

MINUTES  
Warrenton City Commission  
July 28, 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, Rick Newton, Pam Ackley (via Zoom), and Mark Baldwin

Excused: Tom Dyer

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Fire Department Activity Report – June 2020
- B. Police Department Monthly Statistics – June 2020
- C. Warrenton Landfill Closure Permit - Renewal Letter

Mayor Balensifer commented on the department activity reports.

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

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

COMMISSIONER REPORTS

Commissioner Newton commented on a report he submitted to the commission on the meeting with CREST, noting they will do \$10,000,000 worth of projects this year – a million more than last year.

Mayor Balensifer noted he was at the CEDR board meeting; there is a poll going on right now about childcare, and results will be available tomorrow morning. Also discussed was the upcoming school year and related childcare. He stated air traffic is up at the airport and noted the patterns of people coming in from other states. He stated CEDR had provided more counseling hours to businesses in the last couple months than they have for the entire last year.

Commissioner Baldwin noted three weeks ago he tried to buy a bike and it is very hard to find

any bikes. The bikes and parts are made in China and they are very hard to get, which is affecting the bike sale businesses. Brief discussion followed.

City Manager Linda Engbretson requested an addition to the agenda for a grant agreement for the CARES act. There were no objections to add it as agenda item 7-F.

Mayor Balensifer noted the elk committee/collaborative is moving forward and wrapping up. There was a lengthy discussion related to whether or not certain management techniques would be included for consideration. There was the discussion that all things are still on the table, as well as determining the next step – which is the declaration of cooperation, where the execution phase moves in to play – moving on to actual project implementations.

#### PUBLIC COMMENT

Three Public Comments received via email, from Trisha Hayrynen, Cayben Marshall and Deb Kidney on behalf of Jessica McDonald, all related to union negotiations, which will be submitted into the permanent record.

PUBLIC HEARING – None

#### BUSINESS ITEMS

Fire Chief, Brian Alsbury presented Ordinance No. 1241 for its second reading and adoption. He noted they reorganized their department phone system so people can get a message regarding current burn restrictions, which they would also like to put it on the website. He noted we are currently under burn ban season so only burn barrels are allowed - from sunup to 10:00 a.m., and campfires/recreational fires are allowed but still need a burn permit. Brief discussion followed and it was clarified that permit fees on recreational fires are waived until the end of 2020 and are also waived for open burn permits.

**Commissioner Ackley made the motion to conduct the second reading, by title only of Ordinance No. 1241, and also to waive the permit fee costs for all permits until January 1, 2021. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second 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.

**Commissioner Baldwin made the motion to adopt Ordinance No. 1241. Motion was seconded and passed unanimously.**

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

Public Works Director, Collin Stelzig discussed the request to advertise to bid for the SE Anchor water main replacement project. He stated the work will be accomplished in the Summer-Fall of 2020 at an estimated cost of \$142,863. Mayor Balensifer asked about cutting into the asphalt and if something will be put under the overlay – Mr. Stelzig clarified the process. Commissioner Newton noted he will recuse himself from voting on this matter and the other paving agenda item, since he owns property directly affected. Mayor Balensifer stated there was not an actual conflict of interest, however Commissioner Newton noted he would feel better not voting on this item and the other paving project.

**Commissioner Ackley made the motion to approve advertising the request for bids for the SE Anchor (Harbor – SE 3<sup>rd</sup> St) water main replacement project. Motion was seconded and passed unanimously.**

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

**It was noted Commissioner Newton mistakenly voted, “by force of habit.”**

Mr. Stelzig discussed the request to advertise to proposals and bid documents for the 2020 Paving Management project. He stated the work for this project will take place in Warrenton and Hammond and will consist of furnishing all labor, materials, equipment, and superintendence necessary for the following – furnish and install an asphalt overlay to 21 City streets in Hammond and Warrenton, at an estimated cost of \$369,508. Commissioner Newton stated when he looked at this, he was shocked that we are doing 21 streets at one time and asked if it was more economical to do them all at once – Mr. Stelzig confirmed. Commissioner Newton also noted concerns about the cost and loss of revenue due to Covid-19. Mr. Stelzig clarified the budget for this paving project, noting a large portion is funded by gas taxes; Ms. Engbretson noted we cannot enter a contract unless we can pay for it. Discussion continued on SE Main Court/Skipanon and drainage problems. Mayor Balensifer asked Mr. Stelzig to look at the drainage on all these streets that we are paving. Commissioner Baldwin talked about ditch cuts and noted one that is terrible – between Birch Avenue and Alder Court on SW 1<sup>st</sup>. Public Works will observe and potentially improve drainage on areas that are in the pavement management program before they are paved. Mayor Balensifer noted another issue from the past – semi trucks entering E. Harbor from Skipanon Drive – there was supposed to be a stop bar. ODOT agreed to do it but did not. Mr. Stelzig stated he reached out to ODOT and did not get an answer. He will follow up and get an answer; he will find out and will try to provide a report at the next meeting. Mayor Balensifer also asked why Seventh in the Hammond district was missing from the pavement management report. Mr. Stelzig stated he will look into it and noted the maps do not show all of the projects/roads; it included only 5 years of projects – if it is 10 years out it was not included. He stated he would be very surprised if it is not indexed. He also will make sure the report gets added to the city website. Commissioner Ackley noted the plan states the roads will be completed summer of 2020; Mr. Stelzig clarified that it should say summer/fall 2020 – it will be done this fiscal year. Discussion continued; Mayor Balensifer recommended saying that it will be done this fiscal year when asked by constituents.

**Commissioner Baldwin made the motion to approve advertising the request for bids for the 2020 Paving Management project. Motion was seconded and passed unanimously.**

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

Mr. Stelzig stated portions of SW Alder Avenue between N Main Avenue and SW 4<sup>th</sup> Street have been widened and improved. The remaining stretch for this project between SW 2<sup>nd</sup> Street and SW 1<sup>st</sup> Street will include the reconstruction of the existing roadway as well as additional roadway width, landscaping strips on both sides of the road, ADA compliant curb returns, sidewalks, replacement of inadequate storm drainage system and utility improvements. Bid items will include traffic control, potholing, demolition, roadway and trench excavation, stormwater infrastructure, roadway reconstruction/construction, walkway and curb construction, concrete driveway construction, asphalt paving and pavement striping. Mr. Stelzig noted they have redlined some things in this document, so this is not the final plan. Mayor Balensifer noted his confusion on the project location – avenue vs court as outlined in the agenda packet. Mr. Stelzig agreed it is a scrivener’s error – the correct location is SW Alder Avenue. Mr. Stelzig noted the estimate is \$400,000 – the budget is \$450,000 for the project. Discussion continued on the cost of this project vs the cost of other streets. Commissioner Newton stated this project will directly affect him and he will abstain from voting.

**Commissioner Ackley made the motion to approve advertising the request for bids for the SW Alder (2<sup>nd</sup> to 1<sup>st</sup>) reconstruction project. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson presented Resolution No. 2574, extending the state of emergency declaration to coincide with the state’s and county’s extension until September 4 due to COVID-19. She stated she is proceeding with her plan to reopen city hall starting August 3<sup>rd</sup>, with limited hours. This resolution allows her to close back down if things get worse. Ms. Engbretson noted the added agenda item of a grant agreement from the Department of Administrative Services with the state, which addresses designated CARES Act money. Mayor Balensifer noted we are eligible to get money and we have been extending the emergency for the purpose of financial reasons. He asked if there are finances that we are going to get out of that? Ms. Engbretson clarified that money was originally given to cities with a population of over 500,000. The City of Warrenton has approximately \$155,000 left that could be reimbursed if it meets certain criteria. Legislature is still considering if some of that money could be used to make up for lost revenue, but that decision has not been made yet. If that’s the case, the fact that we haven’t already submitted for some expenses, we could possibly use it for lost revenue. There are there other opportunities if we cannot use it - there are programs that you can develop to help local businesses, for example, but that has yet to be determined. We want to study this more, and once legislature decides how this is all going to play out, we would schedule a work session to work that out. Ms. Engbretson stated the city has been reimbursed for what we have submitted so far.

**Commissioner Newton made the motion to adopt Resolution No. 2574, a Resolution of the Warrenton City Commission Extending the State of Emergency Because of the COVID-19 Outbreak. Motion was seconded and passed unanimously.**

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

Ms. Engbretson discussed a grant agreement from the Department of Administrative Services/ CARES Act grant fund. She stated there is approximately \$155,000 that Warrenton could be reimbursed for expenses, or use for community programs, or use for lost revenue based on final decisions that are being made by the state. Mayor Balensifer noted a call he received from a representative from Milwaukie, OR who has been an advocate for Warrenton on levy funding; he is hopeful that they will kick those finds out. He noted interest in our URA façade grant funds has gone up and we will run out of funds quickly, so he would be happy to put more money into that. Ms. Engbretson stated there is more information to come; she would advocate to make up for lost revenue.

**Commissioner Baldwin made the motion to approve the Mayor’s signature on the Department of Administrative Services with the State of Oregon’s Grant for Coronavirus Relief Fund. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Mr. Stelzig reviewed a power point presentation on the proposed Hwy 101– Hwy 104 – Perkins Lane intersection improvements. He noted a previous ODOT/County work session on the matter and stated ODOT will not proceed without county support. Traffic and accident concerns were discussed. Mr. Stelzig stated the county has concerns of other intersections above this one. He continued to review the proposed improvements and his concerns. Commissioner Baldwin noted concerns for people on Dolphin and Perkins that want to go south. Mr. Stelzig stated they had some initial concerns and they will include Commissioner Baldwin’s concern as well. The county has proposed other solutions, which ODOT is open to, but they are not on board with the other solutions we have talked about. Police Chief Mathew Workman noted when the new school is finished, people from Perkins and Dolphin will go up to Bugle and go out that way to Ensign. Mayor Balensifer stated this is being looked at as a quick fix, not a solution. Mr. Stelzig stated they are proposing to build in 2022; they are in the process of gathering input. Commissioner Baldwin stated our input is to fix Ensign. Mr. Stelzig stated there might be a presentation by ODOT to the county in the near future that we may be able to participate in. Mayor Balensifer summarized that without a more comprehensive fix this does not solve the issues; traffic patterns that come out of Ensign and Dolphin are more pressing to the city’s infrastructure and first responder services than this intersection. There was consensus on Mr. Stelzig’s listed concerns, and also Ensign and Dolphin are a higher priority for ODOT’s use of engineering hours.

Ms. Engbretson discussed the League of Oregon Cities legislative agenda for the 2021 session and asked the commission for their top four priorities. Commissioners each outlined their priorities: Newton - Q. Mental Health Service Delivery, U. Property Tax Reform, D. COVID-19 Economic Recovery Investments, E. Digital Equity and Inclusion; Baldwin – Q. Mental Health Service Delivery, U. Property Tax Reform. J. Infrastructure and Resilience, W. Right-of-

way/Franchise Fees Authority Preservation; Balensifer – U. Property Tax Reform, J. Infrastructure and Resilience, N. Long Term Transportation Infrastructure Funding, W. Right-of-way/Franchise Fees Authority Preservation; Ackley – H. Housing and Services Investment, N. Long Term Transportation Infrastructure Funding, U. Property Tax Reform, J. Infrastructure and Resilience. After brief discussion there was consensus that “U – Property Tax Reform” and “J – Infrastructure Financing and Resilience” are the commission’s overall priorities for the 2021 LOC legislative agenda.

### GOOD OF THE ORDER

Ms. Engbretson noted the joint GoTo meeting with the county on Friday at 10:00 a.m. on the Skipanon Water Control District dissolution; Warrenton’s legal counsel will attend as well as several commissioners. She also stated Spruce Up Warrenton has some grant money they need to spend, and they would like to put spider/electrical boxes at the city park around the tennis courts to support future events. She noted the Parks Board is in favor of it. The commission stated they are also in favor. Ms. Engbretson also stated Jeannie Smith reached out to her; she is trying to plan events for fall. Ms. Engbretson stated she does not think we could authorize a fall festival on city property at this time. Discussion continued. Mayor Balensifer suggested they invest in a bigger movie screen, and have a drive-in movie instead, where social distancing can be observed. Chief Workman stated the screen size is important, but the projector is the most important – to start a movie before dark, you need an outdoor projector that has several thousand more lumens, and they are very expensive. Commissioner Baldwin noted his thoughts on COVID-19 and stated he would like to move forward with getting back to a little bit of normalcy and to have something to look forward to. Discussion followed on the issues with planning a fall festival without knowing if gatherings will be allowed at that time. After further discussion, Mayor Balensifer asked, 1. does the commission wish to weigh-in and suggest a drive-in movie theatre program – all were in favor; 2. does the commission wish to give Spruce Up Warrenton the go ahead with planning the fall festival, but at their own risk – Ackley - yes; Newton – yes, as long as they’re careful; Baldwin - yes and ask them if what their feelings are and if they have any concerns. Ms. Engbretson reiterated that come fall, if things are not better regarding the pandemic, she cannot authorize it on city property because the liability is too big for the City of Warrenton. Ms. Engbretson also stated she is hoping to take a week off in August – the week of the 17<sup>th</sup>. Mayor Balensifer stated he will also be gone that week for work; and noted it is important to take time off for your health and he supports her vacation. There was consensus to grant Ms. Engbretson’s vacation request.

Commissioner Newton noted that due to COVID-19 school band members need to be 11 feet apart; for PE as well. He stated Spruce Up Warrenton installed planter boxes at Crossover Car Stereo on S. Main, and noted he got the clear cedar wood from Randy Stemper and donated it for the boxes. Spruce Up also called him, and said they want to have a 6-foot chain saw carving of a fisherman in front of the Fisherman’s Museum. He also noted interesting news items from England and Kodiak, Alaska.

Mayor Balensifer agreed the planter boxes look great and thanked Commissioner Newton for donating the wood. He also stated has received a lot of interest from businesses including those that are having difficulties due to the OSHA regulations related to shared business entries and

ingress/egress regulations; businesses have expressed interest in moving temporarily into food carts until things open up again. He stated there is a lot of business going on; business development is still happening despite what is happening. Mayor Balensifer asked about the status of the parking lot paving. Ms. Engbretson noted the commission wanted more feedback and a more detailed plan, and the WURAC only meets quarterly, so most likely next spring. Mayor Balensifer suggested putting together a work group between Urban Renewal, planning commission and potential business and current business operators to design the space. Brief discussion followed.

At 8:03 p.m. Mayor Balensifer announced they will now meet in executive session under authority of ORS 192.660(2)(d); *to conduct deliberations with persons designated by the governing body to carry on labor negotiations*. 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 8:48 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, CMC, City Recorder