

MINUTES  
Warrenton City Commission  
Regular Meeting – June 27, 2017  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:04 p.m. and led the public in the Pledge of Allegiance.

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

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

**OATH OF OFFICE** –Mark Baldwin was sworn into office for City Commissioner, Position No. 2, by Deputy City Recorder Dawne Shaw.

#### COMMISSIONER COMMENTS

Commissioner Newton welcomed everyone.

Commissioner Dyer welcomed everyone and stated he was glad the hot weather is over.

Commissioner Baldwin welcomed everyone and noted he is excited to get started.

Mayor Balensifer thanked everyone for coming. He congratulated Commissioner Baldwin and reminisced on the last time they worked together. He noted he had the opportunity to talk to the military officers association, and discussed the challenges that the city faces as well as successes, and the group encouraged protecting the infrastructure and assets that support the armed services.

City Manager Engbretson noted there was not a very big crowd for adopting the budget, and she congratulated Commissioner Baldwin.

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

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

PUBLIC COMMENT (Agenda Items) – Scott Widdicombe spoke in opposition to the proposed amendment to the City’s Administrative and Personnel Policy in regards to allowing employees to donate excess sick leave to other employees.

## BUSINESS

Mayor Balensifer opened the Public Hearing on Resolution No. 2496; Declaring the City’s Election to Receive State Revenues. Formalities followed and no ex-parte or conflicts of interest were reported. City Manager Engbretson presented her staff report and noted ORS 221.770 requires cities to pass an ordinance or resolution each year stating they want to receive state revenue sharing funds. Resolution No. 2496 meets state requirements and declares the City’s election to receive state revenues for the 2017-2018 fiscal year. Mayor Balensifer asked for public comment. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Newton made the motion to adopt Resolution No. 2496; *A Resolution Declaring the City of Warrenton’s Election to Receive State Revenues for Fiscal Year 2017-2018.* Motion was seconded and passed unanimously.**

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

Mayor Balensifer opened the Public Hearing on Resolution No. 2492; Adopting the City of Warrenton FY 2017-2018 Budget, as approved by the Warrenton Budget Committee and levying taxes for municipal purposes and the City of Warrenton for the fiscal year commencing July 1, 2017 and ending June 30, 2018. Formalities followed and no ex-parte or conflicts of interest were reported. City Manager Linda Engbretson presented the staff report and noted the Warrenton Budget Committee met in two sessions in May to review and deliberate on the proposed fiscal year 2017-2018 City of Warrenton Budget. Mayor Balensifer asked for public comment. Favor: Mr. Scott Widdicombe spoke in favor of the budget, and congratulated City Manager Engbretson on an outstanding job. Brief discussion continued on the audit process. No one spoke in opposition. City Manager Engbretson thanked Mr. Widdicombe for his kind words but noted hard work done by the staff. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Newton made the motion to adopt the City of Warrenton FY 2017-2018 Budget as approved by the Warrenton Budget Committee as set forth in Resolution No. 2492. Motion was seconded and passed unanimously.**

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

Mayor Balensifer opened the Public Hearing on the exemption from competitive process for artist for bronze soldier statue, and called for any conflict of interest from Commission members. Commissioner Baldwin noted he will be working on the project but the work will be donated. There was no objection from the Commission. City Manager Engbretson presented her staff report and noted the original artwork and design was done over 25 years ago. State requires we

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go through the process. Mayor Balensifer asked for public comment. No one spoke in favor or opposition. Brief discussion followed on the project details. Mayor Balensifer closed the public hearing, and noted this is a great project that ties into the rich history and the military history of the City of Warrenton.

**Commissioner Newton made the motion to exempt the contract for design and artistic performance for the war memorial monument from competitive solicitation and authorize the Mayor's signature on the contract with Mark's Artworks for the 7'2" Bronze Soldier Monument as proposed by VFW Post 10580 for the Oregon State Parks and Recreation Department Veterans & War Memorials Grant. Motion was seconded and passed unanimously.**

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

Mr. Dave Larmouth, the Rate Analyst from Recology Western Oregon, reviewed the rates and services as outlined in a handout given to the Commission; and explained the new terms of the expanded combined agreement (franchise agreement) Recology reached with the City last year. Discussion followed on latches for recycling bins to reduce litter around the city. Mr. Larmouth explained new regulations regarding disposal of construction materials, such as asbestos, drywall, etc. He noted DEQ has updated, expanded and redefined the rules regarding demolition and the need to remove, contain and dispose of hazardous materials safely. He noted there has been some confusion around the new requirements and the information is on the Recology website and the DEQ website.

**Commissioner Baldwin made the motion to adopt the 2018-2023 Capital Improvement Program as presented. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson discussed the proposed Administrative and Personnel Policy change, in regards to allowing employees to donate surplus sick leave on a case by case basis, to other employees. This policy change will remove the requirement that sick leave donations be brought to the Commission for consideration. She noted the policy amendment will be part of the collective bargaining agreement. Discussion followed on personal medical issues in a public meeting, and the authority of the City Manager.

