

MINUTES  
Warrenton City Commission  
February 23, 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 (via Zoom), Community Development Director Scott Hess Police Chief Mathew Workman, Fire Chief Brian Alsbury, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Building Official Van Wilfinger, City Recorder Dawne Shaw, and Deputy City Recorder Rebecca Sprengeler

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 1.26.21
- B. City Commission Meeting Minutes – 2.09.21
- C. Police Department Monthly Statistics – January 2021
- D. Parks Advisory Board Minutes – 12.07.20
- E. Community Library Board Minutes – 6.12.20
- F. Community Library Board Minutes – 9.11.20

There was some discussion about the consent calendar items. Mayor Balensifer requested to add Commission Goals to the consent calendar including the aggressive pursuit of revenue opportunities, to improve internal and external communications, address critical staffing, and finish unfinished tasks. A formal resolution will be prepared by staff for the next meeting. There were no objections.

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

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

There was brief discussion about the Police Department Monthly Statistics.

COMMISSIONER REPORTS

City Recorder Dawne Shaw introduced new Deputy City Recorder Rebecca Sprengeler. Ms.

Sprengeler made a few comments. City Manager Linda Engbretson noted Ms. Sprengeler has coordinated the first meeting of the new Marinas Advisory Committee.

Mayor Balensifer noted local Fisherman Todd Chase lost his life and asked for a moment of silence.

Ms. Engbretson asked to add the consideration of a Fire grant to the agenda as item 7.F. There were no objections.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

Public Works Operations Manager Kyle Sharpsteen discussed bird netting for the Sequencing Batch Reactor (SBR) basins at the Wastewater Treatment Plant (WWTP). He noted the change to the netting size from 2” to 4” openings. The size change reduces the cost of the project from \$49,130.00 to \$43,930.00. There was discussion about the size of the netting. Mr. Sharpsteen confirmed that he is confident that the 4” netting will be sufficient.

**Commissioner Dyer made the motion to approve the bid from Sprague Pest Solutions to install bird netting at the Wastewater Treatment Plant for \$43,930.00. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig discussed the Request for Qualifications for the Wastewater Facilities Plan. He noted there will be a minor change to the dates on the RFQ to allow more time for applications to come in. There was discussion about the length of the window for applications to be received. Three weeks was the consensus.

**Commissioner Poe made the motion to approve advertising the Request for Qualifications for the Wastewater Facilities Plan. Motion was seconded and passed unanimously.**

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

Building Official Van Wilfinger presented a Professional Services contract for plan review and inspection services. He explained the reasoning behind the need for this contract being for services he is not yet qualified for in Oregon. Brief discussion followed.

**Commissioner Newton made the motion to approve the contract with Clair Company, Inc. as the service provider for plan review services and to augment. Motion was seconded and passed unanimously.**

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

Police Chief Mathew Workman discussed the 2019 graffiti case in which the commission offered a \$500 reward for information leading to the arrest and conviction of the suspect(s) who did the graffiti at City Park and the Kayak Dock. He reviewed the investigation and interview results and noted four juveniles and one adult were charged with Criminal Mischief. Brief discussion continued about the tips received. Chief Workman stated that no one piece of information led to an arrest and deferred back to the commission for a decision. After brief discussion, the consensus was to divide up the reward between the two people that came forward with pertinent information, notably the tips received on 7/24/19 at 8:25 p.m. and 9:03 p.m.

City Manager Linda Engbretson presented Resolution No. 2591; Authorizing the adoption of a Health Reimbursement Arrangement (HRA) Plan. She explained why the HRA plan is necessary and briefly compared the HRA to the HSA.

**Commissioner Baldwin made the motion to adopt Resolution No. 2591; Authorizing the Adoption of a Health Reimbursement Arrangement (HRA) Plan. Motion was seconded and passed unanimously.**

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

Fire Chief Brian Alsbury discussed the opportunity to apply for the FEMA Safer Grant that would supply 100% funds to hire a Fire Marshall. Discussion followed on what responsibilities and duties the Fire Marshall would perform. Ms. Engbretson clarified that the grant funds the Fire Marshall position for three years. There was discussion about the importance of a Fire Marshall for the Fire Department and Building and Planning Department.

**Commissioner Baldwin made the motion to approve the City's application for the FEMA SAFER grant. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Ms. Engbretson discussed the Transient Room Tax distribution. She noted the breakdown of how the funds were distributed over the past several years. Mayor Balensifer stated this discussion is best suited for the budget committee and suggested a direct ~~conservation~~ conversation with the Chamber of Commerce about this. Discussion continued. Mayor Balensifer mentioned an idea for creation of postcards to promote aspects of different parks. Commissioner Newton asked about the change in Transient Room Tax over the years. Finance Director April Clark clarified. There was consensus on having a direct conversation with the Chamber, then revisiting this discussion.

#### GOOD OF THE ORDER

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Commissioner Dyer stated he is grateful we are getting past the pandemic and we are going into the low-risk category.

Commissioner Newton gave an update on the Spruce Up Warrenton project saying the pad for the fisherman statue has been poured; He spoke about the new Friends of Warrenton Community Library group and the need for new members. Other projects were briefly described.

Commissioner Baldwin asked to have Harbormaster Jane Sweet give a report on the progress at the Warrenton Marinas.

Ms. Engbretson reported that Clatsop County is moving into the low-risk category, therefore City Hall will be reopening public facilities on Friday.

Mayor Balensifer noted work on the consolidation of 911 dispatch services in Clatsop County. There was discussion about the current subscription fees.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:50 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

ATTEST:



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Dawne Shaw, CMC, City Recorder

APPROVED:

  
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Henry A. Balensifer III, Mayor