

MINUTES
Warrenton City Commission
January 26, 2021
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, Gerald Poe, and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Community Development Director Scott Hess, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Library Director Kelly Knudsen (via Zoom), and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. System Development Charges Annual Report – FYE 6.30.2020
- B. Library Director’s Quarterly Report
- C. Marinas Report; July – December 2020
- D. Police Dept. Monthly Statistics – December 2020
- E. Police Dept. Statistics Review – 2020
- F. City Recorder’s Activity Report; June – December 2020

Mayor Balensifer noted the report in front of the commission on Police Department Activity related to Walmart, Fred Meyer, and Costco (big box stores). Commissioner Newton noted how Covid-19 is affecting different areas as shown on the department activity reports; also noted the decrease in Police Department overtime. Chief Workman explained the decrease in overtime and then reviewed the report on the Walmart Statistics, which gave a 2.5-year comparison.

Mayor Balensifer asked Ms. Engbretson about the audit report General Fund numbers which was affixed to the permanent property tax rate valuation change; Ms. Engbretson explained the general fund permanent tax rate increased \$49,362.00, noting this is what the city gained last year in property taxes.

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; Poe - aye

COMMISSIONER REPORTS

Mayor Balensifer stated he attended the CEDR meeting and gave brief update.

PUBLIC COMMENT – None

PUBLIC HEARING

Mayor Balensifer opened the Public Hearing on the Building Division Supplemental Budget; Resolution No. 2587. Formalities followed and no conflicts of interest or ex parte contacts were reported. Finance Director April Clark presented her staff report, and noted these funds are for professional services – outsourcing costs for fire life & safety. Brief discussion followed. Mayor Balensifer asked for public comments. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Dyer made the motion to adopt Resolution No. 2587; Approving and Adopting a Supplemental Budget by making appropriations for municipal purposes of the City of Warrenton for the fiscal year commencing July 1, 2020 and ending June 30, 2021. Motion was seconded and passed unanimously.

Newton – aye; Balensifer – aye; Baldwin – aye; Dyer – aye; Poe – aye

BUSINESS ITEMS

Community Development Director Scott Hess presented Ordinance No. 1247 for its second reading and adoption. He reviewed the purpose of the amendment, as discussed at the last meeting.

Commissioner Baldwin made the motion to conduct the second reading, by title only, of Ordinance No. 1247. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading, by title only; *Ordinance No. 1247; An Ordinance Amending Warrenton Municipal Code Title 16, Development Code, Division 4, Applications and Review Procedures, Chapter 16.208, Types of Application and Review Procedures, Section 16.208.050, Type III Procedure*

Commissioner Baldwin made the motion to adopt Ordinance No. 1247 and the adopt the proposed findings. Motion was seconded and passed unanimously.

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

Public Works Director Collin Stelzig discussed a change order for Otak, for the 2020-2021 Paving Maintenance Program. He noted this work has already been completed. He explained

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other projects that were under budget. Commissioner Baldwin asked that there be more information on change orders in the future; Mr. Stelzig agreed, noting they can include the bill. Mr. Stelzig stated the original agreement was for \$22,0000. The City and Otak changed the scope of work to provide additional services to include drainage research and fieldwork to provide paving recommendations to assist the City's determination of streets that will require paving. The change to the total contract amount is \$13,505.14, bringing the contract total to \$35,505.14.

Commissioner Baldwin made the motion to approve Change Order 1 for the 2020-2021 Paving Maintenance Project. Motion was seconded and passed unanimously.

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

City Manager Linda Engbretson stated the City has been discussing and preparing to join the stated building codes e-permitting program. She noted they had a phone call with the state and the whole department is excited about it. She explained the MOU and stated they are excited to move forward. Brief discussion followed.

Commissioner Poe made the motion to authorize the Mayor's signature on the E-Permit System and Services IGA between the City of Warrenton and the State of Oregon. Motion was seconded and passed unanimously.

Newton – aye; Balensifer – aye; Baldwin – aye; Dyer – aye; Poe – aye

DISCUSSION ITEMS

Public Works Operations Manager Kyle Sharpsteen discussed NPDES Permit for the wastewater treatment plant. He gave a power point presentation explaining the permit process, and noted items added on the new permit, as outlined in the slides. He stated we are about to become a major facility; once we become a major, we will have to perform additional monitoring and testing all the time. Mayor Balensifer discussed the issues and cost of expansion; Mr. Sharpsteen stated they will bring something to the commission next month. Discussion followed on how to buy ourselves some time. Mr. Stelzig stated we are at capacity now, and we are going to have make this upgrade. He stated the city needs to make the SDC increases a priority. Discussion continued on financing options. Mr. Stelzig explained the SDC projection process. Mr. Sharpsteen continued reviewing the power point, noting the new things that will need to be monitored, tested, and reported on. He stated they are working on the WWTP facilities expansion RFQ, which will come to the commission. We need to be planning to become a major. Discussion followed on industrial users.

Ms. Engbretson thanked staff, especially Mr. Sharpsteen, who put all this work in on this permit; noting it is important for the commission to hear as we go forward with budgeting and planning. Commissioner Newton asked for a layman's explanation of minor or major facilities; Mr. Sharpsteen explained.

GOOD OF THE ORDER

Commissioner Dyer stated it was an interesting discussion item, which is going to be important for us.

Commissioner Newton spoke about a note he received from the mayor of Kodiak.

Commissioner Poe reiterated the city manager's comment about staff's work on the WWTP.

Ms. Engbretson reminded the commission of the previous discussion about late fees and shutoff notices, stating the city is reinstating the policy in February. The city will work with people on payment plans. At this time there are approximately 200 past due accounts - 200 that would be shut off. Approximately only 12 people have called to make payment arrangements. We encourage people to please contact the city for payment arrangements. She also noted the city has been working with CCA. Shut offs will begin February 23. Mayor Balensifer noted staff has worked hard to inform the public and to work with people.

Commissioner Baldwin noted his thoughts on the state's handling of the pandemic and the way the back and forth and the unknown is affecting our citizens. He noted how Mayor Balensifer and other county leaders have attempted to get answers from the state but have not received any answers. Mayor Balensifer stated the OMA letter lit a match.

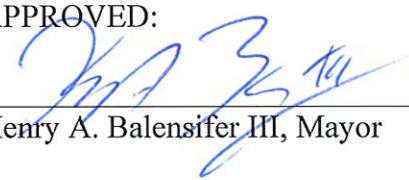
There being no further business, Mayor Balensifer adjourned the regular meeting at 7:23 p.m.

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor