

MINUTES  
Warrenton City Commission  
Regular Meeting – February 25, 2020  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:01 p.m. and led the public in the Pledge of Allegiance

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

Staff Present: Assistant City Manager Kevin Cronin, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Matthew workman, Deputy Recorder Lindsay Duarte, and Fire Chief Brian Alsbury

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 2.11.20
- B. Police Department Monthly Statistics – February 2020
- C. Water Loss Percentage by year
- D. Finance Department Monthly Report- February 2020
- E. Clatsop County Tobacco Retail License Ordinance

Commissioner Newton noted corrections to the 02.11.20 Meeting Minutes. He inquired about the final percent commission had reached consensus on for raising the city utility franchise fees. A brief discussion continued. Mayor Balensifer requested the record reflect that commission did come to a 5 percent consensus

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

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

Mayor Balensifer requested to add item Business Item 7.H- Goals to the agenda. There was consensus

COMMISSIONER REPORTS - None

PUBLIC COMMENT

Daughters of the American Revolution, Sue Glen, asked for Diane Collier to approach the podium. Mayor Balensifer waived the speaker timer. Ms. Glen, on behalf of the National Society of the

Daughters of the American Revolution and the Astoria chapter presented Diane Collier an award for excellence in community service for her historic preservation of the town of Warrenton.

PUBLIC HEARING – None

BUSINESS ITEMS

Police Chief, Matthew Workman, introduced Police officer, Dan Carpenter. Chief Workman gave a brief background on Officer Carpenter. He briefly described the process that Officer Carpenter will go through to be eligible to apply for his basic certificate in Oregon. He continued to note that he fully expects to have Officer Carpenter out on his own by March 2020. Officer Carpenter's family member, Ms. Dixie Black, Pinned the badge on Officer Carpenter and Mayor Balensifer administered the Oath of Office.

Public Works Operations Manager, Kyle Sharpsteen, explained that Public Works is trying to organize the department. He noted that at the moment they have several pieces of equipment and materials that are to be decommissioned and should be declared surplus property. He reviewed the list of items that the department has included in their surplus. A brief conversation continued. He explained that for some of these items there may be monetary value involved.

**Commissioner Dyer made the motion to declare the listed items as “surplus” and dispose of it according to current administrative policies. Motion was seconded and passed unanimously.**

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

Public Works Director, Colin Stelzig, explained the Two Safe Pedestrian Routes Project contract. He continued to explain the scope of work that this contract would encompass and the public process that would be followed. He noted that July 1<sup>st</sup> they plan to submit an application to the State to apply for available grants. Commissioner Baldwin asked for clarification on the selection process for engineers the city uses. Mr. Stelzig noted the process for which the city follows pertaining to the selection and retention of engineers. Conversation continued. Mayor Balensifer noted the Two Safe Pedestrian Routes Project has been a commission priority for a long time. He continued to note if we can get this going it would be a real success and a win for the citizens.

**Commissioner Ackley moved to award the contract for the Two Safe Pedestrian Routes Downtown to High School and Downtown to Fred Meyer to OTAK Inc. Motion was seconded and passed unanimously.**

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

Public Works Director, Colin Stelzig, explained the proposal for consulting services to complete an outside City Water Service Evaluation. He explained the four things this contract will do; they will look at how long we will have our water source last with and without new connections outside the city limits, if we should continue to provide people outside our city limits with water, what we should be charging for providing water to areas outside our city limit, and what it would take financially to increase our service water capacity. He continued to discuss other benefits this water service evaluation would

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provide. He noted in August 2019 a rough analysis was completed and gave details on the findings. Mayor Balensifer asked what time frame we could expect to have analysis completed by. Mr. Stelzig clarified. Mayor Balensifer asked commission for their consensus on how to proceed pertaining to water service outside city limits until getting the analysis back; should we not serve outside water until we get this back? Discussion continued. Commissioner Newton asked Mayor Balensifer for clarification as to what he is asking going forward for outside city limits water connections. Mayor clarified his suggestion would be to have no new connections until we have a better handle on the bigger picture. Brief discussion continued. Commissioner Ackley suggested limiting connections to larger developments and allow only singular applications such as single family connections. Mayor Balensifer clarified in simple terms; if you are subdividing than we would decline, but if it's a person doing their own home as a single application that would be acceptable. A brief conversation continued on the capacity of the water plant. Commissioner Baldwin noted that we should potentially come up with a fluctuating water rate. Mayor Balensifer asked Mr. Stelzig to come back next commission meeting with a proposal on what applications would be accepted until the analysis is completed. Commissioner Newton asked for clarification on the contract. Mr. Stelzig clarified.

**Commissioner Baldwin made the motion to award the contract for consulting services for the outside city water service evaluation project to Murraysmith INC. Motion was seconded and passed unanimously.**

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

Fire Chief, Brian Alsbury, discussed two grants through the FEMA Assistance to Firefighters Grant Program (AFG). He briefly explained the financial responsibility the City would have, and noted it would save the City a substantial amount if we received these grants. He explained one grant is to replace the departments aging SCBA. The second grant is to replace E-2721 at the Hammond Station with a type 3. Chief Alsbury noted the benefits that the fire truck would have on the city. Leonard Hansen is helping write the grants.

**Commissioner Ackley made the motion to have the Fire Department apply for both an SCBA grant and apparatus grant. Motion was seconded and passed unanimously.**

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

**Commissioner Newton made the motion to use funds from the apparatus replacement fund FY 2020/2021 for the required matching grant funds. Motion was seconded and passed unanimously.**

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

Chief Workman presented Ordinance Amendment No. 1236 changing the Police Officer Training Fee on convictions from the Warrenton Municipal Court to \$20.00 for traffic convictions and \$40.00 for criminal convictions. He noted that no public comment was received.

**Commissioner Newton made the motion to conduct the second reading by title only of Ordinance No. 1236. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second reading by title only of Ordinance No. 1236 amending section 3.32.010- Imposition of Fee of the City of Warrenton Municipal Code; Amending Ordinance No. 1131-A.

**Commissioner Newton made the motion to adopt Ordinance No. 1236. Motion was seconded and passed unanimously.**

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

Chief Workman presented Resolution No. 2561 for its second reading and noted the changes; an amendment changing the administrative fee on police impounds creating a bifurcated fee of \$200.00 for vehicles seized for driving under the influence of intoxicants (809.720), Violation driving while suspended or revoked (811.175), Criminal Driving while suspended or revoked (811.182), or driving uninsured (806.010) and \$120 for all other statutes where vehicle is impounded.

**Commissioner Dyer made the motion to conduct the second reading of Resolution No. 2561 changing the Administrative Fee on vehicle impounds as stated and to repeal Resolution No. 2159. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second reading of Resolution No. 2561. Adopting Administrative Fee on Vehicles Impounded Under Provisions of Oregon Revised Statutes 809.720: Establishing February 25, 2020, as the Effective Date, Repealing Resolution No. 2159.

**Commissioner Ackley made the motion to adopt resolution No.2561. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted item 7-H; Goal setting. He presented the four goals for the up and coming fiscal year: finish city initiatives that have been started; identify and accelerate Urban Renewal Agency Projects; identify areas lacking infrastructure and determine solutions by mapping them out using Public Works GIS system and give more certainty to individuals that want to do something with their properties; improve existing services by trimming non-core service contributions or reviewing them and determining new revenue sources. Commissioner Ackley asked to repeat number four. Mayor Balensifer clarified number four. He asked for Commission's consensus on the concept goals for the up and coming fiscal year to continue by directing staff to present them in a formal document for next meeting. A unanimous consensus was reached on the goals.

DISCUSSION ITEMS - none

GOOD OF THE ORDER

Commissioner Newton- reported on the RDI Class for grant writing, there were people from all over and he is amazed with the impact the class is going to make. He continued to explain the grant class and the information he found from the class.


Mr. Cronin reported on the Chamber Breakfast at Astoria Brewing. Thursday he is heading to Corvallis for an open street lecture. He explained Sunday Streets and noted in the near future Commission should expect a Work Session or discussion item outlining the event application. He stated he appreciates being in the Assistant Manager chair for the night. Mayor Balensifer asked commission if they had preference on making Sunday Streets a discussion item or a work session. There was no preference. Mayor Balensifer stated it would be staffs decision.

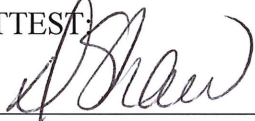
Mayor Balensifer noted he was invited to speak at the Chamber breakfast to give an update on Warrenton. He noted the positive feedback the City has been receiving. Commissioner Newton gave Mayor Balensifer praise for making more Town Halls and Commissioner Dyer noted his praise as well.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:42 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:  
  
Dawne Shaw, City Recorder