



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING

March 23, 2021– 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings will now also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 3.09.21
- B. Monthly Finance Report – February 2021
- C. Library Board Meeting Minutes – 12.11.20
- D. Library Director's Quarterly Report – March 2021
- E. Police Department Monthly Statistics – February 2021

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

4. **PROCLAMATIONS**

- Child Abuse Prevention Month
- National Library Week

5. **COMMISSIONER REPORTS**

6. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest

may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 5:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

7. **PUBLIC HEARINGS** – None

8. **BUSINESS ITEMS**

A. Consideration of Fort Stevens Military Cemetery Road Deed

9. **DISCUSSION ITEMS** – None

10. **GOOD OF THE ORDER**

11. **EXECUTIVE SESSION**

12. **ADJOURNMENT**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

MINUTES
 Warrenton City Commission
 March 9, 2021
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

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

Commissioners Present: Mayor Balensifer, Tom Dyer, Mark Baldwin, Gerald Poe (via Zoom), and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Community Development Director Scott Hess, Harbormaster Jane Sweet, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and Public Works Foreman Jason Johnson

CONSENT CALENDAR

- A. City Commission Work Session Minutes – 1.19.21
- B. City Commission Meeting Minutes – 2.23.21
- C. Monthly Finance Report – January 2021
- D. Harbormaster Report

Mayor Balensifer asked Harbormaster Jane Sweet to present the Harbormaster report. Ms. Sweet briefly reviewed the report as outlined in the agenda material. Brief discussion followed on the dredging, dock maintenance and Buoy 10.

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

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

COMMISSIONER REPORTS

Mayor Balensifer presented an Award of Appreciation plaque to former City Commissioner Pam Ackley.

Public Works Director, Collin Stelzig introduced new Public Works Foreman, Jason Johnson.

Commissioner Newton stated he attended a homeless task force meeting and gave a brief update. He also noted a meeting at the museum tomorrow.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

Clatsop County Enterprise Zone Manager and CEDR Executive Director, Kevin Leahy (on Zoom) noted the extended enterprise zone abatement agreements, and Resolution No. 2592, as outlined in the agenda packet material. He stated they are requesting approval from the Warrenton City Commission. He noted others attending the meeting on Zoom – Scouler Director of Corporate Development, Tom Wortmann; Buoy Beer President and General Manager, Dave Kroening; & Business Oregon Regional Development Officer, Melanie Olson. Discussion followed.

Commissioner Newton made the motion to approve Resolution No. 2592; a resolution approving an agreement between the sponsors of the Clatsop County Enterprise Zone and SDYB Opco and authorize the Mayor's signature on the agreement for the Enterprise Zone Extended Abatement. Motion was seconded and passed unanimously.

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

Commissioner Dyer made the motion to authorize the Mayor's signature on the agreement for the River Barrel Brewing Enterprise Zone Extended Abatement. Motion was seconded and passed unanimously.

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

Public Works Director Collin Stelzig discussed a contract with Civil West Engineering for the low-pressure sewer collections system at N. Main and NW 7th Place. Mr. Stelzig noted this is the first project to start off the improvements on that road. Brief discussion followed.

Commissioner Dyer made the motion to award the contract for the low-pressure sewer collections system at N. Main Avenue and NW 7th Place to Civil West Engineering. Motion was seconded and passed unanimously.

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

Ms. Engbretson thanked staff for all time they have put into coming up these options to provide services in that area; it has been a couple years' worth of work.

Mayor Balensifer discussed the Commission Rules and the Warrenton City Rules of Procedure for adoption by Resolution.

Commissioner Dyer made the motion to adopt Resolution No. 2593; Adopting Warrenton City Commission Rules. Motion was seconded and passed unanimously.

MINUTES

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

Commissioner Baldwin made the motion to adopt Resolution No. 2594; Adopting Warrenton City Rules of Procedure. Motion was seconded and passed unanimously.

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

Mayor Balensifer presented Resolution to adopt the 2021 City Commission Goals.

Commissioner Baldwin made the motion to adopt Resolution No. 2595; a Resolution of the City Commission of the City of Warrenton, Adopting 2021 City Commission Goals. Motion was seconded and passed unanimously.

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

Ms. Engbretson requested an addition to the agenda to discuss a grant request from Spruce Up Warrenton for mini storage costs; there were no objections.

Ms. Engbretson noted Spruce Up Warrenton was able to find mini storage for the holiday decorations at a better price than the city has been paying. They are requesting to be reimbursed for the costs incurred to date, and to pay for a year's storage rent in the amount of \$1,355.83. Ms. Engbretson stated they have also asked the city to donate the decorations to the group. Brief discussion continued.

Commissioner Baldwin made the motion to donate the WBA assets in storage to Spruce Up Warrenton, a non-profit corporation, and to authorize a grant to pay for mini storage for those assets. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER – None

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:42 p.m.

APPROVED:

ATTEST:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder

Volume 14, Issue 8

Monthly Finance Report
February 2021

March 23, 2021

Economic Indicators

	Current	1 year ago
◆ Interest Rates:		
LGIP :	0.75%	2.25%
Prime Rate:	3.25%	4.75%
◆ CPI-U change:	1.7%	2.5%
◆ Unemployment Rates:		
Clatsop County:	unavail.	3.3%
Oregon:	unavail.	3.5%
U.S.:	6.2%	3.5%

Department Statistics

◆ Utility Bills mailed	3,406
◆ New Service Connections	7
◆ Reminder Letters	475
◆ Door Hangers	0
◆ Water Service Discontinued	0
◆ Counter payments	159
◆ Drop box payments	361
◆ Mail payments	1,130
◆ Auto Pay Customers/pmts	677
◆ Online (Web) payments	1,017
◆ Checks issued	308

Current and Pending Projects

- ◆ CRF Grant Funding
- ◆ 2022-2027 Capital Improvement Program
- ◆ 2021-2022 Budget Preparation
- ◆ Reinstatement of Past Due Process and Setting up Payment Plans

Financial Narrative as of February 28, 2021

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

General Fund: Year to date revenues amount to \$3,116,098, which is 70.4% of the budget, compared to the prior year amount of \$3,097,235, which was 73.9% of the budget and are up by \$18,863. Increases are shown in property taxes, city franchise fees, state revenue sharing, planning fees, fire charges and grants and are offset by decreases in transient room tax, non-city franchise fees, municipal court, police charges, parks charges, miscellaneous, interest, and leases. Overhead revenues are down due to one-time annual expenditures being spread to quarterly payments to assist with cash flow.

Expenses year to date amount to \$2,776,199, which is 58.9% of the budget, compared to the prior year amount of \$2,908,473, which was 61.9% of the budget and are down by \$132,274. All departments are tracking under budget. Departments continue to watch spending due to economic uncertainties brought on by the Covid-19 pandemic.

WBL: Business license revenue amounts to \$58,495, compared to \$59,870 at this time last year, a difference of \$1,375. Year to date licenses processed is 670 compared to 683 at this time last year.

Building Department: Permit revenues this month amount to \$13,105 and \$214,937 year to date, which is 45.7% of the budgeted amount. Last year to date

permit revenue was \$159,591 which was 47.4%, of the budgeted amount.

State Tax Street: State gas taxes received this month amount to \$37,912 for fuel sold in January and \$226,865 year to date. City fuels taxes received this month amount to \$26,384 for fuel sold in December and are \$182,676 year to date. Total gas taxes received year to date are \$409,541 compared to \$429,198 at this time last year.

Warrenton Marina: Total revenues to date are \$524,875, 91.9% of the budgeted amount, compared to the prior year amount of \$536,478, which was 86% of the budgeted amount. There is \$11,928 in moorage receivables outstanding.

Hammond Marina: Total revenues to date are \$316,211, 135.5% of the budgeted amount, compared to the prior year amount of \$376,927, which was 100.3% of the budgeted amount. There is \$2,448 in moorage receivables outstanding.

Of the total outstanding receivables:

(\$1,189) is current, (amount is negative due to a credit issued for a billing adjustment.)

\$6,181 is 30-60 days past due,

\$506 is 60-90 days past due and

\$8,878 is over 90 days past due.

Water Fund: Utility fees charged this month are \$163,659 and \$82,230, and

\$1,695,168 and \$1,056,045 year to date for in-city and out-city respectively and totals \$2,751,213 and is 87.8% of the budget. Last year at this time, year to date fees were \$1,679,796 and \$963,153, for in-city and out-city, respectively and totaled \$2,642,949.

Sewer Fund: Utility fees charged this month are \$204,762 and \$1,654,921 year to date, which is 77.3% of the budget. Last year at this time, year to date fees were \$1,617,315. Shoreline Sanitary fees year to date are \$90,924. Septage revenue year to date is \$111,457 and is 111.5% of the budget. Total revenues year to date are \$1,947,492 compared to \$1,911,688 at this time last year.

Storm Sewer: Utility fees (20% of sewer fees) this month are \$40,955 and \$330,835 year to date and is 77.2% of the budget. Last year to date revenues were \$323,296 which was 69.9% of the budget.

Sanitation Fund: Service fees charged this month for garbage and recycling were \$77,958 and \$17,449, and \$643,788 and \$137,901, year to date, and are 75.7% and 76.5% of the budget respectively.

Community Center Fund: Rental revenue year to date is \$5,660 and represent 43.5% of the budget. Last year at this time rental revenue was \$14,032 and 87.7% of the budget.

Financial data as of February, 2021

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,482,538	1,043,091	600,000	173.85	
Plus: Revenues	265,158	3,116,098	4,425,741	70.41	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	8,521	80,167	160,306	50.01	
Admin/Comm/Fin(ACF)	65,045	694,264	1,167,282	59.48	
Planning	23,016	137,778	292,992	47.02	
Police	178,720	1,188,294	2,000,654	59.40	
Fire	81,016	537,486	855,386	62.84	
Parks	8,388	68,032	163,557	41.60	
Transfers	-	70,178	70,178	100.00	
Total Expenditures	364,706	2,776,199	4,710,355	58.94	
Ending Fund Balance	1,382,990	1,382,990	315,386	438.51	

	WBL				Building Department			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	56,637	71,405	78,000	91.54	880,790	898,004	790,000	113.67
Plus: Revenues	600	59,081	59,800	98.80	13,575	220,643	474,000	46.55
Less: Expenditures	216	73,465	128,346	57.24	22,437	246,719	384,175	64.22
Ending Fund Balance	57,021	57,021	9,454	603.14	871,928	871,928	879,825	99.10

	State Tax Street				Warrenton Marina			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,359,132	2,561,838	2,300,000	111.38	376,517	172,727	145,000	119.12
Plus: Revenues	65,646	431,231	709,965	60.74	21,485	524,875	571,226	91.89
Less: Expenditures	19,229	587,520	2,674,892	21.96	40,749	340,349	558,797	60.91
Ending Fund Balance	2,405,549	2,405,549	335,073	717.92	357,253	357,253	157,429	226.93

Financial data as of February 2021, continued

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	321,782	180,776	160,000	112.99	2,534,624	3,144,980	2,200,000	142.95
Plus: Revenues	2,576	316,211	233,401	135.48	253,760	2,827,611	5,766,500	49.04
Less: Expenditures	18,622	191,251	315,641	60.59	137,818	3,322,025	7,049,683	47.12
Ending Fund Balance	<u>305,736</u>	<u>305,736</u>	<u>77,760</u>	<u>393.18</u>	<u>2,650,566</u>	<u>2,650,566</u>	<u>916,817</u>	<u>289.11</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	2,692,181	2,688,213	2,200,000	122.19	1,385,770	1,185,198	1,100,000	107.75
Plus: Revenues	233,362	1,947,492	2,428,800	80.18	41,676	337,934	433,400	77.97
Less: Expenditures	158,140	1,868,302	3,462,167	53.96	14,523	110,209	1,200,861	9.18
Ending Fund Balance	<u>2,767,403</u>	<u>2,767,403</u>	<u>1,166,633</u>	<u>237.21</u>	<u>1,412,923</u>	<u>1,412,923</u>	<u>332,539</u>	<u>424.89</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	481,079	432,697	450,000	96.15	17,663	18,239	16,000	113.99
Plus: Revenues	95,712	787,396	1,037,195	75.92	860	8,424	16,560	50.87
Less: Expenditures	109,069	752,371	1,291,501	58.26	970	9,110	24,119	37.77
Ending Fund Balance	<u>467,722</u>	<u>467,722</u>	<u>195,694</u>	<u>239.01</u>	<u>17,553</u>	<u>17,553</u>	<u>8,441</u>	<u>207.95</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	224,542	128,494	111,000	115.76	12,941	19,464	25,288	76.97
Plus: Revenues	2,540	220,396	225,902	97.56	12,790	101,613	6,407,433	1.59
Less: Expenditures	15,652	137,460	232,070	59.23	12,550	107,896	6,432,721	1.68
Ending Fund Balance	<u>211,430</u>	<u>211,430</u>	<u>104,832</u>	<u>201.68</u>	<u>13,181</u>	<u>13,181</u>	<u>-</u>	<u>-</u>

Financial data as of February 2021, continued

(\$ Cash Balances as of February 28, 2021

General Fund	1,687,515	Warrenton Marina	358,745	Storm Sewer	1,355,499
WBL	57,041	Hammond Marina	305,318	Sanitation Fund	342,277
Building Department	877,965	Water Fund	2,158,278	Community Center	18,401
State Tax Street	2,430,046	Sewer Fund	2,395,386	Library	213,716

Warrenton Urban Renewal Agency

Capital Projects	16,212
Debt Service	2,461,542

General Fund Revenues	Collection Frequency	2020-2021 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				February 2021	February 2020	
Property taxes-current	AP	1,077,628	101.15	1,089,995	971,524	(12,367)
Property taxes-prior	AP	30,000	91.98	27,593	23,735	2,407
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	598,000	51.33	306,948	335,692	291,052
COW - franchise fees	M	256,281	77.86	199,529	117,859	56,752
Transient room tax	Q	525,212	58.96	309,674	365,481	215,538
Liquor licenses	A	550	90.91	500	550	50
State revenue sharing	MQ	168,891	65.63	110,836	92,612	58,055
Municipal court	M	136,700	46.17	63,112	84,338	73,588
Community development fees	I	105,000	43.50	45,670	39,522	59,330
Police charges	I	21,000	43.59	9,154	11,810	11,846
Fire charges	SM	103,524	84.66	87,647	60,305	15,877
Park charges	I	-	0.00	-	480	-
Miscellaneous	I	1,200	786.00	9,432	12,252	(8,232)
Interest	M	18,000	28.02	5,044	14,025	12,956
Lease receipts	M	216,473	66.98	145,004	146,378	71,469
Grants	I	-	0.00	11,696	-	(11,696)
Sub-total		3,258,459	74.32	2,421,834	2,276,563	836,625
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,167,282	59.48	694,264	820,672	473,018
Total revenues		4,425,741	70.41	3,116,098	3,097,235	1,309,643

- M - monthly
- Q - quarterly
- SM - Semi-annual in November then monthly
- AP - As paid by taxpayer beginning in November
- MAQ - Century Link, NW Nat & Charter-quarterly, all others monthly
- S - semi-annual
- I - intermittently
- MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing
- R - renewals due in July and new licenses intermittently
- A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2021. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

Agenda

Warrenton Community Library Board Regular Meeting

December 11, 2020 - 5:30 p.m.
Warrenton City Commission Chambers
225 South Main Ave., Warrenton, OR 97146

1. Call to order: Kelsey called the meeting to order at 5:31 p.m.
2. Roll call: Kelsey Balensifer, Rebecca Herren, Natalie Duggan (attending through Zoom), Dawn DeLacey, Mary Ann Brandon, Eileen Purcell (attending through Zoom), Kelly Knudson, WCL Director. Unable to attend: Baret Becker
3. Recognition of guests: none attending
4. Consent calendar
 - A. Advisory Board Meeting Minutes 6.13.20: Dawn DeLacey moved to approve the minutes with minor clarifications. Natalie Duggan seconded and all approved.
5. Site manager report:
 - Clatsop County is currently at high risk due to COVID-19, putting us at 50% of capacity inside the building, and browsing limited to 15 minutes. The library is considered a retail establishment. Patron activity is steady but somewhat slowed.
 - The roof has been sealed and it drips less, the furnace filter was changed.
 - There have been issues with connectivity, but a firewall was updated and issues have been resolved.
 - Kelly and Linda Engbretson are working on a new job description for the open support position- 15-18 hours a week. There is an Easter Seals employee currently working 16 hours a week. Work for volunteers is currently on hold. Sanitization efforts continue with patrons asked to help and staff wiping down surfaces. The Fire Department recently participated in story time activities and there are kits for pre-readers available.
 - The WCL now has a link where people can express interest in the Friends group. There are plans to create a steering committee. There were 14 participants in the LaNicia Duke/Rural Race Talks held in September.
6. Discussion items
 - January 21, 2021 date was chosen as the first Friends meeting for those interested, in hopes of building a steering committee. The meeting will be held remotely. Kelly will pursue other avenues to promote the meeting.
 - Board terms- four positions are terminating this December, Baret, Dawn, Rebecca and Eileen. Dawn and Eileen have agreed to sign on for another term.

- The possibility of meeting every two months was raised versus the current quarterly Board meetings.
- The schedule for the coming year's meetings are March 12, June 11, September 10 and December 10, 2021 at 5:30 p.m.

7. Public comment: There was no public comment.

8. Good of the order:

9. Adjournment: The meeting was adjourned at 6:29 p.m.

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

March 2021

WCL Director's Quarterly Report



Building & Technology

- Closed the doors to patrons 12.18.2020 due to Clatsop County moving to Extreme Risk category
- While closed, updated shelf range finders in Adult fiction; added two new shelves and a small table to Children's area; added a table and chairs to the Teen Zone area; and added 10 shelves to our DVDs section. Also, painted the check out desk. Utilized the Oregon Community Foundation Grant-Building Fund for these upgrades. (see images page 4)
- Reopened library for browsing and computer use on 02.16.2021
- Northwest Library Cooperative updating the library circulation system (LS2) to the latest version 03/13/2021-03/14/2021 LS2 is a program we use to check books in and out, process the Interlibrary Loans, catalog books, search for books, print reports, etc.

Community Computer users for the last three months

Month	# users
DEC	164
JAN	50
FEB	121

Staff

- Library Administrative Assistant Carole Feldman plans to retire at the end of October (position is 25 hours a week, Union, benefits)
- Recruiting for [Library Assistant Youth Coordinator](#) (link to posting)
Updated the position with City Manager in Feb to reflect the main hours working behind the circulation desk in association with supporting Youth Services in the library. New, updated position was posted 2.16.2021
- Easter Seals employee Sally S. continues to train with the library through June 2021. Easter Seals increased her hours to 24 a week on March 1
- Three volunteers have returned to help throughout the week

Volunteer hours

Month	hours
DEC	16.25
JAN	14.5
FEB	26

Continuing Education & Meetings

- Kelly attended Library Directors Crash Course, a three part webinar in Jan/Feb that included info on Financials, Board, Personnel, Building, Insurance, and Legal, sponsored by the American Library Association(ALA).Excellent learning experience.
- Weekly meetings continue including Department Head meeting every Wednesday, ROCC meeting once a month to plan for summer reading (Kelly), once a month Safety Committee meeting (Kelly as secretary), Northwest Library Cooperative meeting 03.11.2021, state-wide Directors Virtual meet up first Thursdays, and bi-weekly check in with the City Manager
- New Friends of the Warrenton Community Library group started meeting 01.21.2021. Meetings are the third Thursday of the month from 6-7pm. Next meeting 03.18.202- continuing work on Bylaws, articles of incorporation, and establishing officer roles
- Kelly attending an online course Introduction to Asset Based Community Development: Discovering & Unleashing Local Abundance an online course from Infopeople running from April 13 - May 10, 2021

Collections & Materials

- Continuing to add new best sellers to collection monthly as well as donated items, and patron requests
- Over fifty puzzles and games for check out
- See page 3 for December, January and February Activity Comparison with previous year

Finance

- Budget planning for 2021-2022 Fiscal year has started
- Requested a budget increase for the Library Assistant Youth Coordinator position for 21-22 fiscal year to reflect 25 hours, step 11B salary range, and benefits

Programming & Outreach

Library Wide

- Winter READING BINGO started in January and went through 03.06.2021. For every bingo, participants received a free book coupon for the book sale and an entry for 1 of 4 raffle baskets. 24 Participants read a total of 339 books. Donations for the raffle baskets received from Arnie's Cafe, Columbia River Maritime Museum, Englund Marine, High Life Adventures, Lucy's Books, Mo's Astoria, Tres Bros Food Truck, and Aggie Cooley (volunteer who made afghans, donated the backpacks, and painted rocks).
- As COVID-19 restrictions change and once we are fully staffed, we will begin to look into some more programming ideas.
- April 4-10 is National Library Week-the theme for this year is Welcome to your Library
- April 6 is National Library Workers Day-from 10-2 we will celebrate with cake and a library scavenger hunt
- April 8 is TAKE ACTION FOR LIBRARIES DAY-let's plan an action for Warrenton!
- April is National Poetry Month (several passive programs planned-all ages)

Youth Services

- Since closure,passive programming included distribution of 15(each month) take and make craft bags and other take-home activities for children ages 0-10 throughout January and February
- Outdoor storytime March 2, Dr. Seuss Bday party with community guest reader Steven from KOA. (9 kids and 4 adults attended)

- Passive programming for Junior readers continues with take and make crafts (Jan-snowflake, Feb-Dove of Peace for Black History Month)

Short term goals

- Continue work on establishing and recruiting for FRIENDS OF WCL
- Hire and train new Library Assistant Youth Coordinator
- Budget planning 21-22 FY
- Inventory of collection

Long term goals

- Develop Community Outreach plan and process to work with local educational and business partners
- Technology plan
- Teen Advisory Board-teen volunteers

Activity Summary for Location with Comparison to Previous Year

Warrenton

Circulation Transactions	12/01/2020 - 02/28/2021	12/01/2019 - 02/29/2020	Percent Change
Check In	3,694	4,835	-23.60%
Check Out	2,340	4,460	-47.53%
Holds Processed	1,168	663	76.17%
Renewal	944	800	18.00%
Payment Transactions			
Payments Processed	126	322	-60.87%
Total Tendered	\$489	\$305.3	60.17%
Total Waived	\$198.97	\$307.16	-35.22%
Borrower Maintenance			
Borrower Add	28	125	-77.60%
Borrower Delete	0	7	
Borrower Update	147	536	-72.57%
Borrowers Processed Totals	175	668	-73.80%
Item Deleted - Circ	696	282	146.81%
Item Updated - Circ	130	67	94.03%
Items Processed Totals	826	349	136.68%

Before



After





WARRENTON POLICE DEPARTMENT
FEBRUARY 2021 STATISTICS
 MARCH 23, 2021



February Statistics (% changes are compared to 2020)							
Category	2021	2020	%Chg	2019	%Chg	2018	%Chg
Calls for Service	682	595	15%	673	1%	521	31%
Incident Reports	218	167	31%	171	27%	139	57%
Arrests/Citations	196	122	61%	171	15%	49	300%
Traffic Stops/ Events	23	149	-85%	194	-88%	130	-82%
DUII's	1	4	-75%	1	0%	1	0%
Traffic Accidents	17	12	42%	15	13%	17	0%
Property Crimes	111	88	26%	74	50%	57	95%
Person Crimes	78	49	59%	53	47%	51	53%
Drug/Narcotics Calls	10	4	150%	8	25%	6	67%
Animal Calls	17	11	55%	13	31%	12	42%
Officer O.T.	72.25	241	-70%	106.5	-32%	222.8	-68%
Reserve Hours	0	0	0%	25.5	-100%	24	-100%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Calls for Service	682	682							
Incident Reports	218	218							
Arrests/Citations	214	196							
Traffic Stops/ Events	107	23							
DUII's	1	1							
Traffic Accidents	17	17							
Property Crimes	111	111							
Person Crimes	109	78							
Drug/Narcotics Calls	9	10							
Animal Calls	19	17							
Officer O.T.	19.5	72.25							
Reserve Hours	0	0							

Oct	Nov	Dec	2021 YTD	2021Estimate	2020	2021v.2020	2019	2021v. 2019	2018	2021v. 2018
			1364	8184	7955	3%	9270	-12%	9819	-17%
			436	2616	2442	7%	2469	6%	2608	0%
			410	2460	1891	30%	2095	17%	1731	42%
			130	780	2000	-61%	2489	-69%	2627	-70%
			2	12	27	-56%	36	-67%	33	-64%
			34	204	228	-11%	246	-17%	275	-26%
			222	1332	1191	12%	1230	8%	1094	22%
			187	1122	830	35%	863	30%	849	32%
			19	114	58	97%	86	33%	117	-3%
			36	216	207	4%	289	-25%	271	-20%
			91.75	550.5	2075.4	-73%	2194.5	-75%	1731.7	-68%
			0	0	12.5	-100%	259.5	-100%	359.5	-100%

Homeless Incidents	2021	2020
Code 40 (Normal)	11	20
Code 41 (Aggressive)	1	0

The following is a graphic representation of statistics for February 2021 using our **CityProject** membership (formerly [CrimeReports.com](https://www.cityproject.com)). The "Dots" represent a location of a call and if you would zoom in on the map you would see an icon for the type of call and some basic time/date details. Some dots represent multiple calls at one location. If you go to the website, you can zoom in on each incident for more details.

- Assault
 - Assault
 - Assault with Deadly Weapon
- Sexual Offense
 - Sexual Assault
 - Sexual Offense
 - Other Sexual Offense
- Other Violent Offense
 - Homicide
 - Kidnapping
 - Robbery
- Property & Theft
 - Property Crime
 - Breaking & Entering
 - Property Crime Commercial
 - Property Crime Residential
 - Other Property Crime
 - Theft
 - Theft from Vehicle
 - Theft of Vehicle
 - Other Theft
- Disorder/Disturbance
 - Disorder
 - Disorder
 - Drugs
 - Drugs
 - Liquor
 - Liquor
 - Quality of Life
 - Quality of Life
- 911 or Other
 - Community Events
 - Community Policing
 - Proactive Policing
 - Emergency
 - Emergency
 - Fire
 - Fire
 - Police Calls

Proclamation
Child Abuse Prevention Month

WHEREAS, every child is precious and deserves to grow up in a healthy, safe, nurturing environment free from the dangers and harmful effects of child abuse and neglect; and

WHEREAS, child abuse and neglect impact our entire society and can cause traumatic psychological, emotional, and physical harm, resulting in long-term economic and societal costs; and

WHEREAS, child-focused prevention and intervention programs offer positive alternatives and outcomes for children and encourage families to develop strong, durable ties to their communities; and

WHEREAS, child abuse prevention succeeds through partnerships among parents, child-welfare agencies, mental and physical health care providers, schools, law enforcement agencies, faith-based organizations, businesses, and community members by fostering loving, supportive, and violence-free homes; and

WHEREAS, all citizens need to be more aware of the effects of child abuse, neglect, and prevention to encourage healthy parenting in healthy communities.

NOW, THEREFORE, BE IT RESOLVED that I, Henry A. Balensifer III, Mayor of Warrenton, Oregon, do hereby proclaim the month of April 2021, as **Child Abuse Prevention Month**.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the Seal of the City of Warrenton, Oregon to be affixed this 23rd day of March, 2021.

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, City Recorder

PROCLAMATION

National Library Week

WHEREAS, National Library Week has been sponsored by the American Library Association since 1958 as a national observance of libraries across the country, and is a “time to celebrate the contributions of our nation’s libraries and librarians and to promote library use and support”; and

WHEREAS, today’s libraries are more about what they can do with and for their communities, and not just about what they have on the shelves;

WHEREAS, libraries have long served as trusted institutions, often the heart of their cities, towns, schools, and academic campuses;

WHEREAS, libraries serve people of all ages, interests and backgrounds providing the resources and space to engage in life-long learning;

WHEREAS, libraries offer equipment and professional staff support to utilize technology, programs and services; often free or with nominal charges to users;

WHEREAS, libraries are a resource for all - regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status;

WHEREAS, we recognize librarians as information professionals who provide expertise, services and guidance for patrons to access credible sources and material, making their own informed decisions about the world today;

WHEREAS, librarians thoughtfully develop collections and programs that are wide-ranging and explore the diversity of our changing society;

WHEREAS, America is celebrating National Library Week including April 6 as National Library Workers’ Day and the immeasurable contributions made by library workers; April 7 as National Bookmobile Day showing library services are not limited to their physical location; and April 8 as Take Action for Libraries Day encouraging community support for libraries;

NOW, THEREFORE, be it resolved that I, Mayor A. Henry Balensifer III, Mayor of the City of Warrenton, do hereby proclaim National Library Week, April 4-10, 2021 in the City of Warrenton. During this week, we encourage all residents to visit our libraries, and explore all that they offer.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the Seal of the City of Warrenton, Oregon to be affixed on this 23rd day of March, 2021.

Henry A. Balensifer III, Mayor

Attest:

Dawne Shaw, City Recorder



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Linda Engbretson, City Manager
DATE: March 23, 2021
SUBJ: Fort Stevens Military Cemetery Road Deed

SUMMARY

In August of 2020 I brought you a request to work with the Army and General Services Administration to clear title/transfer a portion of the Fort Stevens Military Cemetery Road. We were under the impression the city already owned it, based on an old deed to the City of Hammond, and we have maintained this road (it is gravel). That was not the case, a later deed reversed the property. There are four homes located along this section of ROW. We have worked with legal counsel and researched the property and staff is comfortable accepting this right of way.

RECOMMENDATION/SUGGESTED MOTION

"I move to authorize the Mayor's signature on the Quitclaim Deed."

ALTERNATIVE

None recommended

FISCAL IMPACT

N/A

RECORDING REQUESTED BY:

U.S. General Services Administration

WHEN RECORDED, MAIL DOCUMENT
AND TAX STATEMENT TO:

City of Warrenton
225 S Main Ave / PO Box 250
Warrenton, OR 97146
Attn: Linda Engbretson, City Manager

Project Name:
Roadway Adjacent to the Fort Stevens Cemetery
GSA Control # 10-D-OR-0817-AB

SPACE ABOVE LINE FOR RECORDER'S USE

QUITCLAIM DEED

THIS INDENTURE is made this _____ day of _____ 2021, between the **UNITED STATES OF AMERICA**, acting by and through the Administrator of General Services ("**GRANTOR**"), under and pursuant to the powers and authority contained in the provisions of the 40 U.S.C. 1304(b) Widening of Public Roads and regulations and orders promulgated thereunder, and **City of Warrenton**, a municipal corporation of the State of Oregon, hereinafter referred to as ("**GRANTEE**").

GRANTOR, without monetary consideration, but for and in consideration of the use and maintenance of the property herein described for public roadway use, and for no other purpose, hereby remises, releases and quitclaims unto the GRANTEE, and to its successors and assigns, all of GRANTOR's right, title and interest in and to that certain real property formerly owned by the United States, and commonly known as the Roadway Adjacent to the Fort Stevens Cemetery. This action involves General Services Administration (GSA) Disposal Case No. 10-D-OR-0817-AB. This property is situated in the City of Warrenton, County of Clatsop, State of Oregon, more particularly described in "Exhibit A" attached hereto and made a part hereof (the "PROPERTY").

THIS CONVEYANCE IS SUBJECT TO THE FOLLOWING:

1. AS-IS, WHERE-IS PROVISION

- A. Grantee agrees and acknowledges that Grantor is selling the property strictly on an "as is, where is", with all faults and without warranty, express or implied, with any and all latent and patent defects. Grantee acknowledges that Grantor has made the property available for

inspection by Grantee and Grantee's representatives. Grantee has inspected, or will have inspected prior to closing, the physical condition of the property to the extent felt necessary by Grantee, including all improvements thereon, and accepts title to the same "as is" in its existing physical condition. Grantee acknowledges that it is not relying upon any representation, warranty statement or other assertion of the United States of America, as Grantor, including its agencies or any official, agent representative or employee of the foregoing, with respect to the property's conditions. Except as set forth in the contract, Grantee is relying solely and wholly on Grantee's own examination of the property, is fully satisfied with the property, and accepts any liabilities or costs arising in connection with the condition of the property, including, but not limited to any costs or liabilities pertaining to any environmental condition on the property. Except as set forth in section c., below, the United States of America and its agencies disclaim any and all express or implied warranties and specifically make no warranties of title, habitability, merchantability, suitability, fitness for any purpose, or any other warranty whatsoever. Grantee is put on notice that any prior grant and/or encumbrance may be of record and Grantee is advised to examine all public records available regarding the property.

- B. No employee or agent of Grantor is authorized to make any representation or warranty as to the quality or condition of the property, merchantability, suitability or fitness of the property for any use whatsoever, known or unknown to Grantor, or compliance with any environmental protection, pollution or land use laws, rules, regulations, orders, or requirements including, but not limited to, those pertaining to the handling, generating, treating, storing, or disposing of any hazardous waste or substance. In no event shall Grantor be responsible or liable for latent or patent defects or faults, if any, in the property or for remedying or repairing the same including, without limitation, defects related to asbestos or asbestos containing materials, lead, lead-based paint, underground storage tanks, mold, radon or hazardous or toxic materials, chemicals or waste, or for constructing or repairing any streets, utilities or other improvements shown on any plat of the property.
- C. Nothing in this "as is, where is" provision will be construed to modify or negate the Grantor's obligation under the CERCLA covenant or any other statutory obligations.

2. GRANTEE covenants and agrees to all covenants, reservations, easements, restrictions, and rights, recorded or unrecorded, for public roads, highways, streets, railroads, power lines, telephone lines and equipment, pipelines, drainage, sewer and water mains and lines, and other right-of-ways, including but not limited to the specific easements, reservations, right and covenants described herein, and to any fact which a physical inspection or accurate display of the PROPERTY may disclose.

3. HAZARDOUS SUBSTANCE ACTIVITY COVENANT

A. NOTICE of Hazardous Substance Activity

Pursuant to 40 CFR 373.2 and Section 120(h)(3)(A)(i) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (CERCLA)(42 U.S.C. §9620(h)(3)(A)(i)), and based upon a complete search of agency files, the United States gives notice that no hazardous substances have been released or disposed of or stored for one year or more on the PROPERTY.

B. CERCLA Covenant

GRANTOR warrants that all remedial action necessary to protect human health and the environment has been taken before the date of this conveyance. GRANTOR warrants that it shall take any additional response action found to be necessary after the date of this conveyance regarding hazardous substances located on the PROPERTY on the date of this conveyance.

1. This covenant shall not apply:

(a) in any case in which GRANTEE, its successor(s) or assign(s), or any successor in interest to the PROPERTY or part thereof is a Potentially Responsible Party (PRP) with respect to the PROPERTY immediately prior to the date of this conveyance; OR

(b) to the extent but only to the extent that such additional response action or part thereof found to be necessary is the result of an act or failure to act of the GRANTEE its successor(s) or assign(s), or any party in possession after the date of this conveyance that either:

(i) results in a release or threatened release of a hazardous substance that was not located on the PROPERTY on the date of this conveyance; OR

(ii) causes or exacerbates the release or threatened release of a hazardous substance the existence and location of which was known and identified to the applicable regulatory authority as of the date of this conveyance.

2. In the event GRANTEE, its successor(s) or assign(s), seeks to have GRANTOR conduct or pay for any additional response action, and, as a condition precedent to GRANTOR incurring any additional cleanup obligation or related expenses, the GRANTEE, its successor(s) or assign(s), shall provide GRANTOR at least 45 days written notice of such a claim and provide credible evidence that:

(a) the associated contamination existed prior to the date of this conveyance; and

- (b) the need to conduct any additional response action or part thereof was not the result of any act or failure to act by the GRANTEE, its successor(s) or assign(s), or any party in possession.

C. ACCESS

GRANTOR reserves a right of access to all portions of the PROPERTY for environmental investigation, remediation or other corrective action. This reservation includes the right of access to and use of available utilities at reasonable cost to GRANTOR. These rights shall be exercisable in any case in which a remedial action, response action or corrective action is found to be necessary after the date of this conveyance, or in which access is necessary to carry out a remedial action, response action, or corrective action on adjoining PROPERTY. Pursuant to this reservation, the United States of America, and its respective officers, agents, employees, contractors and subcontractors shall have the right (upon reasonable advance written notice to the record title owner) to enter upon the PROPERTY and conduct investigations and surveys, to include drilling, test-pitting, borings, data and records compilation and other activities related to environmental investigation, and to carry out remedial or removal actions as required or necessary, including but not limited to the installation and operation of monitoring wells, pumping wells, and treatment facilities. Any such entry, including such activities, responses or remedial actions, shall be coordinated with record title owner and shall be performed in a manner that minimizes interruption with activities of authorized occupants.

4. NONDISCRIMINATION COVENANT

GRANTEE covenants for itself, its heirs, successors, and assigns and every successor in interest to the Property hereby conveyed, or any part thereof, that the said GRANTEE and such heirs, successors, and assigns shall not discriminate upon the basis of race, color, religion, sex or national origin in the use, occupancy, sale or lease of the Property, or in their employment practices conducted thereon. This covenant shall not apply, however, to the lease or rental of a room or rooms within a family dwelling unit; nor shall it apply with respect to religion to premises used primarily for religious purposes. The United States of America shall be deemed a beneficiary of this covenant without regard to whether it remains the owner of any land or interest therein in the locality of the Property hereby conveyed and shall have the sole right to enforce this covenant in any court of competent jurisdiction.

5. GRANTEE covenants for itself and its successors and assigns, that any and all covenants and easements described in the Quitclaim Deed shall run with the land and bind GRANTEE and any successors and assigns of GRANTEE to the restrictions, agreements and promises made in such covenants and easements in perpetuity. GRANTEE further covenants, for itself and its successors and assigns, to be bound by these covenants and easements. GRANTOR shall be deemed to be a beneficiary of all covenants and retained easements without regard to whether GRANTOR remains the owner of any land or interest therein at the PROPERTY hereby

conveyed, and shall have the sole right to enforce these covenants and retained easements in any court of competent jurisdiction.

RESERVING, HOWEVER, to the United States of America and its assigns the right to use the surface of the land above described as access to the adjacent Fort Stevens Post Cemetery.

SAID PROPERTY transferred was duly determined to be surplus, and was assigned to the General Services Administration for disposal pursuant to the 40 U.S.C. 1304(b) Widening of Public Roads and regulations and orders promulgated thereunder.

IN WITNESS WHEREOF, GRANTOR has caused this indenture to be executed as of the day and year first written above.

**UNITED STATES OF AMERICA
Acting by and through the
ADMINISTRATOR OF GENERAL SERVICES**

BY: _____

DAVID HAASE
Contracting Officer
Office of Real Property Utilization and Disposal
U.S. General Services Administration

EXHIBIT "A"

Legal Description:

A parcel of land lying in Sections 7 and 8, Township 8 North, Range 10 West of Willamette Meridian, in Clatsop County, Oregon, said parcel being a strip of land 40 feet in width, 20 feet on each side of the following described centerlines:

Commencing at the east quarter corner of said Section 7; thence north $09^{\circ}16'$ east, 1,064.90 feet to a point on the north boundary line of Fort Stevens Military Cemetery (Hammond Cemetery), said point being the true Point of Beginning;

Thence north $6^{\circ}07'30''$ east, 53.45 feet;

Thence along a 50.00 foot radius curve to the left having a central angle of $69^{\circ}58'$ for a distance of 61.06 feet;

Thence north $63^{\circ}50'30''$ west, 96.22 feet;

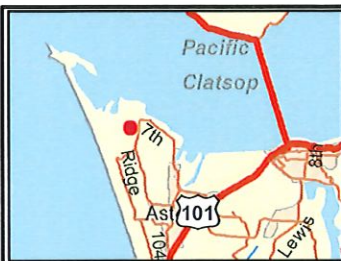
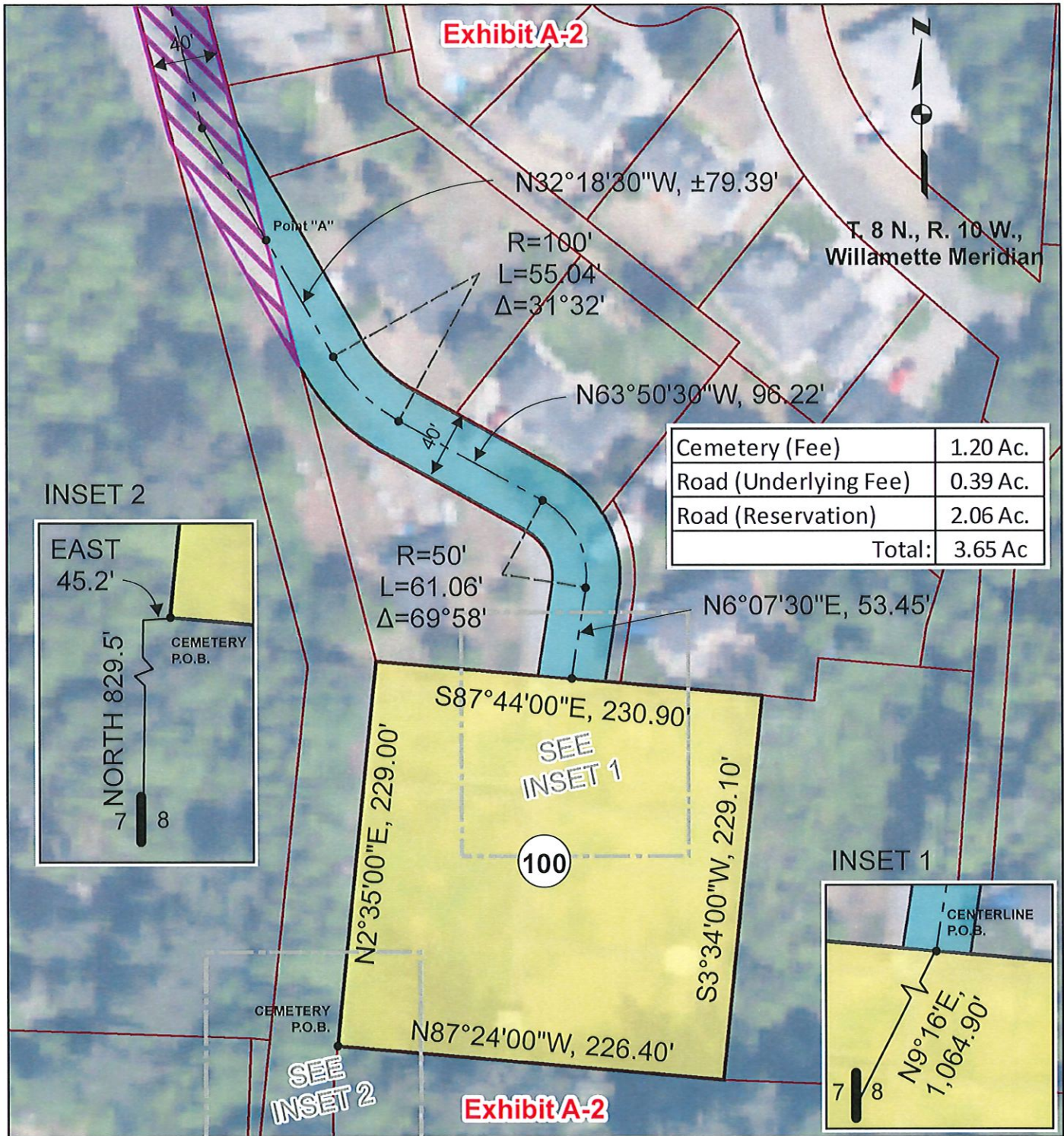
Thence along a 100.00 foot radius curve to the right having a central angle of $31^{\circ}32'$ for a distance of 55.04 feet;

Thence north $32^{\circ}18'30''$ west, ± 79.39 feet to a point on the east Right-of-Way line of Russell Road, said point being Point "A" and also the Point of Terminus.

Containing 0.39 acres, more or less.

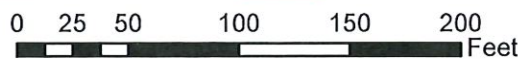


FORT STEVENS MILITARY CEMETERY



Legend

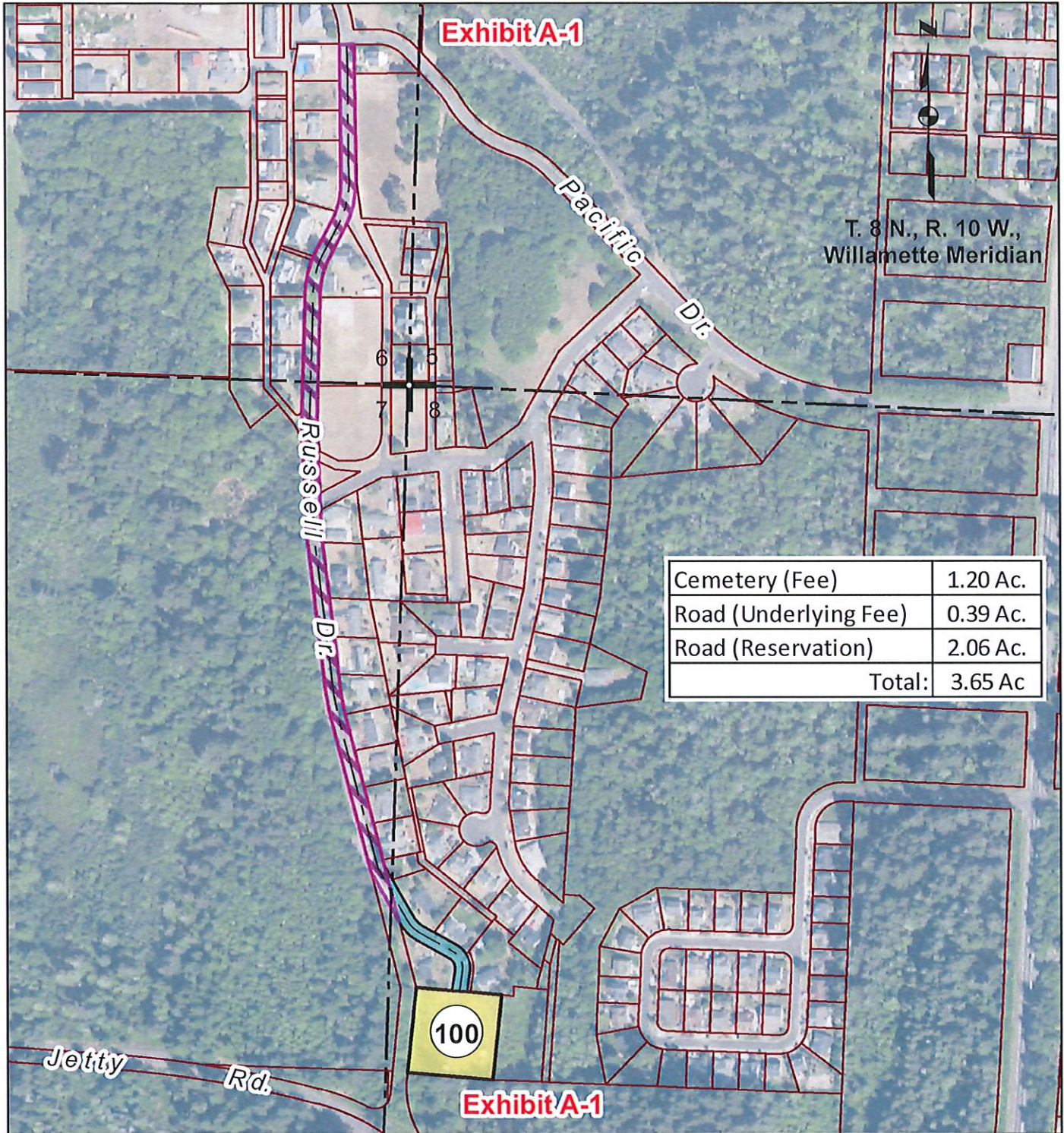
- Fee
- Underlying Fee
- Reservation in QCD
- Clatsop Taxlots



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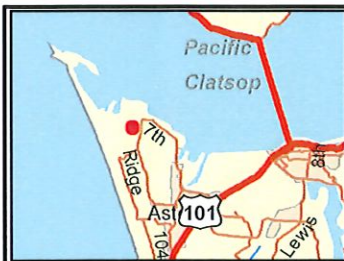


FORT STEVENS MILITARY CEMETERY



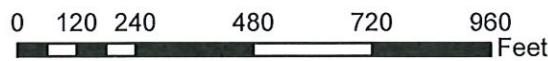
T. 8 N., R. 10 W.,
Willamette Meridian

Cemetery (Fee)	1.20 Ac.
Road (Underlying Fee)	0.39 Ac.
Road (Reservation)	2.06 Ac.
Total:	3.65 Ac



Legend

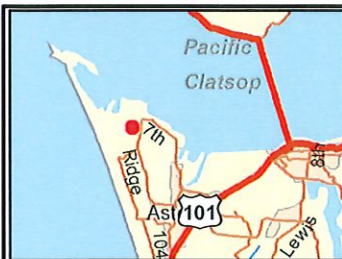
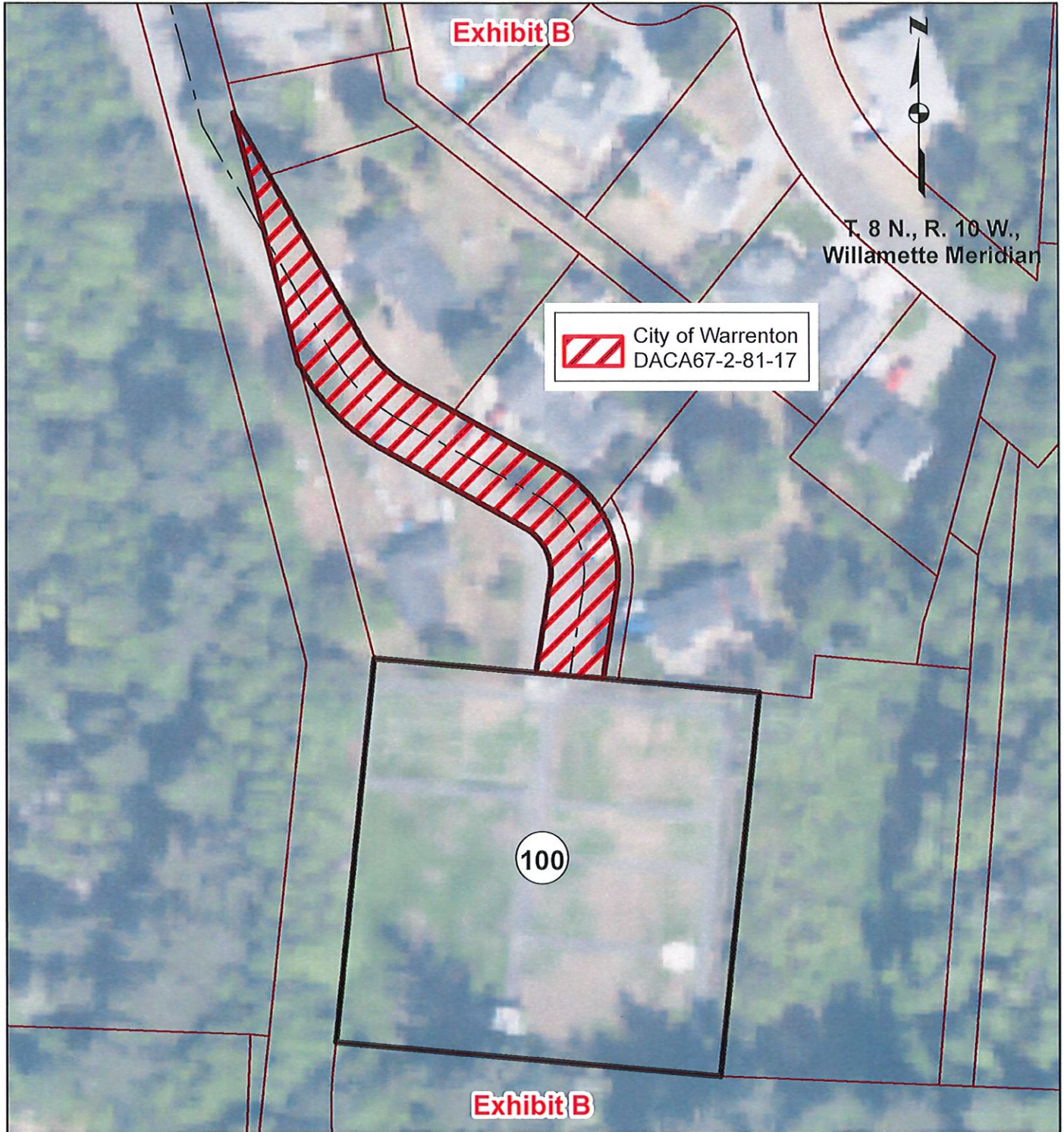
- Fee
- Underlying Fee
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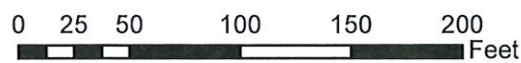


FORT STEVENS MILITARY CEMETERY Outgrants



Legend

- Fee
- Clatsop Taxlots



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