

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
August 8, 2017 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**
5. **CONSENT CALENDAR**
 - A. City Commission Meeting Minutes - 7.11.17
 - B. City Commission Meeting Minutes - 7.25.17
 - C. Library Advisory Board Minutes – 3.10.17
6. **PUBLIC COMMENT (AGENDA ITEMS)**

At this time, anyone wishing to address the City Commission concerning items on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. 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.

7. **BUSINESS ITEMS**
 - A. Consideration of Res. No. 2501; Authorizing an Election on November 7, 2017, for the Warrenton Community Library 5 Year Levy Option
 - B. Request for Office Improvement from Warrenton Fiber - Tansy Point Lease

8. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. 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.

9. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

10. ADJOURNMENT

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

5-A

MINUTES
Warrenton City Commission
Regular Meeting – July 11, 2017
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:02 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Tom Dyer, Rick Newton, Pam Ackley, Mark Baldwin and Mayor Henry Balensifer

Staff Present: City Manager Linda Engbretson, Police Chief Matt Workman, Fire Chief Tim Demers, Finance Director April Clark, Public Works Director Jim Dunn, Public Works Operations Manager Kyle Sharpsteen, Community Development Director Skip Urling, Police Officer Robert Wirt and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Baldwin welcomed everyone and noted he recently saw something on Facebook regarding the condition of Ocean View Cemetery, which is owned and maintained by the City of Astoria, but lies within the Warrenton city boundaries. He stated he drove through the cemetery and it is in terrible shape and it is “shameful.” He noted something needs to be done and he would like to hear how the Astoria Commission feels about it.

Commissioner Ackley welcomed Commissioner Baldwin back to the Commission and welcomed everyone to the meeting. She noted she recently went to the Ilwaco harbor and noted the activities there, which got her thinking about the future of the Hammond marina and the revitalization of the town of Hammond. She stated she hopes to have a task force meeting within the next few weeks.

Commissioner Dyer welcomed everyone and echoed both Commissioner Baldwin’s and Commissioner Ackley’s comments, and stated it is shameful the cemetery is not taken care of, and noted the need to get answers from Astoria. He also noted his appreciation for our Commission and how our City has been working and for the support of the community.

Commissioner Newton welcomed everyone and also noted an article in the paper about the youth prison closing. He stated he was aware it was closing and apologized for not letting the Commission know previously.

Mayor Balensifer welcomed everyone and noted the 4th of July celebration was a success with a record crowd. He noted the Mayor’s Award went to the Girl Scouts for their parade float, where they handed out books. He noted the need to add agenda item 7-C, Attorney Services, and asked

the Commission if they wish to add an agenda item to discuss the cemetery. Consensus was to add it to the agenda.

City Manager Linda Engbretson noted this Friday there is an event, sponsored by the Extension Service, at the Warrenton Marina called “Shop the Docks” with a walking tour. She stated the marina project should be completed by the end of next week. She also noted she enjoyed parade and suggested city staff enter a float next year.

Commissioner Baldwin made the motion to add items 7-C, Acceptance of RFP Recommendation for City Attorney Services and 7-D, Ocean View Cemetery conditions to the agenda. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Baldwin – aye

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

Balensifer – aye; Dyer – aye; Newton – aye; Baldwin – aye

PUBLIC COMMENT (Agenda Items) – NONE

BUSINESS

Commissioner Ackley made the motion to table Agenda Item 7-A until 7:00 p.m. Motion was seconded and passed unanimously.

Balensifer – aye; Newton – aye; Dyer – aye; Ackley – aye; Baldwin – aye

Finance Director April Clark presented Resolution No. 2498; Nuisance Abatement Assessment and Lien Docket, for property located at 25 Alternate Highway 101. She noted nuisance abatement costs have been incurred by the City of Warrenton and City Municipal Code, Section 8.16.200 allows for the costs to be assessed to the property owner upon written notice of such costs. A letter was sent to the property owner regarding the notice of assessment on April 27, 2017. Notice was also sent to the managing attorney, as the property owner is deceased and the property is being foreclosed. The property owner has 30 days to pay the costs associated with the abatement plus administrative costs of 5%; total is \$606.90. Discussion followed on other nuisance properties in the city.

Commissioner Ackley made the motion to adopt Resolution No. 2498, as stated or amended, “A resolution of the City Commission of the City of Warrenton, Oregon, assessing the costs of abatement of the nuisance located at 25 Alternate Highway 101, and entering the same on the docket of city liens pursuant to Warrenton Municipal Code Section 8.16.200”. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

MINUTES

Warrenton City Commission

Regular Meeting – 07.11.17

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City Manager Engbretson stated the City received two responses to the RFP for legal services: 1) Beery Elsner & Hammond, and 2) Moberg & Rust. She noted she met with Mayor Balensifer, Commissioner Newton and Finance Director April Clark on Monday, July 10th to review the responses. Using the selection criteria included in the RFP, the consensus of the review team was to recommend to the Commission the selection of Beery Elsner & Hammond to represent the City of Warrenton as legal counsel of record. Discussion followed on the experience and broad knowledge base that Beery Elsner & Hammond will provide the City.

