registered or current owner prior to removing or towing the vehicle and/or other personal property.
- F. Any person found violating this section shall be guilty of committing a traffic violation punishable by a fine not to exceed \$100 per occurrence. (Ord. 1270, 11/28/2023)

I found that we did not remove the original language from section 10.01.140:

10.04.140 Storage of motor vehicles on streets

No person shall store or permit to be stored on a street or other public property, without permission of the Commission, a motor vehicle or personal property for a period in excess of 24 hours. Failure to move a motor vehicle or other personal property for a period of 24 hours shall constitute prima facie evidence of storage of a motor vehicle. (Ord. 842-A § 14, 1989)

Section 10.04.140 will be removed from the code

City Parks

I found that in Chapter 12.04 Concessions in Warrenton City Park that "vendors and concessionaires" are currently only allowed in City Parks from July 2nd to July 6th:

12.04.010 Sale of Goods

The sale of goods and concessions shall not be allowed in the Warrenton City park located between Southwest Third Street on the north, Southwest Sixth Street on the south, Birch Court on the west, and the Burlington Northern Railroad right-of-way on the east (which park is intersected by Alder Avenue, a public thoroughfare), outside of the concession building, except as stated in Section 12.04.020. (Ord. 745-A § 1, 1983)

12.04.020 Vendors

Vendors and concessionaires will be allowed to set up booths in the park on the July 4th weekend from sunrise, July 2nd, until sundown, July 6th, and at no other time. (Ord. 745-A § 2, 1983)

12.04.030 Violation

Violation of this chapter shall be punishable upon conviction by a fine of not more than \$100.00. (Ord. 745-A § 3, 1983)

With the many other permitted events that we have in the park like the Fall Festival, we need to **amend** Section 12.04.020 of this code to allow vendors to operate during these events. I would like to amend this code as follows:

12.04.020 Vendors

*Vendors and concessionaires will be allowed to set up booths in the park **if they have a valid permit from the City or are operating under an approved Event Permit** and at no other time.*

We currently have two different designated City Park hours under 12.08.010:

12.08.010 Park Hours

It is unlawful for any person to be in a park during the hours of park closure. Unless the Public Works Superintendent or designee designates otherwise, "hours of park closure" means anytime between the hours of 11:00 p.m. and the following 5:00 a.m. with the exception of the following park: It is unlawful to be in Eben Carruthers Park between the hours of 10:00 p.m. and the following 5:00 a.m. (Ord. 983-A § 1, 1997)

I would like to discuss making the park hours the same for all designated City Parks and suggest park closure from **10pm to 6am** to start the discussion. We should also discuss whether or not to do a blanket description in the code for "All designated City Parks" or whether we should place different hours on the other designated parks in Warrenton.

I would like to **amend** this section as follows, or whatever hours are discussed:

*It is unlawful for any person to be in a park during the hours of park closure. Unless the Public Works ~~Superintendent~~ **Director** or designee designates otherwise or a permit with specific hours is issued, "hours of park closure" means anytime between the hours of 10:00 p.m. and the following 6:00 a.m.*
~~~~~

## ORDINANCE NO. 1289

Introduced by All Commissioners

### AN ORDINANCE AMENDING CHAPTER 10.04 “TRAFFIC REGULATIONS” CHAPTER 12.04 “CONCESSIONS IN WARRENTON CITY PARK” AND CHAPTER 12.08 “CITY PARK HOURS” OF THE WARRENTON MUNICIPAL CODE

**WHEREAS**, the City last addressed Chapter 12.04 and Chapter 12.08 of the City’s Municipal Code in 1983 and 1997 respectively; and

**WHEREAS**, the City last addressed Chapter 10.04 of the City’s Municipal Code in 2023; and

**WHEREAS**, the language of the code needs to be updated to be consistent with current legal standards, current court rulings, and current vehicle law standards; and

**WHEREAS**, the City needs to make sure there are no duplicate codes; and

**WHEREAS**, the City needs to be able to address and regulate activity that occurs on our streets, sidewalks, and public rights-of-way to promote health and safety;

**NOW, THEREFORE**, the City of Warrenton ordains as follows: (Key: new, ~~remove~~)

**Section 1.** Warrenton Municipal Code Chapter 10.04 Traffic Regulations is hereby amended to read as follows:

10.04.140 Storage of motor vehicle on streets. Is a duplicate of 10.04.380 and is removed from the Code.

10.04.160 Prohibited parking or standing.

In addition to the State motor vehicle laws prohibiting parking, as adopted pursuant to 10.04.020, no person shall park or stand:

- A. A vehicle in an alley other than for the expeditious loading or unloading of persons or materials, and in no case for a period in excess of 30 consecutive minutes.
- B. A vehicle upon a bridge, viaduct or other elevated structure used as a street, or within a street tunnel, unless authorized.
- C. Any vehicle having an overall width in excess of six feet, six inches between the hours of 7:00 p.m. and 4:00 a.m. of the following day except for loading or unloading, or in an emergency, on any street in a residential zone. A vehicle described in the preceding sentence may park in an industrial or commercial zone during the hours described in the preceding sentence, unless the roadway width is less than 34 feet from curb to curb.
- D. No person shall park a vehicle, whether occupied or not, or place any obstruction that would impede mail delivery or create a hazard, in front of or within 15 feet on either side of a curbside mailbox or other place where mail is received or deposited, on postal

delivery days between 8:00 a.m. and 6:00 p.m., except in the following instances:

1. Except when necessary to avoid conflict with other traffic; or
2. In compliance with law or directions of a police officer or official traffic control device; or
3. Momentarily to pick up or discharge a passenger or passengers.

**E. A vehicle in violation of any restrictions imposed by the City, posted on a sign or other designation marking an area or zone.**

**10.04.260 Citation Notice on illegally parked vehicle.**

- A. Whenever a vehicle without an operator is found parked in violation of a restriction imposed by any portion of this Title 10 chapter other than those provisions regarding abandoned vehicles, stored vehicles, or hazardous vehicles, the officer finding the vehicle shall take its license number and any other information displayed on the vehicle which may identify its owner, and shall conspicuously affix to the vehicle a ~~traffic citation~~ **Parking Violation Notice** instructing the operator to answer to the charge against ~~him or her~~ **them** or pay the penalty imposed within 10 days ~~during the hours and at a place specified in the citation~~ **by following the instructions on the notice.**
- B. Whenever a City officer finds an abandoned or wrongfully stored vehicle, the officer finding the vehicle shall, in either case, provide advance notice substantially similar to the form, substance, and time periods provided under ORS 819.110 and ORS 819.179.

**10.04.270 Failure to comply with ~~traffic citation~~ parking violation notice attached to parked vehicle.**

For all violations of this Title 10 other than a violation due to an abandoned vehicle, stored vehicle, or hazardous vehicle, if the operator does not respond to a ~~traffic citation~~ **notice** affixed to a vehicle within a period of 10 days, the City ~~Manager~~ may send to the owner of the vehicle to which the ~~traffic citation~~ **notice** was affixed a letter informing the owner of the violation and warning ~~him or her~~ **them** that in the event that the letter is disregarded for a period of 30 days.

- A. The fine will be double.
- B. If the vehicle has four or more outstanding  ~~citations~~  **notices** or \$100.00 or more in unpaid fines, it may be impounded. Impounded vehicles shall only be released in accordance with Section 10.04.310.
- C. For all violations due to an abandoned vehicle or a stored vehicle, if the operator does not respond within the required time period, the City may impound the vehicle according to Article VIII.

**10.04.280 Owner Responsibility.**

The owner of a vehicle placed in violation of a parking restriction shall be responsible for the offense, except when the use of the vehicle was secured by the operator without the owner's consent.

**10.04.290 Registered owner presumption.**

In a prosecution of a vehicle owner charging a violation of a restriction on parking, proof that the vehicle at the time of the violation was registered to the defendant shall constitute a presumption that the defendant was then the owner in fact.

**Section 2.** Warrenton Municipal Code Chapter 12.04.020 Vendors is amended to read as follows:

12.04.020 Vendors.

Vendors and concessionaires will be allowed to set up booths in the park ~~on the July 4<sup>th</sup> weekend from sunrise, July 2<sup>nd</sup>, until sundown, July 6<sup>th</sup>~~; **if they have a valid permit from the City or are operating under an approved Event Permit** and at no other time.

**Section 3.** Warrenton Municipal Code Section 12.08.010 Park hours is hereby amended to read as follows:

12.08.010 Park hours.

It is unlawful for any person to be in a park during the hours of park closure. Unless the Public Works ~~Superintendent~~ **Director** or designee designates otherwise **or a permit with specific hours is issued**, "hours of park closure" means anytime between the hours of ~~11:00 p.m. and the following 5:00 a.m. with the exception of the following park: It is unlawful to be in Eben Carruthers Park between the hours of 10:00 p.m. and the following 5:00 a.m.~~ **10:00 p.m. and the following 6:00 a.m.**

**Section 4.** This Ordinance shall become effective immediately after its adoption.

First Reading In Its Entirety: January 14, 2025

ADOPTED by the City Commission of the City of Warrenton, Oregon this 14<sup>th</sup> day of January 2025.

APPROVED

ATTEST

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

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

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**Section 4.** This Ordinance shall become effective thirty days after its adoption.

First Reading: January 14, 2025

Second Reading: January 28, 2025

ADOPTED by the City Commission of the City of Warrenton, Oregon this 28<sup>th</sup> day of January 2025.

APPROVED

ATTEST

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

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



## City Commission Agenda Memo

Meeting Date: January 14, 2025  
 From: Esther Moberg, City Manager  
 Subject: Mayoral Powers regarding Oregonians for Floodplain Protection

### Summary:

The Mayor has been appointed to the Oregonians for Floodplain Protection board (OFP) as well as being understood to possibly represent the City of Warrenton in the upcoming class action suit that OFP will be spearheading. The City Manager is requesting further discussion and clarity on the powers of the Mayor in representing the City of Warrenton in these two areas. It is the recommendation of the City Manager to make a motion giving the Mayor the authority in these two areas.

### Recommendation/Suggested Motion:

*I move to appoint the Mayor as the representative of the City of Warrenton regarding any prior, current, and future actions regarding a FEMA class action suit by OFP and representing the City of Warrenton on the Oregonians for Floodplain Protection board.*

### Alternative:

Other action as deemed appropriate by the City Commission

**OR**

None recommended

### Fiscal Impact:

The City has previously designated \$10,000 in this fiscal year for the Oregonians for Floodplain Protection.

### Attachments:

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

Approved by City Manager: \_\_\_\_\_



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Esther Moberg, City Manager  
DATE: January 14, 2025  
SUBJ: Deep Sea Fisherman's fundraiser Community Center fee request

### SUMMARY

The City has received a request for the commission to pay the fees for use of the Community Center for the annual fundraiser held by the Deep Sea Fishermans Fund. They are requesting use of the center for Saturday and Sunday, February 8<sup>th</sup> and 9<sup>th</sup>, 2025. The cost of one day of last year's rental fee was covered using funds from the Warrenton Business license fund upon approval by the City Commission.

The Community Center is operated on user fees only and does not receive other funding except through donations and fund-raising efforts. The operating budget for the center is very small and utilities and cleaning costs still need to be covered. The total fee for use of the Community Center for one day for this event is \$449 or \$898 for two days.

### RECOMMENDATION/SUGGESTED MOTION

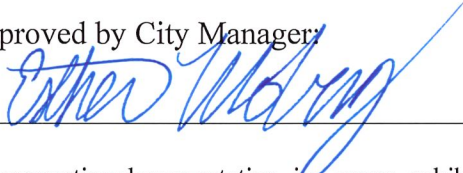
*"I move the City cover the cost of use of the Community Center for one day during the annual fundraiser for the Deep Sea Fisherman's fund, using funds from the Warrenton Business License Budget."*

### ALTERNATIVE

## FISCAL IMPACT

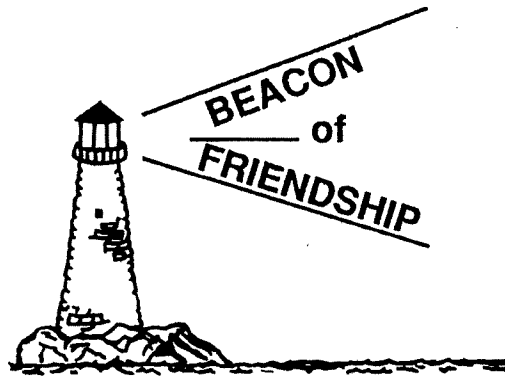
There is room in the budget for this expense.

Approved by City Manager:

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

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





**Deep Sea Fishermen's Benefit Fund  
of the Lower Columbia River**

P.O. Box 1062  
Warrenton, OR 97146

December 30, 2024

Esther Moberg City Manager

Request to City Commission

Re: Reduced use fee of Warrenton Community Center

We are scheduling our 35<sup>th</sup> annual Deep Sea Fishermen's Benefit Fund Crab feed dinner for February at the Warrenton Community Center. We served over 600 dinners last year in our two-day event, with an all-volunteer staff. We had broad support from the fishing community, with Fishermen from Ilwaco, Chinook, Astoria, and Warrenton supplying donated crab. Numerous businesses contributed donations of services and goods, as well as the City of Warrenton with help on facility rental fees.

We hope once again, the City of Warrenton can help with discounted use fees of the community center for our 35<sup>th</sup> annual event. The season for local crab harvest has been delayed, and we are ready to provide access to the public's resource in our local event February. Thanks in advance for your consideration of support.

Best Regards

Deep Sea Fishermen's Benefit Board

# AMENDED ANNUAL REPORT



Corporation Division  
[sos.oregon.gov/business](https://sos.oregon.gov/business)

**E-FILED**  
Aug 28, 2024  
OREGON SECRETARY OF STATE

## REGISTRY NUMBER

16723488

## REGISTRATION DATE

08/03/1989

## BUSINESS NAME

DEEP SEA FISHERMEN'S BENEFIT FUND, INC.

## BUSINESS ACTIVITY

PROVIDE MAINTENANCE OF CITY MEMORIAL PARK DEDICATED TO FISHING AND FISHERMEN; PROVIDE ASSISTANCE TO FISHERMEN'S FAMILIES, DEPENDENTS AND FISHERMEN

## MAILING ADDRESS

PO BOX 1062  
WARRENTON OR 97146 USA

## TYPE

DOMESTIC NONPROFIT CORPORATION

## PRIMARY PLACE OF BUSINESS

44 N MAIN ST  
WARRENTON OR 97146 USA

## JURISDICTION

OREGON

## REGISTERED AGENT

DOUGLAS GENE HEATER

90627 PETER JOHNSON RD  
ASTORIA OR 97103 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

## PRESIDENT

DOUG HEATER

90627 PETER JOHNSON RD  
ASTORIA OR 97103 USA

## SECRETARY

MEKA WHITSETT

130 SE KING AVE  
WARRENTON OR 97146 USA



I declare, under penalty of perjury, that this document does not fraudulently conceal, fraudulently obscure, fraudulently alter or otherwise misrepresent the identity of the person or any officers, directors, employees or agents of the corporation on behalf of which the person signs. This filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

**ELECTRONIC SIGNATURE**

**NAME**

DOUG HEATER

**TITLE**

PRESIDENT

**DATE**

08-28-2024

## **Definitions.**

### **§ 5.04.010**

"Business" means all services, manufacturers, processors, trades, retail and wholesale shops and any and all occupations carried on in the City of Warrenton for the purpose of profit or not for profit.

"Person" means all domestic and foreign corporations, associations, syndicates, partnerships of any kind, joint ventures, societies and individuals transacting and carrying on business in the City of Warrenton.

(Ord. 857-A § 1, 1989; Ord. 1239 § 2, 2020)

### **§ 5.04.020 Exclusions.**

- A.** No person whose income is based solely on an hourly, daily, weekly, monthly or annual wages or salary shall, for the purpose of this chapter, be deemed a person transacting or carrying on any business in said City. It is the intention that all license fees herein shall be borne by the employer of the person for the privilege of doing business in the City of Warrenton.
- B.** Nothing in this chapter shall be construed to apply to any person transacting and carrying on any business within the City which is exempt from such license fee or regulation of the City by virtue of either the Constitution or laws of either the United States of America or State of Oregon.
- C.** A non-profit operating with a 501(c)(3) shall not be required to submit a license application fee.
- D.** Vendors attending a City Sponsored event are not required to apply for a business license, if that is the only time they are conducting business within the City.

(Ord. 857-A § 2, 1989; Ord. 1239 § 2, 2020)

### **§ 5.04.030 Purpose.**

It is necessary to levy license fees through this chapter in order to provide revenue for the primary purpose of enhancing the economy and livability, including the following:

- A.** Providing funding for blight and nuisance abatement per City Policy, including property improvement projects that will increase property values or visibility for businesses.
- B.** Provide grants to the local Main Street Program or equivalent organization, and grants to nonprofits whose efforts improve the economic value or viability of businesses or business districts as deemed appropriate by the City Commission.
- C.** Funding for projects, or events that will enhance the livability or economic vitality of the City.

1. Examples include events that celebrate national, state or local holidays; festivals; public movies or games; and other events and activities that promote livability and/or economic activity.

a. All events receiving City funds must be open to the public.

D. Beautification of the City.

E. Assist with the funding of public safety programs or the purchases of public safety equipment.

F. Other tasks, projects, or functions recommended and approved by the City Commission, that are consistent with Section **5.04.040**.

(Ord. 857-A § 3, 1989; Ord. 1239 § 2, 2020)

### § 5.04.040 **Policy.**

It is the policy of the City of Warrenton to prioritize funding for projects that will have the greatest impact to residents and businesses within the City. Business license funds should not be used to contribute to nonprofits or agencies dedicated to goals other than business promotion or adopted goals of the City. It is also the policy of the City Commission to dedicate a portion of license revenues every year for the continuation of the annual 4th of July Parade, at least one festival event, and winter holiday decorations.

(Ord. 1239 § 2, 2020)

### § 5.04.050 **Prohibitions.**

Business license funds shall not be used to:

A. Duplicate the work of entities which receive City transient lodging tax funds for the primary purposes of tourism promotion.

**B.** Perpetually fund events, festivals, service programs that are not primarily controlled by the City or its designee.

1. E.g. The City may designate a nonprofit or contractor to organize an event like the 4th of July Parade, this may be perpetually funded for as long as that nonprofit or contractor is designated by the City to control that event.

C. Fund governmental entities other than the City, unless it is to cover a fee or other cost associated with a City led or funded project, program or event.

D. Be used as a grant program to fund charitable organizations that support another governmental agency's major function.

**E.** Provide block grants to nonprofits or social service agencies not directly relating to business development, City supported or sponsored events.

F. Fund programs or events based and/or held outside of the city limits.





## City Commission Agenda Memo

Meeting Date: January 14, 2024  
 From: Dale McDowell, Public Works Interim Director  
 Subject: Service Vehicle Order

### Summary:

The Public Works Department is experiencing significant growth, both in crew size and in the demand for services across our city. This expansion directly supports our mission to maintain and enhance essential city infrastructure and services. However, our current fleet of service vehicles is insufficient to meet the increasing demands of our operations. Namely the ability to dispatch utility crew members to multiple job sites and locations simultaneously is severely hindered by the lack of available vehicles. This creates inefficiencies, delays in response times and challenges in providing excellence of service for our community. Reliable service vehicles are a critical resource for our department, enabling our team to respond to service calls promptly, transport necessary equipment and carry out repairs and maintenance across the city. The need for additional vehicles has already been anticipated and included in the 2024-2027 Capital Improvement Project (CIP) list. By acting now to procure these vehicles, we can ensure alignment with our long-term strategic planning and meet current operational demands.

### Recommendation/Suggested Motion:

*"I move to award the contract with Northside Ford Truck Sales, Inc. in a not to exceed amount of \$193,010.45 for Public Works Service Vehicle Order "*

### Alternative:

Other action as deemed appropriate by the City Commission

### Fiscal Impact:

Budgeted

|                    |     |             |
|--------------------|-----|-------------|
| Parks 001-429      | 2%  | \$3,860.21  |
| Storm 028-430      | 3%  | \$5,790.31  |
| Water 029-430      | 42% | \$81,064.39 |
| Sanitation 034-430 | 13% | \$25,091.36 |
| Streets 040-431    | 31% | \$59,833.24 |
| Parks 001-429      | 9%  | \$17,370.94 |

### Attachments:

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

- Northside Ford Truck Sales, Inc. Contract

Approved by City Manager: \_\_\_\_\_

# CITY OF WARRENTON

## CONTRACT FOR GOODS AND SERVICES

### CONTRACT:

This Contract, made and entered into this 14<sup>th</sup> day of January 2025, by and between the City of Warrenton, a municipal corporation of the State of Oregon, hereinafter called "CITY," and Northside Ford Truck Sales, Inc. located at 6221 N E Columbia Blvd. Portland Oregon, 97218, hereinafter called "CONTRACTOR", duly authorized to do business in Oregon.

### WITNESSETH

WHEREAS, the CITY requires goods and services which CONTRACTOR is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, CONTRACTOR is able and prepared to provide such goods and services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. CONTRACTOR GOODS AND SERVICES: (Title: Public Works Service Vehicle Order)

A. CONTRACTOR shall provide goods and services for the CITY, as outlined in its attached quote, dated December 12, 2024, and is attached hereto as Exhibit A.

B. CONTRACTOR'S obligations are defined solely by this Contract, the RFP, or solicitation document, (if any) and its attachment and not by any other contract or agreement that may be associated with this project.

2. COMPENSATION

A. The CITY agrees to pay CONTRACTOR a total not-to-exceed price of \$193,010.45 for providing goods and performance of those services provided herein;

B. The CONTRACTOR will submit a final invoice referencing complete delivery of service trucks and for all goods provided or services rendered to: City of Warrenton, Attention: Accounts Payable, PO Box 250, Warrenton, Oregon 97146, **OR**, CONSULTANT may submit invoice via email to [ap@warrentonoregon.us](mailto:ap@warrentonoregon.us). City pays net 21 upon receipt of invoice.

C. CITY certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract.

3. CONTRACTOR IDENTIFICATION

CONTRACTOR shall furnish to the CITY the CONTRACTOR'S employer identification number, as designated by the Internal Revenue Service, or CONTRACTOR'S Social Security number, as CITY deems applicable.

4. CITY'S REPRESENTATIVE

For purposes hereof, the CITY'S authorized representative will be Rock Haglund.

5. CONTRACTOR'S REPRESENTATIVE

For purposes hereof, the CONTRACTOR'S authorized representative will be Sharon Tucker.

6. CONTRACTOR IS INDEPENDENT CONTRACTOR

- A. CONTRACTOR'S services shall be provided under the general supervision of City's project director or his designee, but CONTRACTOR shall be an independent CONTRACTOR for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 2 of this Contract,
- B. CONTRACTOR acknowledges that for all purposes related to this contract, CONTRACTOR is and shall be deemed to be an independent CONTRACTOR and not an employee of the CITY, shall not be entitled to benefits of any kind to which an employee of the CITY is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that CONTRACTOR is found by a court of law or an administrative agency to be an employee of the CITY for any purpose, CITY shall be entitled to offset compensation due, or, to demand repayment of any amounts paid to CONTRACTOR under the terms of the contract, to the full extent of any benefits or other remuneration CONTRACTOR receives (from CITY or third party) as result of said finding and to the full extent of any payments that CITY is required to make (to CONTRACTOR or a third party) as a result of said finding.
- C. The undersigned CONTRACTOR hereby represents that no employee of the City of Warrenton, or any partnership or corporation in which a City of Warrenton employee has an interest, has or will receive any remuneration of any description from the CONTRACTOR, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.

7. CANCELLATION FOR CAUSE

CITY may cancel all or any part of this Contract if CONTRACTOR breaches any of the terms herein or in the event of any of the following: Insolvency of CONTRACTOR; voluntary or involuntary petition in bankruptcy by or against CONTRACTOR; appointment of a receiver or trustee for CONTRACTOR, or any assignment for benefit of creditors of CONTRACTOR. Damages for breach shall be those allowed by Oregon law, reasonable and necessary attorney's fees, and other costs of litigation at trial and upon appeal. CONTRACTOR may likewise cancel all or any part of this contract if CITY breaches any of the terms herein and be therefore entitled to equivalent damages as expressed above for CITY.

8. ACCESS TO RECORDS

CITY shall have access to such books, documents, papers and records of contract as are directly pertinent to this contract for the purposes of making audit, examination, excerpts and transcripts.

9. FORCE MAJEURE

Neither CITY nor CONTRACTOR shall be considered in default because of any delays in completion of responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the party so disabled provided the party so disabled shall within ten (10) days from the beginning

such delay notify the other party in writing of the causes of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation.

10. NONWAIVER

The failure of the CITY to insist upon or enforce strict performance by CONTRACTOR of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

11. ATTORNEY'S FEES

In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

12. APPLICABLE LAW

The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it.

13. CONFLICT BETWEEN TERMS

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the proposal of the CONTRACTOR, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

14. INDEMNIFICATION

CONTRACTOR agrees to indemnify and hold harmless the CITY, its Officers, and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, contractor, or others resulting from or arising out of CONTRACTOR'S negligent acts, errors or omissions in the supply of goods or performance of services pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CONTRACTOR and The CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CONTRACTOR.

15. INSURANCE

Prior to starting work hereunder, CONTRACTOR, at CONTRACTOR'S cost, shall secure and continue to carry during the term of this contract, with an insurance company acceptable to CITY, the following insurance:

A. **Commercial General Liability.** Contractor shall obtain, at Contractor's expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate of not less than \$2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and Advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined



single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$2,000,000.

**B. Automobile Liability.** Contract shall obtain, at Contractor's expense and keep in effect during the term of the resulting Contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than \$1,000,000, and annual aggregate not less than \$2,000,000.

**C. Additional Insured.** The liability insurance coverage shall include City and its officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under this Contract. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Contract, Contractor shall furnish a certificate to City from each insurance company providing insurance showing that the City is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.

**D. Notice of Cancellation or Change.** There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor or its insurer(s) to City. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Contract and will be grounds for immediate termination of this Agreement.

16. WORKMEN'S COMPENSATION

The CONTRACTOR, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.

17. LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES

Contractor shall make payment promptly, as due, to all persons supplying CONTRACTOR labor or material for the prosecution of the work provided for this contract.

Contractor shall pay all contributions or amounts due the Industrial Accident Fund from CONTRACTOR or any subcontractor incurred in the performance of the contract.

Contractor shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.

Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

18. PAYMENT OF MEDICAL CARE

Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury to the employees of such CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or

deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

19. STANDARD OF CARE

The standard of care applicable to contractor's services will be the degree of skill and diligence normally employed by contractors performing the same or similar services at the time CONTRACTOR'S services are performed. CONTRACTOR will re-perform any services not meeting this standard without additional compensation.

20. NO THIRD PARTY BENEFICIARIES

This contract gives no rights or benefits to anyone other than the CITY and CONTRACTOR and has no third party beneficiaries.

21. SEVERABILITY AND SURVIVAL

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. Limitations of liability shall survive termination of this Agreement for any cause.

22. BUSINESS LICENSE

A City of Warrenton Business License is required for all businesses working within the City of Warrenton. Information for this process is available on the City of Warrenton website at <http://ci.warrenton.or.us/> or by calling 503-861-2233.

23. COMPLETE CONTRACT

This Contract and its referenced attachments constitute the complete contract between CITY and CONTRACTOR and supersedes all prior written or oral discussions or agreements. CONTRACTOR services are defined solely by this Contract and its attachments and not by any other contract or agreement that may be associated with this Contract.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first written above.

City of Warrenton, a Municipal Corporation

BY: \_\_\_\_\_  
Henry Balensifer III, Mayor Date

ATTEST:

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

CONTRACTOR:

BY: \_\_\_\_\_  
Date

**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

**As Configured Vehicle**

| Code | Description | MSRP | Invoice |
|------|-------------|------|---------|
|------|-------------|------|---------|

**Base Vehicle**

|     |                          |             |             |
|-----|--------------------------|-------------|-------------|
| X3B | Base Vehicle Price (X3B) | \$51,925.00 | \$49,329.00 |
|-----|--------------------------|-------------|-------------|

**Packages**

|      |                 |     |     |
|------|-----------------|-----|-----|
| 610A | Order Code 610A | N/C | N/C |
|------|-----------------|-----|-----|

*Includes:*

- Engine: 6.8L 2V DEVCT NA PFI V8 Gas
- Transmission: TorqShift-G 10-Speed Automatic
- Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.
- GVWR: 10,800 lb Payload Package
- Wheels: 17" Argent Painted Steel
- Includes painted hub covers/center ornaments.
- HD Vinyl 40/20/40 Split Bench Seat
- Includes center armrest, cupholder, storage and driver's side manual lumbar.
- Radio: AM/FM Stereo w/MP3 Player
- Includes 6 speakers.
- SYNC 4
- Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.

**Powertrain**

|     |                                        |          |          |
|-----|----------------------------------------|----------|----------|
| 99A | Engine: 6.8L 2V DEVCT<br>NA PFI V8 Gas | Included | Included |
|-----|----------------------------------------|----------|----------|

|     |                                                 |          |          |
|-----|-------------------------------------------------|----------|----------|
| 44F | Transmission: TorqShift-G<br>10-Speed Automatic | Included | Included |
|-----|-------------------------------------------------|----------|----------|

*Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.*

|     |                                         |     |     |
|-----|-----------------------------------------|-----|-----|
| X4M | Electronic-Locking w/4.30<br>Axle Ratio | N/C | N/C |
|-----|-----------------------------------------|-----|-----|

|       |                                    |          |          |
|-------|------------------------------------|----------|----------|
| STDGV | GVWR: 10,800 lb Payload<br>Package | Included | Included |
|-------|------------------------------------|----------|----------|

