

MINUTES
Warrenton City Commission
Regular Meeting – March 24, 2020
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, City Attorney Spencer Parsons (via phone), Finance Director April Clark, Police Chief Mathew Workman, Fire Chief Brian Alsbury and City Recorder Dawne Shaw

Mayor Balensifer noted the mayor's statement and the proclamations are removed from the agenda.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 3.10.20
- B. Police Department Monthly Statistics – February 2020
- C. Monthly Finance Report – February 2020

City Recorder, Dawne Shaw, noted a correction to the consent calendar – the City Commission Meeting Minutes are for the 03.10.20 meeting, not the 02.25.20 as listed on the agenda.

Commissioner Baldwin made the motion to approve the consent calendar as amended. Motion was seconded and passed unanimously.

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

COMMISSIONER REPORTS/GOOD OF THE ORDER – None

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

Finance Director, April Clark, discussed Resolution No. 2563; a budget adjustment for the Warrenton Library. Ms. Clark discussed an error in the contributions to PERS for a retired employee. She continued to note that in order to correct the issue they are requesting to move money from contingency to retirement funds to allow for the contributions payment needed. She outlined the memo presented in the meeting material packet and noted this adjustment is necessary.

Commissioner Dyer made the motion to adopt Resolution No. 2563; Approving and Adopting Increases and Decreases to the 2019-2020 Budget by Making an Intrafund Transfer of Appropriations. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted the city commission goals are outlined in the meeting material packet and continued to note that they may need to be flexed a bit with the current situation (COVID-19), regardless we should still have a plan outlined for the city. City Manager, Linda Engbretson, stated we have been making pretty good progress on some of these goals already, and it is unfortunate that we will be stalled for a bit. Commissioner Newton commended Mayor Balensifer for putting the commission goals together and he feels it is important.

Commissioner Baldwin made the motion to adopt the Fiscal Year 2020-2021 Goals as drafted by the City Commission at the February 22, 2020 annual retreat, and as attached. Motion was seconded and passed unanimously.

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

City Manager, Linda Engbretson, noted this is a house keeping measure, however, we still need to go through the Ordinance adoption process. She continued to explain that we had inadvertently attached an earlier legal description to the ordinance adopting the Urban Renewal Substantial Amendment. She noted Ordinance No. 1237 which amends the legal description, will be recorded in the Records of Clatsop County.

Commissioner Dyer made the motion to conduct the first reading by title only of Ordinance No. 1237. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading by title only of Ordinance No. 1237; Amending the Legal Description of Ordinance No. 1230 an Ordinance Making Certain Determinations and Findings Relating to Improving the Warrenton Urban Renewal Plan Amendment.

DISCUSSION ITEMS

Ms. Engbretson discussed the temporary policies put in place due to COVID-19. She noted some of the issues previously discussed at the Emergency Meeting on Saturday. She explained that given the current situation the City is temporarily not enforcing utility shut offs; we went from around 13, and if we implemented shut offs now it would be 63; a significant increase. She continued to note that as issues come up regarding the COVID-19, City Hall is prepared to take appropriate actions as needed. Mayor Balensifer noted that the Warrenton Police Department put out a notice on their Facebook Page warning citizens to lock their cars and homes. He asked Chief Workman if he could explain this post in greater detail. Chief Workman explained the uptick in car prowls; and stated it was posted to give a friendly reminder to citizens. Mayor Balensifer inquired about the kind of calls the Police Department has been receiving since the order to vacate was given. Chief Workman gave an update on the calls received pertaining to potential violations of the order; mostly calls on vacation rentals and businesses

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that may have been operating when they should not have been. He requested people not call 911 for violations of the executive order no matter what the violation is. He continued to state if it is not an emergency it is important to not tie the emergency lines up. If people are going to call in on social distancing and similar violations such as groups gathering this should be done on the nonemergency lines.

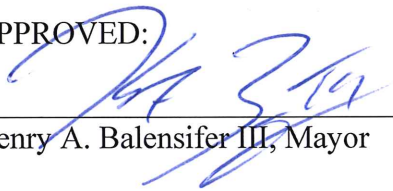
Ms. Engbretson stated she is extremely proud of all city employees for working professionally and taking concerns seriously. She also commended the community for all they are doing to make this time easier for all of us. Discussion continued on guidance for permitting certain industries that may need temporary housing/hotel and how to handle the matter. Ms. Engbretson noted that the businesses have been working well with the City and she is comfortable with taking on these situations on a case by case basis. Chief Workman noted he will reach out to the South Jetty to make sure they have up to date information. A brief conversation continued.

At 6:20 p.m. Mayor Balensifer announced they will now meet in executive session under authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.* He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:40.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder.

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder