

MINUTES
Warrenton City Commission
June 23, 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, Mark Baldwin, Tom Dyer, Pam Ackley (via Zoom), and Rick Newton (via Zoom)

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

CONSENT CALENDAR

- A. City Commission Regular Meeting Minutes – 6.09.20
- B. Police Department Monthly Statistics – May 2020
- C. Marinas Report – July 2019 – May 2020
- D. Fire Department Activity Report – May 2020
- E. Community Library Director’s Report – March 2020
- F. Community Library Director’s Report – June 2020
- G. Monthly Finance Report – May 2020
- H. Building Dept. Report – June 2020

Mayor Balensifer commented on “FireChurch” as outlined in the Fire Department Activity Report.

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

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

COMMISSIONER REPORTS

Commissioner Newton commented that the Unity Tribute Train parade was amazing. He apologized to the commission for being late to the LOC meeting, and said he submitted a report from that meeting. He stated the emergency preparedness people are struggling as they try to

prepare for wildfire season, at the same time they are dealing with COVID-19. He also noted the new Fire Department volunteers.

Commissioner Ackley noted she heard so many great comments from the community on the Unity Tribute Train parade.

PUBLIC COMMENT – None

PUBLIC HEARING

Mayor Balensifer opened the Public Hearing on Resolution No. 2571; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2020-2021. Formalities followed and no conflicts of interest were reported. Finance Director April Clark presented her staff report. She noted State Revenue Sharing Law ORS 221.770 requires cities to pass an ordinance or resolution each year stating they want to receive State Revenue Sharing Funds. She noted the estimated revenues of \$546,856; with the General Fund portion of \$168,891, and the State Street Tax fund portion of \$377,965. She continued to state the attached resolution meets state requirements and declares the City's election to receive State Revenues for the 2020-2021 Fiscal Year. Mayor Balensifer asked for Public Comment. No one spoke in favor or in opposition. There being no further comments, Mayor Balensifer closed the public hearing. Mayor Balensifer commented on the highway user tax amount of \$377,965 from the state, and asked how much that would build in terms of a road? Public Works Director Collin Stelzig clarified. Brief discussion continued.

Commissioner Dyer made the motion to adopt Resolution No. 2571; A Resolution Declaring the City of Warrenton's Election to Receive State Revenues for Fiscal Year 2020-2021. Motion was seconded and passed unanimously.

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

Mayor Balensifer opened the Public Hearing on Resolution No. 2570; Adopting the City of Warrenton FY 2020-2021 Budget. Formalities followed and no conflicts of interest were reported. Ms. Clark presented her staff report on the proposed budget, and outlined figures as presented in the agenda packet. She noted the city-wide budget includes total appropriations among all departments and funds totaling \$32,263,083.00 for the fiscal year ending June 30, 2021. Mayor Balensifer asked Ms. Clark to clarify how much the budget can be changed after its approval by the budget committee. Ms. Clark stated a few things can be changed – could reduce the tax amount; can reduce expenditures but would also have to reduce resources in the same amount. You can increase expenditures with a corresponding increase in resources, but not by more than \$5,000 or 10% of the total expenditures of the fund – whichever is greater. She noted it is very limited as to what can be changed once the budget committee has approved the budget. City Manager Linda Engbretson added that while we were very conservative across all funds, it will be necessary to closely monitor our revenues this year to maintain our staffing levels and services. There was a lot unknown as we were preparing this budget. She stated the reduction in

transient room taxes is having a significant impact to the general fund; and noted the reduction of \$250,000 to the beginning fund balance, compared to what we had last year. She stated it is a concern and we will continue to watch that closely. Ms. Engbretson also noted the budget includes two local option levies and gave the specifics on them. She thanked staff and the budget committee for their work on the budget. Brief discussion followed. Mayor Balensifer asked for public comment. No one spoke in favor or in opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Newton made the motion to accept the 2020-2021 budget as approved by the Budget Committee. Motion was seconded.

Commissioner Newton made the amended motion to adopt Resolution No. 2570; Adopting the 2020-2021 Budget as Approved, Submitted and Acted Upon by the Levying Board and Budget Committee of the City of Warrenton, Making Appropriations and Levying Taxes for Municipal Purposes of the City of Warrenton for the Fiscal Year Commencing July 1, 2020 and ending June 30, 2021. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS

Mayor Balensifer noted for the public's interest that we did not have a Capital Improvement Program (CIP) work session due to COVID-19 pandemic, and that it is unchanged – it is a carryover.

Commissioner Dyer made the motion to adopt the 2021-2026 Capital Improvement Program as presented. Motion was seconded and passed unanimously.

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

Ms. Clark discussed the city's audit services contract with Isler CPA's, noting the three-year term has ended. The current contract allows for an option to renew for two more years. Isler has been our auditor for 13 years; the last time an RFP for auditing services was performed, Isler was the only respondent. She noted there is no increase in costs for the extension. Discussion continued.

Commissioner Dyer made the motion to approve the two-year renewal option to the contract for Auditing Services as per the attached proposal letter dated June 1, 2020 from Isler CPA. Motion was seconded and passed unanimously.

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

Public Works Director, Collin Stelzig stated the city hired Civil West Engineering to help get us through the process of selecting a low-pressure sewer system that will work for the whole city.

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This is the first phase and Civil West is going out and helping us select the actual system. He noted the selection criteria as outlined in the packet material and explained the scoring process. Mr. Stelzig stated he is asking the Commission for approval to advertise for proposals. Mayor Balensifer asked if this is to determine what we are creating as the standard for grinder pumps; Mr. Stelzig confirmed it is. Brief discussion followed on the life of the grinder pumps. Ms. Engbretson thanked staff for their work on this; noting we have come a long way and this discussion has been around a long while.

Commissioner Ackley made the motion to approve the documents to allow for advertising a Request for Proposal for a Grinder Pump System. Motion was seconded and passed unanimously.

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

Mr. Stelzig discussed a contract with Murraysmith in the amount of \$64,662.00, for the replacement of raw water lines. Murraysmith conducted further assessments of the surface water system to identify options for increasing supply during peak demands. He reviewed the findings as outlined in the packet material, and recommended using Murraysmith to complete the engineering services related to replacing the existing raw water pipeline in addition to researching possible storage expansion or modification as detailed in their scope of work. He noted it is getting quite difficult with water rights, and the availability of water. There are a couple different modeling scenarios he would like them to look at. Mr. Stelzig stated this is about the fiberglass pipe that needs to be replaced; and further clarified what this phase entails. He continued to outline options and possibilities. Discussion followed on SDC's for out of city water. Mr. Stelzig noted he will be coming back with something on out of city water and will discuss how to move forward.

Commissioner Baldwin made the motion to award the contract for the Raw Water Facilities Evaluation to Murraysmith. Motion was seconded and passed unanimously.

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

Fire Chief Brian Alsbury discussed two fire department vehicles he is recommending to declare as surplus: Tender 2731 – a 1997 Ford LT-900, and a 1997 Chevy Tahoe Command 2761. He explained the current condition of each vehicle and recommended declaring Tender 2731 as surplus in accordance with Warrenton Municipal Code; and declaring Command 2761 as surplus and transferred to Elsie-Vinemaple Fire Department who has expressed interest.

Commissioner Dyer made the motion to declare Fire Department vehicles Tender 2731 and Command 2761 as surplus under WMC 3.28.080. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Commissioner Newton noted an ad in an Alaska newspaper regarding masks. He stated the FFA has announced they will be having their live auction at the Fairgrounds August 1. He also noted that tentatively August 1, Arnie's will be open.

Commissioner Ackley thanked Spruce Up Warrenton for their work on organizing the Unity Tribute Train parade, and thanked Kelsey Balensifer and Police Chief Workman for their work as well. She stated she is looking forward to more fun coming.

Commissioner Dyer also commented on the parade, stating it was awesome to see all positive stuff; we really needed it at this time. It was inspiring to see.

Commissioner Baldwin also spoke about the Tribute parade, noting he was incredibly surprised and amazed at the turnout.

Mayor Balensifer reminded everyone that every month the library is doing grab and go bags, which are crafts and experience bags, that come with a book. They are doing 200 a month. He also asked the commission to think about the vacant building registry. He stated he knows of at least two businesses that want to come here, but the vacant buildings are hindering them. The buildings are degrading significantly and severely, and if there is a way the commission can get involved in helping to bring about revitalization and business development, it would be good for us to do so. Anything that we can do to get Warrenton back on the rebound is important for us to do. He noted the available facade improvement grants and other options, and stated he thinks this is something we should be considering and encouraged other commissioners to think of other ideas to help move the city along. Ms. Engbretson stated she can reach out the Chamber or CEDR. She also noted the planning department services will be curtailed for a while with Mr. Cronin leaving. Brief discussion continued on the hours the planning consultant will be available.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:44 p.m.

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder