

MINUTES  
Warrenton City Commission  
December 8, 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 (via Zoom), Mark Baldwin, Pam Ackley, and Rick Newton (via Zoom)

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

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 11.24.20
- B. Community Center Advisory Board Meeting Minutes – 11.05.20
- C. Canvass of Votes – November 3, 2020 General Election

Mayor Balensifer noted corrections to two resolutions for the Parks Advisory Board and the Planning Commission. (agenda item 7-B)

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

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

Mayor Balensifer noted an additional agenda item – 7-D, a bylaws discussion on Marina committee. Ms. Engbretson asked for clarification on the marina committee, noting we do not have a committee yet. Usually a committee is formed, then the bylaws are adopted. Mayor Balensifer stated this is just the bylaws and a resolution will come forward for formalization. There were no objections to add agenda item 7-D.

COMMISSIONER REPORTS

Commissioner Newton noted minutes from the PSCC meeting he previously distributed to the commission. He spoke about the Christmas decorations, noting Pat O’Grady provided a bucket truck to assist with this installation. Commissioner Baldwin stated he also saw that Pacific Power had two trucks assisting with the decorations. Commissioner Newton explained how Kodiak Alaska is using the Covid relief money.

## PUBLIC COMMENT

Dale Adams spoke in regard to hazardous trees on King Salmon street. He also spoke about fire hydrant issues and a broken water line. Ms. Engbretson stated this is the first she heard of broken water line and will speak with Public Works in the morning. She noted the city has received the application for the advanced finance district and will schedule a public hearing. Mr. Adams noted a Public Records Request he submitted.

PUBLIC HEARING – None

## BUSINESS ITEMS

Mayor Balensifer noted Resolution No. 2584, which amends the Community Center Advisory Board members. He noted the commission had previously approved the reduction in the advisory board members from seven to five. Resolution No. 2584 amends Resolution No. 2471, reducing the member number to five (5).

**Commissioner Ackley made the motion to adopt Resolution No. 2584, Amending Resolution No. 2471, Reducing the Number of Community Center Advisory Board Members to Five (5). Motion was seconded and passed unanimously.**

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

City Recorder, Dawne Shaw noted a point of order, noting the need to appoint the two new members to the Parks Advisory Board before approving the resolution. Mayor Balensifer noted his nominations (Exhibit 1) for Ron Dyer and Brooke Terry for positions 3 and 7 on the Parks Advisory Board. Mr. Dyer will be an alternate for Jim Dutcher for the remainder of the one-year term.

**Commissioner Baldwin made the motion to appoint Ron Dyer to Position No. 3, as alternate to Jim Dutcher, and Brooke Terry to Position No. 7 on the Parks Advisory Board. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted the resolutions authorizing the appointments to fill positions on various advisory boards and setting terms of office.

**Commissioner Baldwin made the motion to adopt Resolution No. 2580; Authorizing Appointments to Fill Positions on the Warrenton Parks Advisory Board Warrenton Planning Commission and Setting Terms of Office, as amended. Motion was seconded and passed unanimously.**

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

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**Commissioner Ackley made the motion to adopt Resolution No. 2583; Authorizing Appointments to Fill Positions on the Warrenton Planning Commission and Setting Terms of Office, as amended. Motion was seconded and passed unanimously.**

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

**Commissioner Ackley made the motion to adopt Resolution No. 2579; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office. Motion was seconded and passed unanimously.**

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

**Commissioner Baldwin made the motion to adopt Resolution No. 2581; Authorizing Appointments to Fill Positions on the Warrenton Community Center Advisory Board and Setting Terms of Office. Motion was seconded and passed unanimously.**

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

**Commissioner Ackley made the motion to adopt Resolution No. 2582; Authorizing Appointments to Fill Positions on the Community Library Board and Setting Terms of Office. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted it is generally not the city commission that involves itself in personnel matters and policies. City Manager Linda Engbretson noted the policies were originally adopted by the commission. This is a state required policy, and updates came down from BOLI. This policy amendment the new workplace fairness (anti-harassment) policy, and adopting the new policy is recommended.

**Commissioner Baldwin made the motion to adopt the Workplace Fairness Policy and amend the City's Administrative Personnel Policies to include this new policy. Motion was seconded and passed unanimously.**

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

Mayor Balensifer discussed his proposed bylaws of the Warrenton marinas advisory committee that were distributed to the commission prior to the meeting. He noted his nomination of Commissioner Pam Ackley for chair of the board for at least the first year. Ms. Engbretson noted concerns of the committee working closely with the marina department staff and would like to see better clarification. As it reads, it sounds like the committee is getting into the day-to-day operations. After brief discussion Mayor Balensifer noted he will make amendments to clarify. There was agreement to move forward with a resolution to form this board. Commissioner Ackley noted the nominees for the committee; Kevin Dunn, Malcolm Cotte, Lylla Gaebel,

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Michael Balensifer, and herself – Pam Ackley. Brief discussion continued.

**Commissioner Baldwin made the motion to confirm the nominations and appoint the members of the Warrenton Marina Advisory Committee, pending the advisory committee's creation by resolution. Motion was seconded and passed unanimously.**

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

Mayor Balensifer abstained from voting as his relative is on the committee.

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Dyer stated he is looking forward to 2021.

Commissioner Newton spoke about the Dolly Parton imagination library. He stated the school district came to Kiwanis to help raise money to get internet at Camp Kiwanilong. He also noted what Kodiak Alaska is doing with Covid-19 money.

Commissioner Baldwin thanked Commissioner Ackley for her service and stated it was a pleasure to work her.

Commissioner Ackley stated she has really enjoyed the last six years; it has been a good group. She thanked everyone and noted she is excited about being chair on the marina advisory committee. She spoke of the Warrenton-Hammond Healthy Kids program and stated there are still 100 kids that still need presents. Interested people can contact Mike Moha about adopting kids/family.

Mayor Balensifer commented on Commissioner Ackley and stated there will be a big vacuum, a big hole with her leaving the commission. He expressed deep gratitude for all her work and noted he will miss her professional expertise and point of view. He then presented a certificate of appreciation to Commissioner Ackley for her service on the city commission. It was noted there will be an official plaque forthcoming.

Mayor Balensifer commented on Spruce Up Warrenton's Christmas decorations, noting there has been great feedback from people. He noted Astoria-Warrenton Area Chamber of Commerce Executive Director, David Reid in attendance (zoom) and asked him if he can speak to the contest the chamber is co-presenting with the 4-H Extension related to Christmas decorations. Mr. Reid explained the chamber is putting together a Christmas Tour, between businesses and residences, and there will be a map of Christmas lights/decorations for the community to enjoy Christmas lights covid safe. Mayor Balensifer asked about the Dick Ford award; he noted he did not remember a call for nominations for this year. Mr. Reid confirmed there were nomination forms at city hall. Mayor Balensifer asked if they would accept nominations until the end of this

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week; Mr. Reid agreed.

Ms. Engbretson noted how much she has enjoyed working with Commissioner Ackley and stated she is happy to know she does not have to say goodbye. She stated her knowledge and leadership will have a lasting impact on the City of Warrenton. Ms. Engbretson asked if the commission wants to have a second meeting in December. She noted she will be on vacation that week and that staff does not have any issues to bring forward. There was consensus to cancel the second December meeting.

**Commissioner Baldwin made the motion to cancel the December 22, 2020 regular meeting for lack of business. Motion was seconded and passed unanimously.**

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

Ms. Engbretson noted the new OSHA Covid-19 rules and the work involved to get into compliance. She stated it has taken a lot of time, but it is important to make sure the employees feel safe.

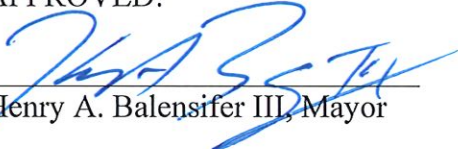
City Recorder, Dawne Shaw stated it was a pleasure working with Commissioner Ackley, noting she will be missed. Commissioner Dyer also stated it was a pleasure to work with her. Commissioner Ackley noted Commissioner Newton gave her a jigsaw puzzle of the arial view of the Hammond marina.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:49 p.m.

ATTEST:

  
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Dawne Shaw, CMC, City Recorder

APPROVED:

  
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Henry A. Balensifer III, Mayor