**Wheels & Tires**

|     |                        |          |          |
|-----|------------------------|----------|----------|
| TEX | Tires: LT285/70R17 A/T | Included | Included |
|-----|------------------------|----------|----------|

*Off-road. Spare may not be the same as road tire.*

|     |                                     |          |          |
|-----|-------------------------------------|----------|----------|
| 64A | Wheels: 17" Argent<br>Painted Steel | Included | Included |
|-----|-------------------------------------|----------|----------|

*Includes painted hub covers/center ornaments.***Seats & Seat Trim**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

**As Configured Vehicle (cont'd)**

| Code | Description                                                                                                               | MSRP     | Invoice  |
|------|---------------------------------------------------------------------------------------------------------------------------|----------|----------|
| A    | HD Vinyl 40/20/40 Split Bench Seat<br><i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i> | Included | Included |

**Other Options**

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 164WB | 164" Wheelbase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | STD      | STD      |
| PAINT | Monotone Paint Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | STD      | STD      |
| STDRD | Radio: AM/FM Stereo w/MP3 Player<br><i>Includes 6 speakers.</i><br><br><i>Includes:</i><br><i>- SYNC 4</i><br><i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.</i>                                                                                                                                                                                                                                                                                                                       | Included | Included |
| 17Z   | XL Off-Road Package<br><i>Includes transfer case and axle water fording vent tubes and unique front air dams with approach angle improvement.</i><br><br><i>Includes:</i><br><i>- Tires: LT285/70R17 A/T</i><br><i>Off-road. Spare may not be the same as road tire.</i><br><i>- Transfer Case &amp; Fuel Tank Skid Plates</i>                                                                                                                                                                                                                                                                                                                                      | \$995.00 | \$906.00 |
| 471   | Camper Package<br><i>Includes heavy service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen. Not included if maximum springs have been computer selected as standard equipment) and slide-in camper certification. Note 1: Salesperson's source book or Ford RV trailer towing guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. Note 2: May result in deterioration of ride quality when vehicle is not equipped with camper.</i><br><br><i>Includes:</i><br><i>- Rear Stabilizer Bar &amp; Auxiliary Springs</i> | \$160.00 | \$145.00 |
| 52B   | Trailer Brake Controller<br><i>Includes smart trailer tow connector.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$300.00 | \$273.00 |
| 18B   | Platform Running Boards                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$445.00 | \$405.00 |
| 61L   | Front Wheel Well Liners (Pre-Installed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$180.00 | \$164.00 |

**Fleet Options**

|        |                                                                               |     |     |
|--------|-------------------------------------------------------------------------------|-----|-----|
| WARANT | Fleet Customer Powertrain Limited Warranty<br><i>Requires valid FIN code.</i> | N/C | N/C |
|--------|-------------------------------------------------------------------------------|-----|-----|

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

**As Configured Vehicle (cont'd)**

| Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                              | MSRP        | Invoice     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |
| <b>Emissions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |
| 425                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 50-State Emissions System                                                                                                                                                                                                                                                                                                                                                                                                | STD         | STD         |
| <b>Exterior Color</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |
| Z1_01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Oxford White                                                                                                                                                                                                                                                                                                                                                                                                             | N/C         | N/C         |
| <b>Interior Color</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |
| AS_03                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat                                                                                                                                                                                                                                                                                                                                                                   | N/C         | N/C         |
| <b>Upfit Options</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |
| 293034                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Scelzi service body<br>SB-98-79-49-38-VO<br>8' Scelzi Service Body<br>1EA - ALL LIGHTS L.E.D.<br>6" DIAMOND PLATE STEP BUMPER<br>POWDER COATED GRAY<br>1EA - RELOCATE FACTORY RECEIVER HITCH<br>1EA - 7 PRONG RV PLUG #12707<br>1EA - RELOCATE FACTORY BACK UP CAMERA<br>1 LADDER RACK 2" X 3" X .120 WALL FORKLIFT ACCESS - POWDER COATED WHITE<br>WEIGHT CERTIFICATE OF COMPLETED UNIT<br>HAZARDOUS WASTE DISPOSAL FEE | \$14,539.00 | \$14,539.00 |
| SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                          | \$68,544.00 | \$65,761.00 |
| Destination Charge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                          | \$1,995.00  | \$1,995.00  |
| TOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                          | \$70,539.00 | \$67,756.00 |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

## Pricing Summary - Single Vehicle

**MSRP****Vehicle Pricing**

|                    |                    |
|--------------------|--------------------|
| Base Vehicle Price | \$51,925.00        |
| Options            | \$2,080.00         |
| Colors             | \$0.00             |
| Upfitting          | \$14,539.00        |
| Fleet Discount     | \$0.00             |
| Fuel Charge        | \$0.00             |
| Destination Charge | \$1,995.00         |
| <b>Subtotal</b>    | <b>\$70,539.00</b> |

**Pre-Tax Adjustments**

| <b>Code</b>     | <b>Description</b>                              | <b>MSRP</b>        |
|-----------------|-------------------------------------------------|--------------------|
| Delivery        | Delivery per contract \$2.50 per mile after 60. | \$92.50            |
| Govt Disc       | Government discount                             | -\$7,074.00        |
| 1656            | As per state contract #1656                     | \$0.00             |
| <b>Subtotal</b> |                                                 | <b>\$63,557.50</b> |

**Sales Taxes**

| <b>Code</b>                                                                                                                                          | <b>Description</b>     | <b>MSRP</b>        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| CAT                                                                                                                                                  | Corporate Activity Tax | \$254.23           |
| <i>Estimated CAT tax (gross receipts tax) in effect 1/1/20.</i>                                                                                      |                        |                    |
| Oregon Tax                                                                                                                                           | Oregon Privilege Tax   | \$317.79           |
| <i>Oregon Privilege Tax for all new vehicles and any used vehicles with less than 7500 miles that have not previously been registered in Oregon.</i> |                        |                    |
| <b>Subtotal</b>                                                                                                                                      |                        | <b>\$64,129.52</b> |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

## Pricing Summary - Single Vehicle

### Post-Tax Adjustments

| Code                                                                                       | Description                                 | MSRP               |
|--------------------------------------------------------------------------------------------|---------------------------------------------|--------------------|
| CAT Doc 75                                                                                 | Adjustment for CAT on \$75 Doc fee          | \$0.30             |
| <i>CAT tax adjustment for doc fee. Tax is to be collected for document processing fee.</i> |                                             |                    |
| E-Doc                                                                                      | Doc fee for E-Plates                        | \$75.00            |
| <i>Doc fee for processing E-Plates</i>                                                     |                                             |                    |
| E-RegPlate                                                                                 | Plate and registration for E-Plates         | \$31.00            |
| <i>\$25.50 Plate fee<br/>\$5.00 Registration</i>                                           |                                             |                    |
| Title-19                                                                                   | Title fee for vehicles getting 0-19 MPG avg | \$101.00           |
| <b>Subtotal</b>                                                                            |                                             | <b>\$64,336.82</b> |
| <b>Total</b>                                                                               |                                             | <b>\$64,336.82</b> |

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

**Pricing Summary - Multiple Vehicles****Vehicle Quantity: 3****MSRP****Vehicle Pricing**

|                    |                     |
|--------------------|---------------------|
| Base Vehicle Price | \$155,775.00        |
| Options            | \$6,240.00          |
| Colors             | \$0.00              |
| Upfitting          | \$43,617.00         |
| Fleet Discount     | \$0.00              |
| Fuel Charge        | \$0.00              |
| Destination Charge | \$5,985.00          |
| <b>Subtotal</b>    | <b>\$211,617.00</b> |

**Pre-Tax Adjustments**

| <b>Code</b>     | <b>Description</b>                              | <b>MSRP</b>         |
|-----------------|-------------------------------------------------|---------------------|
| Delivery        | Delivery per contract \$2.50 per mile after 60. | \$277.50            |
| Govt Disc       | Government discount                             | -\$21,222.00        |
| 1656            | As per state contract #1656                     | \$0.00              |
| <b>Subtotal</b> |                                                 | <b>\$190,672.50</b> |

**Sales Taxes**

| <b>Code</b>                                                                                                                                          | <b>Description</b>     | <b>MSRP</b>         |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|
| CAT                                                                                                                                                  | Corporate Activity Tax | \$762.69            |
| <i>Estimated CAT tax (gross receipts tax) in effect 1/1/20.</i>                                                                                      |                        |                     |
| Oregon Tax                                                                                                                                           | Oregon Privilege Tax   | \$953.36            |
| <i>Oregon Privilege Tax for all new vehicles and any used vehicles with less than 7500 miles that have not previously been registered in Oregon.</i> |                        |                     |
| <b>Subtotal</b>                                                                                                                                      |                        | <b>\$192,388.55</b> |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Rock Haglund**

Public Works, City of Warrenton

Prepared by: SHARON TUCKER

12/12/2024



Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

**2025 F-350 4x4 SD Super Cab 8' box 164" WB SRW XL (X3B)**

Price Level: 520 | Quote ID: War25X3B

## Pricing Summary - Multiple Vehicles

*Post-Tax Adjustments*

| Code                                                                                       | Description                                 | MSRP                |
|--------------------------------------------------------------------------------------------|---------------------------------------------|---------------------|
| CAT Doc 75                                                                                 | Adjustment for CAT on \$75 Doc fee          | \$0.90              |
| <i>CAT tax adjustment for doc fee. Tax is to be collected for document processing fee.</i> |                                             |                     |
| E-Doc                                                                                      | Doc fee for E-Plates                        | \$225.00            |
| <i>Doc fee for processing E-Plates</i>                                                     |                                             |                     |
| E-RegPlate                                                                                 | Plate and registration for E-Plates         | \$93.00             |
| <i>\$25.50 Plate fee<br/>\$5.00 Registration</i>                                           |                                             |                     |
| Title-19                                                                                   | Title fee for vehicles getting 0-19 MPG avg | \$303.00            |
| <b>Subtotal</b>                                                                            |                                             | <b>\$193,010.45</b> |
| <b>Total</b>                                                                               |                                             | <b>\$193,010.45</b> |

\_\_\_\_\_  
Customer Signature\_\_\_\_\_  
Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Corrected - 9E

Corrected Fiscal Impact Table 1/14/2025

Fiscal Impact:

Budgeted

|                    |     |             |
|--------------------|-----|-------------|
| Parks 001-429      | 2%  | \$3,860.21  |
| Storm 028-430      | 3%  | \$5,790.31  |
| Water 029-430      | 42% | \$81,064.39 |
| Sanitation 034-430 | 13% | \$25,091.36 |
| Sewer 038-430      | 31% | \$59,833.24 |
| Streets 040-431    | 9%  | \$17,370.94 |





January 5, 2025

To the Warrenton City Commission:

The purpose of this letter is to provide written nominations for the commission's consideration to appoint members to respective city boards.

### **Planning Commission:**

- Colin Atkinson for Position No. 5
  - Term Commencing Immediately and ending December 31, 2026.
  - As a follow up to my declaration of applicants in my nomination letter dated Dec 10, 2024, this is the remaining applicant interested in the planning commission.

#### **Recommended Motion**

*"I move to appoint Colin Atkinson to Position No. 5 on the Warrenton City Planning Commission and setting his term of office for Position No. 5."*

Alternate Motion:

*"I move to table the nomination for Planning Commission indefinitely and direct the Mayor to submit a different nominee."*

### **Budget: (1 Applicant)**

- Flint Carlson for Position No. 4
  - Term commencing immediately and ending December 31, 2027.

#### **Recommended Motion**

*"I move to appoint Flint Carlson to Position No. 1 on the Warrenton City Budget Committee and setting his term of office for Position No.4."*

Alternate Motion:

*"I move to table the nomination for the Warrenton City Budget Committee indefinitely and direct the Mayor to submit a different nominee."*

## **Additional Request:**

We have quite a few new members on the Planning Commission. I request the Commission consider setting up a training on land use laws with DLCD Rep Brett Estes, or with our attorneys. In the past (pre-covid) we had our attorney do it as a dual Mayoral Town Hall and Training. This allowed the citizens to learn the intricacies of land use (better informing what can and cannot be done about it), as well as provide training for the new commissioners. DLCD would probably be a more cost effective option. Alternatively, I could pull up the old training slides from our attorneys and run through them, but I feel it best if it came from an outside party than the appointing authority. Lacking a stable planning department—I feel this is more important than ever, and recommend we do it as a town hall style to provide an educational opportunity to the community writ large. That town hall was well received, I put on a program that included multiple speakers to ensure it wasn't too droning, and the community writ large found it very helpful and informational.

### **Possible Motions:**

*"I move to authorize expenditure of funds to cover a dual training and town hall on planning/land use laws in Oregon, require planning commissioners to attend, and to direct the mayor to set a date and agenda for such event at the community center."*

*"I move to have staff set up a land use/planning training for planning commissioners utilizing DLCD and/or the City Attorney and to work with the planning commission to schedule it within 1Q 2025 and require planning commissioners to attend."*

### **Alternate Motions:**

Alternatively the commission can take no action, or require only planning commissioners who are less than 4 years in service to take it, or to make it optional...the sky is the limit.

Sincerely,



Henry A. Balensifer III  
Mayor



## City Commission Agenda Memo

Meeting Date: January 14, 2025  
 From: Hanna Bentley, Deputy City Recorder  
 Subject: Committee Appointments

### Summary:

Several terms on the City volunteer committees and boards ended on December 31, 2024. The City Commission has made various appointments to the City Advisory Boards and Committees. Attached are resolutions confirming the appointments and setting the terms of office for City Advisory Boards and Committees.

The remaining board and committee vacancies are as follows:

- Parks Advisory Board, Position 1, term end 12/31/2027
- Parks Advisory Board, Position 5, term end 12/31/2026

### Recommendation/Suggested Motion:

"I move to adopt Resolution No. 2693; authorizing appointments to fill positions on the Warrenton Budget Committee and setting terms of office."

"I move to adopt Resolution No. 2694; setting terms of office on the Warrenton Community Center Advisory Board."

"I move to adopt Resolution No. 2695; authorizing appointments to fill positions on the Warrenton Community Library Board and setting terms of office"

"I move to adopt Resolution No. 2696; authorizing appointments to fill positions on the Marinas Advisory Committee and setting terms of office."

"I move to adopt Resolution No. 2697; authorizing appointments to fill positions on the Warrenton Parks Advisory Board and setting terms of office."

"I move to adopt Resolution No. 2698; authorizing appointments to fill positions on the Warrenton Planning Commission and setting terms of office."

### Alternative:

Other action as deemed appropriate by the City Commission

### Fiscal Impact:

N/A

### Attachments:

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

- Resolution No. 2693, Resolution No. 2694, Resolution No. 2695, Resolution No. 2696, Resolution No. 2697, and Resolution No. 2698

Approved by City Manager: *Ester Meloy*

## RESOLUTION NO. 2693

INTRODUCED BY: All Commissioners

### AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON THE WARRENTON BUDGET COMMITTEE AND SETTING TERMS OF OFFICE

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

|            |         |           |             |                   |
|------------|---------|-----------|-------------|-------------------|
| Position 1 | David   | Burkhart  | Term Ending | December 31, 2025 |
| Position 2 | Dan     | Sollaccio | Term Ending | December 31, 2026 |
| Position 3 | Jack    | Bello     | Term Ending | December 31, 2027 |
| Position 4 | Flint   | Carlson   | Term Ending | December 31, 2027 |
| Position 5 | William | Kerr      | Term Ending | December 31, 2025 |

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 14<sup>th</sup> day of January 2025.

**APPROVED:**

---

Henry A. Balensifer III, Mayor

**ATTEST:**

---

Dawne Shaw, CMC, City Recorder

## **RESOLUTION NO. 2694**

INTRODUCED BY: All Commissioners

### **SETTING TERMS OF OFFICE ON THE WARRENTON COMMUNITY CENTER ADVISORY BOARD**

**BE IT RESOLVED**, by the City Commission that the Warrenton Community Center Advisory Board Members and their terms of office are as follows:

|            |         |           |             |                   |
|------------|---------|-----------|-------------|-------------------|
| Position 1 | Jack    | Bello     | Term Ending | December 31, 2028 |
| Position 2 | Kenneth | Stranding | Term Ending | December 31, 2025 |
| Position 3 | Carol   | Snell     | Term Ending | December 31, 2026 |
| Position 4 | Debbie  | Little    | Term Ending | December 31, 2028 |
| Position 5 | Penny   | Morris    | Term Ending | December 31, 2027 |

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 14<sup>th</sup> day of January 2025.

#### **APPROVED:**

---

Henry A. Balensifer III, Mayor

#### **ATTEST:**

---

Dawne Shaw, CMC, City Recorder



## RESOLUTION NO. 2695

INTRODUCED BY: All Commissioners

### AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON THE WARRENTON COMMUNITY LIBRARY BOARD AND SETTING TERMS OF OFFICE

**BE IT RESOLVED**, by the City Commission that the Warrenton Community Library Board Members and their terms of office are as follows:

|            |         |            |             |                   |
|------------|---------|------------|-------------|-------------------|
| Position 1 | Abbie   | Johnson    | Term Ending | December 31, 2027 |
| Position 2 | Aggie   | Cooley     | Term Ending | December 31, 2027 |
| Position 3 | Kelsey  | Balensifer | Term Ending | December 31, 2028 |
| Position 4 | Gregory | Bian       | Term Ending | December 31, 2028 |
| Position 5 | Karyn   | Grass      | Term Ending | December 31, 2025 |
| Position 6 | Amanda  | Donovan    | Term Ending | December 31, 2026 |
| Position 7 | Andrew  | Walker     | Term Ending | December 31, 2026 |

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 14<sup>th</sup> day of January 2025.

**APPROVED:**

---

Henry A. Balensifer III, Mayor

**ATTEST:**

---

Dawne Shaw, CMC, City Recorder

## **RESOLUTION NO. 2696**

INTRODUCED BY: All Commissioners

### **AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON THE MARINAS ADVISORY COMMITTEE AND SETTING TERMS OF OFFICE**

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

|            |          |            |             |                   |
|------------|----------|------------|-------------|-------------------|
| Position 1 | Lylla    | Gaebel     | Term Ending | December 31, 2025 |
| Position 2 | William  | Kerr       | Term Ending | December 31, 2025 |
| Position 3 | Jennifer | Fowler     | Term Ending | December 31, 2025 |
| Position 4 | Larry    | Ausman     | Term Ending | December 31, 2026 |
| Position 5 | Mike     | Balensifer | Term Ending | December 31, 2026 |

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 14<sup>th</sup> day of January 2025.

**APPROVED:**

---

Henry A. Balensifer III, Mayor

**ATTEST:**

---

Dawne Shaw, CMC, City Recorder

## RESOLUTION NO. 2697

INTRODUCED BY: All Commissioners

### AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON THE WARRENTON PARKS ADVISORY BOARD AND SETTING TERMS OF OFFICE

**BE IT RESOLVED**, by the City Commission that the Warrenton Parks Advisory Board Members and their terms of office are as follows:

|            |        |         |             |                   |
|------------|--------|---------|-------------|-------------------|
| Position 1 | Vacant |         | Term Ending | December 31, 2027 |
| Position 2 | Ron    | Dyer    | Term Ending | December 31, 2027 |
| Position 3 | Sammi  | Beechan | Term Ending | December 31, 2025 |
| Position 4 | Bert   | Little  | Term Ending | December 31, 2025 |
| Position 5 | Vacant |         | Term Ending | December 31, 2026 |
| Position 6 | Sara   | Long    | Term Ending | December 31, 2026 |
| Position 7 | Brooke | Terry   | Term Ending | December 31, 2026 |

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 14<sup>th</sup> day of January 2025.

#### APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

#### ATTEST:

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

## **RESOLUTION NO. 2698**

INTRODUCED BY: All Commissioners

### **AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON THE WARRENTON PLANNING COMMISSION AND SETTING TERMS OF OFFICE**

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

|            |         |          |             |                   |
|------------|---------|----------|-------------|-------------------|
| Position 1 | Tony    | Faletti  | Term Ending | December 31, 2028 |
| Position 2 | Dan     | Heath    | Term Ending | December 31, 2028 |
| Position 3 | Chris   | Hayward  | Term Ending | December 31, 2025 |
| Position 4 | Mike    | Moha     | Term Ending | December 31, 2026 |
| Position 5 | Colin   | Atkinson | Term Ending | December 31, 2026 |
| Position 6 | Karin   | Hopper   | Term Ending | December 31, 2027 |
| Position 7 | Cynthia | O'Reilly | Term Ending | December 31, 2027 |

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this 14<sup>th</sup> day of January 2025.

#### **APPROVED:**

---

Henry A. Balensifer III, Mayor

#### **ATTEST:**

---

Dawne Shaw, CMC, City Recorder



## City Commission Agenda Memo

Meeting Date: January 14, 2025  
 From: Esther Moberg, City Manager  
 Subject: Oxford House

### Summary:

Several residents in the Fort Stevens Historic Area have contacted the City regarding a new property owner and intended land use near their homes. The new occupants intend to operate an Oxford House (<https://www.oxfordhouse.org/>). Based on what City staff have been able to understand from the website and what these residents have communicated, the new occupants intend to house seven people on each side of a duplex for a total of 14 occupants. They have not applied for any building or land use permits, and City staff do not anticipate them needing to do so. Most of the City's enforcement mechanisms require them to have applied for a permit, and all of the enforcement mechanisms require them to violate some provision of the Municipal Code. We have not received any evidence or seen anything that indicates the use violates any provisions of the code.

The definition of family was introduced by one of the residents in Fort Stevens. The City defines family as "One person or two or more persons related by blood, marriage, legal adoption, or guardianship; or a group of not more than five persons (excluding employees) all or part of whom are not related by blood, marriage, legal adoption or guardianship, living together as a single housekeeping unit in a dwelling unit." The family definition is extremely challenging to enforce as it requires staff to prove that residents of the City who are occupying a dwelling unit are not related without any sources of that information.

### Recommendation/Suggested Motion:

None recommended

### Alternative:

None recommended

### Fiscal Impact:

N/A

### Attachments:

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

Approved by City Manager: \_\_\_\_\_





## City Commission Agenda Memo

Meeting Date: January 14, 2025  
From: Christian Salinas, Code Compliance  
Subject: Oxford House Discussion

### Summary:

On 11/26/2024, I received two voice messages with concerns regarding 469-487 Russell Drive. The messages stated that the property was being converted into a halfway house that would house a combination of 14 men and women who were recently released from prison/jail or were recovering from addictions. The messages advised that Oxford House was funding and managing the property.

The complaints included unauthorized construction and electrical work on the property. I would later learn that 469 was identified as the only address occupied by those associated with Oxford House. However, neighbors stated concerns that 487 had related renovations underway.

I contacted both addresses and spoke with their occupants. The occupant of 487 said that he was not associated with Oxford House and that no work had been conducted in his residence. He stated that the only work he was sure of was done on the roof and chimney.

The occupant of 469 stated that no work was being done in the residence and that the only job he was aware of was roof repairs.

I could not see anything indicating that construction or electrical work was being conducted within the residence. However, residual items from the roof work were in the yard.

I contacted Ed Smith, the regional supervisor of Oxford House, and was told that 469 was the only property being occupied by those associated with Oxford House and that 487 was unassociated. He stated that the individuals residing in the residence are in recovery from substance abuse. The occupants were thoroughly vetted before being selected to join the residence. The occupants are self-managed and living without an Oxford House representative on-site. Mr. Smith said they have not done any construction on the property, and the conditions/ layout are the same as when they first leased it.

On 12/23/2024, I received a parking complaint about a vehicle parked on the sidewalk near 469 Russell Drive. The report included that the vehicle belonged to the occupants of Oxford House.

