



## AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING

April 11, 2023 – 6:00 P.M.

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

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Public Meetings will 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 – 3.28.23
- B. City Recorder Activity Report – January - March 2023
- C. Fire Department Activity Report – 2023, Quarter 1

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

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](mailto:cityrecorder@ci.warrenton.or.us), no later than 4:00 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 - None

7. BUSINESS ITEMS

- A. Consideration of Change Order No. 1 – Water Treatment Plant Roof Project Extension

B. Consideration of Street Vacation Petition No. 158; Resolution Setting Public Hearing Date

C. Consideration of Library Advisory Board Appointment and Resolution

8. **DISCUSSION ITEMS** - None

9. **GOOD OF THE ORDER**

10. **EXECUTIVE SESSION**

*Under the authority of ORS 192.660(2)(d); to conduct deliberations with persons designated by the governing body to carry on labor negotiations; 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  
 March 28, 2023  
 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, Mark Baldwin, Tom Dyer, Gerald Poe, and Paul Mitchell

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Interim Public Works Director Greg Shafer, Public Works Operations Manager Jim McCarthy, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 3.14.23
- B. Monthly Finance Report – February 2023
- C. Police Department Monthly Report – February 2023
- D. Warrenton Community Library Board Work Session Minutes – 1.11.23
- E. Warrenton Community Library Board Special Meeting Minutes – 1.11.23
- F. Warrenton Community Center Advisory Board Meeting Minutes – 11.17.22
- G. Warrenton Community Center Advisory Board Meeting Minutes – 1.19.23

Mayor Balensifer noted in the 1/19/23 Community Center Advisory Board minutes, there was a motion to remove a member due to absences, which passed. He requested to amend the agenda to add item 7-F, declaration of the vacant position and consideration of an appointment; there were no objections.

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

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye**

COMMISSIONER REPORTS

Commissioner Baldwin noted that there will be another elk collaborative meeting, but for the most part the meetings are done, and staff will be moving forward with writing up the ideas that came out of the collab to deal with the elk. He stated it was nice to see all the agencies come together and have a good outcome. Mayor Balensifer thanked him for his work on that board.

Commissioner Mitchell attended the CEDR board meeting, and he noted highlights. He noted the recent meeting in Corvallis on the habitat conservation plan update. He noted the high attendance from Clatsop County. He stated that based on the current plan, we could lose up to 287 jobs in this county, in the timber industry. He noted the upcoming annual CEDR awards meeting and asked if others were attending. Brief discussion followed.

City Manager Moberg informed the commission that staff are working hard on the budget.

City Recorder Shaw noted the new City Commission goals posted in the chambers and also reminded the commissioners to complete their SEI statements.

Mayor Balensifer echoed the elk collaborative statements. He also noted on a big meeting in Sisters coming up in June, and will follow up with more details when they are available.

#### PUBLIC COMMENT

Tom Tussing spoke in regard to his food cart business on Marlin Avenue. He noted he is working with his fifth city planner. He compared costs per cart between his and the city's food cart pod, noting he cannot compete.

#### PUBLIC HEARINGS – None

#### BUSINESS ITEMS

Interim Public Works Director Greg Shafer discussed a Congressional Directed Spending (CDS) grant for the Iredale Tidegate and Culvert replacement project. Mayor Balensifer stated that the tidegate and culvert, being crushed and damaged as it is, and if it is not fixed, it will cause flooding issues. Commissioner Baldwin asked when the project cost was first earmarked and when did we receive the \$1.4 million bid. Ms. Moberg noted that it was in the CIP a few years ago, and with infrastructure damage the price range was more than they anticipated. Commissioner Poe asked to confirm the location of the culvert and tidegate.

**Commissioner Baldwin made the motion to accept the request of the CDS grant in the amount of \$1,100,000 for the Iredale Tidegate and Culvert Project, should it be awarded. Motion was seconded and passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye**

Mr. Shafer discussed a second Congressional Directed Spending grant for the Wastewater Treatment Plant (WWTP) Phase I improvements. He explained what Phase I consists of. Mayor Balensifer noted they met with congressional staff to discuss the cost. Ms. Moberg noted that this grant will be used to do the initial groundwork, regardless of which way they decide to go on with the WWTP.

**Commissioner Baldwin made the motion to accept the request of the CDS grant in the amount of \$2,900,000 for the WWTP Phase I improvements, should it be awarded. Motion was seconded and passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye**

Mayor Balensifer noted his nomination of Mr. William Kerr for the Budget Committee.

**Commissioner Mitchell made the motion to adopt Resolution No. 2643; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office. Motion was seconded and passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer - aye**

City Manager Moberg gave a report on the former Skipanon Marine & RV building. She recommended using the building for a short-term lease, as the Fire Department would like to do a review plan in the next couple years to see if it's possible for their use of the building. Commissioner Mitchell asked if we know what the cost to remodel is. Ms. Moberg responded with it could be around \$60k-\$70k, but would ultimately depend on what the building would be used for. Commissioner Baldwin discussed the

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estimated lease income and noted he does not like cutting someone a deal; he would rather do the lease for 3-4 years and hire a contractor to do the repairs. Ms. Moberg noted we do not have the money budgeted for the repairs. Commissioner Mitchell noted his idea on an insurance bond within the lease. Discussion continued. Mayor Balensifer noted the previous lessee did not leave the building in the expected condition; and he agreed that he would like to see the city take care of the exterior repairs. Discussion continued. Mayor Balensifer asked what the selection process would be. Ms. Moberg stated that would be up to the commission to determine the process. The Mayor suggested a charette process to get community input. Discussion continued.

**Commissioner Baldwin made the motion to accept the City Manager and Staff's Review of the building and authorize the City Manager to move forward with creating a cost estimate of deferred maintenance, and to make a request to the URA for the funds of that deferred maintenance, and to as the time is appropriate to plan a community event related to the tenant of that building and have staff start working on what that lease would look like.**

Commissioner Baldwin offered his services, at no charge, to put together a scope of work/cost analysis. **Motion was seconded and passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye**

Ms. Moberg discussed the concession stand agreement and fees for the VFW for 2023. Mayor Balensifer asked Debbie Little if they had a no objection to the fee; she confirmed they did not.

**Commissioner Mitchell made the motion to approve a concession stand fee for 2023 for the VFW of \$100 as a one-time fee for 2023, and also move to approve the VFW holding the annual concession stand agreement for 2023. Motion was seconded and passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye**

Mayor Balensifer discussed the Community Center Advisory Board minutes that made a motion for removing a board member. He suggested temporarily filling the position with the alternate board member Cynthia O'Reilly.

**Commissioner Baldwin made the motion to declare position one of the Community Center Board vacant. Motion seconded was passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye**

**Commissioner Poe made the motion to appoint alternate Cynthia O'Reilly to position one of the Community Center Board until a formal nominee can be nominated. Motion was seconded and passed unanimously.**

**Baldwin – aye; Dyer – aye; Poe – aye; Mitchell – aye; Balensifer – aye**

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Poe noted a concerned citizen pointed out the condition of the docks at the Hammond basin, and suggested they do a walk through.

Commissioner Baldwin seconded that and suggested they walk through both basins. Commissioner Dyer concurred.

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Mayor Balensifer suggested doing the basins on separate days and coordinating with the Marina Advisory board; and to also tour the buildings/businesses at the basins.

There being no further business, Mayor Balensifer adjourned the meeting at 6:47 p.m., and announced the Commission will now meet in executive session under the authority of ORS 192.660(2)(i); *to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.*

At 7:23 p.m. Mayor Balensifer reconvened the regular meeting. There being no further business, Mayor Balensifer adjourned the meeting at 7:23 p.m.

Respectfully prepared and submitted by Brittney Johnson, Deputy City Recorder.

APPROVED:

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Henry A. Balensifer III, Mayor

ATTEST:

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Dawne Shaw, CMC, City Recorder



## DEPARTMENTAL QUARTERLY REPORT

TO: The Warrenton City Commission  
FROM: Dawne Shaw, City Recorder  
DATE: April 11, 2023  
RE: City Recorder Activity Report; January – March 2023

The following is an activity report from the City Recorder's office outlining activities and statistics for January 1, 2023 - March 31, 2023.

- **Meetings:** 11 Meetings - includes regular commission meetings, work sessions, executive sessions, URA meetings, and WURAC meetings. (includes preparing agendas, packets, staff reports, press notices, minutes, attendance, etc.)
- **Public Records Requests:** 28 Public Records Requests
- **New Staff Onboarding:** 3 new staff members

**Projects in progress:** The steady increase in Public Record Requests continues to be a challenge to manage, however we have finalized a contract for software to better assist with tracking and workflow of the requests. The implementation will take place over the next few months and will involve an update to the resolution outlining the process and procedures.

**Challenges/Obstacles:** The deputy recorder has resigned so we are in the process of hiring. My hope is to find an experienced individual that seeks long-term employment in the city. It has been a challenge to retain someone that will assist in moving our electronic records management forward.

This report is not fully inclusive of all activities of the city recorder's office. Other projects and activities include but are not limited to – Assistant to the City Manager; Human Resources Coordinator duties; Management & maintenance of the City website and social media accounts; Responding to citizens' concerns and complaints; Filing insurance claims; Records management, retention & destruction per Secretary of State guidelines.



# Warrenton Fire Department

P.O. Box 250 Warrenton, OR 97146-0250 (503) 861-2494 Fax 503/861-2351  
225 S. Main Warrenton, Or 97146-0250

## STAFF REPORT

**Date:** April 4, 2023  
**To:** Members of the Warrenton City Commission  
 Henry Balensifer, Mayor  
 Esther Moberg, City Manager  
**From:** Brian Alsbury, Fire Chief  
**Re:** Fire Department Activity Report 2023, Quarter 1

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### **Emergency Response Activity -**

The Warrenton Fire Department responded to **241** emergency calls during the first quarter of 2023. The call volume during this 3-month quarter was 12% lower than in quarter 1 in 2022.

### **3 -Fires (City Limits & Rural WRFPD)**

**176 -Emergency Medical Calls (includes Motor Vehicle Crashes)**

**3 -Hazardous Conditions (no fire)**

**18 -Service Calls**

**27 -Good Intent Calls**

**14 -False Alarm and False Calls**

An average of 4 volunteers responded per call throughout the 1<sup>st</sup> quarter and of the 241 calls, 166 were during the daytime hours between 6:00 a.m. and 6:00 p.m. The other 75 calls were during the night, between the hours of 6:00 p.m. and 6:00 a.m.

### **Training –**

The department held 12 regularly scheduled Wednesday evening training sessions during the 1<sup>st</sup> quarter and training included the following: EMS Standing Order review, wildland firefighter skills training, low angle rope rescue, aerial ladder operator training, drivers training, and NFPA Firefighter 1 task performance skills. These training events total over 701 hours of training, with an average of 36 hours per volunteer firefighter. Furthermore, the training division educated and certified four recruit volunteers to the level of NFPA Firefighter 1 and are now responding to calls and providing essential aid to the community.



## **Recruitment-**

Like most fire departments in the United States, Warrenton Fire Department is feeling the effects of the decrease in volunteer firefighters. National numbers have decreased by 6% (40,614) which is the lowest reported decrease since 1980 (see the NFPA report attached).

Warrenton Fire currently has 16 volunteer firefighters and three paid/career staff, and with an increased focus on recruitment, retention, and community relations, we still struggle with recruitment. Currently, paid exempt staff (Chief/Div. Chief) work longer hours to ensure the fire department continues to provide help to those in need. This causes the department administration to work 55+ hours a week and often on scheduled days off, holidays, and night-time calls. It is the opinion of the Warrenton Fire Department administration that volunteer firefighters are the backbone of the emergency services in Warrenton, but it's time to look at alternative solutions. Below is a list of alternative solutions that could provide relief but can also present their own issues.

## **Alternative Solutions-**

**Future Intern Program-**By providing a living space for college students enrolled in the Fire Science Program at CCC, students will gain work experience and provide valuable labor on a scheduled 40-hour work week. An intern program of this size generally costs an estimated \$55,000 annually.

*Issue-*Warrenton Fire Department is currently unable to provide housing, housing interns are generally accomplished by living quarters or dorms inside the station. The Warrenton and Hammond Fire Stations were built without sleeping or living quarters.

**Part-Time or Seasonal Shift/Employees-** Pay volunteers/others to work a shift on a one or two-day-a-week program. After evaluating, planning, and drafting a program, it would take about \$50-60,000 annually to support this program.

*Issue-* Relying on volunteers to fill open shifts-The days they may have the ability to pick up a shift, might not be the day we have shifts available.

**Additional Career Staff-** As the City of Warrenton's population continues to grow, so does the demand for emergency services. In comparison, Warrenton Police Department has grown over the years to include a staff roster of 12 full-time police officers and one full-time clerk. The last time the fire department added career firefighters to its roster was in 2010. Fast forward to 2023, the strain on the fire department has increased dramatically, the volunteer staff roster has decreased, and the career staffing levels are still at the 2010 levels.

2010- Calls for Service =730  
Volunteer Members =28  
Career Staff =3

2022- Calls for Service = 1399  
Volunteers Members = 16  
Career Staff = 3.5

In a 13-year span, Warrenton Fire has **doubled** its call volume, experienced a **decrease** in volunteer firefighters, and **added** a part-time administrative assistant.

*Issue-* Finding funds to add career staff can be challenging. The current general fund doesn't support the growth of staff, Urban Renewal districts take taxes that would usually go to the general fund, and competition with the library and police department(s) for access to the voters regarding levies and bonds.

**Operations- Grants**

Warrenton Fire Department has applied for three grants this year:

FEMA AFG- Type 3 Engine-

No information, the application is under review.

FEMA AFG- Diesel Exhaust Removal System for Warrenton and Hammond stations.

No information, the application is under review.

FEMA AFG- Battery-powered hydraulic extrication tools.

Awarded and will receive funds on July 1<sup>st</sup>, 2023 (\$45,000)

OSFM Wildland Readiness Program-Type 6 Engine

Awarded and will receive vehicle by December 2023. (\$270,000) non-matching

Please see the attachments, they include:

**EMERGENCY REPORTING REPORTS**

1. Detailed Breakdown by Incident Type
2. Incidents per Shift for Date Range
  - a. A-shift 0600-1800hrs
  - b. B-shift 1800-0600hrs
3. Draft Copy-Warrenton Fire Department Student Intern Program
4. NFPA US Department Profile 2020 (current addition) link:

<https://www.nfpa.org/News-and-Research/Data-research-and-tools/Emergency-Responders/US-fire-department-profile>

# Warrenton Fire Department

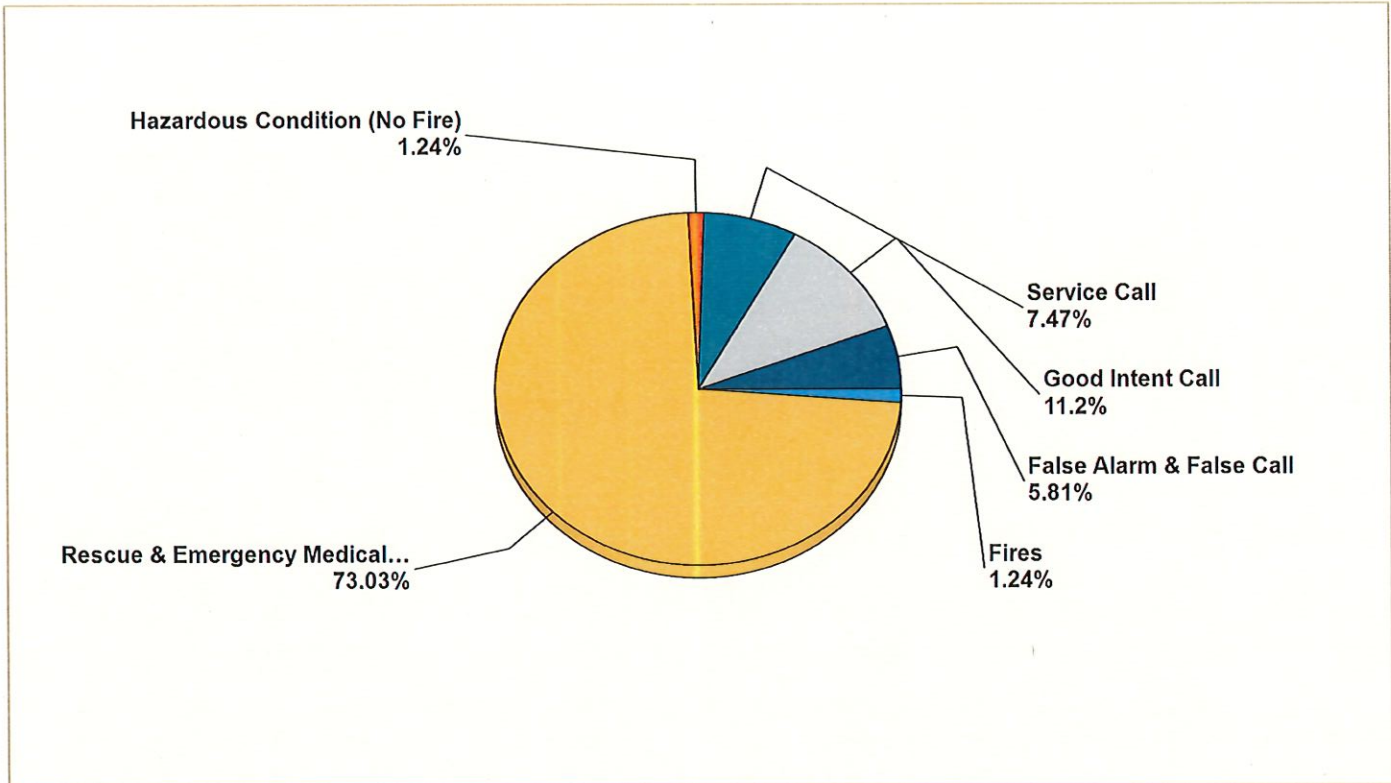
Warrenton, OR

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 03/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	1.24%
Rescue & Emergency Medical Service	176	73.03%
Hazardous Condition (No Fire)	3	1.24%
Service Call	18	7.47%
Good Intent Call	27	11.2%
False Alarm & False Call	14	5.81%
<b>TOTAL</b>	<b>241</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Warrenton Fire Department

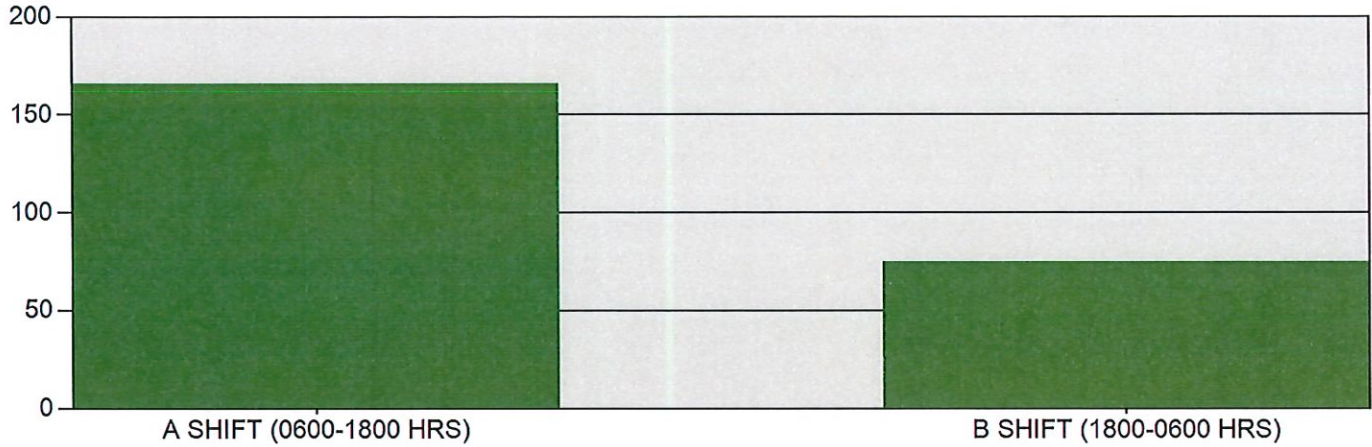
Warrenton, OR

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## Incidents by Shift for Date Range

Start Date: 01/01/2023 | End Date: 03/31/2023



SHIFT	# INCIDENTS
A SHIFT (0600-1800 HRS)	166
B SHIFT (1800-0600 HRS)	75
<b>TOTAL:</b>	<b>241</b>

Incidents with multiple EXPOSURES, with distinct stations, may create a slight difference between the report total and total number of actual incidents for the DATE RANGE provided. The totals reflect the # INCIDENTS each STATION was assigned. Only REVIEWED incidents included.

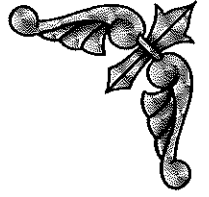
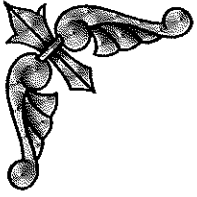


**WARRENTON  
FIRE DEPARTMENT**

**STUDENT INTERN PROGRAM**



**2023**



# **PROGRAM OVERVIEW - RULES & GUIDELINES**



# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **GOALS AND OBJECTIVES**

1. Staff, maintain, and operate several types of firefighting equipment for the express benefit of education for the student involved.
2. Teach and train its members the principles of firefighting, fire prevention, fire control, and emergency medical services.
3. Teach to operate and maintain lifesaving apparatus of all types, kinds, nature, or descriptions that the department has to offer.
4. Promote knowledge of the principles of physical culture, and health education in fire and emergency medical services through day-to-day operations, hands-on experience, and actual classroom time.
5. Promote the social, intellectual, and physical welfare of members, and create a better acquaintance and closer association among fire service members through mutual endeavor and cooperation.
6. Promote customer service within the Warrenton Fire Department.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

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# **WARRENTON FIRE DEPARTMENT – STUDENT**

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# **WARRENTON FIRE DEPARTMENT – STUDENT**

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# **WARRENTON FIRE DEPARTMENT – STUDENT**

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Upkeep of Living Areas & Grounds  
Apparatus & Equipment Checks

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Wages Etc.  
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Academic Probation Restrictions

# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **ARTICLE 1 - QUALIFICATIONS & REQUIREMENTS**

All are encouraged to apply, but students must be at least 18 years of age by the start of the fall term and have documentation of a High School Diploma, G.E.D., or Certificate of Advanced Mastery.

Students must possess and maintain a valid Driver's License and be insurable by the City of Warrenton's insurance carrier.

Positions are awarded on a yearly basis with preference given to interns who have successfully completed their first year of internship.

Students will be required to become members of the Warrenton Volunteer Firefighters Association and maintain good standing during their tenure. Students are strongly encouraged to respond to calls as a Warrenton Volunteer, when possible while not on shift.

## **ARTICLE 2 - TEST PROCESS**

A testing process will be administered at least once a year, usually being announced from March through Mid-May.

The test process will consist of an application phase, written evaluation, physical evaluation, and oral interview.

If the candidate is offered a position, he/she will be given instructions on how to complete a medical physical evaluation.

## **ARTICLE 3 - SHIFT ASSIGNMENT**

Students will be assigned to one of three rotating 24-hour shifts under the supervision of career personnel or Chief Officer.

Shift assignments will take place after the student has completed an orientation period or recruit academy.

Students may be moved from shift to shift as the need arises. The Fire Chief will give final approval of all transfers. Students will be rotated among the shifts on a quarterly basis or as needed.

The shift officer or their designee shall oversee day-to-day and emergency operations.

The student should understand that being assigned to a shift and performing activities with that shift, be it under emergency situations or just day-to-day activities, shall be for the students' benefit of learning the actual conditions encountered on the job.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **ARTICLE 4 - DUTIES**

Until the student has completed Entry Level Firefighter training, as specified by the Department of Public Safety Standards and Training, he/she will not participate in interior fire suppression activities at fire incidents.

The level of participation by the student in emergency situations will be at the discretion of the shift officer. Students may provide first aid to the limits of their EMS certification.

Students will actively participate in performing daily station maintenance and other work assignments as directed by their shift officer.

Students will participate in fire safety education classes and fire safety inspections performed by their respective shifts.

If a student has previous firefighting experience, proves competent through training exercises and documentation, or has completed his/her skills classes, he/she may then, under direct supervision, be actively involved in fire suppression efforts. Student skill levels will vary, so the shift officers will evaluate the student's ability prior to any firefighting operations taking place.

Students will be administered a physical fitness test twice a year. (See Appendix A) The student must achieve a minimum of a "competent" rating. In the event of a failure to meet a "competent" rating, the student will have one month to prepare, and the test will then be re-administered. In the event of a second failure, the student will meet with the program coordinator, and together they will create a "Plan of Action" to assist the student with meeting the requirement.

## **ARTICLE 5 - TRAINING**

Students will be required to attend all training classes and drills. This includes but is not limited to Wednesday night fire drills and quarterly EMS case reviews. Any absence must be excused in advance by the intern's shift officer.

Students will participate in drills on their respective duty shifts. Training will consist of firefighting techniques and EMS & Rescue practices. This is in addition to the weekly evening drills. The student should understand that any training he/she receives, be it under emergency situations or during day-to-day activities, shall be for the benefit of learning the actual conditions encountered in the job market.

Any student who will be missing a training session will be required to make arrangements with the training officer prior to that absence. If any required training is missed, the student will be required to make it up within two weeks. It is the student's responsibility to see that the competencies are completed to the satisfaction of the shift training officer.

Students are strongly encouraged to respond to calls anytime a volunteer response is requested. This is encouraged due to the hands-on training that can be obtained during these situations.

Students who have not made-up drills or who have failed to pass task performances should be considered on Academic Probation until these items can be made up.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **ARTICLE 6 - CONDUCT**

Students will conduct themselves in a manner acceptable to the Warrenton Fire Department (i.e., behavior, physical appearance, personal hygiene, and overall cooperation with other Fire Department personnel and members of the public). The student must remember that his/her actions will reflect on the image of the Warrenton Fire Department.

Students of legal drinking age who consume alcoholic beverages off-site and off-duty will not respond to emergency calls for a minimum of twelve hours.

The Warrenton Fire Department practices customer service within the organization. It is the student's responsibility to maintain and uphold this philosophy in all dealings with the department's patrons.

Cooperation with department personnel in completing assigned tasks will be always expected.

Students will be subject to all department policies, rules, and regulations. Students must also abide by all federal, state, and local laws. Failure to comply with them or any of the criteria required for placement in this program may result in a release from the program.

Students must understand that personal hygiene affects everyone with whom the student works and comes in contact. Heavy colognes and perfumes are not allowed while on duty. Students should shower daily and at least prior to each shift. Students should try to minimize pet hair on their uniforms by regularly washing or using a lint remover.

Students should notify the fire chief and the student program coordinator two weeks prior to discontinuing participation in this program. This notification should be in writing. (This will be helpful in providing ample time for the selection of a replacement.) All issued items, i.e., pagers, keys, and personal protective equipment, must be returned prior to departure. The City of Warrenton reserves the right to recover expenses from any student should they withdraw from the program.

## **ARTICLE 7 - PROGRAM MANAGEMENT**

The fire chief and program coordinator shall have the responsibility of student recruitment, student retention, educational records, and monitoring of student performance.

The assigned Student Program Coordinator shall have the responsibility of the administration. Administration shall include monitoring, periodically evaluating students, making recommendations, and carrying out hiring and dismissal of students to the Fire Chief.

The department Training Officer shall have the responsibility of providing a training schedule to ensure that accreditation requirements are met as well as maintain the applicable training records.

The shift officer shall have the responsibility of assigning, monitoring, and evaluating the student operations and performance on their respective shifts. The shift officer shall be responsible for implementing the training program as provided by the department Training Officer. The shift officer shall also notify the program coordinator after any evaluations, tests, or reprimands of students.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **ARTICLE 8 - SCHOOL AND CLASS REQUIREMENTS**

The Warrenton Fire Department Intern Program is designed to be a learning environment. All class schedules and training shall be in accordance with a timeline to graduate with an associate degree in Fire Science, or another Associate's degree, or to meet pre-defined experience/educational goals by the end of participation within the program. The Student Program Coordinator will continually evaluate students to see that they are on schedule to meet goals. The student's college advisor as well as the program coordinator must approve all schedules and classes. Termination from the program may result if this schedule is not maintained

Scholarships shall be awarded on a year-by-year basis. Reapplication must be made to continue in the program. Post-graduate awards will require continued education towards a pre-defined goal, such as completing prerequisites for entry into a paramedic program or bachelor's program. Post-graduate awards will be limited to a maximum of one year per student.

Interns shall be required to obtain a minimum EMS certification of EMT by the end of their first year in the program. The end of the first year is defined as the end of finals week of the spring term according to Clatsop Community College. Failure to meet this certification requirement will result in dismissal from the program.

Students enrolled in the fire science or EMS program at Clatsop Community College will be given priority to enter the program. Students will carry at least twelve (12) credit hours per academic term. Any exception must be pre-approved by the student program coordinator. Each student must have their class schedules approved by the student program coordinator and the fire science advisor at Clatsop Community College.

Students must maintain a minimum of a 2.5-grade point average with an acceptable attendance record to retain the scholarship. If the student's grade point average falls below 2.5, the student will be placed on academic probation and have until the end of the next term to bring the average back up to 2.5 or he/she will be terminated from the program.

Any failing grades will be cause for academic probation regardless of cumulative GPA. Repeated failing grades may result in removal from the program and loss of scholarship.

Students will provide the student program coordinator with a copy of their grade report after each academic term for placement in their files. This shall be done in a timely manner

Students are excused from duty any time that they are involved in a school class or lab. Those who must attend classes during duty shifts are required to finish their shift directly after class.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **ARTICLE 9 - UNIFORMS & CLOTHING**

The student will be provided with the following uniform items to be worn while on duty:

- Dress Shirts (1)
- Blue T-shirts, WARRENTON FIRE logo (3)
- Black pants (3)
- Sweatshirts, WARRENTON FIRE logo (2)
- Uniform boots/shoes (1 pair)
- Belt (1)
- Department Jacket (1) \*if available in stock
- Appropriate Badge and patches

Department SOG #505 covers all uniform policies and supersedes this document.

Uniforms shall not be worn at any time off duty except for travel to and from assigned shift work. These items are to be returned to the quartermaster when replacements are needed and at the conclusion of program participation.

Protective clothing will be provided to the student at no cost. The Quartermaster will supply the student with the appropriate items. These items will need to be returned prior to the conclusion of the program.

## **ARTICLE 10 - EVALUATION**

Each Shift Officer shall complete a student evaluation form quarterly, prior to the intern being transferred to his/her next shift. The completed form will be forwarded to the Program Coordinator for record keeping. A copy of the form will be given to the intern, the Fire Chief, and the officer of the shift to which the intern is being transferred.

Students assigned to shifts will be evaluated quarterly by their Shift Officers. Students will be evaluated in, but not limited to, the following areas:

1. Ability to comprehend and retain given information
2. Willingness to learn
3. Work habits
4. Work performance
5. People skills
6. Equipment location on the apparatus
7. Firefighter skills
8. Medical skills
9. Operation of power equipment
10. Roads, streets, and hydrants
11. Department SOPs
12. Apparatus operation (depending on certification level)
13. Station duties
14. Attendance



# **WARRENTON FIRE DEPARTMENT – STUDENT**

The student must be aware of these and take the necessary steps to assure a successful evaluation.

Comments on positive student achievement, special recognition, recommendations for disciplinary action, complaints, or suggestions should also be included in the comment section.

## **ARTICLE 11 - ABSENCE, LEAVE AND TIME OFF**

Students will be assigned to a specific shift (A, B, or C): It will be the responsibility of the student to ensure that their assigned shift is covered in the event of their absence for reasons other than school classes or labs.

Trade time with other interns is highly recommended when the student absolutely needs the shift off. Trades must be signed and approved by both shift officers prior to the shift trade.

Students will be granted vacation leave in the amount of 144 hours, (six shifts), per fiscal year. The program coordinator will maintain records of each student of their time and advise students of their accumulation.

The student will begin with 48 hours as of July 1st. After that he/she will accrue 12 hours per month for the next 8 months until 144 hours have been administered. This leave is to be used at the intern's discretion. Examples of using time off are testing purposes, vacation time, family emergencies, etc. Unused vacation leave will accrue and be carried over into the next fiscal year.

Interns will be subject to the same rules of vacation leave as the career staff. Requests for leave will be in writing using the department vacation request form and submitted to their shift Lieutenant. The Warrenton Fire Department vacation policy does not allow more than one shift member to be on vacation at one time. The intern, as the least senior member of the shift, has the last choice in vacation days. If a requested day is not available, the intern may attempt to use a trade shift.

Students will be granted sick leave in the amount of 144 hours, (six shifts), per fiscal year, with the records kept by the program coordinator. The student will begin with 48 hours as of July 1st. After that he/she will accrue 12 hours per month for the next 8 months until 144 hours have been administered. Unused sick leave does not carry over to the next fiscal year. Sick leave is available for use when needed. Prudent use of sick leave is strongly advised, and abuse of leave is subject to discipline. Guidelines for sick leave use will be as per City Personnel rules.

After a vacation request form has been approved by the Shift Lieutenant, the form will be forwarded to the program coordinator for tracking and record-keeping. Sick leave used will also be noted and forwarded to the program coordinator for tracking and record keeping.

## **ARTICLE 12 - REIMBURSEMENT**

To help defray the cost of meals and expenses a monthly stipend will be given in the amount of \$450.00 for the months of October through June. For the months of July, August, and September, the monthly stipend will be \$750.00. If an intern chooses to attend classes during the summer term, then tuition will be paid as outlined below and the monthly stipend will remain at \$450.00 during the summer months.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

## **ARTICLE 13 - SCHOLARSHIP**

Tuition & fees up to eighteen credit hours per term at Clatsop Community College will be provided as well as required course books.

If a student wishes to take online courses from another college or commute elsewhere for specific classes, tuition costs will be reimbursed at Clatsop Community College credit hour cost, not to exceed the eighteen credit hours. The student will be responsible for the difference in cost if any.

The student must maintain the requirements as outlined in Article 8 to remain eligible for the scholarship.

## **ARTICLE 14 - EQUIPMENT RETURN PROCEDURE**

All assigned items shall be checked back in prior to a student leaving the program. This check-in will be a formal procedure as set forth by the quartermaster.

## **ARTICLE 15 - HOUSING**

Housing for student Interns is available on a limited basis on an as-needed, first come first served basis. Three rooms are available at Station #2. Requests for housing will be made to the program coordinator and will be filled when available based upon need.

There is no charge for housing, but station duties shall be required.

Interns living in provided housing shall be required to maintain the station in a clean and orderly fashion. They shall also be responsible for apparatus and equipment checks as well as communicating with staff about maintenance needs. Failure to meet these requirements shall result in a loss of the provided housing.

## **ARTICLE 16 - FACILITIES USE AND VISITORS**

Students may do light maintenance work on their private vehicles providing there is no conflict with other department activities. Private vehicles are not allowed in the apparatus bay on regular workdays before 5:00 PM. The authorization will be obtained from the shift officer before any procedures begin. Under no circumstances will any private vehicle be permitted to be parked in front of an in-service piece of apparatus. The work area will be cleaned, and all tools used will be stored in their appropriate place after completing the task.

Visitors will be allowed in the station on a limited basis. Conjugal visits will not be allowed. The curfew for visitors will be 2200 hours except for department-sanctioned events. Noise will be held to a minimum after 2200 hours. Be considerate of others in the dorm.

Children under the age of eighteen must be always supervised by an adult when in the station.

# **WARRENTON FIRE DEPARTMENT – STUDENT**

Personnel will be responsible for maintaining the integrity of the security system. The combination to the outside door shall not be given to non-members.

No person shall damage or deface city property, equipment, or buildings. Every effort will be made to properly maintain the condition and appearance of the Fire Station and equipment.

Shop tools and equipment will be replaced immediately following their use.

## **ARTICLE 17 - STATION #2 SPECIFIC GUIDELINES**

All of Section 14 is applicable to Station #2 living quarters.

Students' rooms will be assigned at the discretion of the Fire Chief or the Student Program Coordinator.

Student residents are responsible for the upkeep of their individual living areas. This means all personal possessions shall be put away, dirty clothes shall be hampered, and floors shall be clean of debris. Beds shall be neatly made each morning.

Student residents are responsible for the upkeep and cleanliness of Station #2 and the grounds. Clutter will be picked up, bathrooms maintained in a clean manner, floors swept, vacuumed, or mopped, and counters kept clean. The grounds will be monitored, litter picked up when needed, weeds pulled, etc.

Apparatus checks shall be completed as assigned and notification made to the on-duty shift officer of problems found.

## **ARTICLE 18 - MISCELLANEOUS**

Amendments to the student rules and regulations will be posted on the station bulletin board and copies were given to each student.

The Student Program will begin in July of each year. The Fire Department reserves the right to assign, discipline, and discharge any student as the need arises.

The student understands that they are not entitled to wages for the time spent in training or fulfilling their duty shift, nor is there a job or job offer at the end of the training period.

Shift and work assignments will be made at the discretion of the Fire Chief.

Students who are on Academic Probation or who are not members in good standing with the volunteer association may not be allowed shift trades, outside seminars, or time off for testing or other privileges.

# WARRENTON FIRE DEPARTMENT – STUDENT

## APPENDIX A

One of the key areas in a Firefighter testing process is a physical agility test. While all fire departments will test employment candidates with some form of physical agility test, the makeup of each department's test can, and will, vary greatly. In order to help meet the goal of preparing the Firefighter Intern for testing and eventual employment within a career department, the following physical fitness test shall be administered two times a year, usually October and March.

Standards: The basic standards of the physical fitness program consist of the following areas. The intern must meet at least a "competent" rating within each Core Area.

1. Core Area #1 consists of an examination of the aerobic capacity of the intern. This includes the 3-mile walk or the 1.5-mile run.
2. Core Area #2 consists of an examination of the upper body strength and can be fulfilled by completion of either Core Area #2a or #2b. (While either meets the standard, Core Area #2b is preferred because it is more likely to help prepare the intern for participating in Departmental Physical Agility Testing.)

Core Area #2a consists of a test of the percentage of the intern's body weight that can be bench-pressed by the intern. Core Area #2b consists of the number of pushups that the intern can complete in a one-minute span of time.

3. Core Area #3 consists of an examination of the number of modified crunches, as demonstrated by the tester, which can be performed by the intern within a one-minute span of time.

Physical Examinations: Prior to testing, participating fire personnel are encouraged to have a medical exam, and should start exercising slowly to prepare themselves. The fire personnel's blood pressure and pulse shall be taken before testing. A resting blood pressure over 140 over 90 or a resting pulse over 90 will preclude the fire personnel from testing until the city is in receipt of a medical doctor's release.

### Core Area #1 Aerobic

#### 1.5 Mile Run

#### Men

#### Women

Age Grouping	Distinguished	Competent	Age Grouping	Distinguished	Competent
18 - 24	11:42	12:18	18 - 24	14:25	14:55
25 - 29	12:01	12:35	25 - 29	14:47	15:11
30 - 34	12:21	12:51	30 - 34	15:09	15:26
35 - 39	12:48	13:22	35 - 39	15:34	15:57

# WARRENTON FIRE DEPARTMENT – STUDENT

## 3 Mile Walk

Men

Women

Age Grouping	Distinguished	Competent	Age Grouping	Distinguished	Competent
18 - 24	38:31	42:00	18 - 24	40:31	44:00
25 - 29	39:16	43:15	25 - 29	41:16	45:15
30 - 34	40:01	44:30	30 - 34	42:01	46:30
35 - 39	41:01	45:45	35 - 39	43:31	47:45

Core Area #2a  
Upper Body Strength

### Bench Press

Men

Women

Age Grouping	Distinguished	Competent	Age Grouping	Distinguished	Competent
18 - 24	113%	106%	18 - 24	69%	61%
25 - 29	105%	99%	25 - 29	64%	61%
30 - 34	97%	93%	30 - 34	59%	57%
35 - 39	92%	88%	35 - 39	56%	54%

Core Area #2b  
Upper Body Strength

### Pushups

Men

Women

Age Grouping	Distinguished	Competent	Age Grouping	Distinguished	Competent
18 - 24	44	35	18 - 24	33	17
25 - 29	39	30	25 - 29	28	14
30 - 34	34	25	30 - 34	24	12
35 - 39	31	22	35 - 39	21	10

Core Area #3

### Modified Crunches

Men

Women

Age Grouping	Distinguished	Competent	Age Grouping	Distinguished	Competent
18 - 24	41	40	18 - 24	37	34
25 - 29	39	38	25 - 29	33	30
30 - 34	38	36	30 - 34	28	27
35 - 39	35	33	35 - 39	25	24



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Greg Shafer, Interim Public Works Director  
DATE: April 11, 2023  
SUBJ: Extension of WTP Roof Modifications Project

### SUMMARY

Roof Toppers, Inc entered into a contractual agreement with the City of Warrenton for the Warrenton Water Treatment Plant Modifications.

Notice to Proceed date: 10/13/2022

Substantial Completion Date: 160 days from Notice to Proceed, March 22, 2023.

Due to inclement weather conditions, including heavy rain, wind, and ice, causing ongoing delays to the progress of the roofing project, Roof Toppers, Inc has requested a change order for 40 extra days, for a Substantial Completion Date of May 1, 2023.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to extend the original Substantial Completion Date of March 22, 2023 by 40 days, requiring Roof Toppers, Inc to uphold the new Substantial Completion Date of May 1, 2023 for the Warrenton WTP Roof Modifications Project."*

### ALTERNATIVE

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

### FISCAL IMPACT

No fiscal impact anticipated. This project has been approved by the City Commission and is included in the City of Warrenton 2022-2023 adopted budget.

