



City of Warrenton Community Center Advisory Board Agenda

City Hall, 225 S. Main Warrenton, OR 97146
Wednesday, May 21, 2025

The meeting will be broadcast via Zoom at the following link

<https://us02web.zoom.us/j/83063708347?pwd=3FXy6JQBIhOL2FWRevS6skqDiBl5sJ.1>

Meeting ID: 830 6370 8347 | 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 permanent public record.

You may provide public comment using the following methods:

1. In-person: Complete a public comment card and submit to the Finance Director prior to the start of the meeting.
 2. Via Zoom: Register with the Finance Director, at financedirector@warrentonoregon.us no later than 2pm the day of the meeting. Please ensure that your zoom name matches the name registered to comment.
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Community Center Advisory Board Regular Meeting 4:30 PM

1. Call to order

2. Consent Calendar

- A. Community Center Advisory Board Annual Meeting Minutes January 2025
- B. Community Center Advisory Board Meeting Minutes January 2025
- C. Community Center Advisory Board Minutes March 2025

3. Reports

- A. Breakfast with the Easter Bunny Financial Report
- B. 3rd Quarter Financial Report

4. Public Comment

5. Business Items

None.

6. Discussion Items

- A. Breakfast with Easter Bunny

7. Adjournment



City of Warrenton Community Center Annual Advisory Board Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Wednesday, January 15, 2025

1. Community Center Annual Advisory Board meeting called to order at 4:34pm.

Members	Present	Excused
Jack Bello	X	
Kenneth Stranding	X	
Penny Morris		X
Carol Snell, Secetary	X	
Debbie Little, Chair	X	

Staff Members Present	
Finance Director Jessica Barrett	

2. 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 Community Center Advisory Board.

A. Meeting Minutes

None

3. Reports

None

4. Public Comment

None

5. Business Items

A. Agenda Item Name: Election of Officers

Carol and Debbie discussed despite Penny's absence, she communicated she was willing to be Secretary for this upcoming year. Kenneth Stranding volunteered to be Vice Chair. Carol nominated the below:

Chairman: Debbie Little

Vice Chair: Kenneth Stranding

Secretary: Penny Morris

Motion:	Move to approve the slate of officers.				
Moved:	Snell				
Seconded:	Little	Aye	Nay	Abstain	Recused
Vote:	Bello	X			
	Stranding	X			
	Snell	X			
	Little	X			
Passed:	4/0				

6. Discussion Items

None

7. Adjournment

There being no further business, Chair Little adjourned the meeting at 4:38pm.

Approved:

Attest:

Debbie Little, Chair

Penny Morris, Secretary



City of Warrenton Community Center Advisory Board Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Wednesday, January 15, 2025

1. Community Center Advisory Board meeting called to order at 4:39pm.

Members	Present	Excused
Jack Bello	X	
Kenneth Stranding	X	
Penny Morris, Secretary		X
Carol Snell,	X	
Debbie Little, Chair	X	

Staff Members Present	
Finance Director Jessica Barrett	

Chair Little new member, Jack Bello and discussion followed regarding his background.

2. 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 Community Center Advisory Board.

A. Meeting Minutes

Motion:	Move to approve the consent calendar as ammended.				
Moved:	Snell				
Seconded:	Stranding	Aye	Nay	Abstain	Recused
Vote:	Bello	X			
	Stranding	X			
	Snell	X			
	Little	X			
Passed:	4/0				

3. Reports

Finance Director, Jessica Barrett, provided a summary of proceeds from the Breakfast with Santa event on December 8th. It was noted donations were down slightly. Jessica mentioned that because a tally sheet was not provided for the breakfast it was difficult to differentiate proceeds from breakfast tickets vs. raffle tickets. A tally sheet will be provided for future breakfasts.

Jessica showed the board the new formatting for City Board Meeting Agendas and Minutes. She will email the template to board members. She also mentioned that the board should look at their bylaws in the next few months and consider updating.

4. Public Comment

None

5. Business Items

A. Agenda Item Name: Report on Breakfast with Santa

Little commented that donation letters went out earlier than in prior years and that may be why donations are down. Chair Little noted that they did not run out of anything and the supplies provided were adequate.

B. Agenda Item Name: Breakfast with the Easter Bunny

Breakfast with the East Bunny will be held on Sunday, April 6th with set up for the event to be done on Saturday, April 5th at 9am. Discussion followed explaining the event and what all set up entails to the new board members. Board member Snell noted she has a volunteer to be the Easter Bunny.

6. Discussion Items

None

7. Adjournment

There being no further business, Chair Little adjourned the meeting at 5:02pm.

Approved:

Attest:

Debbie Little, Chair

Penny Morris, Secetary



City of Warrenton Community Center Advisory Board

Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Wednesday March 19, 2025

1. Community Center Advisory Board meeting called to order at 6:00 pm.

Members	Present	Excused
Jack Bello		X
Kenneth Stranding	X	
Penny Morris, Secertary	X	
Carol Snell	X	
Debbie Little, Chair	X	

Staff Members Present	
Nik	X

2. Consent Calendar

Review next meeting

- A. Meeting Minutes – minutes not presented at this meeting. Will be presented at 05/21/25 meeting.

3. Reports

None

4. Public Comment

No formal public comment

5. Discussion Items

- A. Change the time of our meeting on the third Wednesday from 4pm to 4:30pm
- B. Breakfast with The Easter Bunny 8am -11am
- C. We are removing the eggs from breakfast due to the high cost. We will be serving pancakes, sausage, orange juice, coffee, water. Eggs would cost approx. \$671.00 for 65 dozen
- D. We don't have students helping at this point. Penny said she has three additional people coming to help at breakfast.
- E. Avery will be our Bunny, Carla will run the entry table
- F. Penny is getting the raffle together
- G. Carol has made 120 goodie bags for the kids

Lorna stated she will not be able to help at breakfast any longer, but she will come in the morning to train someone.

Lorna brought up the issue of the cleanliness of the kitchen at the community center. Debbie stated she would put a recommendation into the City for a quarterly deep clean of the kitchen

6. Adjournment

There being no further business, Chair Little adjourned the meeting at 7:00 pm.

Approved:

Attest:

Debbie Little, Chair

Penny Morris, Secertary

**CITY OF WARRENTON
COMMUNITY CENTER
April 6, 2025
Breakfast w/Easter Bunny**

HOURS:
8:00 AM TO 11:00

EASTER BUNNY BREAKFAST

			ACTUAL	
			ATTENDANCE	\$ AMOUNT
TICKET SALES				
	5.00	ALL	56	280.00
		DONATIONS/RAFFLE		290.00
		DONATIONS		2,039.84
		TOTAL		2,609.84
EXPENSES				
SUPPLIES PURCHASE				489.84
TOTAL EXPENSES				489.84
NET PROCEEDS				2,120.00

in kind donations:

Pig n' Pancake	Pancakes & Syrup & Cook	
Starbucks	Coffee	
Carol Snell-Supplies		489.84

Cash Donations:

Columbia River Bar Pilots	500.00
Fast Lube & Oil	100.00
Hampton Lumber Mills	200.00
Harbor Street Cigarettes & More	100.00
Maddox Dance Studio	100.00
Ocean Crest Chervrolet Buick GMC Cadillac Inc.	100.00
Ocean Beauty Seafoods	100.00
Supermart #9	100.00
Warrenton Fiber Co	100.00
Wauna Federal Credit Union	150.00
Total Cash Donations	1,550.00

Sales:

Ticket Sales	280.00
Raffle Sales	290.00
Anonomous donations at door	

Total Proceeds	2,609.84
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FINANCE DEPARTMENT MEMO

To: Warrenton Community Center Advisory Board Members: Carol Snell
Penny Morris
Kenneth Standing
Debbie Little

From: Jessica Barrett, Finance Director
Date: May 19, 2025

Financial Report for the third quarter ending March 31, 2025:

Total rental fees, year to date, are \$68,224 and total rental hours are 1,610 for an average rental of \$42.38 per hour. Total budgeted rental revenue to date (annualized 9/12) is \$15,000. This shows the Center over budget by \$53,224. Total revenue realized for the 3 quarters ending March 31, 2025 was \$76,625 compared to the budget of \$45,000 shows the Center ahead by \$31,625. Total expenses through the quarter ending are \$56,555 and budgeted expenses for the same period are \$65,100. Expenses are under budget by \$8,545. Cash on hand is \$84,503 up from last year ending June 30, 2024 by \$12,659. Fund balance totals \$82,797.

Please note that revenues are collected on a cash basis and are adjusted to the accrual basis at year end. Of the \$68,224 in rental fees stated above, there are \$27,813 in prepaid rental fees that accrue to future quarters. This adjustment restates rental revenue to \$40,411 which is 269% of the budgeted amount and restates the average hourly rental rate to \$72.55 per hour.

Rental hours year to date are ahead of last year's 3rd quarter to date by 20 hours.

The budget committee has authorized maintenance expenses be charged to the Facilities Maintenance Fund of the City. There is a budget of \$4,000 for this purpose. This quarter, the following expenses have been charged to the Facilities Maintenance Fund and total \$210: \$210 for pest control.

The center has a cash balance of \$45,700 in the Capital Reserve Fund. There has been no activity in this fund during this quarter.

Please feel free to see me in my office or call me at (503) 861-2233 regarding any questions you may have.