I arrived and located the vehicle. It was parked just north of 469 Russell Drive. The vehicle was not parked on the sidewalk; it was parked on the grassy area between the sidewalk and the roadway. The road was not blocked, and I determined that emergency vehicles would be able to pass through. The roadway is not labeled with parking restrictions on either side of Russell Drive. I determined that the vehicle had been parked legally.

I later discussed vehicles parked on Russell Drive and Russell Place with Chief Workman. As this issue has come up in the past, he informed me that there are no restrictions to vehicles parked on the public right-of-way.



## City Commission Agenda Memo

Meeting Date: January 14<sup>th</sup>, 2025  
From: Robert Johnston; Interim Building Official  
Subject: 469 Russell Drive (Oxford House) – Building Investigation

### Summary:

During a recent site visit, evidence was observed indicating unpermitted work within the residence. Specifically, a new wall appears to have been constructed to separate a portion of the dining room to create a new bedroom. This memorandum outlines the findings and proposes next steps to address the situation.

### Findings:

#### 1. Wall Construction:

- The new wall does not feature the ornate crown molding present in all other rooms of the residence.
- A troweled medallion on the ceiling around the light fixture is partially concealed by the newly constructed wall.

#### 2. Electrical Modifications:

- A new light switch was observed controlling the existing overhead light.
- Clatsop County records show no electrical permit for this work. However, it is possible a licensed contractor used a Minor Label for this project.

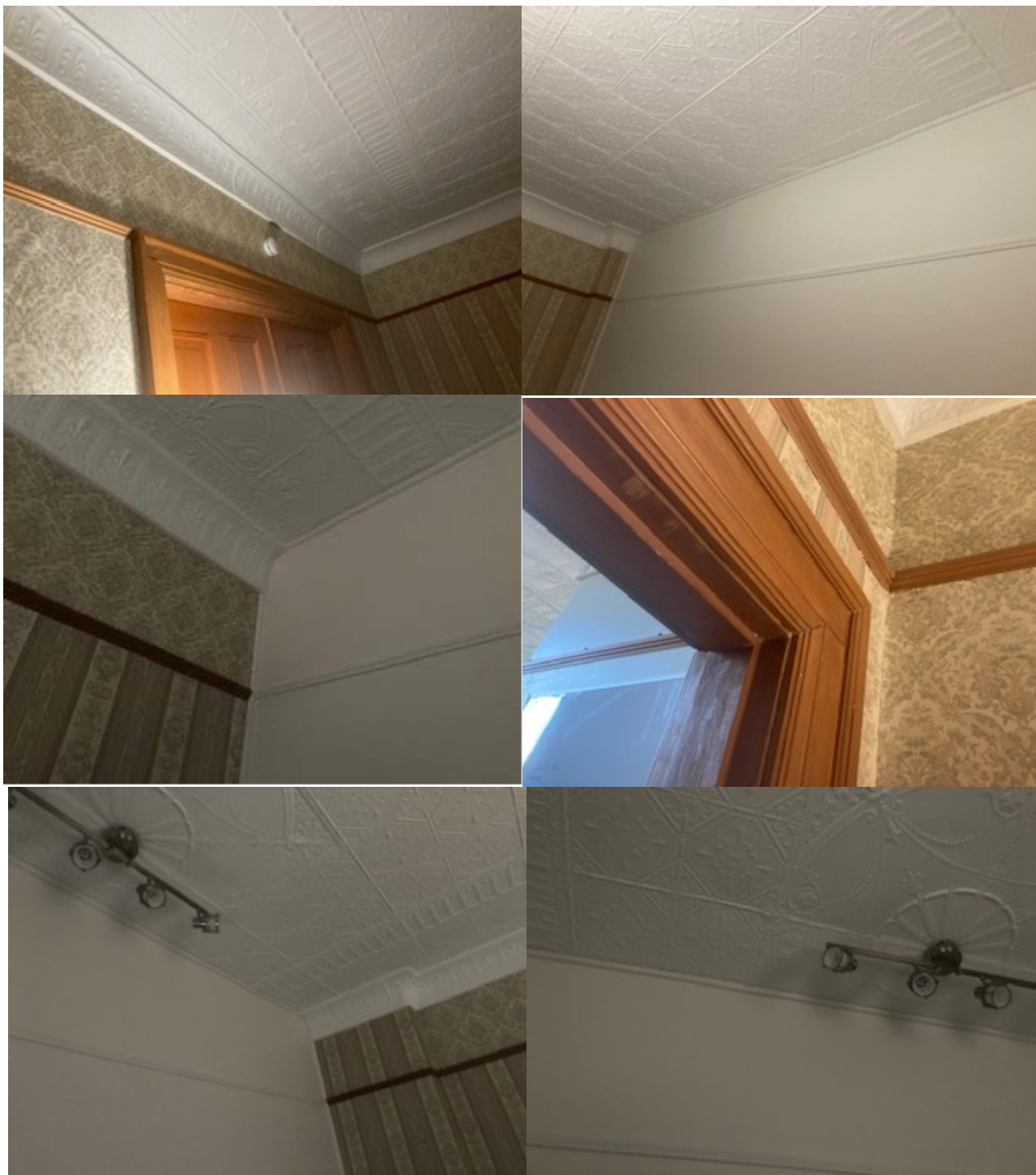
#### 3. Wallpaper Discrepancy:

- The wallpaper on the existing wall does not continue onto the newly constructed wall, further supporting the conclusion that this is recent work.

### Next Steps:

1. **Electrical Work Verification:** During the next site visit, all electrical panels will be inspected for a Minor Label sticker, which is required to be posted prior to commencing work. It remains unclear if additional electrical work was performed within the new wall.
2. **Notification to Property Owner:** The building department will formally notify the property owner of the findings and provide guidance on the necessary steps for compliance. This will include permitting reviews by both the City and Clatsop County.
3. **Potential Change of Occupancy:** If the addition of a new bedroom results in an increase in occupancy, the property may require a change of occupancy designation. Such a change may necessitate the installation of sprinklers or other safety measures as per code requirements.

**Attachments:**









## City Commission Agenda Memo

Meeting Date: January 14, 2025  
 From: Mathew J. Workman, Chief of Police  
 Subject: RV Ordinance Revision Discussion

### Summary:

On June 13, 2023, we had a discussion on revisions to City Ordinances and Codes regarding the use of RVs. This discussion was the last one we had in a series of discussions dating back to 2021. The discussion was productive, with multiple suggestions from the Commission, staff, and the City Attorney's office. It was decided by staff to wait until various topics relating to public and private property camping, homelessness, etc., made their way through the State and Federal court system all the way to the Supreme Court. Though the topics are not resolved on any of those levels and continue to change, we do have a ruling from the US Supreme Court on a Grants Pass case, and we have received some guidance from our insurance company (CIS). Staff have decided to open this discussion again with the aim of completing any amendments or adjustments to the City Code and then presenting an amendment to you at a future meeting for adoption. I have attached a supporting document with the changes suggested by the Commission and the City Attorney, as well as any input from CIS for our code.

### Recommendation/Suggested Motion:

*No Motion to make at this time; discussion only.*

### Alternative:

No alternative at this time; this code and ordinance must be amended to be enforceable.

### Fiscal Impact:

None at this time, though there could be some impacts in the future if we would need to purchase/install any signage or if we decide to commercially print the required permits.

### Attachments:

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

- Discussion document with suggested amendments, comments, and recommendations.

Approved by City Manager:



## **10.16 Recreational Vehicle Parking**

### **10.16.010 Findings.**

The Warrenton City Commission finds that recreational vehicles (RV), as defined by ORS 174.101, that are parked for purposes of lodging or sleeping within the City may create a hazard to public safety.

### **10.16.020 Parking restrictions.**

Recreational vehicles parked or stored upon property designated as marinas, City parks, or vacant land within the City limits of Warrenton **shall comply with this Chapter as well as Chapter 10.04 and Chapter 12.28 of this code.**

### **10.16.030 Temporary parking permits.**

- A. A permit to park a recreational vehicle shall be obtained from the City when the RV is used for camping or living purposes on either public or private property within the City. The City may revoke the permit immediately for failure to comply with any law, ordinance, policy, rule, or regulation, including but not limited to the provisions of this Chapter. Permits shall be issued for the following:
  - 1. Temporary Camping Program under the guidelines of Chapter 12.28.030;
  - 2. Use of RV for Seasonal Businesses under the guidelines of Chapter 12.28.040;
  - 3. Individuals involved in a City-Approved event at a City facility; or
  - 4. Individuals identified as "Park Hosts" for the City at a designated City Park or Marina.
- B. Permits are free and are as follows:
  - 1. 3-day (cannot exceed 14 days in any 60-day period);
  - 2. 7-day (cannot exceed 14 days in any 60-day period);
  - 3. Park Host (designated term by the City).
- C. Prohibited practices.
  - 1. Recreational vehicles shall not be used as:
    - i. Homestay Lodging per Chapter 8.24.010;
    - ii. Vacation Rental Dwelling per Chapter 8.24.010;
    - iii. On-site employee housing such as dormitories, boarding rooms, or sleeping quarters.
  - 2. No more than two recreational vehicles are allowed on a single site unless the site complies with Warrenton Municipal Code Chapter 16.176 (Recreational vehicle park design standards).
  - 3. There can be no discharge of waste of any sort except into proper sewer or septic systems, and any connection to the City-owned system must be approved by the City prior to any connection.

### **10.16.040 Camping facilities.**

Public camping facilities are available within a short distance of the City-owned property. (Ord. 915-A § 4, 1993)

#### **10.16.050 Penalties.**

Any person who violates this Chapter **can** be cited by the Warrenton Police Department and subject to the following fine amounts.

- A. Failure to have a permit or violating the terms of an issued permit; up to \$300/a day.**
- B. Improper discharge of waste or dumping of waste; up to \$1,000/a day to include any additional cost to clean the site.**
- C. Over two recreational vehicles on a site or not meeting recreational vehicle park requirements; \$500/a day.**

**Each day the violation occurs will be considered a separate offense.**



## City Commission Agenda Memo

Meeting Date: January 14, 2025  
 From: Esther Moberg, City Manager  
 Subject: Discussion regarding Cap on Delinquent Water Meters

### Summary:

Currently the City of Warrenton does not have a threshold on costs associated with extreme scenarios of unpaid utilities those unpaid in which a house has been abandoned, burned down, or the owner has passed away and/or the meter is challenging to remove. City code has required that after a year of unpaid utility bills, the water meter is removed back to the main and storm, sewer, water pipes are all capped to prevent leaks or I and I in the system. The property owner is required to pay for the cost to remove the services to the main as well as any future charges for reinstallation.

However, as long as a meter is present, even if the house has been removed, the city will continue to charge for the utilities that are on site which includes water, sewer, stormwater, and garbage all of which are required utilities in city limits. Complaints recently regarding the lack of a cap on water meter billing in specific instances has been brought forward.

Examples include the following houses:

- 925 N Harbor Ave. Current bill for unpaid utilities is at \$9,988.98. The house burned down or was removed and utilities were last paid in 2019. The water meter would be hard to remove due to placement of pipe and ODOT ROW. Staff have reviewed a few times internally and declined to remove the water meter due to the cost and staff time (and permits) potentially involved.
- 1196 S. Main Ave (house recently changed hands) current bill for unpaid utilities is \$8,377.22 and was a lien on the house. Utilities were last paid in May of 2018. I believe this person recently complained to the commission after they purchased the house at auction and discovered afterward the lien for utilities.

There are only a few houses with outstanding unpaid utility bills of this nature but it is worth considering a change in policy and a cap on utility bills should the City staff make the decision to leave the water meter on site. It is complicated because the city does charge for installation of a new water meter so leaving the water meter on site could be seen as a benefit that other properties do not receive.

### Recommendation/Suggested Motion:

*Is it the direction of the City Commission to expand the code to 24months for a forced disconnection and to allow the City Manager the discretion regarding extreme scenarios for full removal and/or disconnection where the billing will stop but the meter will stay in the ground. If this is the direction the City Commission desires then the City staff will bring back a revised ordinance at a future meeting.*

### Alternative:

Other action as deemed appropriate by the City Commission

OR

None recommended

**Fiscal Impact:**

1 year of full utilities cost: \$1,573.44

2 years of full utilities cost: \$3,146.88

**Attachments:**

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

**Approved by City Manager:** \_\_\_\_\_