

MINUTES  
Warrenton City Commission  
Regular Meeting – June 13, 2017  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

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

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

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

Mayor Balensifer stated he would like to add an item to the agenda, before the consent calendar – a Demonstration of the new K9 Police Officer. Consensus was to allow.

#### COMMISSIONER COMMENTS

Commissioner Newton mentioned the Kiwanis gave away 2 bikes for the “BUGS” program, at Warrenton Grade School.

Commissioner Dyer welcomed everyone and thanked the 3 people that put in for the vacant Commission position. He noted it is a very tough decision.

Commissioner Ackley welcomed everyone and noted it was nice to see the launch ramps full of boats for Sturgeon fishing. She also noted the 3 good options for the vacant seat.

Mayor Balensifer stated he toured the Air Assault School and observed Disaster training at Camp Rilea. He stated there are items the military noted they can work with the City on. He also attended the LCTC committee meeting and gave a brief update.

City Manager Engbretson stated she had received a draft Charter amendment ordinance from legal counsel Chad Jacobs. She will get copy out to the Commission and set up a work session.

Mayor Balensifer noted items to add to the consent calendar; a letter from Scott Widdicombe regarding the Charter amendment; and letter from Christine Bridgens in support of Mark Baldwin for the vacant Commission seat.

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

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Officer Robert Wirt introduced new K9 Officer, Gabe. He explained the process of finding the dog and shared photos of the process. Officer Wirt noted Lylla Gaebel donated \$5000 and he also introduced Colton McMaster. Mr. McMaster told his grandparents he would like to donate to a community program in lieu of a birthday gift; and the grandparents donated \$100 to the K9 program. There will be a BBQ on July 26 to raise funds for the K9 program; the cost is \$30/plate. He asked the Commission to put together baskets to raffle off and noted there will be also be a raffle for fishing trips and a live auction for 2 Blazer seats at hoop level. City Manager Engbretson asked the Commission if they would consider paying the fee for the Community Center from the general fund for the July BBQ - Consensus was to allow. Officer Wirt and Gabe proceeded to give a demonstration on locating drugs in the Commission Chambers. Police Chief Workman noted Officer Wirt and Gabe are now fully certified, and hopes that Gabe will start making some “big finds” in the community.

PUBLIC COMMENT (Agenda Items) – NONE

## BUSINESS

Mayor Balensifer noted the Commission held a Meet & Greet with the three applicants for the vacant City Commission Position No. 2. Mr. Paul Mitchell, Mr. Mark Baldwin and Mr. Ronald LeChurch were present and participated in the meeting with members of the public, the Mayor and Commission members. The opportunity was provided for the public to give their input and all comments were forwarded to the Commission. Each applicant then gave a brief statement highlighting their background and experience. Brief discussion followed on the difficulty of this decision and the caliber of each applicant. The voting process was explained; noting the swearing in will be at the next meeting.

Deputy City Recorder Dawne Shaw read aloud the ballots cast.

Dyer – Baldwin; Balensifer – Mitchell; Ackley – Baldwin; Newton – Mitchell

The vote resulted in a tie and Mayor Balensifer asked the Commission if they wish to re-vote. Brief discussion followed. Mr. Mitchell withdrew his name in favor of Mark Baldwin, and stated he would rather have a full counsel than a split vote.

**Commissioner Dyer made the motion to appoint Mark Baldwin to fill the unexpired term of Commission Position No. 2, effective upon Oath of Office. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

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Finance Director April Clark presented the staff report on Resolution No. 2489, Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017. She noted the rates have not increased since July 2014, and reviewed the details as outlined in the agenda memo. Commissioner Newton noted it is still the cheapest place around. Mayor Balensifer noted past maintenance costs and the importance that city properties be self-sustaining.

**Commissioner Dyer made the motion to conduct the first reading, by title of Resolution No. 2489; Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Mayor Balensifer conducted the first reading by title only of Resolution No. 2489; *Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017.*

City Manager Linda Engbretson reviewed proposed Resolution No. 2490. The Budget Committee approved a 7% water rate increase for Fiscal Year 2017-2018. This resolution reflects this increase. Brief discussion followed.

**Commissioner Newton made the motion to conduct the first reading, by title of Resolution No. 2490; Adopting Water Department Rates, Establishing July 1, 2017, as the Effective Date, and Repealing any Other Resolutions in Conflict. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Mayor Balensifer conducted the first reading by title only of Resolution No. 2490; *Adopting Water Department Rates, Establishing July 1, 2017, as the Effective Date, and Repealing any Other Resolutions in Conflict.*

Police Chief Workman presented Resolution No. 2491, Approving and Adopting Increases to the 2016-2017 budget by increasing appropriations for unanticipated revenues totaling \$9956.00. He reviewed his staff report as included in the agenda packet and noted there needs to be a budget adjustment prior to the end of the fiscal year on June 30, 2017 to include the unanticipated revenues.

**Commissioner Ackley made the motion to approve Resolution No. 2491; Adopting and Adopting Increases to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues Totaling \$9956.00. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

City Manager Linda Engbretson reviewed proposed Resolution No. 2493, which increases sewer rates by 5%, as recommended and approved by the Budget Committee, effective July 1, 2017.

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**Commissioner Dyer made the motion to conduct the first reading, by title of Resolution No. 2493; *Updating City of Warrenton Sewer Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict.* Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Mayor Balensifer conducted the first reading by title only of Resolution No. 2493; *Updating City of Warrenton Sewer Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict.*

City Manager Linda Engbretson reviewed Resolution No. 2495; Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict. She noted the rate increase is from \$6.97 to \$7.13 for every other week pickup, effective July 1, 2017. This rate increase is based in the annual CPI. Ms. Engbretson noted the agreement with Recology has an annual increase; and Recology will be at the next meeting to talk about the rate increase and DEQ, asbestos, etc.

**Commissioner Ackley made the motion to conduct the first reading, by title of Resolution No. 2495; *Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict.* Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Mayor Balensifer conducted the first reading by title only of Resolution No. 2495; *Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict.*

Public Works Director Jim Dunn stated the Public Works Department has three vehicles that have been replaced and need to be declared as surplus. He noted the vehicles are a 1998 Peterbuilt Garbage Truck, a 1994 Ford F150 Pickup and a 1997 Ford F150 Pickup; details are outlined in the agenda packet. He stated the department intends to sell them at a public auction.

**Commissioner Ackley made the motion to declare the listed vehicles as surplus and allow staff to dispose of them in accordance with the City Surplus Property Procedures. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Public Works Director Jim Dunn presented his staff report on the Intergovernmental Agreement with the Oregon Water/Wastewater Agency Response Network, (ORWARN). He noted the Oregon Revised Statute recognizes the need for governmental agencies to pool public resources periodically to expedite projects and remedy staffing limitations. The City of Warrenton Public Works Department may require, on an emergency basis, certified utility operators from other agencies to operate treatment and distribution facilities. Mr. Dunn stated the ORWARN IGA was developed for this purpose. He noted members have access to the ORWARN website,

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allowing a member to locate the emergency equipment (pumps, generators, excavators, etc.) and trained personnel (e.g. treatment plant operators) needed in an emergency. He noted FEMA originally started this program and many states participate. Brief discussion followed.

**Commissioner Dyer made the motion to approve the Water/Wastewater Agency Response Network (ORWARN) Intergovernmental Agreement. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Police Chief Workman presented the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018. He noted the FY 2017-2018 dispatch services will cost the City \$191,064, an increase of \$3,968 (2.12%) from \$197,096 in FY 2016-2017. Discussion followed on consolidation of 911 resources.

**Commissioner Ackley made the motion to approve the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018, and to have the Mayor and the City Manager sign the agreement. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Community Development Director Skip Urling presented Resolution No. 2494, Approving Increases and Decreases to the 2016-2017 Budget by Making an Intrafund Transfer of Appropriations. He stated when Building Inspector Jim Byerly retired, the City contracted with M&B Building Services LLC to perform commercial plan and fire life safety reviews and inspections. Mr. Urling noted there are large costs associated with Pacific Seafoods. M&B's expected invoice for June is approximately \$10,000; without a budget amendment, the Building Division Fund will exceed budgeted expenditures for Fiscal Year 2016-2017. Staff recommends an Intrafund transfer of \$35,000 from the Building Division contingencies to Professional Services line items to maintain a positive balance in the Materials and Service portion of the budget.

**Commissioner Dyer made the motion to adopt Resolution No. 2494; *Approving Increases and Decreases to the 2016-2017 Budget by Making an Intrafund Transfer of Appropriations in the amount of \$35,000 from the Building Division Budget.* Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Fire Chief Demers presented the Fire Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018. He noted the FY 2017-2018 dispatch services will cost the City \$26,607, an increase of \$1,457 (5.79%) from \$25,150 in FY 2016-2017.

**Commissioner Ackley made the motion to approve the Fire Dispatch Services Agreement with the City of Astoria for Fiscal Year 2017-2018, and to have the Mayor and the City Manager sign the agreement. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

PUBLIC COMMENT

Scott Widdicombe requested an update on the status of hiring a new City Attorney. He also asked for clarification in regards to FEMA and dike certification. Mayor Balensifer noted Diking District 1 is now provisionally accredited, which is temporary until it can be accredited.


Mayor Balensifer asked the Commission if they object, to have staff prepare an ordinance or resolution to place a moratorium on building mini storage units on Harbor and South Main until the code can be amended. Consensus was to allow.

There being no further business Mayor Balensifer adjourned the regular meeting at 7:14 p.m.

APPROVED:

  
Henry Balensifer, Mayor

ATTEST:

  
Dawne Shaw, Deputy City Recorder