

MINUTES  
Warrenton City Commission  
Regular Meeting – November 28, 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: Rick Newton, Pam Ackley, Tom Dyer, Mark Baldwin and Mayor Henry Balensifer

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

#### COMMISSIONER COMMENTS

Commissioner Newton thanked Katie Frankowicz for the newspaper article regarding the need for volunteers for the Warming Center, and noted insurance parameters that require more volunteers. He also gave a brief update on the tsunami talk by Tom Horning at the Rental Association meeting.

Commissioner Ackley welcomed everyone and gave a brief update on the data collection for the Hammond marina. She also thanked Warrenton Fiber, Hampton Lumber Mills and Walmart for helping to put out 100 turkey baskets for the Warrenton-Hammond school district children and families.

Mayor Balensifer gave a brief update on the first meeting of the Clatsop County housing study task force. He thanked Commissioner Newton for agreeing to head up the mini storage task force, and noted he hopes for a quick turnaround time. Brief discussion followed on access to medications/prescriptions during emergency situations. Mayor Balensifer noted the Waterfront Revitalization Plan from 1994, and stated he will get copies to the Commission.

City Manager Linda Engbretson requested to add an agenda item - a Letter of Support for Clatsop County's Emergency Management Division. Mayor Balensifer noted it would be added as agenda item 7-E, and there were no objections.

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

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

PUBLIC COMMENT (Agenda Items) – None

BUSINESS

Community Development Director Skip Urling presented Resolution No. 2508, setting a Public Hearing for January 8, 2018, to consider a petition from Clatsop County to vacate several unimproved streets in the North Coast Business Park. He noted the area is east of Costco, and explained the street locations as outlined in the agenda packet. Mr. Urling stated staff finds the petition complete and in order, and that vacating the subject streets will ultimately facilitate the County's efforts to develop the business park.

**Commissioner Ackley made the motion to adopt Resolution No. 2508; *Setting a Public Hearing Date of January 8, 2018, to consider a petition from Clatsop County to vacate several unimproved streets in the North Coast Business Park.* Motion was seconded and passed unanimously.**

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

Community Development Director Skip Urling presented a request of License to Occupy SW Juniper Avenue Right-of-Way (ROW), from Bradd and Samantha Beckett. He noted the request is for a portion of the western SW Juniper ROW, north of SW 1<sup>st</sup> Street, to erect a fence. Mr. Urling stated there are no city utilities in the subject portion of the ROW and the fence would meet site distance standards. Brief discussion followed.

**Commissioner Ackley made the motion to approve the License to Occupy that portion of the SW Juniper right-of-way adjacent to 1002 SW 1<sup>st</sup> Street, also identified as Tax Lot No. 81020AA01100, by Bradd and Samantha Beckett for a fence and landscaping improvements. Motion was seconded and passed unanimously.**

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

Interim Public Works Director Collin Stelzig presented project change order #4, for the SE Ensign pump station rebuild and Force Main construction project. He noted the project has been substantially complete, and during final closeout, they have negotiated a couple long standing items they intend to finalize as part of this change order. He stated this change order includes three items, as outlined in the agenda memo, and is in the amount of \$2,137.56. Mr. Stelzig noted an error on the dollar figure in the agenda memo, stating the correct amount is \$2137.56. Discussion followed on the use and safety of asbestos pipe in Warrenton. Mayor Balensifer asked Mr. Stelzig if the asbestos pipe posed a public safety risk; Mr. Stelzig clarified there was no risk.

**Commissioner Newton made the motion to approve Change Order #4 in the amount of \$2,137.56 to Big River Construction. Motion was seconded and passed unanimously.**

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

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Fire Chief Tim Demers presented the HGAC (Houston/Galveston Area Council) purchasing agreement for purchase of a Kenworth T800 model Water Tender from US Tanker, to replace their 1978 model. He noted the Fire Department has been awarded a \$350,000 grant from the Assistance to Firefighters/FEMA program; this includes \$16,667 in matching Fire Department funds. He noted the matching funds will come from the Fire Department's existing budget, but receipt of the AFG money will require a supplemental budget to expend it. Brief discussion followed.

**Commissioner Newton made the motion to approve staff's request to purchase a Kenworth Water Tender from US Tanker, a brand of Spartan ERV. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson presented a letter of support for Clatsop County Emergency Management Division, for a grant to fund an update the EOP for Warrenton and Gearhart. Mayor Balensifer stated he is really excited to see this and excited to work with Gearhart. Discussion followed on the placement of the emergency sirens.

**Commissioner Ackley made the motion to authorize the Mayor's signature on the letter of support for the Emergency Operations Plan update project between the City of Warrenton and Gearhart, administered by Clatsop County. Motion was seconded and passed unanimously.**

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

PUBLIC COMMENT – None

There being no further business Mayor Balensifer adjourned the meeting at 6:26 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, Deputy City Recorder