

MINUTES
Warrenton City Commission
October 13, 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, and Pam Ackley (via Zoom)

Excused: Rick Newton

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

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 8.25.20
- B. City Commission Meeting Minutes – 9.08.20
- C. City Commission Meeting Minutes – 9.22.20
- D. Monthly Finance Report – June 2020
- E. Police Dispatch Services Agreement
- F. Fire Dispatch Services Agreement

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

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

COMMISSIONER REPORTS

Mayor Balensifer noted Commissioner Newton is still in Anchorage, Alaska and will not be attending the meeting.

City Manager Linda Engbretson requested to add an item to the agenda – a request from the VFW for the Community Thanksgiving dinner. There were no objections to add it as agenda item 7-E.

Mayor Balensifer stated he would like to add item 8-C; Draft Elk Declaration of Cooperation; there were no objections.

PUBLIC COMMENT – Email comment received from Kathleen Barber regarding Discussion Item 8-B. Ms. Barber noted her concerns regarding dogs off leash on the waterfront trails. Mayor Balensifer noted her comment will also be included with the discussion item.

PUBLIC HEARING – None

BUSINESS ITEMS

Police Chief Workman introduced new Police Officer David Yelton and provided brief background information. Officer Yelton's wife pinned his badge, and Mayor Balensifer conducted the Oath of Office. Chief Workman explained Officer Yelton's schedule going forward.

City Manager Linda Engbretson presented Ordinance No. 1243 for its second reading and adoption.

Commissioner Baldwin made the motion to conduct the second reading, by title only of Ordinance No. 1243. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1243; An Ordinance Vacating a Portion of an Undeveloped Street Known as Sprague Street (SE 15th) in the Town Plat of Spokane Addition, Warrenton Oregon.

Commissioner Dyer made the motion to adopt Ordinance No. 1243. Motion was seconded and passed unanimously.

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

Public Work Director Collin Stelzig discussed the request for bids for the Hammond Waterline project. He noted there will be a little delay in starting the project, as materials are hard to come by. He suggested we advertise but wait until materials start to come in to begin. Brief discussion followed.

Commissioner Baldwin made the motion to approve advertising the request for bids for the Hammond Waterline Project. Motion was seconded and passed unanimously.

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

Mr. Stelzig discussed the bid award for the SE Marlin & 101 Pump Station upgrade/Force Main replacement project. He stated the city received two bids and North Pacific Excavation was the lowest responsive bidder; he noted both bids were very close on price.

Commissioner Dyer made the motion to approve awarding the contract for the SE Marlin & 101 Pump Station Upgrade/Force Main Replacement Project to North Pacific Excavation for the amount of \$85,750.00. Motion was seconded and passed unanimously.

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

Ms. Engbretson discussed an event application from the VFW for the annual community Thanksgiving dinner at the Community Center, and noted they are requesting to have the fee waived. Ms. Engbretson stated we have not been renting the center for social events over 10 people. Mayor Balensifer stated if the Health Department says yes, then he approves. Ms. Engbretson noted if we cover the cost for the event, we are sponsoring it. Mayor Balensifer suggested using the business license fund to cover the cost of the community center rental fee; there was consensus.

DISCUSSION ITEMS

Fire Chief Brian Alsbury discussed updates to the burn permit process. He explained the web-based reporting system he is now using, that also tracks the issued burn permits.

Mayor Balensifer noted for the record the public comment received from Ms. Barber regarding dogs off leash on the Warrenton trail system. Chief Workman discussed leash laws and issues of dogs running loose on Warrenton trails. He noted what is currently in the WMC does not adequately address leash laws. Mayor Balensifer stated he has received many complaints over the years and also noted problems with elk and dogs. Brief discussion ensued. Consensus was to have a leash law on the trails and city parks; beaches are the exception. Chief Workman will contact Fort Stevens. If a dog owner is the only person at the park, off leash is okay – if others show up put the dog on a leash. People should use common sense and common courtesy. Chief Workman will bring something back.

Mayor Balensifer reviewed a draft Declaration of Cooperation (DoC) on elk management and issues. He stated he does not want to sign anything without the entire commission feeling comfortable. After brief discussion, Mayor Balensifer recessed the meeting (7:14 p.m.) to allow Commissioner Ackley to review the document. At 7:20 p.m. the meeting resumed and after further discussion, there was consensus to have the mayor sign the DoC.

Ms. Engbretson requested to add item 7-F, Oregon Community Path program. Mr. Stelzig noted this is something they have been working on for a while and will be requesting a grant to do the planning for it; to look at feasibility. Brief discussion continued. Mr. Stelzig stated they need to submit the letter of intent by October 31. Discussion moved to status of the tsunami sirens – Ms. Engbretson will follow up with Building Official Bob Johnston. Consensus was to go forward with letter of intent.

MINUTES

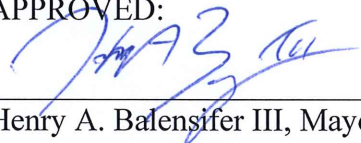
GOOD OF THE ORDER

Commissioner Ackley stated the movie night went well.

Ms. Engbretson stated she received notification that the City has received the Silver Safety Award this year. She thanked safety committee members and congratulated City of Warrenton employees. She noted will be at the LOC virtual conference tomorrow.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:31 p.m.

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder