

\* *Scrivener's error corrected*  
8.11.2020 *JD*

MINUTES  
Warrenton City Commission  
July 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, Pam Ackley (via Zoom), and Rick Newton

Excused: Mark Baldwin

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Fire Chief Brian Alsbury, RARE Program Participant Morgan Murray, City Attorney Spencer Parsons (via Zoom), and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Regular Meeting Minutes – 6.23.20
- B. Community Library Board Meeting Minutes – 12.13.19
- C. Community Library Board Meeting Minutes – 3.13.20
- D. Public Works Project Updates

Mayor Balensifer asked about the status of the Carruthers viewing dock; City Manager Linda Engbretson noted it is a legal issue (railroad issue), that had gone to the bottom of the priority pile. She stated it will be moved back up on the priority list. Mayor Balensifer also asked about the status of the Warrenton trails wayfinding signs; RARE Program Participant Morgan Murray clarified she is working on a purchase order for the signs. Commissioner Newton questioned the wording at the bottom of page 5 of the Public Works updates, noting it states “work could take place this summer” – Public Works Director Collin Stelzig stated they are still working on getting the low pressure system approved this summer; work would most likely take place next summer.

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

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

COMMISSIONER REPORTS

Commissioner Newton stated the CERT team will help the fire department hand out masks Thursday from 4-7; He also noted he sits on the Pacific Safety Coordination Council and spoke briefly about the movement to defund the police, and the impact of the lack of available public services.

Commissioner Dyer noted that as a cop, you often end up being a babysitter with the mental health issues, as there is no place to take them.

Ms. Engbretson stated Police Chief Workman received an email on behalf of the Lower Columbia Youth Soccer Association; this weekend there are 90 female teenage soccer players from the Crossfire United Oregon Soccer Club that are scheduled to play. She noted they have very specific guidelines and safety measures in place. Mayor Balensifer noted for the record – the Governor has officially stated that the enforcement on the mask policy is with OSHA, not with local police departments, and not by calling 911.

PUBLIC COMMENT – None (2 comments received via email, from Tim Lyman which will be submitted into the permanent record; City Manager will address.)

PUBLIC HEARING – None

#### BUSINESS ITEMS

Fire Chief, Brian Alsbury discussed updates to outdoor burning regulations and burn permits. He presented Ordinance No. 1241 for its first reading. He noted after receiving guidance and direction from the commission, he came up with policy changes and an ordinance regarding burn permits. He summarized the updates as outlined in the agenda material; asking that the Fire Department control burn permits by making site visits of the citizens looking to obtain a burn permit. This will allow them to educate the applicant on the policy, state guidelines and laws, and then inspect the site to ensure the proposed burn size and location is safe and appropriate. He noted the proposed fees for burn permits as outlined in the agenda packet. Mayor Balensifer noted concerns about enforcement and compliance; and suggested a 1-year amnesty period on fees, except for burn piles, to give us time to roll it out. Chief Alsbury noted the fee is to recoup their time spent on processing and inspecting burn permits. Ms. Engbretson noted we are going into fire season now, so we will not be issuing any permits at this time. Mayor Balensifer stated he wants to be sensitive to people's ability to pay; and also doesn't want to create a situation where in implementing a new system, we end up creating a new spot where people just won't apply for a permit. Commissioner Newton stated he does not have a problem with the fees – he has a problem with not calling in when you burn, which could result in false alarms. He thinks people should still have to call in. The commission continued discussing options of completing an online form and calling in to notify the fire department of a burn. Ms. Engbretson noted the previous meetings and the work that has gone into this; and adding technology with limited staff is not possible. She stated she would like to see this move forward and see what works and what does not. Brief discussion continued. Chief Alsbury noted that the issued permits will be in their system, and if they get a call, they can look at their phone or tablet, to verify if a burn permit was

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issued to that address. Then a single resource (duty officer) can be sent out to confirm that everything is alright, rather than sending out three vehicles for a permitted back yard burn. After further discussion there was consensus for waiving the \$25 permit fee for the remainder of the calendar year.

**Commissioner Newton made the motion to conduct the first reading, by title only of Ordinance No. 1241. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1241; An Ordinance Amending Warrenton Municipal Code Chapter 8.08.030, 8.08.040 and 8.08.060, Open Burning; and Amending Ordinance No. 956-A.

RARE Program Participant, Morgan Murray presented the updated Parks Master Plan for adoption. She noted staff has updated the plan to reflect the edits requested by the City Commission. She noted the list of new recommendations included in the agenda packet material.

**Commissioner Dyer made the motion to approve the 2020 Update to the Warrenton Parks Master Plan and adopt the Updated Master Plan as presented. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS

Public Works Director, Collin Stelzig discussed a proposed fish meal processing plant and the impact it would have on the WWTP. He reviewed his power point slides to explain the hydraulic capacity issues, and noted two concerns – hydraulic capacity, and the collection system (pump stations). He noted I&I issues and continued reviewing the figures outlined in the slides. Mayor Balensifer noted Airport Director Gary Kobes and Port Commissioner Robert Stevens in attendance. Mr. Stelzig continued, and noted with the currently approved projects they expect to meet capacity in 2024; with the fish processing plant, it will be before 2022. He noted these figures are estimates and they are trying to get more accurate numbers. Mr. Stelzig stated they also have additional concerns with DEQ; we are in the process of getting our permit renewed; what they are most concerned with is an industrial user permit. He stated we do not know what is in the new permit, but they believe there is a requirement to do a survey; it may come back that we will need an industrial user program. If we wind up having industrial users, per the state requirements, then we would have to start that program up, which is expensive and time consuming. Mayor Balensifer mentioned there was talk of co-sharing resources, but he has not seen any headway on that. He stated this sounds like something that we would be forced into paying for a half-time FTE to have this program; and asked if we can we do a joint program? Mr. Stelzig stated he has discussed it with Astoria a few times; no one has been forced to start this program yet. Brief discussion continued on the industrial user program and the permit. Mr. Stelzig stated they are moving up the project to expand the WWTP. They are looking at starting

the design soon and are looking for funding. He noted he is giving the commission a heads-up of where we are at. Ms. Engbretson stated there are projects that are approved, and while we don't know if they will come through; if someone else comes in with a large subdivision or if a brewery comes in – all of these types of industrial projects are going to impact our ability to keep approving them. We will move forward with the expansion. Mayor Balensifer asked if we could pass on the costs of the permitting program onto the industrial users. Mr. Stelzig stated they believe so and Astoria believes so; whatever industrial users are online should have to pay for it. Discussion followed on I&I. The mayor noted the economic development plan in the works that will focus on industrial development, and asked if we can have a condition of approval that there may be months when they have to shut down, during heavy rain months? Mr. Stelzig agreed that could be an option. Commissioner Ackley asked if we are limiting septage deposits and how much we are allowing per day/week per company. Mr. Sharpsteen clarified – it is set up right now to take 1,000 gallons per batch and can take in about 7,000 gallons per day. Mr. Kobes noted the meeting that took place two months ago; and stated the full commission was briefed on the IGA between the two entities, which has a pretty big hammer in it in terms of the ability to levy additional charges for processing of sewer. He stated the response of the commission was “let's get this problem solved.” Mr. Kobes stated they have also ~~singed~~ <sup>\*signed</sup> an agreement with Adam Daley who is doing the I&I Study. He continued to discuss the smoke testing and I&I issues at the Port. He noted there is more work to do, but the process is underway. He also commented briefly on the proposed airport business park. Port Commissioner Stevens spoke briefly, noting the Port is dedicated to partner with the City of Warrenton and would like to see this project move forward if it can be done. Mayor Balensifer asked if the Port is working/engaging in talks with the county regarding the airport industrial park. Mr. Stevens stated nothing substantial has taken place.

City Manager, Linda Engbretson discussed the League of Oregon Cities legislative agenda for the 2021 session and asked the commission for their top priorities. Mayor Balensifer noted his top picks – Local Speed Setting Authority; Property Tax Reform; Right-of-Way/Franchise Fees Authority Preservation; Tort Liability Reform; Infrastructure Financing and Resilience; Municipal Broadband & Pole Protection. Brief discussion followed on the 5G issues. Ms. Engbretson noted we have until August to determine priorities. There was no objection to postpone this item to next meeting.

### GOOD OF THE ORDER

Commissioner Ackley thanked Ms. Murray for all her hard work on the parks plan project, noting she did a fabulous job.

Commissioner Newton noted the FFA auction at the fairgrounds is still scheduled for August 1. He also noted he is trying hard to see Arnie's open by August 1.

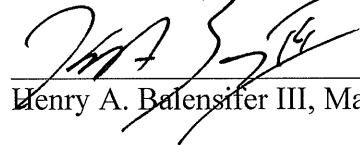
Commissioner Dyer stated, speaking from a police officer's perspective, the way we have handled the protests and counter protests is substantially better than the big cities; he is pretty impressed. Kudos to our police department.

### MINUTES

Ms. Engbretson welcomed Officer Wirt and Gabe back. She noted the graffiti painted on the side of city hall as well as other properties around town, and stated it is being looked into and we will take appropriate action. Mayor Balensifer asked her to speak on public records and the separation of the commission. Ms. Engbretson noted the commission does not involve themselves in personnel issues, nor should they; all record requests should come to the city. City Attorney Spencer Parsons concurred – the city oversees the process; the commission does not have that authority. Mayor Balensifer noted it is important for the public to know the separation. Chief Workman gave a few comments, noting they cannot please everyone all the time. They try to be consistent yet are getting the same complaints from both sides. He spoke briefly to the graffiti, noting it is being investigated. He noted he is frustrated for his officers, citing the recent negative comments, but is appreciative of the support. They will continue to serve the public equally and with respect, and he is proud of his officers. Mayor Balensifer asked if there was any guidance he needs from the commission regarding the escalation of events. Chief Workman stated no and noted he will approach the commission in the near with policy matters. He stated there are big gaps in the city code, such as how to deal with someone setting up a grill, chairs, and a table in a parking space; in other cities you need a permit to occupy the public right-of-way. He will be working with legal counsel to bring something forward. Brief discussion followed. Mayor Balensifer discussed the ongoing issue of graffiti in the park, noting this is the first incident at city hall, and is curious to see who did this and bring them to justice.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:27 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, CMC, City Recorder