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Warrenton City Commission
November 24, 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 Zoom), and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Building Official Van Wilfinger, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 10.27.20
- B. City Commission Meeting Minutes – 11.10.20
- C. Police Department Monthly Statistics – October 2020
- D. Community Center Advisory Board Annual Meeting Minutes – 2.21.20
- E. Community Center Advisory Board Regular Meeting Minutes – 2.21.20
- F. Community Center Advisory Board Regular Meeting Minutes – 10.28.20
- G. Community Center Annual Report – FY 19/20
- H. Monthly Finance Report – October 2020

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

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

COMMISSIONER REPORTS

City Manager Linda Engbretson stated she will give project updates during Good of the Order.

Mayor Balensifer requested to add two items to the agenda – Business item 7B – Confirmation of Committee Nominations, and Discussion item 8A - Consensus on Board Policies; there were no objections. He also noted he was on the CEDR board meeting today and gave a brief update.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

City Manager Linda Engbretson discussed the contract with A.M. Engineering, noting the original contract has met the not-to-exceed amount of \$25,000. She noted another local firm we also use for consulting. She stated she is requesting an extension to the contract of \$75,000. Commissioner Newton noted these costs are passed through; it is not city money. Ms. Engbretson confirmed. Commissioner Baldwin asked what the hourly rate is; Ms. Engbretson noted it is a reduced rate of \$100 per hour.

Commissioner Newton made the motion to authorize the continuation of work contact with A.M. Engineering for an amount not-to-exceed \$75,000. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted several memos that were distributed to the commission prior to the meeting. He reviewed his nominations to each committee. Planning Commission nominee Mr. Kevin Swanson spoke briefly about his background. Committee nominations were as follows:

Budget Committee – Tommy Smith, position 2; Angelo Schaueremann position 3; Flint Carlson position 4

Planning Commission – Kevin Swanson, position 1; Chris Bridgens, position 2

Library Board – Dawn Delacey, position 7; Danika Cooley, position 6

Community Center – Kenneth Culp, position 1; Debbie Little, position 4. Mayor Balensifer suggested moving the roster back down to 5; there were no objections.

Parks Advisory Board – Ian O'Brien, position 1; Carol Snell, position 5; Mayor Balensifer requested an exemption to the city limits rule due to Mr. O'Brien's involvement with Warrenton schools and Warrenton Kids Inc.; there were no objections.

Commissioner Baldwin made the motion to confirm and appoint the slate of nominees as presented and to bring back resolutions for formal appointment at the next meeting, and to exempt under the commission's policy on residency, the stipulated members Ms. Little and Mr. O'Brien. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS

Mayor Balensifer discussed an additional memo he presented to the commission regarding consensus on board policies. He noted his recommendation to reduce the roster on the Community Center board from 7 to 5; there was consensus. He also recommended Parks Advisory board positions flexibility, and noted he is working on new board policy rules and a procedures manual to help professionalize and standardize the procedures and rules for boards within the city. He noted a new policy for boards would help stipulate how boards are created and stated he feels that statutory boards should be on ordinance level; all other boards should be

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in resolution forms. He asked if the commission is in consensus that he works on this; there were no objections. It was noted it would be good to clean them up and have consistency.

Ms. Engbretson introduced new Building Official, Van Wilfinger. She stated Bob Johnston's last day is December 1, however we will hire him back temporarily for a few projects. Mr. Wilfinger spoke briefly, noting he is honored to be part of the city, and he is looking forward to being part of the community. He thanked the commission for the opportunity. The commissioners welcomed him aboard.

Ms. Engbretson gave updates on various projects; she gave an update on the Hammond marina dredging, noting that all notices were submitted and there are no issues to date. She stated the dredging is currently taking place near the boat ramp and noted how much dredge material removed. Ms. Engbretson reported they are on track to complete this scope of work before the end of December. Mayor Balensifer asked about the Hammond waterline project. Ms. Engbretson stated the bid goes out mid-December due to materials availability. She also gave an update on the 9th Street project, noting the Safe Routes to School grant decision is expected after first of year. After brief discussion, Ms. Engbretson noted she does not yet have a report on the 4th Street project.

GOOD OF THE ORDER

Commissioner Newton stated he looked at the Hammond Marina dredging and commented on the excavator. Brief discussion followed on Robert's Rules of Order.

Mayor Balensifer stated he pardoned Warrenton's first turkey this year. He also noted the new fish market, Fish Stix. He also noted this month's Mayors' Message was difficult to write due to the current situation.

Ms. Engbretson recognized Spruce Up Warrenton and other volunteers that decorated the city for the holidays. She also spoke of the affects covid-19 is having on Thanksgiving celebrations this year. Mayor Balensifer stated Spruce Up Warrenton submitted a budget request of \$3,000 for additional Christmas decorations. He suggested an increase to the budget of \$5,000.

Commissioner Baldwin made the motion to give Spruce Up Warrenton a not-to-exceed \$5,000 budget for decorating downtown. The motion was seconded. Commissioner Newton noted a donation he made. Ms. Engbretson noted there is \$5,000 already in the budget for winter holiday events decoration. **The motion was passed unanimously.**

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

Commissioner Baldwin stated people are asking why libraries are open, but city hall is not. Ms. Engbretson explained that libraries have different protocols and guidance from the state to remain open safely. She stated the reason the decision was made to close city hall is she felt we needed to focus on all the new policies, regulations, and OSHA requirements. She noted we were able to function quite well for several months while closed, so this two week closure would be

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alright, while giving us an opportunity to take care of the things that needed to be done at city hall. She explained additional work the city will have to do to meet the new OSHA Covid-19 requirements. She stated people can make appointments to come into city hall.

Mayor Balensifer asked Chief Workman about Thanksgiving and the governor's order to report to gathering violations to the police. Chief stated people are not to call 911; violations will have to be very egregious for the police to intervene.

City Recorder, Dawne Shaw reminded everyone of the LOC Elected Essentials training on December 1.

Brief discussion followed on the second commission meeting in December.

Chief Workman stated he and the sheriff worked with Walmart and were granted \$6,000 for the Shop with a Cop program which helps children in needs purchase Christmas gifts.

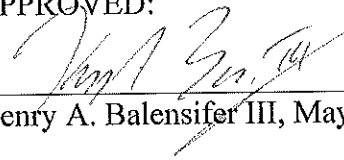
There being no further business, Mayor Balensifer adjourned the regular meeting at 6:54 p.m.

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor