



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON REGULAR MEETING

October 12, 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 – 9.28.21
- B. Monthly Finance Report – August 2021
- C. Marina Advisory Board Minutes – 6.21.21
- D. Marina Advisory Board Minutes – 7.06.21

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

4. **COMMISSIONER REPORTS**

Proclamation – Domestic Violence Month

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at cityrecorder@ci.warrenton.or.us, no later than 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.

6. PUBLIC HEARINGS

A. Advanced Finance District – Dale Adams

7. BUSINESS ITEMS

A. Consideration of Spruce Up Warrenton Request; Christmas Decoration Funds

B. Consideration of Change Order #1; Raw Water Replacement Design Services

C. Consideration of Change Order #1; Hammond Boat Basin Maintenance Dredging;
Engineering Firm Mott MacDonald – Construction Administration

8. DISCUSSION ITEMS

A. Food Trucks in Recreational - Commercial (R-C) District Zoning

9. GOOD OF THE ORDER

10. 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; and ORS 192.660(2)(e); to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

11. ADJOURNMENT

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

MINUTES
 Warrenton City Commission
 September 28, 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 Henry Balensifer, Tom Dyer, Mark Baldwin, Gerald Poe, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Fire Chief Brian Alsbury, Harbormaster Jane Sweet, and Planning Director Scott Hazelton

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 9.14.21
- B. City Commission Work Session Minutes – 9.14.21
- C. Warrenton Community Library Board Meeting Minutes – 6.11.21
- D. Warrenton Community Center Annual Report – FY 2020-2021
- E. Police Department Monthly Report – August 2021

City Recorder Dawne Shaw noted corrections to the 9.14.21 minutes. There were no objections.

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

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

City Manager Linda Engbretson noted the lobby will be closed the morning of October 4th for carpet replacement. It was noted the carpet was donated for free. She introduced new Planning Director Scott Hazelton. Mr. Hazelton introduced himself and provided a few comments about his background and community involvement. Commissioner Newton noted Warrenton is the education center for high need students in the county.

COMMISSIONER REPORTS – None

PUBLIC COMMENT

David Manion commented on the SW Alder paving project including sidewalks and greenways along the curbs. He has concerns about people getting out of vehicles into the wet grass. He

noted concerns about soil compacting and drainage. He made further commented on future development and lack of notification to adjacent property owners about development and responsibility of greenway maintenance. He asked for consideration of drainage piping at his property frontage and future development north of his property. He asked for future consideration of sidewalks instead of grass in residential areas.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Mayor Balensifer noted the Interim City Manager contract and the specifics of the extension.

Commissioner Newton made the motion to authorize the Mayor’s signature on the Interim City Manager contract. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS

Norm Hoxsey of Spruce Up Warrenton spoke about what the group has been doing. He noted a new program and distributed brochures. He passed out pictures of nuisance properties and discussed each: Rosalee’s store in Hammond, 365 N Main, property at 9th and S Main, 368 S Main. He would appreciate if the city can come up with a direction to address the properties.

Commissioner Poe commented on the nuisance properties and noted it is a slow process financially and legally. He agreed they are a problem. Commissioner Baldwin discussed the yellow house on S Main. He noted it does not take much to paint, clean a window, or hang a curtain. He noted a house on Anchor needing siding and a few on NW Warrenton Dr. He discussed his concern about being strict with some properties about small issues while not addressing other properties that have major issues. He discussed the property at 9th and S Main and feels there has been ample time to clean up. His hope is everyone will do their part and he does not want to come down on someone having a hard time. Commissioner Dyer suggested a tax write off for people or companies for assisting with property clean up. He would rather assist people than clamp down on them. Commissioner Newton noted he owns the house on Anchor and is hoping to get siding soon. He noted lack of available materials. He noted the S Main house is looking much better and further noted past discussion with the owner. He noted challenges with the house. Mayor Balensifer noted his preference is that the commission decide on properties, prioritize, reach out, then issue official notices. He noted multiple businesses wanting to come to Warrenton that cannot because of high prices on rundown properties. Commissioner Newton noted the need to improve the first impression of Hammond. Ms. Engbretson stated in the past they were aggressive, then got direction to back off a little. She noted there are four or five properties in the works that were complaint driven. She appreciates if the commission has properties they want to prioritize. She noted this has not been focused on because of staffing instability over the past couple years. Many complaints do not come to the commission level because property owners respond to staff outreach. She suggested budgeting money next year for

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Warrenton City Commission

Regular Meeting – 9.28.21

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consulting because of the time and money required to address nuisances. Commissioner Dyer thinks the Rosalee property in Hammond should be a priority. Mayor Balensifer noted the house next to it. Commissioner Baldwin noted the post office. Ms. Engbretson noted outreach to them and an attempt to make improvements. There was discussion about façade grant requirements. Commissioner Newton feels improvements to these three properties could snowball new business. Mayor Balensifer feels a soft touch is good for owner-occupied, single-family homes but not for owners of multiple nuisance properties. People could live in or have a business on these properties but cannot because owners are unwilling to sell, lease, or improve the property. He agreed that improving the three properties in Hammond could springboard other improvements. He discussed the red house on N Main that is being used as a campground. He agreed the old Peterson lot needs to be demoed. There was brief discussion about the nuisance process. Commissioner Newton feels the owners of the red house have taken advantage of the city. There was discussion about hammering down on bank-owned properties and difficulties with enforcement. Commissioner Baldwin feels like the Peterson property falls at the same level as the red building. Mayor Balensifer asked if the commission would like a member of Spruce Up Warrenton, a planning commissioner, a city commissioner, and a member of staff meet to prioritize the projects then report to the commission or have staff continue to present each one. Ms. Engbretson noted getting properties to the nuisance declaration process takes time. Commissioner Baldwin noted a property on 4th and Main Ct. He does not want to burden staff and suggested sending a generic chain letter. Ms. Engbretson noted staff already do this. Mayor Balensifer asked about the most time-consuming part of the process. Ms. Engbretson noted need for additional staff and discussed the process on top of daily operations. Mayor Balensifer suggested putting the priority on the thoroughfares: S Main, NW Warrenton Dr, and Pacific. There was brief discussion about the 4th and Main building.

Ms. Engbretson requested consideration of a noise variance request. There were no objections to adding it as business item 7.B. She noted the jail contractor on SW 19th requested a variance for an early start for 3 days at approximately 5:00 a.m. She noted the WMC requirements. It was noted there are homes in the area. The contractor will only need one day but are unsure which. They requested a waiver for October 5th, 6th, and 7th. Mayor Balensifer is not in favor because the residents have endured a lot. Discussion followed. The consensus was to hold them to the 7:00 a.m. start time.

Mayor Balensifer asked Harbormaster Jane Sweet to give a brief summary on Buoy 10. Ms. Sweet discussed the figures for the season. Mayor Balensifer noted the stats exceed past years. Ms. Engbretson noted camping worked out okay this year. Discussion followed. Ms. Engbretson asked how moorage was affected by delayed dredging. Ms. Sweet noted it was tough, but everyone worked together to make it work. The permit for dredging starts November 1. There was discussion about addressing sediment from the tide gate. Mayor Balensifer noted if there are any funds available, he supports Ms. Sweet's discretion to address this.

GOOD OF THE ORDER

Commissioner Newton asked Fire Chief Brian Alsbury to discuss COVID-19 transmission concerns regarding firefighters and patients. Commissioner Newton discussed the protocols.

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Chief Alsbury clarified the protocols and PPE use noting it protects firefighters first but also protect patients. Commissioner Newton commented on nearly zero chance of firefighters spreading COVID-19. He also noted Chief Alsbury put out a survey to the department to evaluate his leadership anonymously. Chief Alsbury thanked Commissioner Poe for offering his volunteer fire services. Commissioner Newton also noted a suggestion for a webcam at the Hammond marina.

Mayor Balensifer noted he knew there would be pushback but was surprised about comments on his Facebook live update on the emergency responder vaccine mandate. He noted his letter to the governor and outlined concerns. He thanked Chief Alsbury for providing stats. Ms. Engbretson stated the firefighters appreciate him going to bat for them. Mayor Balensifer noted appreciation for and importance of EMS services.

Ms. Engbretson noted two long-term employees that are retiring the end of the month. Utility Worker Jay Bandeen has been with the city 26 years and Police Clerk Kathi Smith for 35 years. She thanked them for their long service. Mayor Balensifer made comments of appreciation. There was brief discussion about vacant positions in public works.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:03 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

Volume 15, Issue 2

Monthly Finance Report
August 2021

October 12, 2021

Economic Indicators

Department Statistics

Current and Pending Projects

	Current	1 year ago
◆ Interest Rates:		
LGIP :	.55%	1.00%
Prime Rate:	3.25%	3.25%
◆ CPI-U change:	5.3%	1.3%
◆ Unemployment Rates:		
Clatsop County:	5.8%	9.1%
Oregon:	4.9%	8.4%
U.S.:	5.2%	8.4%

◆ Utility Bills mailed	3,406
◆ New Service Connections	0
◆ Reminder Letters	412
◆ Door Hangers	94
◆ Water Service Discontinued	8
◆ Counter payments	471
◆ Mail payments	1,267
◆ Auto Pay Customers/pmts	705
◆ Online (Web) payments	1,075
◆ Checks issued	329

- ◆ Audit/Financial Statements FYE 6/30/21
- ◆ Business License Renewals
- ◆ ARPA Funding
- ◆ SDC Annual Report
- ◆ Landfill Financial Assurance Report
- ◆ Open Enrollment for Health Insurance

Financial Narrative as of August 31, 2021

Note: Revenues and expenses should track at 2/12 or 16.7% of the budget. Expenditures on pages 2-4 include personnel services, materials and services, and debt service costs as well as transfers to the capital funds. See budget for details.

General Fund: Total revenues year to date are \$418,404, which is 9.2% of the budget, compared to the prior year amount of \$350,281, which was 7.9% of the budget. Revenues exclusive of overhead are \$193,941 compared to \$168,804 at this time last year and are up by \$25,137. Increases are shown in city franchise fees, transient room taxes, municipal court, planning fees, police charges, fire and park charges, miscellaneous, and lease receipts and are off set by decreases in prior year property taxes, franchise fees, state revenue sharing and interest.

Expenses year to date amount to \$727,179 compared to the prior year amount of \$590,895. An increase of \$136,284. Insurance premiums that are normally paid in July for the entire year have been moved to quarterly payments again this year to address cash flow concerns due to economic uncertainty caused by the Coronavirus pandemic. All departments except Admin/Comm/Finance are tracking under budget.

WBA: Business license revenue amounts to \$61,575 compared to \$58,523 last year at this time, a difference of \$3,052. The number of business licenses issued year to date is 735 compared to 570 at this time

last year.

Building Department: Permit revenues year to date amount to \$32,312, which is 9.9% of the budgeted amount. Last year to date permit revenue was \$56,020, which was 11.9% of the budgeted amount.

State Tax Street: State gas taxes received this month amount to \$29,562 for fuel sold in July compared to \$21,975 at this time last year. Receipt of City fuels tax revenue for this fiscal year will begin next month.

Warrenton Marina: Total revenues year to date are \$501,511, compared to \$411,372, at this time last year, an increase of \$90,139. There is \$68,320 in moorage receivables outstanding.

Hammond Marina: Total revenues year to date are \$334,743 compared to \$251,916 at this time last year, an increase of \$82,827. There is \$15,387 in moorage receivables outstanding.

Of the total outstanding receivables:

- \$5,282 (6.3%) is current,
- \$4,667 (5.6%) is 30-60 days past due,
- \$71,604 (85.5%) is 60-90 days past due and
- \$2,154 (2.6%) is over 90 days past due

Water Fund: Utility fees this month are \$290,327 and \$245,352, for in-city and

out-city respectively and total \$535,679. Total year to date utility fees are \$994,333 and are 26.1% of the budget. Last year at this time total utility fees were \$933,103, which was 29.8% of the budget and are up by \$61,230.

Sewer Fund: Utility fees this month are \$230,472 and \$463,826 year to date, which is 19% of the budget. Last year at this time utility fees were \$423,784 which was 19.8% of the budget and are up by \$40,042. Shoreline Sanitary fees year to date are \$22,579.

Storm Sewer: Utility fees (20% of sewer) this month are \$46,071 and \$92,719 year to date and are 19% of the budget.

Sanitation Fund: Year to date service fees for garbage and recycling were \$179,008 and \$35,158 and are 18.7% and 17.2% of the budget, respectively.

SDC Summary for FYE 2021

	Beginning Fund Balance	Revenues			Ending Fund Balance
		SDC	Interest	Projects & Debt Pmts	
Parks	165,904	13,148	1,380		180,432
Water				58,000	
Sewer	53,187	59,022	685		112,894
Storm	57,302	26,093	574		83,969
Streets					
total	1,277,456	373,476	11,861	58,000	1,604,793

Financial data as of August, 2021

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,282,343	1,467,390	875,000	167.70	
Plus: Revenues	178,361	418,404	4,569,509	9.16	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	9,147	25,304	187,431	13.50	
Admin/Comm/Fin(ACF)	64,935	224,463	1,223,114	18.35	
Planning	14,555	30,127	287,914	10.46	
Police	133,639	292,354	2,098,395	13.93	
Fire	68,787	131,857	944,476	13.96	
Parks	11,026	23,074	186,654	12.36	
Transfers	-	-	170,778	-	
Total Expenditures	302,089	727,179	5,098,762	14.26	
Ending Fund Balance	1,158,615	1,158,615	345,747	335.10	

	WBL				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	111,047	53,439	40,000	133.60	
Plus: Revenues	622	61,639	59,500	103.59	
Less: Expenditures	8,377	11,786	77,091	15.29	
Ending Fund Balance	103,292	103,292	22,409	460.94	

	Building Department				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	836,352	847,148	840,000	100.85	
Plus: Revenues	15,777	33,639	332,361	10.12	
Less: Expenditures	25,449	54,107	491,145	11.02	
Ending Fund Balance	826,680	826,680	681,216	121.35	

	State Tax Street				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	2,645,878	2,608,279	1,900,000	137.28	
Plus: Revenues	30,841	112,628	1,380,063	8.16	
Less: Expenditures	106,824	151,012	2,983,459	5.06	
Ending Fund Balance	2,569,895	2,569,895	296,604	866.44	

	Warrenton Marina				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	552,748	266,345	265,000	100.51	
Plus: Revenues	157,194	501,511	634,538	79.04	
Less: Expenditures	49,789	107,703	741,644	14.52	
Ending Fund Balance	660,153	660,153	157,894	418.10	

Financial data as of August 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	360,715	239,353	250,000	95.74	3,671,727	3,336,675	2,900,000	115.06
Plus: Revenues	171,531	334,743	351,548	95.22	544,722	1,020,067	6,492,447	15.71
Less: Expenditures	54,575	96,425	483,652	19.94	114,775	255,068	8,425,702	3.03
Ending Fund Balance	<u>477,671</u>	<u>477,671</u>	<u>117,896</u>	<u>405.16</u>	<u>4,101,674</u>	<u>4,101,674</u>	<u>966,745</u>	<u>424.28</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,138,483	3,110,780	3,000,000	103.69	1,497,268	1,473,868	1,300,000	113.37
Plus: Revenues	247,136	501,092	2,753,900	18.20	46,733	94,716	495,220	19.13
Less: Expenditures	115,516	341,769	4,908,806	6.96	46,557	71,140	1,182,221	6.02
Ending Fund Balance	<u>3,270,103</u>	<u>3,270,103</u>	<u>845,094</u>	<u>386.95</u>	<u>1,497,444</u>	<u>1,497,444</u>	<u>612,999</u>	<u>244.28</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	461,484	450,351	425,000	105.96	17,675	16,757	15,000	111.71
Plus: Revenues	111,274	216,028	1,165,092	18.54	1,997	4,481	16,600	26.99
Less: Expenditures	90,346	183,967	1,331,479	13.82	1,269	2,835	24,771	11.44
Ending Fund Balance	<u>482,412</u>	<u>482,412</u>	<u>258,613</u>	<u>186.54</u>	<u>18,403</u>	<u>18,403</u>	<u>6,829</u>	<u>269.48</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	136,538	162,709	168,000	96.85	13,176	13,174	16,220	81.22
Plus: Revenues	541	4,700	243,503	1.93	6,699	6,701	6,181,812	0.11
Less: Expenditures	19,932	50,262	283,477	17.73	6,893	6,893	6,198,032	0.11
Ending Fund Balance	<u>117,147</u>	<u>117,147</u>	<u>128,026</u>	<u>91.50</u>	<u>12,982</u>	<u>12,982</u>	<u>-</u>	<u>-</u>

Financial data as of August 2021, continued

(\\$) Cash Balances as of August 31, 2021

General Fund	1,436,531	Warrenton Marina	604,296	Storm Sewer	1,485,502
WBL	97,927	Hammond Marina	482,393	Sanitation Fund	418,325
Building Department	830,730	Water Fund	3,354,599	Community Center	20,177
State Tax Street	2,680,326	Sewer Fund	2,958,296	Library	119,431

Warrenton Urban Renewal Agency

Capital Projects	19,679
Debt Service	2,238,601

General Fund Revenues	Collection Frequency	Actual as a % of		Collections/Accruals Year to date		(over) under budget
		2020-2021 Budget	Current Budget	August 2021	August 2020	
Property taxes-current	AP	1,077,628	0.00	-	-	1,077,628
Property taxes-prior	AP	30,000	0.03	9	10,991	29,991
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	598,000	6.09	36,438	39,447	561,562
COW - franchise fees	M	256,281	23.49	60,202	56,525	196,079
Transient room tax	Q	525,212	2.25	11,838	3,266	513,374
Liquor licenses	A	550	0.00	-	-	550
State revenue sharing	MQ	168,891	0.24	400	514	168,491
Municipal court	M	136,700	15.59	21,307	12,031	115,393
Planning Fees	I	105,000	9.42	9,888	6,810	95,112
Police charges	I	21,000	19.99	4,197	1,876	16,803
Fire charges	SM	103,524	0.29	300	-	103,224
Park charges	I	-	0.00	300	-	-
Miscellaneous	I	1,200	902.25	10,827	508	(9,627)
Interest	M	18,000	4.62	831	1,030	17,169
Lease receipts	M	216,473	17.28	37,404	35,806	179,069
Grants	I	-	0.00	-	-	-
Sub-total		3,258,459	5.95	193,941	168,804	3,064,518
Transfers from other funds	I	-	0.00	-	-	-
Overhead	M	1,167,282	19.23	224,463	181,477	942,819
Total revenues		4,425,741	9.45	418,404	350,281	4,007,337

- 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, 2022. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.

MINUTES
Marina Advisory Board
June 21, 2021
Warrenton City Hall – Commission Chambers
225 S Main
Warrenton, OR 97146

3.C

Chairperson Pam Ackley called the meeting to order at 2:00 p.m.

Marina Advisory Board Members Present: Chairperson Pam Ackley, Lylla Gaebel, Mike Balensifer, Malcolm Cotte

Staff Present: Harbormaster Jane Sweet, Marina Office Assistant Jessica McDonald

Mayor Henry Balensifer attended part of this meeting to present about a new fishing pier in the Hammond Marina.

CONSENT CALENDAR

Meeting minutes from 5.17.2021 were presented by staff.

Chairperson Pam Ackley made motion to approve minutes. Motion was seconded and passed unanimously.

DISCUSSION

Discussion of how the presentation to the City Commission went with the advisory boards rate recommendations. The commission felt some rates were conservative and the hoist fee should be at least \$150, Key replacement fee to \$75, and the liveaboard fee should be higher. Mayor Henry Balensifer would like to see a rate comparison in the future and a report to show where the rate increases additional revenue will go in the Marinas.

Harbormaster Sweet discussed the Capital Improvements set for 2021-2022 including Warrenton Inner Basin lighting, Hammond dredging, commercial pier improvements and E dock pilings. Later in a work group session committee plans to go in depth on rates and improvement planning for both Marinas.

Committee discussed Seafarer's Park and the additional facility costs being a burden on the Hammond Marina, staff has difficulty patrolling the additional area, the porta potty unit near that area and the increase in garbage.

Committee discussed getting volunteers for Buoy 10, volunteers would be great, but they would only be needed for parking & launch and to direct campers. Hammond Marina would still need an office at the launch lane to help.

Mayor Balensifer shared the plan for a new recreational fishing pier in the Hammond Marina off Seafarer's Park. ODFW would be joining in the project. It would be the only handicap accessible pier in Oregon. The pier could be a possible revenue source for the Marina. The project would cost between 1.9-2.4 million with engineering cost, this cost would be a joint venture with multiple agencies paying for it. Mayor Balensifer shared project concept designs and committee reviewed them and made recommendation.

Mike Balensifer made a motion for the Advisory board to recommend the project and that option 1 design concept was preferred. Lylla Gaebel seconded and passed unanimously. Pam Ackley to fill out City Advisory Boards Recommendation Form.

The board discussed getting a permanent camp host for the Hammond Marina, would like to talk to Public Works Director to get cost of putting in utilities for the camp host.

Committee discussed not being able to use the south side of Seafarer's Park as a camping area in the Hammond Marina and how they would make up for the loss of those additional sites. Discussed making camping sites much smaller & cutting field into two sections to increase the number of spaces available in that area. Discussed the importance of getting dirt/fill from Public Works spread to increase the camping area in the Warrenton Marina so the marina could have more overflow camping in Warrenton.

Next meeting set for September 20, 2021 at 2pm in Commission Chambers at City Hall.

There being no further business for this meeting, Chairperson Pam Ackley adjourned the meeting at 4:00 p.m.

Respectfully prepared and submitted by Jessica McDonald, Marina Office Assistant

ATTEST:


Jane Sweet, Harbormaster

APPROVED:


Pam Ackley, Marina Advisory Board Chairperson

MINUTES
Marina Advisory Board
July 6, 2021
Warrenton Marina Office
501 NE Harbor Place
Warrenton, OR 97146

Chairperson Pam Ackley called the meeting to order at 2:04.

Marina Advisory Board Members Present: Chairperson Pam Ackley, Lylla Gaebel, Mike Balensifer, Kevin Dunn

Staff Present: City Manager Linda Engbretson, Harbormaster Jane Sweet, Marina Office Assistant Jessica McDonald

SPECIAL EMERGENCY MEETING TO DISCUSS HAMMOND MARINA RATES

Hammond Moorage Association is upset with rate increases, they don't believe their rates should be increased because A&B docks silted in much more this winter and were not dredged also the docks are not in good enough shape to warrant an increase. They emailed Major Henry Balensifer because they felt their email to Harbormaster Jane Sweet wasn't passed along and they are very upset about the rate increase. The advisory board discussed the fact that they had discussed the Hammond Moorage Association at previous meetings and considered the situation before they made rate recommendation. Harbormaster Sweet had brought up the emails from the Hammond Moorage Association with the Advisory Board and the City Manager before rates were set for the upcoming year.

The board discussed that A&B docks are the only docks with gates and electricity in the Hammond Marina, and if we don't raise rates, we can't continue to maintain that or fix the docks and make any improvements to the Marina. Annual Moorage rates were also not raised in 2020 and have not been raised enough in the past.

Harbormaster Sweet shared the email received from Llyod Smith, president of the Hammond Moorage Association, addressing the increases to Marina Rates on May 17th and her response which was approved by City Manager Engbretson on sent out May 19th.

Committee discussed the revenue projections at \$42 a foot for A & B dock and compared them to the cost of dredging under A&B docks. Moving forward the City is planning to do maintenance dredging every 5-7 years and the revenues even with the rate increases from A&B docks do not even cover the yearly breakdown for the cost of dredging those dock. Rates haven't been raised and aren't enough to maintain dredging, docks and facility.

Lylla Gaebel stated we need to make changes to better the facility. There was no rate increase last year, we need to forge ahead to better things.

Mike Balensifer stated that we need to prioritize Capital Improvements that will help increase revenues.

Lylla suggested City attorney write a letter to Hammond Moorage Association and explain relationship of association and City of Warrenton and that there has not been a contract in place for 20 plus years.

Committee discussed that there is no liability for the City of Warrenton for damages due to tide in the moorage agreements, but Linda will be checking with insurance if it is necessary to post signage for no liability.

City Manager Engbretson and Harbormaster Sweet to work on letter to Hammond Moorage Association explaining rate increases. Staff will work on this and get it out ASAP.

Marina Advisory Board unanimously decided not to make any recommendations to reduce rates for the west side of the Hammond Basin.

Staff will be working to discuss volunteers for Buoy 10 parking and keeping traffic from blocking the launch lanes.

Next meeting set for September 20, 2021 at 2pm in Commission Chambers at City Hall.

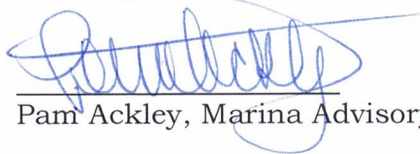
There being no further business for this meeting, Chairperson Pam Ackley adjourned the meeting at 4:00 p.m.

Respectfully prepared and submitted by Jessica McDonald, Marina Office Assistant

ATTEST:

 10/4/2021
Jane Sweet, Harbormaster

APPROVED:



Pam Ackley, Marina Advisory Board Chairperson

PROCLAMATION

WHEREAS: the first Domestic Violence Month was observed in October 1987, the same year that saw the initiation of the first national domestic violence toll-free hotline and in 1989 Congress designated October as national Domestic Violence Awareness Month; and

WHEREAS: domestic violence is a pattern of assaultive and coercive behaviors – including physical, psychological, sexual and economic abuse; social isolation and stalking – that are used to maintain power and control over a person’s intimate partner; and

WHEREAS: the crime of domestic violence violates an individual’s dignity, safety and basic human rights; and

WHEREAS: domestic violence is the single largest cause of injury and homicide for women; and

WHEREAS: children exposed to domestic violence experience terror, isolation, guilt, helplessness and grief and have a higher risk of engaging in criminal behavior and substance abuse, and becoming victims of crime; and

WHEREAS: domestic violence is the single largest cause of injury and homicide for women; and

WHEREAS: domestic violence impacts the health and well-being of our community; and

WHEREAS: it is incumbent on every citizen to play a role in preventing and ending domestic violence.

NOW, THEREFORE: I, Thomas Dyer, Mayor Pro tem of the City of Warrenton proclaim October 2021 to be:

DOMESTIC VIOLENCE AWARENESS MONTH

in the City of Warrenton and encourage all Warrenton residents to join in this observance.

Thomas Dyer, Mayor Pro tem



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Collin Stelzig, P.E., Public Works Director
DATE: October 12, 2021
SUBJ: Public Hearing: Advance Finance Application – 810 King Salmon Street, Hammond, OR 97121

SUMMARY

The developer of 810 King Salmon Street, Hammond, OR 97121, installed City utilities which have capacity to serve more than just their home. Warrenton Municipal Code (WMC) 3.16 provides a mechanism for reimbursing private parties who build oversized public facilities. As properties that benefit from the capacity provided by the facilities develop and connect to the facility, the owners make a proportional reimbursement contribution to the city which in turn reimburses the original developer. By code and resolution, this reimbursement mechanism has a finite life of 10 years.

Following the procedures of WMC 3.16, the developer submitted a request to establish an advanced financing mechanism for reimbursement for the public utilities. The City reviewed the technical components of the application package and concluded that they do not meet the requirements of WMC 3.16. Included in the package is the following:

1. Advanced Financing application letter from Zuplaw
2. Submittal documents provided by the applicant:
 - a. Maps depicting tax lot and assessor's information;
 - b. Address list identifying affected adjacent properties and owners;
 - c. Engineering drawings approved by Commission; and
 - d. Project Engineer's cost estimate or actual cost (in cases where improvements have been constructed)
3. City response letter stating that the submittal documents do not appear to meet the requirements on WMC 3.16
4. Email chain between the City Manager and Zuplaw stating that the applicant would like to use the original submittal information.

WMC 3.16.060 states that upon receipt of the application for advance financed public improvements, the City Manager or the City Manager's designee shall make an analysis of the advance financed public improvements and shall prepare a report to be submitted to the Commission for review, discussion, and public hearing. Such report shall include those items submitted as part of the application package identified above.

WMC 3.16.070 requires an informational public hearing in which all parties and the general public shall be given the opportunity to express their view and ask questions pertaining to the advances financed public improvement. The Commission has the sole discretion, after the public hearing, to decide whether an advance financing resolution shall be passed.

A report can not be prepared and submitted to Commission for the following reasons:

1. The plan submitted is not accurate and does not show what was actually constructed. Sewer and water were not extended to the applicant's south property line and the road is not paved.
2. The engineers estimate was not prepared for work that was approved by the City.
 - a. The engineers estimate includes 420 ft of waterline and the as-built plans show 335 ft of waterline.
 - b. The engineers estimate includes 250 ft of 8" sewer and the as-built plans show 158 ft of sewer line.
 - c. The engineers estimate includes cost for asphalt and the as-built drawings show a gravel road with no asphalt.
 - d. The engineers estimate includes cost for electrical services. Electrical utilities are not included as approved "Capital Improvements" per WMC 3.16
 - e. The estimate includes cost for Northwest Natural services. Northwest Natural utilities are not included as approved "Capital Improvements" per WMC 3.16
 - f. The estimate includes cost for a home sprinkler system. Home sprinkler systems are not included as approved "Capital Improvements" per WMC 3.16
3. The invoices need to be clearly itemized for each separate utility and/or road work and must not include cost for work on private utilities.
 - a. The applicant includes invoices for a total of \$32,135.76.
 - i. These invoices appear to include cost associated with construction of private utilities.
 - b. The applicant includes a statement that includes additional charges. The statement does not include descriptions of work associated with these additional charges. In addition, it appears that the amount due (\$4,332.30) was erroneously added to full statement amount.
4. The applicant provided an inaccurate address list identifying affected adjacent properties and owners. Attached to this memo is list of affected properties and owners developed by the City.

RECOMMENDATION/SUGGESTED MOTION

I move to deny the Dale Adams application for an Advanced Financing District

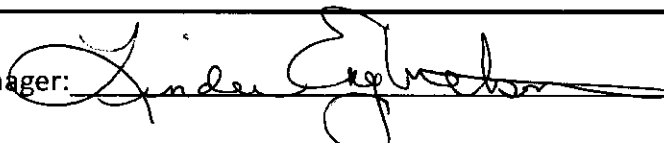
ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

FISCAL IMPACT

The City will receive one percent of all reimbursement contributions to cover the cost of administering this program.

Approved by City Manager:

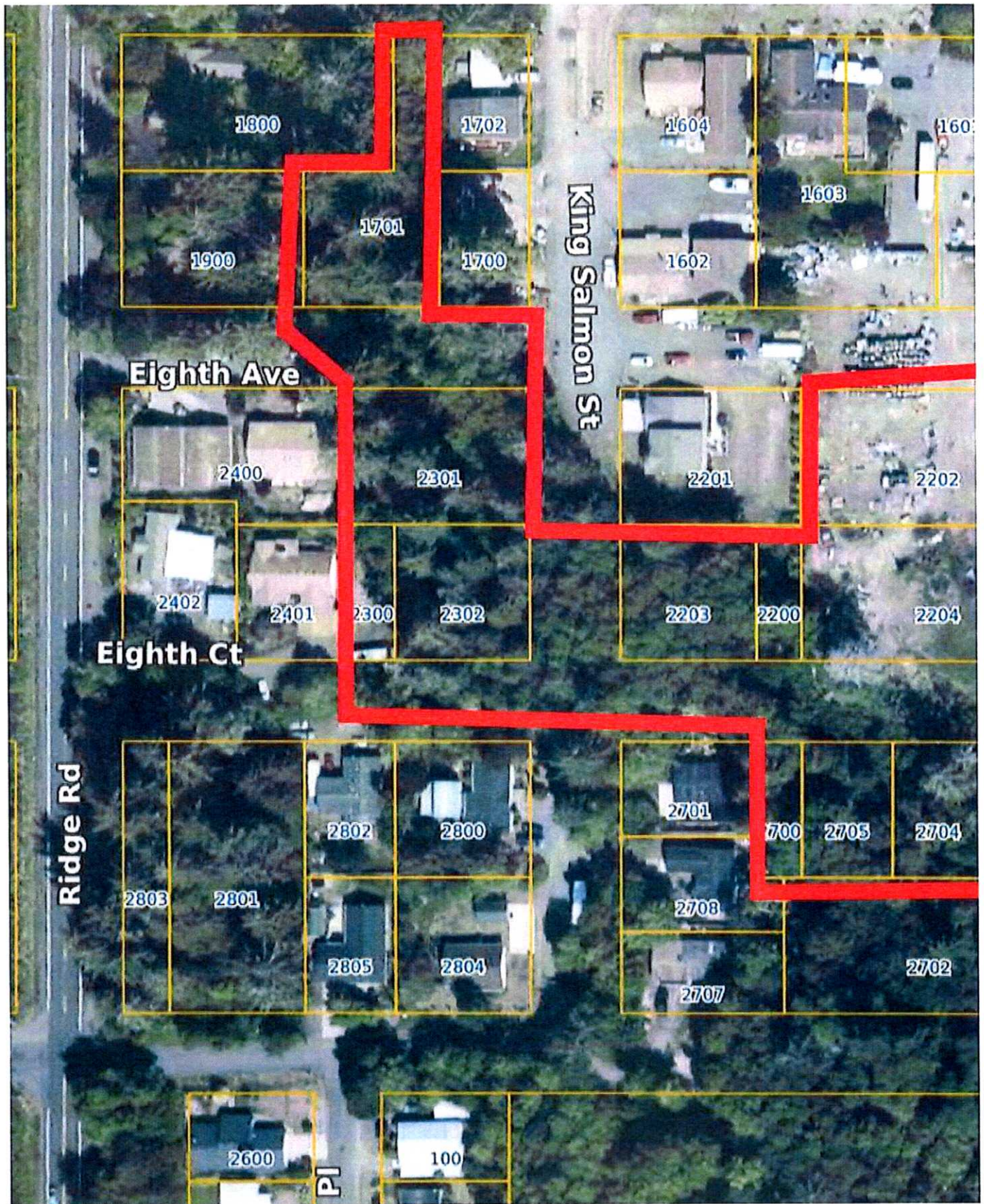


All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

Staff developed

Address List of Affected Properties

ACCOUNT_ID	TAXLOTKEY	OWNER_LINE	STREET_ADD	CITY	STATE	ZIP_CODE	ACRES
29029	81008BA01701	Shepherd Carolyn	PO Box 190	Hammond	OR	97121-0190	0.31
29041	81008BA02200	Adams Dale L	PO Box 59	Hammond	OR	97121-0059	0.08
29042	81008BA02201	Adams Dale L	PO Box 59	Hammond	OR	97121-0059	0.31
29043	81008BA02202	Sturgell Dennis L	PO Box 45	Hammond	OR	97121-0045	0.46
29044	81008BA02203	Shepherd Carolyn M	PO Box 190	Hammond	OR	97121-0190	0.23
29045	81008BA02204	Sturgell Dennis L Sr	PO Box 45	Hammond	OR	97121-0045	0.46
29046	81008BA02300	Wilfinger Van Stirling	1175 8th Ct	Hammond	OR	97121	0.08
29047	81008BA02301	Shepherd Carolyn M	PO Box 190	Hammond	OR	97121-0190	0.31
29048	81008BA02302	Shepherd Carolyn M	PO Box 190	Hammond	OR	97121-0190	0.23
29054	81008BA02700	Sturgell Dennis L	PO Box 45	Hammond	OR	97121-0045	0.08
29057	81008BA02703	Strasburg Donald J	13052 SE Bluff Dr	Clackamas	OR	97015-9274	0.15
29058	81008BA02704	Bovee Jim	6413 NE 66th Ave	Vancouver	WA	98661	0.15
29059	81008BA02705	Sturgell Dennis L	PO Box 45	Hammond	OR	97121-0045	0.15



September 17, 2020

VIA EMAIL (lengbretson@ci.warrenton.or.us)

Linda Engbretson
City of Warrenton
225 South Main
PO Box 250
Warrenton, OR 97146

Re: Advance Finance Application – 810 King Salmon Street, Hammond, OR 97121

Dear Ms. Engbretson:

This form of Advance Finance Application is being submitted to you in compliance with Warrenton Municipal Code Section 3.16.050 on behalf of my client, Dale Adams, the owner of the real property located at 810 King Salmon Street in Hammond, OR.

Enclosed are the following documents:

- Maps depicting tax lot and assessor's information;
- Address list identifying affected adjacent properties and owners;
- Engineering drawings approved by Commission; and
- Project Engineer's cost estimate or actual cost (in cases where improvements have been constructed)

Please let me know if I can provide any further information.

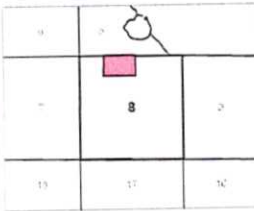
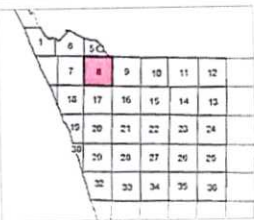
Sincerely,



Christian Zupancic
Zuplaw Law Firm LLC

8 10 08 BA
 CLATSOP COUNTY
 NE 1/4 NW 1/4 SEC.8 T8N R10W WM
 0 62.5 125 250 ft

Scale 1:1,200



CANCELLED TAXLOT NUMBERS
 200 300 500 600 601



FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.co.clatsop.or.us
 This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

PLOT DATE: 12/05/2019
 8 10 08 BA

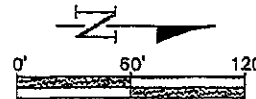


Submitted
by applicant

ADDRESS LIST
OF
AFFECTED OWNERS OF ADJACENT PROPERTIES

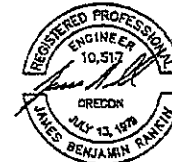
Map Tax Lot	Tax ID	Owner	Mailing Address
81008BA02202	29043	Dennis L. Sturgell	c/o The Wel Group Inc. Post Office Box 45 Hammond, OR 97121
81008BA02203	29044	John F. & Carolyn M. Shepherd	Post Office Box 90 Hammond, OR 97121
81008BA02204	29045	Dennis L. Sturgell, Sr.	Post Office Box 45 Hammond, OR 97121
81008BA02301	29047	John F. & Carolyn M. Shepherd	Post Office Box 90 Hammond, OR 97121
81008BA02302	29048	John F. & Carolyn M. Shepherd	Post Office Box 90 Hammond, OR 97121
81008BA01700	29028	Joshua and Brandi Key	791 King Salmon St Hammond, OR 97121
81008BA01602	29025	Susan Nicoletti, Jeannine Buskuhl	10200 SW Egret Pl Beaverton, OR 97007
81008BA01702	29030	Kevin and Stacy Byers	725 King Salmon St Hammond, OR 97121

DALE ADAMS - CITY COMMISSION WORKSHOP

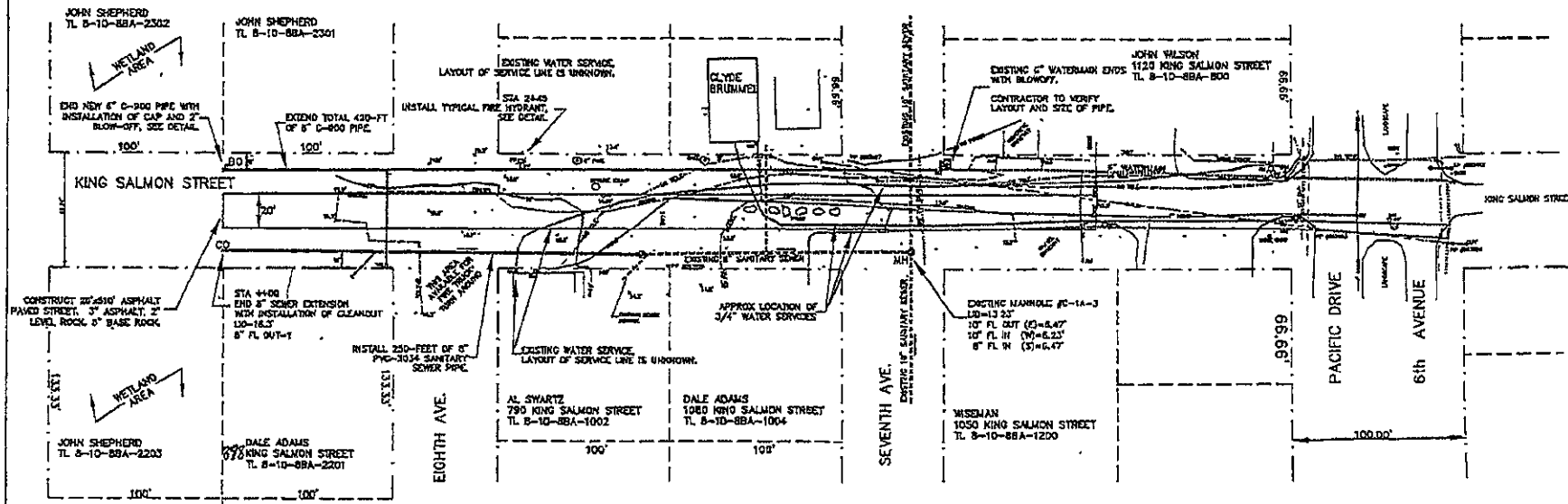


PROPOSED SITE PLAN

SCALE: 1" = 60'



RENEWS 12/31/2014
PAGE 2 OF 2
AUGUST 12, 2014
FILE: 331-13-D04



JB RANKIN ENGINEERING INC. P.O. BOX 187 WARRENTON, OR. 97146 503.440.3805

Invoice

SANDRIDGE CONSTRUCTION LLC
15 NW 17TH PLACE
WARRENTON, OR 97146

503-861-1133

Date	Invoice #
2/17/2015	10287

Terms	Due on receipt
-------	----------------

DALE ADAMS
 PO BOX 59
 HAMMOND, OR 97121

JOB					
Date	Description	Qty	U/M	Rate	Amount
1/5/2015	Truck Time - Haul Sand MU	2	hr	78.00	156.00
1/5/2015	Cubic Yards of Sand - 4 loads	48		5.00	240.00
1/6/2015	Truck Time Haul Sand MU	1.5	hr	78.00	117.00
1/6/2015	Cubic Yards of Sand - 4 loads	48		5.00	240.00
1/12/2015	Labor to dig water and sewer main (2 men) MU GO	12		28.00	336.00
1/12/2015	EXCAVATOR - Sewer & Water Main Connection TF	6		125.00	750.00
1/13/2015	Labor - Install water Main (2 men) MU GO	15		28.00	420.00
1/13/2015	EXCAVATOR - Dig 6" Water Line TF	8		125.00	1,000.00
1/13/2015	Truck Time - Haul off spoils RC	3	hr	78.00	234.00
1/14/2015	Labor - Water Line, Set Hydrant, Sewer Line (2 men) MU GO	16		28.00	448.00
1/14/2015	EXCAVATOR, Set Hydrant, Sewer Line TF			125.00	125.00
1/14/2015	580 BACKHOE RENTAL WITH OPBRATOR, Backfill Sewer TF	1	hr	85.00	85.00
1/14/2015	Truck Time RC	8	hr	78.00	624.00
1/15/2015	Labor - Sewer Line (2 men) MU GO	16		28.00	448.00
1/15/2015	EXCAVATOR, Lay sewer line, backfill, cleanup	8		125.00	1,000.00
1/15/2015	Truck Time RC	5	hr	78.00	390.00
1/15/2015	580 BACKHOE RENTAL WITH OPERATOR RC	4	hr	85.00	340.00
1/15/2015	Cubic Yards of Sand (2 loads)	24		5.00	120.00
1/16/2015	Labor-install utilities (2 men) GO MU	14.5		28.00	406.00
1/16/2015	EXCAVATOR - dig for water service, Blow-off, Power, TV, Telephone TF	8		125.00	1,000.00
1/16/2015	Truck Time - haul 4 loads rook RC	5	hr	78.00	390.00
1/19/2015	Labor - Clean up MU	2		28.00	56.00
Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE		Total			
		Payments/Credits			
		Balance Due			

SANDRIDGE CONSTRUCTION LLC
15 NW 17TH PLACE
WARRENTON, OR 97146

503-861-1133

DALE ADAMS
 PO BOX 59
 HAMMOND, OR 97121

Invoice

Date	Invoice #
2/17/2015	10287

Terms	Due on receipt
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JOB					
Date	Description	Qty	U/M	Rate	Amount
1/19/2015	Truck Time - Haul 2 Loads rock GO	2.5	hr	78.00	195.00
1/19/2015	EXCAVATOR - Clean up, backfill TF	4		125.00	500.00
1/27/2015	Labor - deliver 5" valve to Astoria PW GO	1		28.00	28.00
1/28/2015	Labor - get materials from Home Depot, Install Utilities GO	6.5		28.00	182.00
1/29/2015	Labor - install utilities, blow off water line, demob 580 backhoe	3		28.00	84.00
1/29/2015	MISCELLANEOUS MATERIALS - See attached Detail	1	ea	9,014.64	9,014.64
1/29/2015	3/4"-0 Rock Per Attached detail	130.92	ton	12.00	1,571.04
<p><i>Total 20,499.⁶⁸</i> <i>3-19-2015</i> <i>ck# 6931</i></p>					
<p>Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE</p>					<p>Total \$20,499.68</p> <p>Payments/Credits \$0.00</p> <p>Balance Due \$20,499.68</p>

Invoice

SANDRIDGE CONSTRUCTION LLC
15 NW 17TH PLACE
WARRENTON, OR 97146

503-861-1133

Date	Invoice #
3/20/2015	10301

Terms	Due on receipt
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DALE ADAMS
PO BOX 59
HAMMOND, OR 97121

COPY

JOB	Date	Item	Description	Qty	Rate	Amount
	2/16/2015	LABOR	General Labor to test water main, clean sewer line GO	5	28.00	140.00
	2/16/2015	Journeyman Labor	JOURNEYMAN LABOR-test water line TF	4	45.00	180.00
	2/17/2015	580 BACKHOE	580 BACKHOE RENTAL WITH OPERATOR TF	2	85.00	170.00
	2/17/2015	LABOR	Labor to dig end of sewer line and lateral /TV sewer line GO	4.5	28.00	126.00
	2/18/2015	Journeyman Labor	Journeyman Labor - Flush & Test Sewer Line TF	6	45.00	270.00
	2/18/2015	LABOR	General Labor to blow water line, adjust meter boxes, clean out, blow off & rake fill GO	5	28.00	140.00
	2/24/2015	Journeyman Labor	Journeyman Labor - Pull string through Power Conduit TF	2	45.00	90.00
	2/24/2015	LABOR	Labor Pull string through Power Conduit GO	1.5	28.00	42.00
			SUBTOTAL LABOR			1,158.00
		Reimb Group				
	2/17/2015		All Rents - Test Pump rental		90.00	90.00
	2/23/2015		General Utilities, Hydra Vac Excavation		450.00	450.00
	2/24/2015		Consolidated Supply - materials		778.83	778.83
			Total Reimbursable Expenses			1,318.83
			Markup		20.00%	263.77
			Total Reimbursable Expenses			1,582.60
		Reimb Group				
	2/17/2015		LC Unlimited - Video Inspection, Air test.		1,250.00	1,250.00
			Total Reimbursable Expenses			1,250.00
			Markup		15.00%	187.50
			Total Reimbursable Expenses			1,437.50
Total						\$4,178.10
Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE						Payments/Credits \$0.00
Balance Due						\$4,178.10

Invoice

SANDRIDGE CONSTRUCTION LLC
15 NW 17TH PLACE
WARRENTON, OR 97146

503-861-1133

Date	Invoice #
3/31/2015	10310

Terms	Due on receipt
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DALE ADAMS
PO BOX 59
HAMMOND, OR 97121

JOB					
Date	Item	Description	Qty	Rate	Amount
3/26/2015	LABOR	Move Water Meter	4	28.00	112.00
Total					\$112.00
Payments/Credits					\$0.00
Balance Due					\$112.00

Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE

SANDRIDGE CONSTRUCTION LLC
15 NW 17TH PLACE
WARRENTON, OR 97146

503-861-1133

Invoice

Date	Invoice #
4/30/2015	10323

Terms	Due on receipt
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DALE ADAMS
 PO BOX 59
 HAMMOND, OR 97121

JOB					
Date	Item	Description	Qty	Rate	Amount
4/14/2015	SAND	Cubic Yards of Sand	24	5.00	120.00
4/14/2015	DUMPTRUCK	DUMPTRUCK	1	78.00	78.00
4/15/2015	SAND	Cubic Yards of Sand	36	5.00	180.00
4/15/2015	DUMPTRUCK	DUMPTRUCK	1.5	78.00	117.00
4/29/2015	TRUCK & PUP	DUMP TRUCK & PUP	7	95.00	665.00
4/29/2015	3/4" ROCK	3/4"-0 Rock Per Ton 3 Loads from Warrenton Fiber	100.83	12.25	1,235.17
4/29/2015	3" ROCK	3" ROCK 1 Load from Warrenton Fiber	26.21	11.10	290.93
			Total		\$2,686.10
Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE			Payments/Credits		\$0.00
			Balance Due		\$2,686.10

*Aid 2686.10
 5-15-2015
 CK # 6993*

SANDRIDGE CONSTRUCTION LLC
 15 NW 17TH PLACE
 WARRENTON, OR 97146

503-861-1133

Invoice

Date	Invoice #
6/8/2015	10334

Terms	Due on receipt
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DALE ADAMS
 PO BOX 59
 HAMMOND, OR 97121

JOB					
Date	Item	Description	Qty	Rate	Amount
5/19/2015	MOBILIZATION	MOBILIZE DOZER & VIBRATORY ROLLER IN/OUT GO	2	100.00	200.00
5/29/2015	450 DOZER	450 DOZER WITH OPERATOR - LEVEL ROCK IN DRIVEWAY TF	2	85.00	170.00
5/29/2015	ROLLER	VIBRATORY ROLLER - COMPACT ROCK TF	2	75.00	150.00
5/29/2015	DUMPTRUCK	DUMPTRUCK GO	7.5	78.00	585.00
5/29/2015	3" ROCK	3" ROCK, 6 LOADS FROM NYGAARD PIT	78.1	11.00	859.10
6/1/2015	DUMPTRUCK	DUMPTRUCK GO	4.5	78.00	351.00
6/1/2015	3/4" ROCK	3/4"-0 Rock Per Ton, 3 LOADS FROM NYGAARD PIT	45.35	12.00	544.20
6/2/2015	DUMPTRUCK	DUMPTRUCK GO	1.5	78.00	117.00
6/2/2015	3/4" ROCK	3/4"-0 Rock Per Ton, 1 LOAD FROM NYGAARD PIT	15.52	12.00	186.24
6/3/2015	DUMPTRUCK	DUMPTRUCK GO	2.5	78.00	195.00
6/3/2015	3/4" ROCK	3/4"-0 Rock Per Ton, 2 LOADS FROM NYGAARD PIT	47.07	12.00	564.84
6/3/2015	ROLLER	VIBRATORY ROLLER, COMPACT DRIVEWAY GO	2.5	75.00	187.50
6/4/2015	GRADER	ROAD GRADER TO GRADE ROAD AND DRIVEWAY TF	5	110.00	550.00

*Paid 4659.88
 6-30-2015
 ck# 6995*

Please make check payable to Sandridge Construction LLC. Invoices 30 days past due may be subject to a SERVICE CHARGE of 2% per month. In Addition, A-MONTHLY BILLING FEE OF \$15 WILL BE CHARGED EACH MONTH YOUR ACCOUNT IS PAST DUE	Total	\$4,659.88
	Payments/Credits	\$0.00
	Balance Due	\$4,659.88

Statement

SANDRIDGE CONSTRUCTION LLC
 15 NW 17TH PLACE
 WARRENTON, OR 97146

Date
7/24/2015

To:
DALE ADAMS PO BOX 59 HAMMOND, OR 97121

Date	Transaction	Amount	Balance	
06/30/2014	Balance forward		0.00	
08/31/2014	INV #10240. Due 08/31/2014.	2,000.00	2,000.00	
09/30/2014	INV #10250. Due 09/30/2014.	42.50	2,042.50	
10/10/2014	PMT #6823.	-2,000.00	42.50	
11/30/2014	INV #10266. Due 11/30/2014.	5,775.87	5,818.37	
12/17/2014	PMT #6873.	-5,775.87	42.50	
01/31/2015	INV #10287. Due 01/31/2015.	20,499.68	20,542.18	
03/20/2015	INV #10301. Due 03/20/2015.	4,178.10	24,720.28	
03/22/2015	PMT #6931.	-20,499.68	4,220.60	
03/31/2015	INV #10310. Due 03/31/2015.	112.00	4,332.60	
04/30/2015	INV #10323. Due 04/30/2015.	2,686.10	7,018.70	
05/22/2015	PMT #6963.	-2,686.10	4,332.60	
06/08/2015	INV #10334. Due 06/08/2015.	4,659.88	8,992.48	
7/08/2015	PMT #6995.	-4,659.88	4,332.60	
		$ \begin{array}{r} 39,954.13 \\ + 4,332.60 \\ \hline 44,286.73 \end{array} $	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 44,286.73 </div>	
		Paid 4,332.60 7-30-2015 OK to 7/28	# 2000 4,332.60 7/28/15	
1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	0.00	4,332.60	4,332.60

436 11/3/11

JB RANKIN ENGINEERING Inc.

CIVIL ENGINEERING

P.O. BOX 187 WARRENTON, OREGON 97146

(503) 440-3805 (Cell) e-mail: rankineng@yahoo.com

JAMES B. RANKIN, PE

President

Estimate Cost King Salmon Street Improvements for
Mr. Dale Adams
August 10, 2014

Domestic Waterline Improvements:

6" Waterline, In-Place	420-LF	\$ 8,500
Fire Hydrant Assembly	1-Each	\$ 4,000
Valves and Elbows	Lump Sum	\$ 2,000
1" Water Service	1-Each (55-LF)	\$ 1,000
2" Blow-Off	1-Each	\$ 1,000
Flushing, Disinfection & Testing	-----	\$ 500
Design, Inspection, Surveying & Permits	-----	\$ 3,000
		<hr/>
Estimated Subtotal		\$20,000

Sanitary Sewerline Improvements:

8-inch Gravity Sewer, In-Place	250-LF	\$ 4,500
4" Lateral, In-Place	1-Each (20-LF)	\$ 500
Manhole	1-Each	\$ 3,000
Clean-out	1-Each	\$ 500
Flushing, Pressure Test, Video Inspection	-----	\$ 1,500
Vacuum Test Manhole	-----	\$ 1,000
Design, Inspection, Surveying & Permits	-----	\$ 3,000
		<hr/>
Estimated Subtotal		\$14,000

Street Improvements:

Clear, Excavate, Prep Subgrade for 20'x 460' Street	Lump Sum	\$ 3,000
Place Base Rock and Level Rock, in-place	4,500 SF=150CY	\$ 4,000
3" Asphalt	170-Tons	\$14,500
Drainage Improvements	-----	\$ 4,000
Design, Inspection, Surveying & Permits		\$ 3,000
		<hr/>
Estimated Subtotal		\$28,500

PP&L Electric Service Contract:

Service contract and conduit, \$12,000 + \$1,000

~~\$4,000~~ 13,000

NWNG Service Contract:

Service contract and provide ditching, \$4,000 + \$1,000

\$ 5,000

Estimated cost of public improvements

\$71,500

Home Sprinkler System:

Install Sprinkler Service with 1½ -inch water service

~~\$11,000~~ 13,000

ESTIMATED TOTAL

\$82,500

Estimated initial cost of \$71,500 to make improvements within public right-of-way for the benefit of adjoining property owners, plus an additional \$11,000 for a residential fire sprinkler system, before making any improvements on private property.



November 10, 2020

Zuplaw
Christian Zupancic, Esq.
615 Broadway St., Suite #216
Seaside, OR 97138

SUBJECT: Advance Finance Application, 810 King Salmon Street, Hammond, OR 97121

Dear Mr. Zupancic:

The City of Warrenton has received and reviewed your application for an advance finance agreement under Warrenton Municipal Code ("WMC") Chapter 3.16. WMC 3.16.060 requires the City to undertake "an analysis of the advance financed public improvements" and "prepare a report to be submitted to the Commission for review, discussion and public hearing." All materials submitted will be provided to the Commission.

In preparation of the report discussed above, please be advised that staff's recommendation will be consistent with code requirements that any agreement entered into by the City include as reimbursable expenses only those improvements "where approved master planning documents show new public improvements" (WMC 3.16.040.A), and where the improvements were "installed in accordance with the adopted master plan" (WMC 3.16.030.B). For such eligible improvements, staff will recommend reimbursement "for a share of costs incurred if [the] . . . improvement provides access to public improvements for other benefiting property owners" (WMC 3.16.030.B).

For expenses included in the application materials submitted that, based on the information provided with the submission, do not appear to meet the requirements outlined above, staff will recommend such expenses be excluded from the scope of the agreement. If your client has any additional information regarding eligibility of the other expenses, please submit them to the City for staff consideration while the WMC 3.16.060 report is being generated.

The City will prepare the report and schedule the Public Hearing upon receipt of the application fee in the amount of \$700.00. The City Commission did not waive this fee.

Sincerely,



Linda Engbretson
City Manager

C: Colin Stelzig, Public Works Director (via email)
Spencer Parsons, City Attorney's Office (via email)

From: Christian Zupancic <christian@zuplaw.com>
Sent: Monday, December 7, 2020 1:25 PM
To: Linda Engbretson <lengbretson@ci.warrenton.or.us>
Subject: FW: Adams- Advance Finance Agreement

Hi Ms. Engbretson,

Mr. Adams will be dropping off a check shortly for the application fee. As a part of the application review, can we please request that the commission consider refunding this application fee?

Thanks very much,

Christian Zupancic



Zuplaw Law Firm, LLC
615 Broadway St., Suite 216
Seaside, OR · 97138
O. (503)747-9836 · Fax (503) 902-7900
www.zuplaw.com
christian@zuplaw.com

Confidentiality Notice: This email may contain privileged or confidential information. If you believe you may have received this email in error, please delete all copies and notify the sender right away. Thank you!

From: Laura Palos <info@zuplaw.com>
Sent: Tuesday, November 10, 2020 2:10 PM
To: Christian Zupancic <christian@zuplaw.com>
Subject: FW: Adams- Advance Finance Agreement

From: Linda Engbretson <lengbretson@ci.warrenton.or.us>
Sent: Tuesday, November 10, 2020 2:02 PM
To: Laura Palos <info@zuplaw.com>
Cc: Spencer Parsons <spencer@gov-law.com>
Subject: RE: Adams- Advance Finance Agreement

Laura, please find attached my letter in response for an Advance Finance Application for 810 King Salmon Street.

Linda Engbretson
City Manager
(503) 861-3927
CITY OF WARRENTON

From: Christian Zupancic <christian@zuplaw.com>
Sent: Thursday, December 10, 2020 12:59 PM
To: Linda Engbretson <lengbretson@ci.warrenton.or.us>
Subject: RE: Adams- Advance Finance Agreement

Yes, except that we are also requesting (as a part of that application) that the city refund the application fee as well.

Thank you,

Christian Zupancic



Zuplaw Law Firm, LLC
615 Broadway St., Suite 216
Seaside, OR · 97138
O. (503)747-9836 · Fax (503) 902-7900
www.zuplaw.com
christian@zuplaw.com

Confidentiality Notice: This email may contain privileged or confidential information. If you believe you may have received this email in error, please delete all copies and notify the sender right away. Thank you!

From: Linda Engbretson <lengbretson@ci.warrenton.or.us>
Sent: Wednesday, December 9, 2020 2:55 PM
To: Christian Zupancic <christian@zuplaw.com>
Subject: RE: Adams- Advance Finance Agreement

Mr. Zupancic – the City is in receipt of the AFA application fee. I am confirming you are using the original submission dated 9/17/20 with no changes as the full application for consideration?

Regards,

Linda Engbretson
City Manager
(503) 861-3927
CITY OF WARRENTON

This message may contain confidential and/or proprietary information and is intended for the person/entity to which it was originally addressed. If you have received this email by error, please contact the City and then shred the original document. Any use by others is strictly prohibited.



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Collin Stelzig P.E., Public Works Director
DATE: October 12, 2021
SUBJ: Change Order #1 for Raw Water Replacement Design Services

SUMMARY

In April of this year, the City awarded a contract to Murrsmith, Inc. to design the replacement of the existing raw waterline between Lewis & Clark Rd and the raw water reservoir.

During the preliminary design phase, four potential wetland/waterway areas along the proposed waterline alignment were identified. Three options were proposed to complete the design.

1. Prepare a wetland delineation report; *increases design contract amount by \$22,726.*
2. Use directional drilling in the wet areas instead of open trench; *no wetland delineation report is required but increases opinion of probable cost of construction by approximately \$300,000*
3. Change the location of the water main to under the existing asphalt roadway; *no wetland delineation report is required but increases opinion of probable cost of construction by approximately \$300,000 and requires property owners' permission, which we are not sure we would receive.*

Staff suggests completing the wetland delineation report to save money during construction. This Change Order is a request to increase the not-to-exceed contract amount from \$87,594 to \$110,320 which includes these changes to the scope of work:

- A wetland delineation report will need to be prepared, which was not in the original scope of work. From the findings of the report, one of two potential scenarios will be determined: Agency notification or no agency notification.
- Subtasks 3.3, 3.5, and 3.6 have been removed in the amended scope of work. Those three permits have been determined not to be needed.

RECOMMENDATION/SUGGESTED MOTION

"I move to approve Change Order #1 – Raw water replacement design services, increasing the not-to-exceed contract amount from \$87,594 to \$110,320."

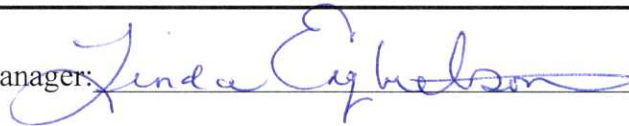
ALTERNATIVE

- 1) None recommended

FISCAL IMPACT

This change order is within the budgeted amount for this project fund.

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Eghelson", is written over a horizontal line.

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

City of Warrenton
Project: Raw water replacement design services

Contract Section
Change Order Form

Change Order No. 1

Date of Issuance: _____

Effective Date: _____

Owner: City of Warrenton	
Project: Raw water replacement design services	City Project #: 029-430-620094
Engineer: Murrsmith, Inc.	Engineer's Proj #: 21-3108
Contractor:	Contractor's #:
Original Contract: \$87,594.00	Notice to Proceed Date:
City Project Manager: Collin Stelzig P.E., Public Works Director	
Project Location: Raw water pipeline between L&C Rd and raw water reservoir	

The Contract Documents are modified as follows upon execution of this Change Order

Description: Increasing the original contract not-to-exceed price from \$87,594 to \$110,320

Work shall include:

1. Amendment of scope of work to remove Subtask 3.3 Clatsop County Geologic Hazard Permit
2. Amendment of scope of work to remove Subtask 3.5 Clatsop County Road Permit
3. Amendment of scope of work to remove Subtask 3.6 Oregon DEQ Construction Stormwater General Permit
4. Amendment of scope of work to include Subtask 3.7 Wetlands and Waters Permitting

Original contract times: Working days Calendar days
Extend contract days _____ Original contract time n/a New contract days n/a

Substantial Completion Date:

This will require substantial completion by:

Attachments:	Amendment No. 1 Scope of Work	
Current Contract Price:	\$	87,594.00
Increase of this Change Order:	\$	22,726.00
Contract Price incorporating this Change Order:	\$	110,320.00

The above prices and specifications of the change order are satisfactory and are hereby accepted. This change order amount and extension of time constitutes total compensation for the change, including compensation for all impacts and delays relating to the change and their cumulative effect on the project to date. All work shall be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

RECOMMENDED

ACCEPTED:

ACCEPTED:

Engineer signature

Contractor signature

Owner Signature/Title

Date:

Date:

Date:

Approved by Funding Agency (if applicable):

Agency:

Title:

Date:

Project Status Form

Owner: **City of Warrenton**
 Project: **Raw water replacement design services** 0 City Project #: 029-430-620094
 Engineer: Murrysmith, Inc. 0 Engineer's Proj #: 21-3108
 Contractor: 0 0 Contractor's #: 0
 Original Contract: \$87,594.00 0 Notice to Proceed Date:
 City Project Manager: Collin Stelzig P.E., Public Works Director
 Project Location: **Raw water pipeline between L&C Rd and raw water reservoir**

CO	Change Order Amount/ Allowance Amt.	C.O. Days	Commission Date	REASON FOR CHANGE
	New Contract Amount	New Total	New Comp. Date	
#1	\$ 22,726.00	0	September 28, 2021	Amendment to Scope of Work to remove subtask 3.3, 3.5, 3.6 and include subtask 3.7 Wetland and Waters Permitting
	\$110,320.00	n/a	n/a	
#2				
#3				
#4				
#5				
#6				
#7				
#8				
Project Summary				
	Contract amount	Contract days	Completion Date	
	\$ 110,320.00	n/a	n/a	

EXHIBIT A

AMENDMENT No. 1 SCOPE OF WORK RAW WATERLINE REPLACEMENT CITY OF WARRENTON

Project Overview and Understanding

In April 2021, the City of Warrenton (City) executed a Contract for Professional Consulting Services with Murraysmith (Consultant) for Design and Bid Phase Services to replace the existing raw waterline between Lewis & Clark Highway and the raw water reservoir. During the Preliminary Design phase, four potential wetland/waterway areas (waters) along the proposed waterline alignment were identified. Based on the Consultant's cursory evaluation and subsequent discussion with the City, the observed waters should be delineated and Wetland Delineation Report prepared. Based on the findings of the Wetland Delineation Report, the applicable regulatory agency notification and permit application processing will follow.

Amended Scope of Services

The Amended Scope of Services activities, subtasks, tasks, assumptions and deliverables are identified in **bold-type** (new/addition) and ~~strike-through~~ (deletion). The tasks that are affected by this amendment are listed below and followed by a detailed scope of work.

Task 3 – Permitting Support

Consultant will perform the following services.

Task 3 – Permitting Support

Subtask 3.3 Clatsop County Geologic Hazard Permit

~~Based on the Clatsop County GIS, the waterline alignment is located within the Landslide Susceptibility (DOGAMI) zone, Moderate area. The Ordinance outlines that any activity requiring a development permit within these zones must obtain a Geologic Hazard Permit.~~

~~This subtask includes preparing a geotechnical report in accordance with *Ordinance Section 4.044 Geotechnical Report Requirements* and completing application for a geologic hazard permit. Geotechnical engineering services will be performed by Cornforth Consultants Inc. Report recommendations shall be incorporated to the Design documents.~~

Based on correspondence with Clatsop County Planning Department, the project is outside the Hazard zone and no permit is required.

Subtask 3.5 Clatsop County Road Permit

~~Given the waterline alignment connects to an existing pipe crossing under Lewis and Clark Highway, Clatsop County requires a permit to occupy or perform operations upon the County road. The Design documents will include construction plans, details and specifications which will be utilized as the supporting documents for the County permit application.~~

~~This subtask includes completing the application for the Permit to Occupy or Perform Operations Upon a County or Public Road.~~

Based on the Preliminary Design, project construction is outside Clatsop County road right-of-way. No Road Permit is required.

Subtask 3.6 Oregon DEQ Construction Stormwater General Permit

~~Based on the anticipated land disturbance for the project (> 1 acre), the Oregon Department of Environmental Quality (DEQ) requires a Construction Stormwater General Permit (1200-C). The Design documents will include erosion and sediment control plans which will be utilized as the supporting documents for the County permit application.~~

~~This subtask includes preparing a Storm Water Pollution Prevention Plan (SWPPP) and Dewatering Plan and completing the application for the Construction Stormwater General Permit.~~

Based on the Preliminary Design, the anticipated project land disturbance is less than one acre. No DEQ Construction Stormwater General Permit is required.

Subtask 3.7 Wetlands and Waters Permitting

Collect necessary information to delineate waters within the project area. Information will be adequate to prepare a Wetland Delineation Report that meets the State of Oregon Department of State Lands (DSL) and US Army Corps of Engineers (USACE) requirements, as outlined in OAR 141-090-0005 to 0055, the 1987 Corps of Engineers Wetland Delineation Manual, and other regional supplements and applicable guidance.

Coordinate with design team to determine if anticipated removal/fill quantities (area and volume) in delineated waters require notification to either DSL or USACE or both. Based on those findings, proceed with one of two applicable option actions, outlined below:

Option 1: No Agency Notification Required

Document reason for no agency notification and coordinate with design team to incorporate appropriate impact avoidance and minimization measures into construction documents, including delineated waters on project plan sheets.

Option 2: Agency Notification Required

Obtain DSL concurrence on Wetland Delineation Report. Prepare and submit required permit application materials. Coordinate with regulatory agency personnel to obtain required permit approvals.

Subtask 3.7 will be performed by Mason, Bruce & Girard (MB&G).

Assumptions:

- ~~▪ The Design documents will be prepared to support a finding of No Effect.~~
- No mitigation actions are necessary because there are no permanent impacts to waters.
- An individual permit will not be required from either DSL or USACE.
- One application (Joint Permit Application) will be acceptable for both DSL and USACE, if the project is deemed to trigger the need for permits from either agency.
- Preparation of a Joint Permit Application will not require an analysis of project effects on Endangered Species Act-listed species.
- Wetland or Waters Functional Assessments will not be required.

Deliverables:

- Electronic PDF copies of the following documents:
 - ~~○ No Effect Memorandum~~
 - Completed application for County Land Use Permit
 - ~~○ Completed application for Geologic Hazard Permit including Geotechnical Report~~
 - Completed application for County Grading, Drainage and Erosion Control Permit
 - ~~○ Completed application for the Permit to Occupy or Perform Operations Upon a County or Public Road~~
 - ~~○ Completed application for the Construction Stormwater General Permit (1200-C) including SWPPP~~
 - Wetland Delineation Report and demarcated boundary of wetlands and waters shown on project plan sheet within two months of collection of necessary information.

- OPTION 1 only: Wetland and Waters Permitting Memorandum in PDF format delivered within two months of determination of need for permit notification.
- OPTION 2 only: Permit application materials within two months of determination of impacts.

Amended Compensation

Work will be performed on a time and expense basis with a total not to exceed amount of ~~\$87,594~~ \$94,102 (if Option 1 of Subtask 3.7 is executed) or \$110,320 (if Option 2 of Subtask 3.7 is executed). Work will be performed in accordance with the firm's current standard Schedule of Charges in effect at the time the work is performed.

Amended Schedule

The anticipated amended project schedule is as follows:

Task	Anticipated Completion
Consultant Notice to Proceed	April 1, 2021 Complete
Data Collection and Review	May 28, 2021 Complete
Permitting Support <ul style="list-style-type: none"> • Wetland/Waters OPTION 1 • Wetland/Waters OPTION 2 	August 31, 2021 February 15, 2022 June 15, 2022
Preliminary Design	July 30, 2021 Complete
Final Design	October 15, 2021 February 15, 2022
Bid Advertisement	TBD
Bid Opening	TBD

EXHIBIT B - PROPOSED FEE ESTIMATE
 RAW WATERLINE REPLACEMENT PROJECT
 CITY OF WARRENTON

Contract Amendment No. 1
 Wetland/Waters Permitting - OPTION 2

Staff Name	LABOR CLASSIFICATION (HOURS)							Hours	Labor	Subconsultants				Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	Principal Engineer VI	Environmental Permitting Specialist	Principal Engineer V	Professional Engineer VII	Engineering Designer II	Technician III	Administrative II			S&F Land Services	Cornforth Consultants	MB&G						
	Stangel	Toledo	Hickey	Miles	Kuhn	McFaddin	Steinberg											
Task 1 - Project Management																		
Task 1.1 - Project Management and Coordination				24			6	30	\$ 5,190					1.1	\$ -	\$ -	\$ 5,190	
Task 1.2 - Project Meetings				12				12	\$ 2,292					1.1	\$ -	\$ -	\$ 2,292	
Task 1.3 - Quality Assurance and Quality Control								12	\$ 3,160					1.1	\$ -	\$ -	\$ 3,160	
Task 1 Subtotal	4	0	8	36	0	0	6	54	\$ 10,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,642	
Task 2 - Data Collection and Review																		
Task 2.1 - Review Client Provided Documents				4	4	8		16	\$ 2,448					1.1	\$ -	\$ -	\$ 2,448	
Task 2.2 - Site Visit/ Field Review				8	8			28	\$ 5,912					1.1	\$ -	\$ 224	\$ 6,136	
Task 2.3 - Supplemental Survey								8	\$ 1,112	\$ 3,450				1.1	\$ 5,995	\$ -	\$ 7,251	
Task 2 Subtotal	0	12	0	12	12	16	0	52	\$ 9,472	\$ 3,450	\$ -	\$ -	\$ -	\$ -	\$ 5,995	\$ 224	\$ 144	\$ 15,835
Task 3 - Permitting Support																		
Task 3.1 - No Effect Memorandum		16		1	8			25	\$ 5,655					1.1	\$ -	\$ -	\$ 5,655	
Task 3.2 - Clatsop County Land Use Permit				1	8			9	\$ 1,335					1.1	\$ -	\$ -	\$ 1,335	
Task 3.3 - Clatsop County Geologic Hazard Permit								0	\$ -					1.1	\$ -	\$ -	\$ -	
Task 3.4 - Clatsop County Grading, Drainage and Erosion Control Permit				1	4			5	\$ 763					1.1	\$ -	\$ -	\$ 763	
Task 3.5 - Clatsop County Road Permit								0	\$ -					1.1	\$ -	\$ -	\$ -	
Task 3.6 - Oregon Department of Environmental Quality (DEQ) Stormwater Permit								0	\$ -					1.1	\$ -	\$ -	\$ -	
Task 3.7 - Wetland and Waters Permitting		4		8				12	\$ 2,608		\$ 10,610			1.1	\$ 11,671	\$ -	\$ 14,279	
Option 1: No Agency Notification Required								0	\$ -					1.1	\$ -	\$ -	\$ -	
Option 2: Agency Notification Required								0	\$ -	\$ 18,150				1.1	\$ 19,965	\$ -	\$ 19,965	
Task 3 Subtotal	0	20	0	11	20	0	0	51	\$ 10,361	\$ -	\$ 28,760	\$ -	\$ -	\$ -	\$ 31,636	\$ -	\$ -	\$ 41,997
Task 4 - Preliminary Design																		
Task 4.1 - Preliminary (50%) Design Documents				24	40	8	2	82	\$ 13,778					1.1	\$ -	\$ -	\$ 144	\$ 13,922
Task 4 Subtotal	0	8	0	24	40	8	2	82	\$ 13,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144	\$ 13,922
Task 5 - Final Design																		
Task 5.1 - Develop 90% Design Documents				16	60	4	4	86	\$ 13,136					1.1	\$ -	\$ -	\$ 72	\$ 13,208
Task 5.2 - Develop 100% Design Documents				16	36	4	4	62	\$ 9,704					1.1	\$ -	\$ -	\$ 72	\$ 9,776
Task 5 Subtotal	0	4	0	32	96	8	8	148	\$ 22,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144	\$ 22,984
Task 6 - Bid Phase Services																		
Task 6.1 - Pre-Bid Conference				4	8			4	\$ 764					1.1	\$ -	\$ -	\$ -	\$ 764
Task 6.2 - Respond to Bidder Inquiries				4	8			12	\$ 1,908					1.1	\$ -	\$ -	\$ -	\$ 1,908
Task 6.3 - Review Bids and Recommend Award				2	8		2	14	\$ 2,268					1.1	\$ -	\$ -	\$ -	\$ 2,268
Task 6 Subtotal	2	0	0	10	16	0	2	30	\$ 4,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,940
TOTAL - ALL TASKS	6	44	8	125	184	32	18	417	\$ 72,033	\$ 3,450	\$ -	\$ 28,760	\$ -	\$ -	\$ 37,631	\$ 224	\$ 432	\$ 110,320



AGENDA MEMORANDUM

TO: The Warrenton City Commission
FROM: Jane Sweet Harbormaster
DATE: October 12, 2021
SUBJ: Change Order for Hammond Boat Basin Maintenance Dredging –
Engineering Firm Mott MacDonald Contract for Construction
Administration.

SUMMARY

Discuss change order for an extension of contract for Marine Engineering Services of the Hammond Marina Dredging Project between Engineering firm Mott MacDonald and the City of Warrenton dated October 10, 2019.

Due to unforeseen circumstances the Hammond Dredging Project was delayed on the initial dredging start date of November 1, 2019, which resulted in the project completion date to be extended by 1 year. The original contract agreement for Construction Administration with Mott MacDonald needs a time accommodation for the delay, with extension of a one-year completion date.

RECOMMENDATION/SUGGESTED MOTION

"I move to extend the original contract for Marine Engineering Services, Contract Administration, signed October 10, 2019, with Mott MacDonald to be extended to a completion date of June 30, 2022."

ALTERNATIVE

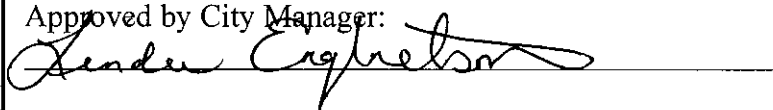
1) Other action as deemed appropriate by the City Commission

2) None recommended

FISCAL IMPACT

No change from the original contract agreement approved for \$39,200 to be funded from the Hammond Capital Improvement Fund.

Approved by City Manager:

A handwritten signature in black ink, appearing to read "Andrew Engstrom", is written over a horizontal line. The signature is cursive and extends slightly above and below the line.

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

City of Warrenton
Project: Hammond Dredging Project

Contract Section
Change Order Form

Change Order No. 1

Date of Issuance: October 12, 2021

Effective Date: January 1, 2021

Owner: City of Warrenton	
Project: Hammond Dredging	City Project #: 013-461-62007
Engineer: MottMcDonald	Engineer's Proj #:
Contractor: MottMcDonald	Contractor's #:
Original Contract: \$39,200.00	Notice to Proceed Date: April 23, 2019
City Project Manager: Jane Sweet, Harbormaster	
Project Location: 1090 First Avenue, Hammond Oregon	

The Contract Documents are modified as follows upon execution of this Change Order

Description:

Work shall include:

1.

Contract extension through the final Phase of the Hammond Dredging Project.

Original contract times: Working days Calendar days
Extend contract days 365 Original contract time New contract days
Substantial Completion Date: 06/30/2022
This will require substantial completion by: 6/30/22

Attachments:	Contractor's request and invoices
Current Contract Price:	\$39,200.00
Increase of this Change Order:	\$ -
Contract Price incorporating this Change Order:	\$ 39,200.00

The above prices and specifications of the change order are satisfactory and are hereby accepted. This change order amount and extension of time constitutes total compensation for the change, including compensation for all impacts and delays relating to the change and their cumulative effect on the project to date. All work shall be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

RECOMMENDED

ACCEPTED:

ACCEPTED:

Engineer signature

Contractor signature

Owner Signature/Title

Date:

Date:

Date:

Approved by Funding Agency (if applicable):

Agency:

Title:

Date:

Project Status Form

Owner: **City of Warrenton**
 Project: **Hammond Dredging**
 Engineer: **MottMcDonald**
 Contractor:
 Original Contract: **\$39,200.00**
 City Project Manager: **Jane Sweet, Harbormaster**
 Project Location: **1090 First Avenue, Hammond Oregon**

City Project #: **013-461-62007**
 Engineer's Proj #: **0**
 Contractor's #: **0**
 Notice to Proceed Date: **April 23, 2019**

CO	Change Order Amount/ Allowance Amt.	C.O. Days	Commission Date	REASON FOR CHANGE
	New Contract Amount	New Total	New Comp. Date	
#1	\$ -	365	June 30, 2022	Due to unforeseen circumstances the Hammond Dredge Project was forced to start the project one calendar year from the initial contract.
	\$39,200.00	0	June 30, 2022	
#2				
#3				
#4				
#5				
#6				
#7				
#8				
Project Summary				
	Contract amount	Contract days	Completion Date	
	\$ 39,200.00		June 30, 2022	