Commissioner Newton made the motion to authorize staff to move forward with preparing documents to bring to the July 25, 2017 meeting, to appoint the firm of Beery Elsner & Hammond as “City Attorney” for the City of Warrenton. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin - aye

Commissioner Baldwin stated he would like hear Astoria’s comments on the condition of Ocean View Cemetery. Discussion followed on how to proceed and City Manager Engbretson noted she would send a letter to Astoria’s City Manager to start the conversation. If no progress is made after the letter, the Commission will bring it back to consider further action.

Mayor Balensifer suggested having a work session for more policy guidance on nuisances; to discuss what the resolution gives the city authority to do, and how to move forward in the future. He also stated he would like to have a work session with each board by the end of the year, to give guidance or direction. The Commission concurred, and City Manager Engbretson will set a work session schedule.

PUBLIC COMMENT – K9 Police Officer Robert Wirt gave a brief update on the July 26th Dinner/Auction to raise funds for the K9 program, and reminded the Commission and Department Heads to create gift baskets for the raffle. He noted he has received great community support. He also stated K9 “Gabe” has made 3 drug finds so far.

Mayor Balensifer recessed the meeting at 6:47 p.m.
Mayor Balensifer reconvened the meeting at 7:00 p.m.

Mayor Balensifer opened the Public Hearing on Ordinance No. 1212-A; Approving Application RZ 17-1 to Rezone Tax Lot 81020D0002100 from Residential to Medium Density Residential. Formalities followed and no ex-parte or conflicts of interest were reported. Community Development Director Skip Urling presented the staff report, noting Michael Johnson applied to rezone approximately 1.9 acres from Residential Growth Management/Intermediate Density Residential to Medium Density Residential (RM). The property, located on SW Juniper Avenue just south of the intersection with SW Kalmia Avenue, and is undeveloped. After holding Public Hearing, the Planning Commission voted to forward a recommendation to the City Commission to approve the application and adopt Ordinance No. 1212-A effecting the map amendment. Mr. Urling noted the property to the north is zoned as RM.

Mayor Balensifer asked for Public Comment. Jennifer Bunch from Wickiup Consulting, representing the applicant, Michael Johnson, noted Mr. Urling presented a comprehensive review of the application, and noted there are no potential plans they can commit to at this time. No one spoke in opposition. Commissioner Ackley noted the complaint letters submitted from the neighboring residents, but also noted the housing is needed. Mayor Balensifer noted in regards to the letters of complaint, there is no development application in place; this is only a rezone.

There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Newton made the motion to conduct the first reading by title only of Ordinance No. 1212-A; Approving Application RZ 17-1 to Rezone Tax Lot 81020D0002100 from Residential Growth Management/Intermediate Density Residential to Medium Density Residential. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

Mayor Balensifer conducted the first reading by title only of Ordinance No. 1212-A.

There being no further business Mayor Balensifer adjourned the regular meeting at 7:06 p.m.

APPROVED:

Henry Balensifer, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder

5-B

MINUTES
Warrenton City Commission
Regular Meeting – July 25, 2017

6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Tom Dyer, Rick Newton, Pam Ackley, Mark Baldwin and Mayor Henry Balensifer

Staff Present: City Manager Linda Engbretson, Police Chief Matt Workman, Finance Director April Clark, Public Works Director Jim Dunn, Public Works Operations Manager Kyle Sharpsteen, Community Development Director Skip Urling, Water Quality Technician Terry Ager and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Newton welcomed everyone and noted he will have a report from the CREST meeting and will also attend Camp Rosenbaum.

Commissioner Dyer welcomed everyone.

Commissioner Ackley welcomed new City Attorney Chad Jacobs and everyone in the attendance.

Commissioner Baldwin welcomed everyone and asked if there was an update on cemetery other than the newspaper article. Discussion followed on the Coast Guard crew that is working on cleanup, as well as other steps the City of Astoria has taken. Commissioner Baldwin noted his hope is that it's not something that gets forgotten, and he would like the Commission to pursue this as any other nuisance issue.

Mayor Balensifer stated he had the pleasure of touring the new Pacific Coast site, and thanked Commissioner Newton for going to Camp Rosenbaum, while he is in Portland to speak on behalf of the City for the Pacific Northwest Economic Region.

Mayor Balensifer presented a plaque to Water Quality Technician, Terry Ager in recognition of 32 years of dedicated service to the City of Warrenton, and congratulated him on his retirement. City Manager Linda Engbretson noted she has worked with Mr. Ager for 22 years and he will be greatly missed. Public Works Director Jim Dunn noted Mr. Ager is the Water Quality Technician, which is a very important position for the city. He noted Mr. Ager has done a fantastic job, with no violations; and noted his professionalism and he hates to see him go.

Commissioner Ackley made the motion to approve the consent calendar with corrections to the 6.27.17 Work Session minutes. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Baldwin – aye

PUBLIC COMMENT (Agenda Items) – None

BUSINESS

Mayor Balensifer opened the Public Hearing on the Petition to Vacate an undeveloped portion of NW 6th Street. Formalities followed and no ex-parte or conflicts of interest were reported. City Manager Engbretson presented the staff report, noting Kyle and Mary Jo Jones and Jonathan Brown are the petitioners. She noted the petitioners were not able to attend, however Mr. Terry Ferguson will speak on their behalf. She outlined the petition, map and staff comments which are included in the agenda packet. Mr. Terry Ferguson spoke briefly about the petition to vacate, noting it is a small piece of property and they would like to vacate it and get it on the tax rolls. Discussion followed on Fire Chief Demer's concerns on fire code access, as noted in the staff report. Mayor Balensifer asked for public comment. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Ackley made the motion to approve Vacation No. 145, and direct staff to prepare an ordinance for first reading on August 8, 2017, to vacate a portion of undeveloped NW 6th Street. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

Community Development Director Skip Urling presented Ordinance No. 1212-A for second reading, noting the first reading took place at the July 11, 2017 meeting. The subject property is located on SW Juniper Avenue just south of the intersection with SW Kalmia Avenue, and is undeveloped. Staff recommends the Commission conduct the second reading of, and then adopt the ordinance effecting the Johnson zoning map amendment.

Commissioner Newton made the motion to conduct the second reading of Ordinance No. 1212-A, by title only. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

Mayor Balensifer conducted the second reading of Ordinance No. 1212-A; *Approving Application RZ 17-1 to Rezone Tax Lot 81020D0002100 from Residential Growth Management/Intermediate Density Residential to Medium Density Residential.*

Commissioner Dyer made the motion to adopt Ordinance No. 1212-A. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

MINUTES

Warrenton City Commission

Regular Meeting – 07.25.17

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Community Development Director Skip Urling presented Resolution No. 2499; *Clarifying the Standards and Criteria for Requiring Neighborhood Parks Associated with Applications for Preliminary Plats and Subdivisions*. He noted WMC 16.216.020 General Requirements for applications for subdividing property includes criteria and thresholds for when developers must include land for and include development of a neighborhood park in their proposals. Mr. Urling stated the language in subparagraph I. is vague and the Mayor asked staff to rectify the situation. He noted Resolution No. 2499 is intended to provide the City Commission policy interpretation and guidance on the two criteria in question, and explained the details. Mr. Urling stated this would be an interim measure, and there needs to be a code adjustment/change. Discussion followed on the reasoning of this resolution and past issues with subdivisions.

Commissioner Ackley made the motion to adopt Resolution No. 2499; *Clarifying the Standards and Criteria for Requiring Neighborhood Parks Associated with Applications for Preliminary Plats and Subdivisions*. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

Public Works Director Jim Dunn stated Public Works requires easements for an existing water main connecting the Seabreeze and Manion water mains. Due to an oversight in the approval of the Surf Pines Water System, an easement was not provided for this water main. He noted the City has made an agreement with Jason and Tawnya Tompkins to provide a 5' easement on the north boundary of their lot at 89830 Manion Drive. The easement conveyance includes waiving a ¾" water service connection and \$2500.00 paid to the Tompkins. Brief discussion followed on water main easements.

Commissioner Newton made the motion to adopt the Easement for an existing water main connecting Seabreeze and Manion water mains. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

Public Works Director Jim Dunn stated on October 11, 2016 the Commission authorized staff to apply for funding for a water meter replacement project. An application was submitted to the Oregon Infrastructure Finance Authority of the Business Development Department (the "IFA") to obtain financial assistance for the Safe Drinking Water Revolving Loan Fund. On February 28, 2017 the Commission approved Resolution No. 2487, authorizing the City to enter into a financing contract with IFA to fund the project. Mr. Dunn noted he is now requesting approval to enter into a contract for professional services with Gray & Osborne, Inc. for the project management portion of the project.

Commissioner Dyer made the motion to approve the Gray & Osborne, Inc. Consultants proposal for the meter replacement project in the amount of \$62,076.00. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

City Manager Linda Engbretson explained the City Commission approved water rate increases effective July 1, 2017, and it has come to staff's attention that a housekeeping error has occurred, in that the Exhibit B that was attached to the resolution is not the most recent exhibit. A new Exhibit B was adopted in 2012 but was not included in adopted water rate resolutions moving forward from that date. She noted Resolution No. 2500 repeals Exhibit B adopted by Resolution No. 2490, which was adopted June 27, 2017, and replaces it with Exhibit B adopted in 2012. There are no changes to Installation or Administration fees; the difference between the two exhibits is that the 2012 edition adds service call, late charges, meter removal and fees associated with temporary vacancy/vacation "shut offs" as discussed and approved by the Commission in 2012. Ms. Engbretson noted this is housekeeping, and does not require two readings.

Commissioner Ackley made the motion to adopt Resolution No. 2500; Amending Resolution No. 2490, Exhibit B, City of Warrenton Water Department Installation and Administrative Fees. Motion was seconded and passed unanimously.

Balensifer – aye; Dyer – aye; Newton – aye; Ackley – aye; Baldwin – aye

PUBLIC COMMENT – None

There being no further business Mayor Balensifer adjourned the regular meeting at 6:32 p.m., and announced an executive session, under the authority of ORS 192.660(2)(d); *to conduct deliberations with persons designated by the governing body to carry on labor negotiations*. He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

Henry Balensifer, Mayor

ATTEST:

Dawne Shaw, Deputy City Recorder

WARRENTON COMMUNITY LIBRARY ADVISORY BOARD - 3.10.17 MEETING MINUTES

The Warrenton Community Library Advisory Board met on March 10, 2017, in the Warrenton City Hall Commission chambers. The meeting was called to order at 10:04 a.m. by Chairwoman Kelsey Balensifer.

Also in attendance were board members Baret Murphy-Becker, Rochelle Coulombe, Dawn DeLacey, Natalie Duggan, Rebecca Herren and Eileen Purcell. Site manager Nettie-Lee Calog was at the meeting, too.

The minutes from the WCL Advisory Board's regular meeting on Dec. 9, 2016, were unanimously approved.

During her site manager report, Calog provided information about the upcoming Little Free Library Auction at the Seaside Civic & Convention Center on 3.23.17 and invited the board members to attend. She also said she would send the budget numbers after the meeting.

Chairwoman Balensifer gave the board, especially the new members, a brief summary on the bond levy that will likely be on the ballot this fall. City Finance Director April Clark had provided some numbers to the Warrenton City Commission earlier this year, showing how much revenue our current 9.5 cents bond levy brings in vs. the projected revenue at various rates up to 24 cents. The City Commission seemed supportive of an increased bond levy, which would allow for expanded library services.

Calog updated the board on the current status of the library relocation. Outgoing tenant Cheryl Koon is expected to vacate the 160 S. Main building by March 31, 2017. There is a walkthrough with the school board, which owns the building, tentatively scheduled for early April.

As new business, the board elected Eileen Purcell as the secretary. The board also re-elected Kelsey Balensifer as chairwoman.

The board also identified two major goals for the 2017 calendar year: relocating to a new building and getting the bond levy passed this fall.

Chairwoman Balensifer also requested that the members of the board brainstorm a list of services, features and functions they would like to see in a new library in the future. These ideas will be sifted through and ranked at the meeting in June. This list will then be presented to the Warrenton City Commission at a later date.

For the good of the order, Chairwoman Balensifer reminded the board that the upcoming regular meeting dates are as follows:

- Friday, June 9, 2017 - 10 a.m. at Warrenton City Hall
- Friday, Sept. 8, 2017 - 10 a.m. at Warrenton City Hall
- Friday, Dec. 8, 2017 - 10 a.m. at Warrenton City Hall

The meeting was adjourned at 10:58 a.m.

Minutes taken by Kelsey Balensifer, Chairwoman

7-A

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission

FROM: Linda Engbretson, City Manager

DATE: August 8, 2017

SUBJ: CONSIDERATION TO PLACE LIBRARY LEVY ON THE NOVEMBER BALLOT

SUMMARY:

The Warrenton Community Library Advisory Board recommends placing a tax levy on the November ballot in order to continue funding Warrenton Community Library operations. The last levy approved by voters in 2012 levied \$.095 per \$1,000 of assessed value for library operations raising approximately \$209,078 over the five-year period. The current levy expires at the end of FY 2017-2018.

As you are aware, the library has relocated to downtown Warrenton in the old US Bank/Serendipity building on Main Street. Not only was lack of space a factor at the old site, there are clearly identified safety issues.

The Board has been discussing new opportunities and service demands and is recommending an increase in the proposed levy amount. Rent is now a factor which was not previously part of the operational budget.

The attached information provides four different scenarios - Bronze, Silver, Gold, and Platinum.

- Bronze - \$0.205 per \$1,000 is the minimum needed to cover current services/operations at new location.

- Silver - \$0.245 per \$1,000 could provide a small increase in paid staff time but no increase in hours of operation. It is estimated that an increase of \$10,000 from current funding will be available for materials and services.
- Gold - \$0.330 per \$1,000 could be used to increase hours of operation, pay for increase in staff time and provide an estimated additional \$24,100 in materials and services (automation and e-books).
- Platinum - \$0.415 per \$1,000 could be used for an increase in hours of operation, staff time, and perhaps additional staff (children's librarian). Additional \$24,100 for materials and services (automation and e-books).

The members of the Warrenton Community Library Advisory Board have discussed the vision for the library and the services they would like to provide. The increase in users at the new site has been extraordinary. The Board would like to increase hours of operation as well as automate and e-books being high priorities. With this in mind, they are recommending the Commission consider placing a levy of \$0.330 on the November 7 ballot (Gold). That will cost a homeowner \$33.00 per \$100,000 of assessed value on their home. It is estimated the levy will raise approximately \$933,773 over the five-year period. The Board is aware this is quite an increase from previous levies. The City has operated on the \$0.095 levy for 15 years, raising it from \$0.06 from the early 1990's.

RECOMMENDATION

The Board's recommendation is to "go for the gold." The Board's second choice is to go silver. Two resolutions have been prepared, one with a referral of \$0.330 and one for \$0.245. If the levy fails in November, the City will have a second opportunity to go to the voters in May 2018.

"I move to adopt Resolution No. 2501; Authorizing an Election on November 7, 2017, and adopting the Ballot title: *Five Year Library Operations Local Option Serial Levy.*"

ALTERNATIVE:

If the Commission chooses something other than silver or gold, we will need to prepare a resolution and call a special meeting to adopt the resolution in time to meet the election deadline.

FISCAL IMPACT

Without the levy, library operations will cease as of June 30, 2018.

City of Warrenton Budget Document									
Library Fund 020 (455)									
Historical Data				Budget for Fiscal Year 7/1/2018 - 6/30/2019					
Actual		Adopted Budget		Hours:		Bronze	Silver	Gold	Platinum
FYE 6/30/15	FYE 6/30/16	FYE 6/30/18				No increase in hours open	No increase in hours open	30 8 hour increase	35 13 hour increase
Resources & Requirements									
Resources									
\$ 28,398	\$ 28,378	\$ 39,000	300000	Beginning Fund Balance		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
2,255	2,084	2,000	311200	Prior Year Taxes		2,000	2,000	2,000	2,000
		500	334100	Grants-Misc					
1,000	1,000	1,000	334200	Grants-Ready to Read		1,000	1,000	1,000	1,000
223	275	200	351200	Fines		200	200	200	200
1,557	3,052	1,500	351500	Book Sales		1,500	1,500	1,500	1,500
249	359	300	360000	Miscellaneous		300	300	300	300
132	108	150	361000	Interest Earnings		200	200	200	200
6,995	5,628	2,000	365000	Donations		2,000	2,000	2,000	2,000
		3,833	365200	Donations-OCF		3,833	3,833	3,833	3,833
		26,371	391001	Transfer from General Fund					
40,809	40,884	76,854		Sub-Total Resources		41,033	41,033	41,033	41,033
43,403	46,291	48,939	311100	Property Taxes - Local Option Levy		108,160	129,488	174,144	221,421
				approx. cents per 1,000		0.205	0.245	0.330	0.415
84,212	87,174	125,793		Total Resources		149,193	170,521	215,177	262,454
Requirements									
Personnel Services-Library:									
22,664	24,401	25,750	110002	Part-Time Regular Salaries		25,861	27,835	31,713	45,310
1,551	1,608	1,970	141000	FICA		1,978	2,129	2,426	3,466
76	82	70	142000	Workers Compensation		65	70	79	114
80	63	52	143000	Unemployment		78	83	95	136
2,733	3,005	3,710	144000	Retirement		5,524	7,931	9,036	12,910
3,541	4,365	4,768	145000	Health Insurance		13,674	13,674	21,858	32,803
74	66	60	146000	Life Insurance		59	59	68	125
2,592	3,206	4,194	199999	Personnel services overhead (.0403 FTE)		4,724	5,178	6,527	9,486
33,311	36,796	40,574		Total Personnel Services		51,963	56,959	71,801	104,349
0.915	0.915	0.915		Total Full Time Equivalent (FTE)		0.91	1.00	1.13	1.33
Materials and Services-Library:									
2,423	2,791	3,000	210000	Office Supplies		3,000	3,000	3,500	4,000
36	16	100	211000	Postage		100	100	100	200
6,717	3,316	2,500	223000	Books		3,000	3,000	3,500	4,000
1,008	1,020	1,000	223001	Ready to Read Grant-Books		1,000	1,000	1,000	1,000
1,321	1,282	1,600	223002	Janitorial		1,600	1,600	1,600	1,800
		2,300	223003	OCF Grant-Books		2,300	2,300	2,300	2,300
1,276	405	250	310000	Printing/Advertising/Publicity		500	500	600	700
1,084	2,208	500	320000	Dues/Meetings/Training/Travel		1,000	1,000	1,200	1,500
1,054	1,077	1,500	340000	Electricity		2,000	2,000	2,250	2,500
848	795	1,750	340001	Natural Gas		1,800	1,800	1,800	2,000
749	808	1,000	340002	Communications		1,000	1,000	1,000	1,000
255	293	1,000	340005	Water		1,000	1,000	1,000	1,000
540	599	800	340006	Sewer		800	800	800	800
102	120	150	340007	Storm Sewer		150	150	150	150
152	178	250	340008	Sanitation		300	300	300	400
65		250	366000	Equipment Maintenance		300	300	400	500
947		1,000	371000	Repair and Maintenance		1,000	1,000	1,000	1,000
179	752	500	380000	Professional Services		1,000	1,000	1,250	1,500
				Additional Services*			10,000	24,100	24,100
		25,020	380010	Facilities Rental		25,020	25,020	25,020	25,020
1,468	1,254	2,000	380020	Computer Support-high speed internet		2,000	2,000	2,500	2,500
399			380050	Non-capital equipment		1,000	1,000	1,500	1,500
1,900	2,335	3,555	390090	Overhead Cost (Indirect Allocation)		4,987	5,987	7,637	7,947
22,523	19,249	50,025		Total Materials and Services		54,857	65,857	84,507	87,417
Not allocated:									
-	-	5,000	800000	Contingency		5,000	5,000	5,000	5,000
55,834	56,045	95,599		Total Expenditures		111,820	127,816	161,308	196,766
		5,026	880001	Reserved for future expenditure - building		5,100	5,100	5,100	5,100
28,378	31,129	25,168	880001	Ending Fund Balance		32,273	37,605	48,769	60,588
\$ 84,212	\$ 87,174	\$ 125,793		Total Requirements		\$ 149,193	\$ 170,521	\$ 215,177	\$ 262,454

BRONZE: 0.205

Basically maintaining current operations at new location.

No increase in hours of operation or paid staff.

Slight increases in line items based on historical amounts and estimates of new location.

Slight increase in Professional Services for events.

One new computer.

A home with an assessed value of \$100,000 would pay \$20.50 per year

SILVER: 0.245

No increase in hours of operation.

Increase in paid staff hours for Library Assistant from 11.5 to 15 per week. .91 FTE to 1.00 FTE

Additional Services in the amount of \$10,000 added.

This could be additional books, events, computers, etc.

OR maintenance fees for automation or e-books if a grant is received for startup costs.

OR saved up for the first two years to pay startup costs in the third year.

OR could increase hours for Library Assistant to 18 hours/wk

OR could slightly increase operation hours. (22 to 25?)

A home with an assessed value of \$100,000 would pay \$24.50 per year.

GOLD: 0.330

Increase hours of operation by 8 hours from 22 to 30.

Increase paid staff from .91 FTE to 1.13 FTE

(Library Site Mgr from 25 to 30 hours per week, Library assistant from 11.5 to 15 hours per week)

Additional Services \$24,100.

This could be startup costs for Automation & E-books. May need to spread between 1st & 2nd year.

Maintenance fees estimated at \$5,000 per year.

After initial startup costs (or if a grant is received) the additional amount could be used to increase programs, operation hours, staff hours, book purchases or some combination.

A home with an assessed value of \$100,000 would pay \$33.00 per year.

Increase hours of operation by 13 hours from 22 to 35.

Increase paid staff from .91 FTE to 1.23 FTE

(Library Site Mgr from 25 to 30 hours per week, Library assistant from 11.5 to 15 hours per week plus addition of Children's Librarian 20 hours per week)

Increased various Operating Expenses for additional hours.

Additional Services \$24,100.

This could be startup costs for Automation & E-books. May need to spread between 1st & 2nd year.

Maintenace fees estimated at \$5,000 per year.

After initial startup costs (or if a grant is received) the additional amount could be used to increase programs, operation hours, staff hours, book purchases or some combination.

A home with an assessed value of \$100,000 would pay \$41.50 per year.

city of warrenton
library

LOCAL OPTION LEVY FOR JULY 1, 2018 - JUNE 30, 2023

ASSESSED VALUE PERCENT INCREASE	0.03	
COLLECTION RATE FOR COUNTY	0.933	2015-2016
COMPRESSION LOSS FACTOR	0.000005	2016-2017
ACTUAL ASSESSED VALUATION 2016-2017	538,455,553	
ESTIMATED VALUATION 2017-2018	554,609,220	used 3% for 2017-2018 budget
ESTIMATED VALUATION 2018-2019	571,247,496	

TAX RATE PER \$1,000 **0.205** \$.205 per \$1,000

PROPERTY TAX ESTIMATED TO BE RAISED 117,105.74

COMPRESSION LOSS (0.61)

PROPERTY TAX ESTIMATED TO BE IMPOSED 117,105.13

LESS: UNCOLLECTIBLE PERCENTAGE 7,846.04

PROPERTY TAX ESTIMATED TO BE REC'D 109,259.08

Only increase is assumed 3% assessed value each year, so levy increase by 3% each year

2018-2019	109,259] raised each year
2019-2020	112,537	
2020-2021	115,913	
2021-2022	119,390	
2022-2023	122,972	
total	580,071	estimated to be raised and expend

city of warrenton
library

LOCAL OPTION LEVY FOR JULY 1, 2018 - JUNE 30, 2023

ASSESSED VALUE PERCENT INCREASE	0.03	
COLLECTION RATE FOR COUNTY	0.933	2015-2016
COMPRESSION LOSS FACTOR	0.000005	2016-2017
ACTUAL ASSESSED VALUATION 2016-2017	538,455,553	
ESTIMATED VALUATION 2017-2018	554,609,220	used 3% for 2017-2018 budget
ESTIMATED VALUATION 2018-2019	571,247,496	

TAX RATE PER \$1,000 **0.245** \$.245 per \$1,000

PROPERTY TAX ESTIMATED TO BE RAISED 139,955.64

COMPRESSION LOSS (0.73)

PROPERTY TAX ESTIMATED TO BE IMPOSED 139,954.91

LESS: UNCOLLECTIBLE PERCENTAGE 9,376.98

PROPERTY TAX ESTIMATED TO BE REC'D 130,577.93

Only increase is assumed 3% assessed value each year, so levy increase by 3% each year

2018-2019	130,578	} raised each year
2019-2020	134,495	
2020-2021	138,530	
2021-2022	142,686	
2022-2023	146,967	
total	693,256	estimated to be raised and expend

city of warrenton
library

LOCAL OPTION LEVY FOR JULY 1, 2018 - JUNE 30, 2023

ASSESSED VALUE PERCENT INCREASE	0.03	
COLLECTION RATE FOR COUNTY	0.933	2015-2016
COMPRESSION LOSS FACTOR	0.000005	2016-2017
ACTUAL ASSESSED VALUATION 2016-2017	538,455,553	
ESTIMATED VALUATION 2017-2018	554,609,220	used 3% for 2017-2018 budget
ESTIMATED VALUATION 2018-2019	571,247,496	

TAX RATE PER \$1,000 **0.33** \$.205 per \$1,000

PROPERTY TAX ESTIMATED TO BE RAISED 188,511.67

COMPRESSION LOSS (0.98)

PROPERTY TAX ESTIMATED TO BE IMPOSED 188,510.69

LESS: UNCOLLECTIBLE PERCENTAGE 12,630.22

PROPERTY TAX ESTIMATED TO BE REC'D 175,880.48

Only increase is assumed 3% assessed value each year, so levy increase by 3% each year

2018-2019	175,880	} raised each year
2019-2020	181,157	
2020-2021	186,592	
2021-2022	192,189	
2022-2023	197,955	
total	933,773	estimated to be raised and expend

RESOLUTION NO. 2501

Introduced by: All Commissioners

AUTHORIZING AN ELECTION ON NOVEMBER 7, 2017, IN THE CITY OF WARRENTON FOR THE PURPOSE OF VOTING ON A FIVE YEAR LOCAL OPTION SERIAL LEVY TO FUND THE OPERATIONS OF THE CITY OF WARRENTON COMMUNITY LIBRARY FOR FISCAL YEARS 2018/2019 THRU 2022/2023.

The Warrenton City Commission resolves as follows:

SECTION 1. That an election be held on November 7, 2017, for the purpose of voting on a local option serial levy for library operations. The local option serial levy will be a five year levy of \$ 0.330 per \$1,000 of assessed property value and, over the five year period, it is estimated that a total of \$933,773. will be raised and expended for the purpose of funding library operations.

SECTION 2. The ballot title, submitted directly to the people, shall be a s follows:

CAPTION: FIVE YEAR LIBRARY OPERATIONS LOCAL OPTION SERIAL LEVY

QUESTION: Shall City levy \$0.330 per \$1,000 assessed value for library operations for five years beginning July 1, 2018? The measure renews current local option taxes.

SUMMARY: The purpose of this local option tax is to continue City of Warrenton library operations for a period of five years. The proposed tax is \$0.330 per \$1,000 of assessed property value, or \$33.00 per year on a \$100,000 house. The levy will begin in the tax year starting July 1, 2018, and will end in the tax year ending June 30, 2023. The City will use the money to fund a part-time library site-manager and assistant, increase hours of operation, pay for automation and E-books, purchase books, magazines, reference materials, and pay for rent, utilities, maintenance and telephone. The money raised can only be used for library operations.

It is estimated that this tax will raise \$175,880 in FY 2018-2019; \$181,157 in FY 2019-2020; \$186,592 in FY 2020-2021; \$192,189 in FY 2021-2022; and \$197,955 in FY 2022-2023; for a total of \$933,773 over the five year period.

SECTION 3: The City Elections Officer is hereby directed to give notice of said elections, as required by law.

SECTION 4: This resolution shall take effect immediately upon its passage.

ADOPTED by the City Commissioner of the City of Warrenton this 8th day of August, 2017.

APPROVED

Henry Balensifer III, Mayor

ATTEST

Dawne Shaw, Deputy City Recorder

RESOLUTION NO. 2501

Introduced by: All Commissioners

AUTHORIZING AN ELECTION ON NOVEMBER 7, 2017, IN THE CITY OF WARRENTON FOR THE PURPOSE OF VOTING ON A FIVE YEAR LOCAL OPTION SERIAL LEVY TO FUND THE OPERATIONS OF THE CITY OF WARRENTON COMMUNITY LIBRARY FOR FISCAL YEARS 2018/2019 THRU 2022/2023.

The Warrenton City Commission resolves as follows:

SECTION 1. That an election be held on November 7, 2017, for the purpose of voting on a local option serial levy for library operations. The local option serial levy will be a five year levy of \$ 0.245 per \$1,000 of assessed property value and, over the five year period, it is estimated that a total of \$693,256. will be raised and expended for the purpose of funding library operations.

SECTION 2. The ballot title, submitted directly to the people, shall be a s follows:

CAPTION: FIVE YEAR LIBRARY OPERATIONS LOCAL OPTION SERIAL LEVY

QUESTION: Shall City levy \$0.245 per \$1,000 assessed value for library operations for five years beginning July 1, 2018? The measure renews current local option taxes.

SUMMARY: The purpose of this local option tax is to continue City of Warrenton library operations for a period of five years. The proposed tax is \$0.245 per \$1,000 of assessed property value, or \$24.50 per year on a \$100,000 house. The levy will begin in the tax year starting July 1, 2018, and will end in the tax year ending June 30, 2023. The City will use the money to fund a part-time library site-manager and assistant, purchase books, magazines, reference materials, and pay for rent, utilities, maintenance and telephone. The money raised can only be used for library operations.

It is estimated that this tax will raise \$130,578 in FY 2018-2019; \$134,495 in FY 2019-2020; \$138,530 in FY 2020-2021; \$142,686 in FY 2021-2022; and \$146,967 in FY 2022-2023; for a total of \$693,256 over the five year period.

SECTION 3: The City Elections Officer is hereby directed to give notice of said elections, as required by law.

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ADOPTED by the City Commissioner of the City of Warrenton this 8th day of August, 2017.

APPROVED

Henry Balensifer III, Mayor

ATTEST

Dawne Shaw, Deputy City Recorder

We opened on June 21st, but the computers weren't up and running for several weeks. Keep that in mind please.

July 2016

Adult check-outs:	665
Children check-outs:	355
Total:	1020
Computer users:	362
New cards:	9
Volunteer hours:	105

July 2017

Adult check-outs:	866
Children check-outs:	457
Total:	1323
Computer users:	253
New cards:	42
Volunteer hours:	268.25

SRP stats:

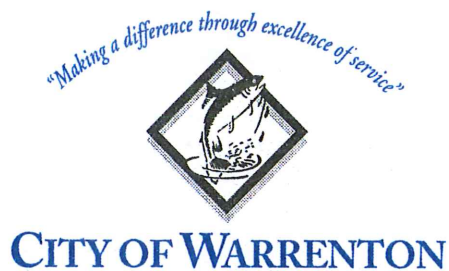
Attendance at Border Collies:	21
Penny's Puppets:	50
Dragon Puppet Theater:	21

We started having Wednesday craft activities for kids on the 14th of June and to date there have been 74 participants.

Total number of people signed up for the summer reading program (both children and adults): 157

Oh, and the number of people who have attended our Saturday morning story times is currently 61!

7-B



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager *LE*
DATE: August 8, 2017
SUBJ: Request from Nygaard Logging/Warrenton Fiber Co. for Office Remodel

SUMMARY

The lease between the City of Warrenton and Warrenton Fiber Company requires written consent from the City prior to any alteration to any existing structural improvements (Section 4.5 – attached). We have received a written request from David Nygaard, President of Warrenton Fiber Company, to alter and remodel their current office at Tansy Point.

It should be noted that approval from the Commission does not waive any compliance with applicable building and zoning requirements. The attached draft plan has not gone through any formal review at staff level.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the City Manager to provide written consent to Warrenton Fiber Company to *construct, improve, demolish, remove, replace, alter, reconstruct,*

remodel or add to its current office at Tansy Point, pursuant to appropriate building and planning requirements.”

ALTERNATIVE

Other actions as the Commission deems appropriate.

FISCAL IMPACT

N/A

4.4.3 Galvanic Cathodic Protection. Lessee shall, at its own expense supply, install, maintain, and provide all labor and materials, except for metal anodes, to construct a galvanic cathodic protection system to the specifications of the Lessor, promptly upon Lessor's request. Lessor shall provide any metal anodes it desires to place on the system. Lessee shall install, without charge to Lessor, at Lessee's own expense, all such metal anodes provided by Lessor.

4.5 Alterations. Lessee shall not construct, improve, demolish, remove, replace, alter, reconstruct, remodel or add to any existing structural improvements in whole or in part ("alterations") without Lessor's prior written consent in each instance. Among other things, Lessor may condition its consent on the following conditions:

Lessee shall first provide Lessor with plans and specifications satisfactory to Lessor accurately describing the proposed construction or alteration and assurances satisfactory to Lessor of the lien-free completion thereof.

The value of the improvements on the Premises upon completion of such alterations shall equal or exceed the value of the improvements on the Premises just prior to such work.

All such work shall be done promptly in a good and workmanlike manner in compliance with this lease and all private covenants, conditions and restrictions of record and all applicable building and zoning laws and all other laws, ordinances, orders and requirements of all authorities having or claiming jurisdiction and free from all liens and claims of contractors, subcontractors mechanics, laborers and materialmen, all at Lessee's sole risk, cost and expense.

4.6 Acceptance of Premises. Except for Hazardous Substances deposited on the Premises prior to September 22, 1986, if any, Lessee currently occupies and has inspected the Premises and all aspects thereof and accepts the Premises and every part thereof in its present condition, AS IS without any representation or warranty as to the condition thereof or the suitability thereof for Lessee's purposes. Lessor has not made and does not make any representations or warranties as to the physical condition, expenses, operation and maintenance, zoning, status of title, the use that may be made of the Premises or any other matter or thing affecting or related to the Premises. Except for Hazardous Substances deposited on the Premises prior to September 22, 1986, if any, Lessee assumes all risks resulting from any defects (patent or latent) in the Premises or from any failure of the same to comply with any requirement of law, environmental law or regulation or agreement applicable to the Premises or the uses or purposes for which the same may be occupied. Except for Hazardous Substances deposited on the Premises by Lessor prior to September 22, 1986, Lessor shall not be required to pay for or perform any work to ready the Premises for Lessee's use or occupation or otherwise during the term of this lease.

Lessee warrants and represents to Lessor that Lessee is not aware of any Hazardous Substances deposited on the Premises prior to September 22, 1986 which currently remain. Lessee will immediately advise Lessor upon discovery of any such Hazardous Substances.

August 1, 2017



City of Warrenton
Attn: Warrenton City Manager Linda Engbretson
225 S Main Ave.
Warrenton, OR 97146

Warrenton Fiber Co.

Re: Tansy Point Office Remodel

389 NW 13th Street
PO Box 100
Warrenton, OR 97146

Dear Linda;

Phone: 503.861.3305

Fax: 503.861.2925

The purpose of this letter is to request written consent from the City of Warrenton to alter and remodel Warrenton Fiber Company's office at Tansy Point pursuant to Section 4.5 of our 1995 lease.

Attached are Warrenton Fiber's draft plans to alter and remodel its office at this time.

Please contact me if you need any additional information, and thank you for your attention on this matter.

A handwritten signature in black ink, appearing to read "D. Nygaard", is written in a cursive style.

David Nygaard
President of Warrenton Fiber Company