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

A handwritten signature in blue ink, appearing to read "Arthur Mosberg", written over a horizontal line.

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

City of Warrenton  
Project: Warrenton WTP Roof Modifications

Contract Section  
Change Order Form

### Change Order No. 1

Date of Issuance: September 22, 2022

Effective Date: October 13, 2022

Owner: <b>City of Warrenton</b>	
Project: <b>Warrenton WTP Roof Modifications</b>	City Project #: <b>025-435-371000</b>
Engineer:	Engineer's Proj #:
Contractor: <b>Roof Toppers, Inc</b>	Contractor's #:
Original Contract: <b>\$365,109.00</b>	Notice to Proceed Date: <b>October 13, 2022</b>
City Project Manager: <b>Greg Shafer, Interim Public Works Director</b>	
Project Location: <b>Warrenton Water Treatment Plant, 86646 Lewis and Clark Rd, Seaside, OR</b>	

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

Description:

Work shall include:

- 1.
- 2.
- 3.
- 4.

5. Original contract times:  Working days  Calendar days  
Extend contract days 40 Original contract time 160 New contract days 200  
Substantial Completion Date: March 22, 2023  
This will require substantial completion by: May 1, 2023

**Attachments: Contractor's request and invoices**

Current Contract Price:	\$	365,109.00
Increase of this Change Order:		
Contract Price incorporating this Change Order:	\$	365,109.00

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: **Warrenton WTP Roof Modifications**      0      City Project #: 025-435-371000  
 Engineer: 0      0      Engineer's Proj #: 0  
 Contractor: **Roof Toppers, Inc**      0      Contractor's #: 0  
 Original Contract: **\$365,109.00**      0 Notice to Proceed Date: **October 13, 2022**  
 City Project Manager: **Greg Shafer, Interim Public Works Director**  
 Project Location:      **Warrenton Water Treatment Plant, 86646 Lewis and Clark Rd, Seaside, OR**

CO	Change Order Amount/ Allowance Amt.	C.O. Days	Commission Date	REASON FOR CHANGE
	New Contract Amount	New Total	New Comp. Date	
#1	\$ -	40	October 13, 2022	Weather delays--rain, snow, wind, ice
	\$365,109.00	200	May 1, 2023	
#2				
#3				
#4				
#5				
#6				
#7				
#8				
<b>Project Summary</b>				
	Contract amount	Contract days	Completion Date	
	\$ 365,109.00	200	May 1, 2023	



## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

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DATE: April 11, 2023

SUBJ: STREET VACATION PETITION NO. 158; RESOLUTION SETTING  
A PUBLIC HEARING

### SUMMARY

The City received a petition from Don Hall, owner of L & D Racetech, proposing to vacate a portion of SE 11<sup>th</sup> Street. Mr. Hall is working with the Planning Department and plans to develop his property to relocate his business. This street vacation will allow the petitioner to move forward with development.

The petition is attached, and the City finds the petition complete, having attached in writing the consent of owners of two-thirds in area of property embraced within the real property affected. Mr. Hall owns the majority of the adjacent property, and the other adjacent property owner has given consent.

The Public Works and Planning departments have reviewed the petition and have not found any issues or concerns. The Fire department had a request that will be addressed in the building permit process. If there appears to be no reason why the petition should not be allowed in whole or in part, the governing body shall fix a time for a formal hearing upon the petition.

I have prepared a resolution for your consideration to consent to move forward with

a Public Hearing and to set a public hearing date of May 9, 2023.

**RECOMMENDATION/SUGGESTED MOTION**

I move to adopt Resolution No. 2641, setting a Public Hearing date of May 9, 2023, for vacation petitioner Don Hall, for a portion of SE 11<sup>th</sup> Street.

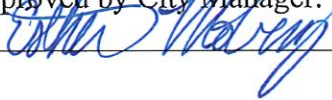
**ALTERNATIVE**

Other action as deemed appropriate by the City Commission

**FISCAL IMPACT**

The cost of the vacation is paid for by the petitioners.

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Ethan M. ...", is written over a horizontal line within a rectangular box.

RESOLUTION NO. 2641

Introduced by All Commissioners

A RESOLUTION SETTING A PUBLIC HEARING DATE OF MAY 9, 2023, TO CONSIDER STREET VACATION PETITION NO. 158, THE VACATION OF A PORTION OF SE 11<sup>TH</sup> STREET IN THE CITY OF WARRENTON, OREGON

**WHEREAS**, the petitioner, Don Hall have petitioned the Warrenton City Commission to vacate a portion of SE 11<sup>th</sup> Street in the City of Warrenton, County of Clatsop, State of Oregon, more particularly described in the attached legal description; and

**WHEREAS**, the Warrenton City Commission has found no reason why the petition should be allowed in whole or in part; and

**NOW, THEREFORE, BE IT RESOLVED** that a public hearing on said petition is hereby set for May 9, 2023, at the hour of 6:00 p.m. at Warrenton City Hall, 225 S. Main Avenue, Warrenton, Oregon.

**BE IT FURTHER RESOLVED** that the City Recorder will provide notice of the public hearing as required by Oregon Statutes regarding the proposed vacation petition.

**PASSED** by the City Commission of the City of Warrenton this 11<sup>th</sup> day of April, 2023.

This resolution shall take effect immediately upon its passage.

APPROVED

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

ATTEST

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

**RIGHT OF WAY VACATION**  
Street Vacation Check List

**DISCLAIMER: Completion of this application does not constitute approval of the street vacation. The ultimate decision will be made by the Warrenton City Commission.**

To help facilitate the street vacation process, you must complete the steps below in the order presented.

- I have read the "Vacating A Street" brochure.
- I have called and spoken to \_\_\_\_\_ at Clatsop County's Cartography Department (503-325-8522) to see who will own the right-of-way area after the vacation is completed. (In most cases the vacated area is split down the middle and reverts back to the adjacent property owner.) Please list who receives property: I own Both sides

- I have talked with all owners of the properties that abut all sides and corners of the portion of right-of-way to be vacated and they will support the vacation request (objecting property owners will complicate or stop the process).
- I have contacted private utilities to determine if the companies will support the vacation, with or without special conditions. To ensure that you have a complete understanding of affected utilities, a utility locate should be requested by calling: 800-332-2344.

**SIGN TO CONFIRM:**

I have completed all of the above [Signature] 02/17/2023  
Signature Date

**After you have done all of the above and it appears that a right-of-way vacation may be feasible**, a written right-of-way vacation petition (attached) and a Seven Hundred Fifty Dollar (\$750.00) application fee is required - Three Hundred Fifty Dollar (\$350.00) non-refundable deposit to be paid with petition submission; Four Hundred Dollar (\$400.00) balance to be paid before the street vacation goes before the commission. If multiple streets are involved, or it affects multiple lots, a land use review by the Planning Department and Planning Commission is required. The petition fee is One Thousand Dollars (\$1,000) when it is required to go before the Planning Commission.

Upon receipt of this checklist, the petition, the required fee, and all necessary signatures, (see ORS 271.080 - attached), the City Recorder shall review the petition. If petition is deemed incomplete, it will be returned to the petitioner for additional signatures or other required information. If required percentages of consent is confirmed, the matter will be placed on the City Commission's Agenda to consider setting a public hearing or referred to the Planning Commission, if required. Please allow four weeks for the review of the petition.

Street Vacation Check List  
Page Two (2)

Send the petition along with the petition fee in the form of a check made out to the City of Warrenton and a signed copy of this checklist to:

**Mail Form To:**  
City Recorder  
City of Warrenton  
P.O. Box 250  
Warrenton, OR 97146

**OR**

**Deliver Form in Person To:**  
City Recorder  
City of Warrenton  
225 S. Main Street  
Warrenton, OR 97146

If you have additional questions about the street vacation process, please contact Dawne Shaw, at 503-861-0823 or at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us).

**STREET VACATION PETITION**  
City of Warrenton

Fee: \$750.00

<p><b><u>Petitioner</u></b></p> <p>Name: <i>Donald J Hall</i></p> <p>Mailing Address: <i>1035 SE Marlin Ave Warrenton OR 97146</i></p> <p>Phone Number: <i>503-861-2636</i></p> <p>Email Address: <i>LDRaceTech@gmail.com</i></p>	<p><b><u>Petitioner's Representative</u></b></p> <p>Name:</p> <p>Mailing Address:</p> <p>Phone Number:</p> <p>Email Address:</p>
<p>1. A description of the right-of-way area to be vacated. (Don't forget to include a map highlighting the area. A survey or professionally developed legal description is required).</p> <p><i>Lot 6500 Drive entrance to property</i></p>	

<p>2. Reason for the Vacation Request. (Advise if any buildings/structures will be in the area to be vacated).</p> <p style="text-align: center;"><i>Its only a drive way not a street</i></p> <p style="text-align: center;">Note: If additional room is necessary, please attach extra pages.</p>
<p>3. Required consent.</p>

Petitioner *LDJH*

Date *11/25/20*

<p>Return To:</p> <p>For Questions – Contact:</p>	<p>City of Warrenton P.O. Box 250 225 S. Main Street Warrenton, OR 97146</p> <p>Dawne Shaw, City Recorder Phone: 503- 861-0823 Email: <a href="mailto:cityrecorder@ci.warrenton.or.us">cityrecorder@ci.warrenton.or.us</a></p>
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1725 N. Roosevelt Dr. Suite B Seaside OR 97138  
503-738-3425 - [www.sfands.com](http://www.sfands.com)

PROJECT NO.: 22-191-27

DATE: 3/15/2023

INITIALS: TLO

**LEGAL DESCRIPTION**  
**PROPOSED VACATION OF PORTION OF 11<sup>TH</sup> STREET**

A 70.00 FOOT WIDE PORTION OF 11<sup>TH</sup> STREET (FORMERLY 16<sup>TH</sup> STREET) LOCATED IN THE SOUTHEAST ONE QUARTER OF SECTION 22, TOWNSHIP 8 NORTH, RANGE 10 WEST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF WARRENTON, COUNTY OF CLATSOP, STATE OF OREGON, MORE PARTICULARLY DESCRIBED AS FOLLOWS;

**BEGINNING AT THE NORTHEAST CORNER OF LOT 5, BLOCK 74, WARRENTON PARK RECORDED IN BOOK 3 PAGE 10, RECORDS OF CLATSOP COUNTY, OREGON;**

**THENCE NORTH 00°11'00" WEST A DISTANCE OF 70.00 FEET ALONG THE WEST LINE OF THAT PORTION OF 11<sup>TH</sup> STREET VACATED PER ORDINANCE NO. 943-A, TO THE SOUTHEAST CORNER OF LOT 12, BLOCK 71, WARRENTON PARK;**

**THENCE ALONG THE SOUTH LINE OF BLOCK 71 WARRENTON PARK, SOUTH 89°49'00" WEST, A DISTANCE OF 125.60 FEET, MORE OR LESS TO THE EASTERLY RIGHT OF WAY OF THE WARRENTON – ASTORIA HIGHWAY, MARLIN AVENUE;**

**THENCE ALONG SAID EAST RIGHT-OF-WAY, SOUTH 17°31'28" WEST, A DISTANCE OF 7.85 FEET, MORE OR LESS TO AN ANGLE POINT;**

**THENCE CONTINUING ALONG SAID EAST RIGHT-OF-WAY, SOUTH 17°18'50" WEST, A DISTANCE OF 48.75 FEET, MORE OR LESS TO AN ANGLE POINT;**

**THENCE CONTINUING ALONG SAID EAST RIGHT-OF-WAY, SOUTH 14°23'29" WEST, A DISTANCE OF 16.55 FEET, MORE OR LESS TO A POINT ON THE NORTH LINE OF BLOCK 74, WARRENTON PARK;**

**THENCE ALONG THE NORTH LINE OF BLOCK 74, WARRENTON PARK, NORTH 89°49'00" EAST, A DISTANCE OF 146.81 FEET, MORE OR LESS, TO THE POINT OF BEGINNING.**

**BEARINGS BASED ON CLATSOP COUNTY NUMBER B-14198.**

**CONTAINING 9,560 SQUARE FEET, MORE OR LESS.**





1 INCH = 30 FEET

MARLIN AVENUE  
WARRENTON-ASTORIA HIGHWAY

WARRENTON PARK

71

10

11

12

13

14

S89°49'00"W 125.60' M/L

PROPOSED AREA OF 11TH STREET TO BE VACATED  
9,560 SF +/-

PORTION OF 11TH STREET VACATED PER  
ORDINANCE NO. 913-A RECORDED IN  
BOOK 686 PAGE 357

N29°49'00"E 146.81' M/L

N0°11'00"W 70.60' M/L

7

6

5

4

3

74

POB

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S17°31'26"W	7.85' M/L
L2	S17°18'50"W	48.75' M/L
L3	S14°23'29"W	18.55' M/L

**LEGEND**

- \_\_\_\_\_ CENTERLINE
- \_\_\_\_\_ RIGHT OF WAY
- \_\_\_\_\_ BOUNDARY LINE
- \_\_\_\_\_ LOT/PARCEL LINE
- \_\_\_\_\_ VACATED 11TH ST
- M/L MORE OR LESS
- POB POINT OF BEGINNING

EXHIBIT SKETCH  
PORTION OF 11TH STREET TO BE  
VACATED, CITY OF WARRENTON,  
CLATSOP COUNTY, OREGON



Date: 03/15/23 1725 N ROOSEVELT DR. STE  
B, SEASIDE, OR 97138  
Proj No: 2219127 (503) 738-3425

www.sandf.com  
info@sandf.com

VACATION CONSENT

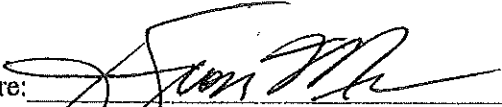
James N Cronmark

being the owners of the following real property: Lot 31854

as a basis of the petition from Donald J Hall

do hereby consent to the vacation of a portion of Lot 6500

as described:

Signature:  Date: 01-12-2013

Signature: JAMES CRONMARK Date: \_\_\_\_\_

Parcel Number	Owner	Applicant	Area (SF)
81027AB05300	Hall	Yes	6534.0
81027AB05200	Hall	Yes	10019.0
81022DD06100	Hall	Yes	30969.0
81022DD06200	Hall	Yes	9226.0
81022DD06501	Hall	Yes	10019.0
81022DD06500	Hall	Yes	871.0
81022DD06300	Hall	Yes	7415.0
81022DD07000	Hall	Yes	5379.0
81022DC05400	Hall	Yes	844.0
81027AA01900	Gronmark	<del>Yes</del> No	41938.0
	Total Area		123214.0
81027AB01400	McCall	No	12454.0
81022DC05600	McCall	No	10087.0
81027AB05400	Bacon	No	9047.0
	Total Area		31588.0

Percent of Total  
80%

SE 10th St

660

18C

SE Marlin Avenue

6

5500

7000

SE Marlin Avenue

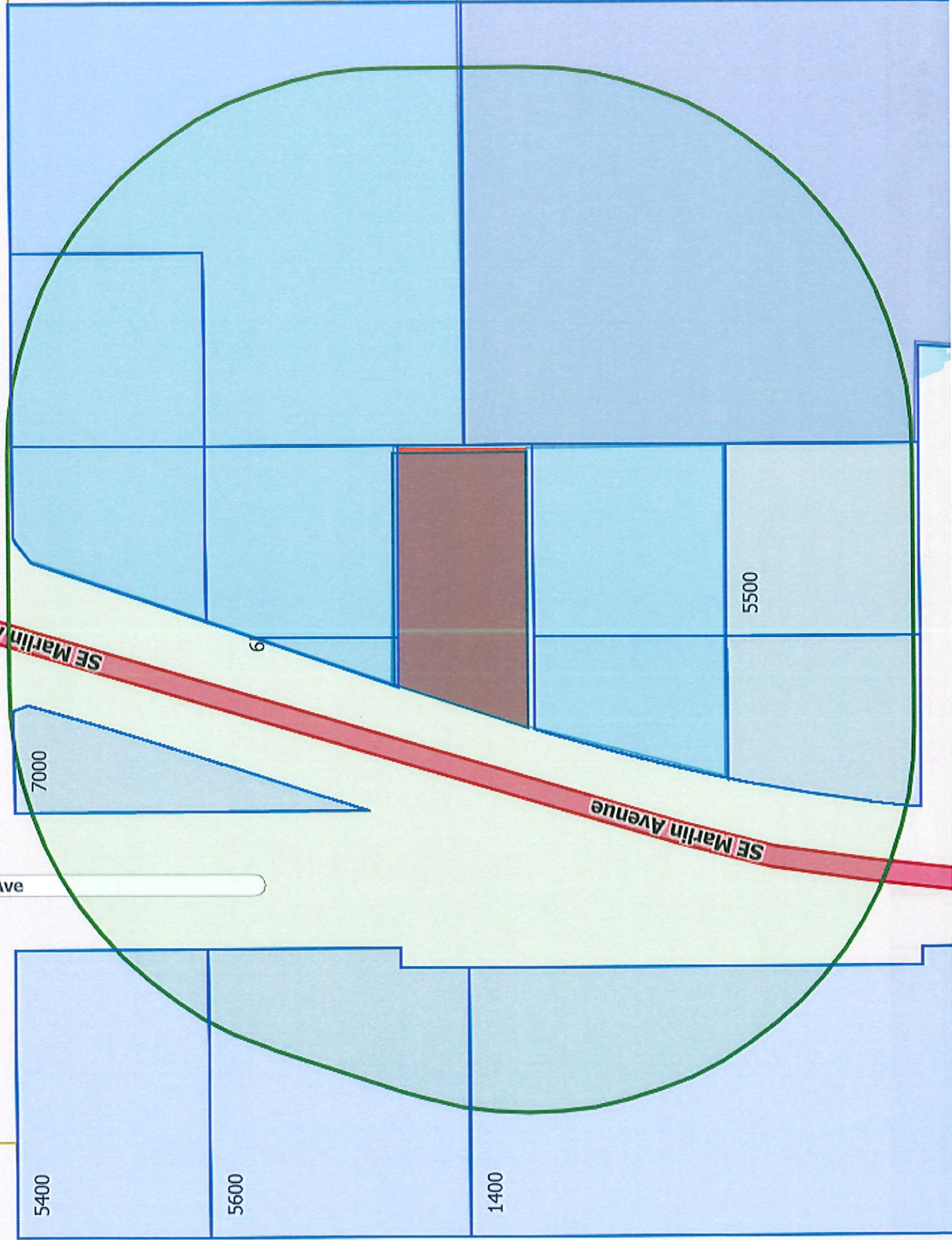
Marlin Ave

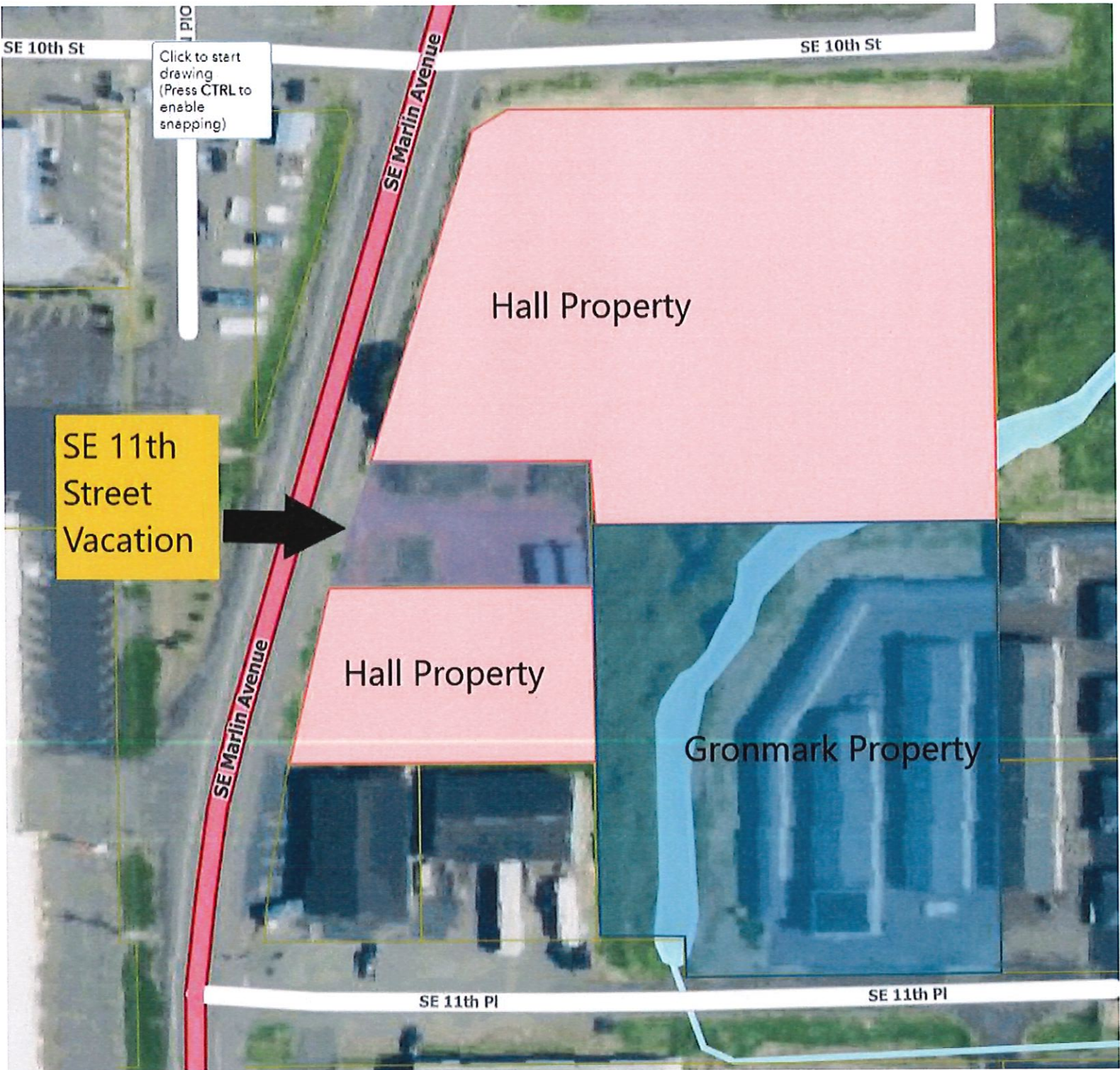
SE 10th St

5400

5600

1400





SE 10th St

Click to start drawing  
(Press CTRL to enable snapping)

SE 10th St

SE Marlin Avenue

Hall Property

SE 11th Street Vacation



Hall Property

Gronmark Property

SE Marlin Avenue

SE 11th Pl

SE 11th Pl



## AGENDA MEMORANDUM

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TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: April 11, 2023

SUBJ: Library Advisory Board Appointment and Resolution

### SUMMARY

There is one remaining vacancy on the Library Advisory Board, Position No. 7. The city has received one application from Mr. Andrew Walker. Mayor Balensifer has submitted a nomination to appoint him to the vacant position. The attached resolution confirms the appointment and sets the terms of office for the Library Advisory Board.

### RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2644; Authorizing Appointments to Fill Positions on the Warrenton Community Library Advisory Board and Setting Terms of Office."

### ALTERNATIVE

Other action as deemed appropriate by the City Commission

### FISCAL IMPACT

N/A

Approved by City Manager:

*Esther Moberg*

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March 30, 2023

To the Warrenton City Commission:

I nominate Andrew Walker for appointment to position #5 on the Warrenton Community Library Advisory Board.

Andrew applied on his own volition, stating that his two children are frequent attendees of storytime, among other programs at the library. Andrew was born/raised in Oregon, married a Warrentonian and moved to Texas where he was a youth pastor. Moving back to Warrenton to be closer to family, he is pursuing his masters degree in counseling and is eager to be more involved in the community.

In my interview with Andrew I saw in him exactly what we've been looking for to add to the library board. I think he will be a great addition to the board and recommend him without reservation.

Sincerely,

Henry A. Balensifer III  
Mayor

Recommended Motion:

*I move to appoint Andrew Walker to Position 7 on the Warrenton Community Library Advisory Board.*

Alternatives: Move to table consideration indefinitely and request the mayor submit a new slate of nominees.

\*No other persons applied for the board this year.



**RESOLUTION NO. 2644**

INTRODUCED BY: All Commissioners

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

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

Position No. 1	Kelsey Balensifer	Term Ending 31, December 2023
Position No. 2	Joy Wheatley-Decius	Term Ending 31, December 2023
Position No. 3	Brenda Atwood	Term Ending 31, December 2024
Position No. 4	Eileen Purcell	Term Ending 31, December 2024
Position No. 5	Karyn Grass	Term Ending 31, December 2025
Position No. 6	Amanda Donovan	Term Ending 31, December 2026
Position No. 7	Andrew Walker	Term Ending 31, December 2026

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

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

**ATTEST:**

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