

MINUTES  
Warrenton City Commission  
April 14, 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 Balensifer, Tom Dyer, Mark Baldwin, Pam Ackley (via phone), and Rick Newton (via phone)

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Finance Director April Clark, Community Development Director Kevin Cronin (via phone), Fire Chief Brian Alsbury, Police Chief Mathew Workman and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Emergency Meeting Minutes – 3.21.20
- B. City Commission Regular Meeting Minutes – 3.24.20
- C. Community Center Advisory Board Minutes – Oct. 2019
- D. Community Center Advisory Board Minutes – Nov. 2019

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

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

COMMISSIONER REPORTS – None

PUBLIC COMMENT

Public Comment submissions (emailed): Cindy Yingst wrote regarding the dissolution of the WBA. Kimberly Nichols wrote regarding engineering standards for development.

PUBLIC HEARING – None

BUSINESS ITEMS

City Manager, Linda Engbretson, noted this resolution is a house keeping measure for Warrenton Municipal Code related to adopting the Oregon Fire Codes and the Oregon Structural Specialty

Codes. Commissioner Baldwin asked about section B1 & B2 (Fire Flow Requirements) and noted his concerns. He continued to note he would like a way to eliminate some of the gray areas of the code with more defined verbiage. A brief discussion continued. Mayor Balensifer noted a lack of clarity on the standard can be a problem at times, however, too strict of a code standard can also become a problem. Ms. Engbretson noted that she trusts that the Fire Chief and the Building Official will make good choices based on the safety of the community and best practices. Commissioner Baldwin stated he has no doubt that they will make good choices, however, his concern is we are putting them in a tough spot not having a clear definition in place. Brief conversation continued. Ms. Engbretson stated she can have a meeting with the Building Official and Fire Chief before the next reading to see if there is any additional commentary to add.

**Commissioner Dyer made the motion to conduct the first reading, by title only, of Ordinance No. 1238. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1238; An Ordinance Amending Warrenton Municipal Code, Chapters 15.04.010, 15.04.180, 15.08.030, 15.08.070 and 16.152.060.

Ms. Engbretson presented Ordinance No. 1237 for its second reading and adoption. She noted this was brought before the commission at the last meeting to correct the legal description that was attached to the substantial plan amendment. This ordinance is a necessary housekeeping measure to correct the legal description of the Urban Renewal Plan Substantial Amendment, which was adopted on November 12, 2019.

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

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

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

**Commissioner Ackley made the motion to adopt Ordinance No. 1237. Motion was seconded and passed unanimously.**

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

Mayor Balensifer discussed Ordinance No. 1239. He stated this was a long time coming and noted the difference between what was initially introduced to the commission before COVID-19

and the version being introduced after; business license fees are not being increased whereas before that was discussed. This ordinance is essentially dissolving the Warrenton Business Association (WBA), reorganizing, and making the programs more direct. Mayor Balensifer noted that this was put together with consultation of the WBA. Many of the activities they felt strongly about will continue. This also gives more assurance on where the Business License Fee Funds go. He continued to give details on the changes. Ms. Engbretson noted a suggested change to the Exclusions section - item D on page 1, to add “however a City event application shall be submitted.” Mayor Balensifer stated if the event form and fee already include this, I don’t know why we need to make it explicit in the ordinance – let the record reflect that this is the staff’s explanation. Ms. Engbretson noted we will be refining the event application to include that. Mayor Balensifer stated that the forms will become much simpler and clear which is better for business. Ms. Shaw noted there was another change on page 2, Item A. She stated the first sentence should be removed; 5.04.030 paragraph A is stricken. There were no objections.

**Commissioner Baldwin made the motion to conduct the first reading, by title only, of Ordinance No. 1239. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted the ordinance title should reflect - introduced by Mayor Balensifer and Commissioner Baldwin.

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1239; An Ordinance Amending WMC 5.04 Business License Fee and Repealing WMC 2.28 Warrenton Business Association Regarding Updated Business License and Business Development Policies and Amended Codes.

Fire Chief Brian Alsbury discussed an ODF Volunteer Fire Assistance Grant (VFA); noting this grant is to purchase Wildland Personal Protective Equipment (PPE). He stated the grant requires matching funds, dollar for dollar up to \$10,000; the department intends on spending upwards of \$20,000 for the PPE, and if successfully awarded the grant would be required to spend \$10,000. The funds would come from the Apparatus Replacement Fund - FY 2020/2021 budget. Mayor Balensifer noted the current budget issues and asked if there is a need for wildland PPE. Chief Alsbury noted they use the PPE for conflagration as well as local grass/dune fires and in urban interface areas. Brief conversation continued. Ms. Engbretson noted the City has had some significant budget cuts to both the Police Department and the Fire Department and PPE is a priority. Discussion continued on conflagration, and the revenue that comes in from it.

**Commissioner Baldwin made the motion to authorize the Fire Department to apply for the VFA Grant. Motion was seconded and passed unanimously.**

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

Mayor Balensifer recessed the regular meeting at 6:24 to convene the Urban Renewal Agency meeting. The regular meeting was reconvened at 6:45.

### DISCUSSION ITEMS

Public Works Director, Collin Stelzig, discussed Engineering Standards. He noted they received 127 comments from 4 individuals and he briefly reviewed the memo that he distributed (Exhibit 1), which included 4-5 comments that require input from the commission. Mayor Balensifer asked if we signed off Kalmia with adequate turn round specs for fire turn around? Mr. Stelzig answered yes and continued to clarify that it is his understanding that all the requirements were met. Mr. Stelzig continued to review the memo/comments. Mr. Stelzig stated one month. Discussion continued on the acceptance process and inferior developments. Ms. Engbretson noted the system the City has in place for development review. Discussion continued. Mayor Balensifer noted that a lot of these issues will be alleviated with commission training opportunities, legal counsel being available, and continuing to provide training opportunities for the Planning Commission. Commissioner Baldwin noted he does not like CCB Bonds because taxpayer's money can be better spent in other aspects of the project instead of giving it to the insurance company. Brief discussion continued. Commissioner Ackley noted she agrees with Commissioner Baldwin and Commissioner Newton's point earlier in the discussion. Mayor Balensifer noted the bond element requirement is part of our municipal code and we cannot pull it out on this engineering standard as we sit, but the comments are noted. Commissioner Newton noted concerns about accepting a street (Juniper) when the city cannot afford to maintain it in the future; comments and discussion continued. Mayor Balensifer noted that is why the standards are in place, so we can look to the future and make sure the standards devolve things to the newest standard and to make sure that they last. Conversation continued. Mr. Stelzig continued presenting on curb, gutter, and edge area, noting some of it is optional. Commissioner Baldwin noted there is a lot in the code currently he would like to see trimmed back and removed. Mayor Balensifer noted for the record that they are optional. Mr. Stelzig continued to talk about planting strips pertaining to the current code. He continued his presentation pertaining to connections to sanitary sewer laterals. Commissioner Baldwin noted concerns with property owners of contractors connecting to the sewer lines. Mr. Stelzig noted he could clarify the code. Mayor Balensifer noted the public comment from the Nichols regarding the engineering standards and asked if the comments from the contractor have changed. Mr. Stelzig stated no, and further clarified. Mayor Balensifer asked if the individuals will be able to move forward with an application. Ms. Engbretson noted that she is comfortable with moving forward with them and stated they will bring something back for the next meeting; brief discussion continued.

### GOOD OF THE ORDER

Commissioner Ackley noted she is really excited about the event Spruce up Warrenton wants to do after the pandemic (Welcome Back to the Future). Mayor Balensifer and Commissioner Ackley collectively gave a few details about the event. Mayor Balensifer clarified this event would be in addition the 4<sup>th</sup> of July event if COVID-19 situation has cleared to allow for the 4<sup>th</sup>

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of July event. He noted Sunday Streets is however officially cancelled. Ms. Engbretson clarified how the decision was reached.

Commissioner Newton noted a report he sent about Alaska and COVID 19 – no confirmed cases on Kodiak island.

Commissioner Baldwin stated his wishes are that state leadership will get on board and move forward and make decisions that are right for Oregonians. He noted Clatsop County has only had a small number of cases here and would like to move back to business as usual- make decisions that are right for Oregon residents.

Ms. Engbretson noted budget season. Due to the situation, it has made the budget process more challenging and slower than usual. She proposed a one-day meeting on May 16 to get the entire budget review done in one day and still meet the deadline. Ms. Engbretson noted this will be a very tight budget – she noted the lost revenues in the TRT that will impact the beginning fund balance. She suggested canceling the CIP work session that they usually hold– just present the projects we think we can accomplish. Commission was in consensus. Ms. Engbretson noted that the budget review will be held at the community center to facilitate social distancing, Saturday, May 16.

There being no further business Mayor Balensifer adjourned the regular meeting at 7:40 p.m.

Respectfully prepared and submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, CMC, City Recorder