

MINUTES
Warrenton City Commission
May 11, 2021
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Pro Tem Dyer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer (arrived at 6:09 p.m.), Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

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

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 4.27.21
- B. Monthly Finance Report – March 2021
- C. Community Center Advisory Board Minutes – 2.25.21

Commissioner Newton noted figures from the Monthly Finance Report and thanked city staff. City Recorder Dawne Shaw noted a correction to the 4.27.21 City Commission minutes.

Commissioner Newton made the motion to accept the consent calendar. Motion was seconded and passed unanimously.

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

COMMISSIONER REPORTS

Commissioner Newton noted attending a PSCC (Public Safety Coordination Council) meeting and gave an update. He discussed cyber security with the City Manager. He noted attending the LOC (League of Oregon Cities) meeting and gave an update; the November LOC meeting will be held in Warrenton. (Mayor Balensifer arrived at 6:09 p.m.)

Public Works Director Collin Stelzig thanked Mayor Balensifer and the Commission for considering the proclamation recognizing Public Works Week. Mr. Stelzig noted recent improvements in the Public Works department. Brief discussion followed. City Manager Linda Engbretson noted a report prepared by new Public Works Forman, Jason Johnson for March and April. She stated it was a really great snapshot of the different projects and work they did over the last couple months. She will share the report with the Commission and public tomorrow.

Mayor Balensifer praised Public Works staff for their work on the Congressional earmark request, noting Congresswoman Bonamici's staff said the City of Warrenton was the most prepared out of 72 projects. After reading a Proclamation, Mayor Balensifer declared the week of May 16-22, 2021 as National Public Works Week.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

Mr. Stelzig discussed the use of consultants for the review of Public Works construction permits. Commissioner Newton noted the increase in permit application fees this year. Commissioner Baldwin noted concerns about unnecessarily charged fees. Discussion followed.

Commissioner Baldwin made the motion to conduct the first reading of Resolution No. 2600, establishing the use of consultants in the review of Public Works construction permits or development applications, and to provide design services associated with Public Works construction permits or development applications and authorizing assigning the consultants cost to the applicant. Establishing May 5th, 2021 as the effective date and repealing any other resolution in conflict. Motion was seconded and passed unanimously.

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

Commissioner Newton noted he will abstain from the discussion and voting on item 7.B due to a conflict of interest due to owning property in the project area. Mr. Stelzig discussed the bid award for the SW Alder reconstruction from 2nd street to 1st street project. AM Engineering completed the bidding process. He noted the only bid received was from Big River Construction and discussed the project estimates. Mayor Balensifer discussed the need to notify the property owners in the project area. Mr. Stelzig noted notification will go out upon approval. Discussion followed. Commissioner Dyer noted a concern about increased speeding and traffic in that area once the street is improved. Discussion followed.

Commissioner Dyer made the motion to approve awarding the contract for the SW Alder Reconstruction 2nd Street to 1st Street Project to Big River Construction, for the amount of \$409,846.26. Motion was seconded and passed by majority.

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

Mr. Stelzig noted this is the second reading of the proposed Resolution 2598 to increase fees for Spring Clean-up costs. He noted there is progress on the voucher system that will be presented to the Commission soon. Mayor Balensifer asked for clarification on the adoption of Resolution 2598. Ms. Shaw noted there is a second motion to adopt the resolution at this meeting.

Commissioner Baldwin made the motion to conduct the second reading of Resolution No. 2598 and to adopt Resolution No. 2598. Motion was seconded and passed unanimously.

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

Ms. Shaw stated the City has received a street vacation petition from Jetty Street, LLC and Stephanie and Gerald Poe proposing to vacate a portion of 4th Avenue in Hammond. The purpose of the vacation is for setbacks. The City's consent is required. She noted a resolution to set a public hearing date. Commissioner Poe recused himself from the discussion and vote, due to a conflict of interest as the applicant.

Commissioner Dyer made the motion to adopt Resolution No. 2599, setting a Public Hearing date of June 8, 2021, for vacation of Jetty Street, LLC and Stephanie and/or Gerald Poe, for a portion of 4th Avenue in Hammond. Motion was seconded and passed by majority.

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

Ms. Engbretson noted that adopting the resolution and setting a public hearing date also serves as the City's consent to petition.

Ms. Engbretson discussed an amendment to the 2016 SE Galena street vacation. This amendment corrects the legal description of the original street vacation. Mayor Balensifer asked if the County has determined ownership of the Hammond Marina. Ms. Shaw noted the legal description has been amended but the recorded copy of the deed has not yet been received.

