

MINUTES  
Warrenton City Commission  
Regular Meeting – November 12, 2019  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Analyst Trish Hayrynen, Public Works Operations Manager Kyle Sharpsteen, WWTP Operator Brian Alsbury, Police Chief Mathew Workman, Building Official Bob Johnston, Finance Director April Clark, Harbormaster Jane Sweet, Librarian Kelly Knudsen, Deputy City Recorder Lindsay Duarte, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 10.08.19
- B. City Commission Special Meeting Minutes – 10.10.19
- C. Monthly Finance Report – September 2019
- D. Police Department Monthly Statistics – September 2019
- E. Community Library Quarterly Report – November 1, 2019

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

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

COMMISSIONER REPORTS

Mayor Balensifer stated it is good to be back, but more importantly it is good to see Commissioner Dyer back. He stated he appreciated Commissioner Newton stepping in while he was on vacation.

Commissioner Newton noted the second graders field trip; he stated he was bothered by certain circumstances brought to his attention. He noted Nettie's retirement party. He noted he attended the Pacific Safety Council (PSCC) Meeting. He continued to note his activities for the past month and announced he will be going to Grand Ronde where Mayor Balensifer will be a keynote speaker. He noted the ADA access in front of his commercial building and the process he went through.

Commissioner Dyer thanked everyone for their prayers. He noted he was blessed to get a new liver.

Commissioner Ackley welcomed Commissioner Dyer back; she stated he was missed.

Commissioner Baldwin was glad Commissioner Dyer is back.

City Manager, Linda Engbretson, echoed the commission; stating she is happy to have Commissioner Dyer back.

City Recorder, Dawne Shaw, also noted she was happy to see Commissioner Dyer back.

City Manager, Linda Engbretson, asked the newly retired Library Site Manager, Nettie- Lee Calog, to join her up front. Ms. Engbretson gave a few words about Nettie-Lee Calog. Mayor Balensifer presented Ms. Calog with a plaque of appreciation and also gave a few words. Ms. Engbretson introduced, new Librarian, Kelly Knudsen.

Mayor Balensifer presented a certificate of appreciation to Jeanne Smith for her Community Building efforts regarding the Fall Festival; he gave a few comments. Mr. Hoxsey noted there were one hundred donated items and they ran out after 3 hours; he spoke highly of the event.

#### PUBLIC COMMENT

Mr. Dennis Boyer commented on the crosswalks on Main Avenue. He noted they are poorly marked and dangerous for pedestrians. Public Works Director, Collin Stelzig, responded; stating he has reached out to ODOT to get the crosswalks taken care of. Ms. Engbretson noted she will follow up. Mayor Balensifer asked for a written determination from ODOT stating who is responsible for maintaining the crosswalks and then lobbying to get the crosswalks marked. Commissioner Newton noted at the corner of 3<sup>rd</sup> and Main it is difficult to cross due to traffic. Commissioner Dyer gave comments on options for visibility.

Mr. Tony Faletti commented on the fall festival; he noted the attendance and that he would like it to become an annual event. He also asked about the dredging at the Hammond Marina. Harbormaster, Jane Sweet, noted the pre-dredge meeting is set for later this week and dredging should start next week.

#### PUBLIC HEARING – None

#### BUSINESS ITEMS

Mayor Balensifer introduced Jeff Rusiecki, Warrenton Reserve Police Officer and 911 Emergency Communications Manager for Astoria. He gave comments on safety issues and the benefits of consolidation of 911 services. Mr. Rusiecki gave a presentation on the State of 911 in Clatsop County. He noted the history of 911, and the process that takes place when a call comes in. He reviewed the presentation as outlined in the agenda packet material. Discussion followed.

Building Official, Bob Johnston, presented Resolution No. 2552 for its first reading. He noted the proposed changes and explained there are 3 proposals/options. Mr. Johnston explained the reasoning behind his recommendation. He continued to explain the deferred submittal fees and noted of the three options he is recommending a flat fee of \$750.00. He described in detail the process and staff time involved in a Deferred Submittal, and explained why the \$750.00 is an adequate fee for cost recovery.

#### MINUTES

Warrenton City Commission

Regular Meeting –11.12.19

Page: 2

Mayor Balensifer noted the need to delineate/explain the difference between major and minor deferred submittals so that it is clear what would qualify given each circumstance. Brief conversation continued. Commissioner Baldwin stated he discussed this with Mr. Johnston, and he supports him in this. He asked for clarification on a specific matter; Mr. Johnston explained. Discussion continued. The Commission agreed to the \$750 fee; changes will be reflected at the second reading.

**Commissioner Baldwin made the motion to amend Exhibit B; Resolution No. 2552 with deferred submittal fee of \$750 per deferred item and eliminate the percentage value. Motion was seconded and passed unanimously.**

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

**Commissioner Baldwin made the motion to conduct the first reading of resolution No. 2552.**

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

Mayor Balensifer conducted the first reading of Resolution No. 2552; A Resolution Amending Exhibit B of Resolution No. 2538, Building Permit Fees.

At 7:23 p.m. Mayor Balensifer recessed the City Commission meeting to conduct the Urban Renewal Agency meeting.

At 7:41 p.m. Mayor Balensifer reconvened the regular City Commission meeting.

Community Development Director, Kevin Cronin presented Ordinance No. 1231 for its second reading. Mayor Balensifer noted some amendments he would like to add to the development code WMC 16.244.070. He explained his concern is that the code is not explicit, and in his opinion we should require that if any major new developments occur or if a certain time period has expired that a traffic study would need to be re-done. A brief conversation continued. Mayor Balensifer stated issues with WMC 16.244.050. Mr. Cronin stated he will discuss the changes with the applicant, and then bring it back to the Commission in December. Brief discussion followed.

**Commissioner Ackley made the motion to table item 7 C. Motion was seconded and passed unanimously.**

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

Harbormaster, Jane Sweet, discussed the Columbia River Bar Pilots request to use the area north of the Warrenton Marina for a possible settlement pond for dredge spoils. Representative of the Columbia Bar Pilots, Brian Junes, discussed the dredging and timeframe. Discussion followed. Mayor Balensifer noted it would be great to synchronize future dredging mobilization costs at the marinas to help take down the costs. Secondly, for using the proposed land for four months, it would be great to have partnership in improving the area. Discussion continued on improvements of the location and the impact the weight of dredge spoils on pipes may have. Mayor Balensifer asked the Commission if they are comfortable with consensus that staff negotiate what can be done with the mobilized equipment that will be on site to improve the marinas, and to negotiate improvements that can be accomplished in tandem with this

project after the fill has been removed, and to allow the fill to be there. The Commission and City Manager agreed.

Community Development Director, Kevin Cronin presented Ordinance No. 1230 for its second reading. Mayor Balensifer asked if the substantial amendment does not affect the food pod. Mr. Cronin confirmed it does not.

**Commissioner Dyer made the motion to conduct the second reading by title only of Ordinance No. 1230. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second reading by title only of Ordinance No. 1230; Approving the Warrenton Urban Renewal Plan Amendment.

**Commissioner Dyer made the motion to adopt Ordinance No. 1230. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Public Works Director, Collin Stelzig, and Public Works Analyst, Trish Hayrynen, presented a cost of living analysis. Mr. Stelzig noted Ms. Hayrynen did all the work on this. Mayor Balensifer asked for an addendum before posting on website. Mr. Stelzig explained the analysis. Commissioner Newton discussed “real market value.” Mayor Balensifer asked to include the “percent” in the next Warrenton Wire. He also recognized Ms. Hayrynen for her work on this. Brief discussion continued on the capacity, growth, and the costs to cover the infrastructure. Mr. Stelzig noted that conversation is at least 4 months out.

GOOD OF THE ORDER - None


There being no further business, Mayor Balensifer adjourned the regular meeting at 8:30 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, City Recorder