**Commissioner Baldwin made the motion to authorize the amendment to the City's Personnel Policies, Section 3.4.8, Donation of Sick Leave, so that the donation of surplus sick leave from one employee to another is at the discretion of the City Manager. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson presented a lease renewal for Mr. Doug Westerlund. She noted Mr. Westerlund has had a lease with the City since 2001, and the term of the original lease state

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that Mr. Westerlund has the option to renew for an additional ten years as long as he is not in default. Mr. Westerlund is current with his lease and has requested an extension. Brief discussion followed on the ownership of the buildings and property taxes.

**Commissioner Dyer made the motion to authorize the Mayor's signature on Amendment No. 1 to the lease between the City of Warrenton and Doug Westerlund. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson presented a sublease renewal for Sturgeon Paul's – Hammond Marina. She explained this sublease is one of many necessary steps in the process to transfer ownership of the Hammond Marina property from the USACE. Ms. Engbretson noted the sublease between the City of Warrenton and Paul Leitch (Sturgeon Paul's) for the bait shop at the Hammond Marina ended in 2013, and reviewed the details of the sublease as provided in the agenda material. Discussion followed on the length of the lease (20 years) and the rate of the increase over the 20 year period. Mayor Balensifer suggested amending the lease to 5 years and to revisit it after the city has ownership of the property. Ms. Engbretson stated she would present the proposed amendment to the Corps to make sure they do not have an issue with a lesser lease, and will bring it back to the Commission.

**Commissioner Baldwin made the motion to table agenda item H, the sublease renewal for Sturgeon Paul's (Hammond) until the next Commission meeting. Motion was seconded and passed unanimously.**

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

City Manager Engbretson presented for the second reading, Resolution No. 2489, Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2017.

**Commissioner Newton made the motion to adopt 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; Dyer – aye; Newton – aye; Baldwin – aye**

City Manager Linda Engbretson presented for the second reading, Resolution No. 2490; *Adopting Water Department Rates, Establishing July 1, 2017, as the Effective Date, and Repealing any Other Resolutions in Conflict.* Brief discussion followed on the water rates.

**Commissioner Newton made the motion to adopt 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; Dyer – aye; Newton – aye; Baldwin – aye**

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Commissioner Baldwin noted a conversation the Commission had 5 years ago when the cannery burned down. The Commission made a promise that when the cannery comes back, they would revisit the rates. He stated he voted yes on the rate increase, under the condition that they go back and look at the rates after the cannery is back.

City Manager Linda Engbretson presented for the second reading, Resolution No. 2493; *Updating City of Warrenton Sewer Rates, Establishing July 1, 2017 as the Effective Date, and Repealing any Other Resolutions in Conflict.*

**Commissioner Dyer made the motion to adopt 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; Dyer – aye; Newton – aye; Baldwin – aye**

City Manager Linda Engbretson presented for the second reading, Resolution No. 2495; *Adopting and Setting New Rates for Recycling Services and Repealing All Resolutions in Conflict.*

**Commissioner Baldwin made the motion to adopt 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; Dyer – aye; Newton – aye; Baldwin – aye**

City Manager Engbretson presented Resolution No. 2497; Setting a Public Hearing date of July 25, 2017, to consider Vacation Petition #145, Petitioners Kyle and Mary Jo Jones and Jonathon Brown. She reviewed the specifics of the street vacation as outlined in the agenda packet.

**Commissioner Newton made the motion to adopt Resolution No. 2497; *Setting a Public Hearing date of July 25, 2017, for Vacation Petition #145, Petitioners Kyle and Mary Jo Jones and Jonathon Brown.* Motion was seconded and passed unanimously.**

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

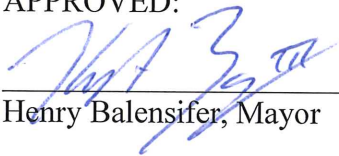
Community Development Director Skip Urling provided an update on the Commission request for a moratorium on the development of mini-storage facilities in the C-1 General Commercial zoning district in the downtown core, on a temporary basis while developing code amendments to ban such developments on a permanent basis. He consulted legal counsel and reviewed their response/memo which concludes a moratorium is not appropriate. Discussion followed on the clarification of the downtown core; from the High School to the 4-way stop and Main and Harbor; and the 4-way stop to the corner of Harbor and Hwy 101. Mr. Urling stated he is looking for clear direction from the Commission. Discussion continued on the necessity of mini storage and Mr. Urling noted the idea is not to eliminate, just control the locations. The Commission concurred.

PUBLIC COMMENT

Mr. Scott Widdicombe spoke about the challenge of informing citizens about what is going on in the city, and suggested an electronic newsletter. He also spoke briefly about community center.

There being no further business Mayor Balensifer adjourned the regular meeting at 7:28 p.m.

APPROVED:

  
Henry Balensifer, Mayor

ATTEST:

  
Dawne Shaw, Deputy City Recorder