Commissioner Newton made the motion to conduct the first reading, by title only, of Ordinance No. 1251, to correct the legal description of Street Vacation No. 147. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading of Ordinance No. 1251, Vacating a Portion of SE Galena Avenue in Warrenton, Oregon, and Repealing Ordinance No. 1210A.

Mayor Balensifer asked about the public hearing requirements for the first reading of Ordinance No. 1251. Ms. Engbretson noted that legal counsel said it was a scrivener's error that can be corrected without repeating the hearing process. There was a public hearing for the original street vacation.

Mayor Balensifer discussed Ordinances No. 1248 and 1250 for their second reading and adoption. He requested an amendment to Ordinance No. 1248 to reference Resolution No. 2588 in the City Municipal Code.

Commissioner Dyer made the motion to amend Ordinance No. 1248, on the first page, Section 1. Vacation Rental Dwelling to add to the end of the first sentence, “reference Resolution No. 2588 (2021).” Motion was seconded and passed unanimously.

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

Commissioner Dyer made the motion to conduct the second reading, by title only, of Ordinance No. 1248 as amended. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1248; an Ordinance Amending WMC Title 16, Development Code, Division 1, Chapter 16.12 Definitions; Division 2, Land Use Districts, Chapters: 16.24, 16.28, 16.32, 16.36, 16.40, 16.44, 16.56; and Division 3, Chapter 16.180.

Commissioner Newton made the motion to conduct the second reading, by title only, of Ordinance No. 1250. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading of Ordinance No. 1250; an Ordinance Amending WMC Title 8, Health and Safety, Chapter 24 Homestay Lodging Safety Standards.

Commissioner Newton made the motion to adopt Ordinance No. 1248 and Ordinance No. 1250. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted Ordinance No. 1249 Marijuana Businesses in General Commercial (C-1) and General Industrial (I-1) to Conditional Uses is presented for its second reading and adoption. It was noted that there was unanimous support for this ordinance from the Planning Commission.

Commissioner Baldwin made the motion to conduct the second reading, by title only, of Ordinance No. 1249. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading of Ordinance No. 1249; an Ordinance Amending WMC Title 16, Development Code, Division 2, Land Use Districts, Chapter 16.40, General Commercial (C-1), and Chapter 16.60, General Industrial (I-1).

Commissioner Baldwin made the motion to adopt Ordinance No. 1249. Motion was seconded and passed unanimously.

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

Finance Director April Clark discussed the Community Center Capital Reserve Funds and the Facilities Maintenance Fund Review. Ms. Clark stated ORS 294.3146 requires that reserve funds be reviewed by the governing body every 10 years. She reviewed a brief history of the funds. The Community Center Advisory Board supports continuation of the reserve fund for the Community Center. Mayor Balensifer asked for an update on the divestment of the Head Start building. Ms. Engbretson noted the steps she has taken and summarized the whole process. Commissioner Newton noted past discussion of decreased income for the Community Center and anticipation of an increase in demand for usage. There was brief discussion on resolution of the advisory board's questions. There was discussion about facility review. Discussion followed on the maintenance and operations of the Community Center. Mayor Balensifer noted concerns on the reserve fund and preventative maintenance. Discussion followed. Ms. Engbretson noted an upcoming discussion at the budget meeting for a proposed contract for facility maintenance. Commissioner Newton noted Community Center Maintainer, Dan Arnoth does a good job of reviewing the facility.

Commissioner Newton made the motion to continue the Community Center Capital Reserve Funds and the Facilities Maintenance Fund. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Newton noted a PSCC update on driving pilings. He attended the Lane County CERT (Community Emergency Response Team) meeting and gave an update. He noted material shortages. He attended the Homeless Study Task Force meeting. LOC has an upcoming meeting for homeless policy and resources. He noted COVID vaccination in Romania in Dracula's Castle.

Ms. Engbretson noted that there are new garage doors on at the Hammond Fire Station; there will be other improvements coming.

Commissioner Newton noted a story about an interaction with the Public Works department.

Mayor Balensifer noted a discussion about Spruce Up Warrenton's suggested improvements to the Peterson lot. He thinks it would be a great partnership between Spruce Up Warrenton and the City to create a cornhole tournament on the Peterson Property. Ms. Engbretson noted Spruce Up Warrenton will be coming to the next meeting with a proposal for the Peterson lot. Discussion continued. Ms. Engbretson noted the Parks Advisory Board may need to weigh in on this. Mayor Balensifer agreed it would be good to include the chair. Commissioner Newton noted he has put the chair of Spruce Up Warrenton in contact with the person that runs the Seaside Elks Lodge

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cornhole tournament.

Commissioner Dyer gave kudos to Public Works. The ball fields look good, and he is hearing good feedback from users.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:01p.m.

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

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor