

MINUTES
Warrenton City Commission
June 22, 2021
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:08 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Police Chief Mathew Workman, Fire Chief Brian Alsbury, Harbormaster Jane Sweet, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Deputy City Recorder Rebecca Sprengeler, and Finance Director April Clark

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 6.08.21
- B. Police Department Monthly Statistics – May 2021
- C. Monthly Finance Report – May 2021
- D. Warrenton Rural Fire District Contract Renewal

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

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

City Manager Linda Engbretson gave a few comments on retiring Public Works employee, Larry Neahring. She wished him the best in his retirement. Mayor Balensifer presented Mr. Neahring with a plaque of appreciation and recognition of 30 years of service. Public Works Operations Manager Kyle Sharpsteen and Public Works Director Collin Stelzig also gave a few comments.

Mayor Balensifer recessed the regular meeting at 6:13 p.m. to conduct the Urban Renewal Agency meeting. Mayor Balensifer reconvened the regular City Commission meeting at 6:15 p.m.

COMMISSIONER REPORTS

Commissioner Newton noted a Zoom meeting he attended on wildfires. He suggested a work session on what plants do not burn easily and fire prevention. He noted he is on overload, and he made an apology to the commission.

Mayor Balensifer attended the Marinas Advisory Committee meeting and discussed the fishing pier proposal.

Ms. Engbretson noted she is trying to schedule a joint meeting with the Parks Advisory Board. Their next meeting is August 9th at 4:00 p.m. Mayor Balensifer asked to send it out by email.

Mayor Balensifer noted for the record he received a comment on the marina rates. It will be forwarded to City Recorder Dawne Shaw.

PUBLIC COMMENT – None

PUBLIC HEARING

Mayor Balensifer opened the Public Hearing on Street Vacation Petition No. 156. Formalities followed and no conflicts of interest or ex parte contacts were reported. Ms. Shaw reviewed the staff report. Mayor Balensifer asked for public comments. Zoe Power, the attorney representing the applicant spoke in favor. No one spoke in opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Baldwin made the motion to conduct the first reading, by title only, of Ordinance No. 1253. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading of Ordinance No. 1253; an ordinance vacating a portion of SE Pacific Avenue, in the City of Warrenton, Oregon.

Mayor Balensifer opened the Public Hearing on the election to receive State Revenue Sharing funds. Formalities followed and no conflicts of interest or ex parte contacts were reported. Finance Director April Clark reviewed the staff report. 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. 2607. Motion was seconded and passed unanimously.

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

Mayor Balensifer opened the Public Hearing on the adoption of the Warrenton City Budget for FY 2021-2022. Formalities followed and no conflicts of interest or ex parte contacts were reported. Ms. Engbretson reviewed the staff report. She noted budget figures and that the budget

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is posted on the website. Mayor Balensifer asked for public comments. No one spoke in favor or opposition. Mayor Balensifer asked for clarification if approval of this budget will be pulling the City out of the LCTC (Lower Columbia Tourism Committee). Ms. Engbretson noted she will bring back a separate resolution and options for this. There being no further comments, Mayor Balensifer closed the public hearing.

Commissioner Baldwin made the motion to adopt the City of Warrenton 2021-2022 Budget as set forth in Resolution No. 2606. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS

Commissioner Newton made the motion to adopt the 2022-2027 Capital Improvement Program as presented. Motion was seconded and passed unanimously.

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

Mayor Balensifer asked the record to reflect that the commission unanimously supported the surplus of the Fire Department Vehicles Tender 2731 and Command Vehicle 2761 as outlined in the agenda packet material.

Mayor Balensifer noted in feedback he has received it would be best to consider a bifurcated hoist charge. One for \$150 per hour, one for \$75-\$100 per half hour, or a 15-minute charge. Discussion followed on hoist rates. Harbormaster Jane Sweet noted the fully burdened rate for a Marina employee. Brief discussion followed. Ms. Sweet asked the commission to reconsider the \$150 hourly hoist charge. She recommended maintaining the \$100 rate as proposed by the advisory committee. She noted the Marinas will lose over \$10,000 in revenue by increasing the fee. Discussion followed. Mayor Balensifer asked about the allocation of extra funds. Ms. Engbretson noted it will be used for CIP (Capital Improvement Program) projects. Discussion continued.

Commissioner Newton made the motion to amend Resolution No. 2523, section 4 hoist charges, to go from \$150 per hour to \$100. Motion was seconded.

Brief discussion continued.

The motion passed by majority.

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

Mayor Balensifer noted a correction to the previous motion. The correct Resolution is 2596 not Resolution 2523.

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Commissioner Newton made the motion to rescind the amendment to Resolution 2523. Motion was seconded and passed unanimously.

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

Commissioner Poe made the motion to conduct the second reading of Resolution No. 2596, with section 4 amended to have the hoist charges down to \$100. Motion was seconded and passed by majority.

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

Mayor Balensifer conducted the second reading of Resolution No. 2596; Adopting and Setting Moorage Rental Rates and Fees in the Warrenton and Hammond Municipal Basins.

Commissioner Newton made the motion to adopt Resolution No. 2596. Motion was seconded and passed unanimously.

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

Ms. Shaw presented Ordinance No. 1252 for its second reading and adoption. Commissioner Poe stated he would recuse himself from the conversation and abstain from voting.

Commissioner Newton made the motion to conduct the second reading, by title only, of Ordinance No. 1252; an Ordinance Vacating a Portion of 4th Avenue, an undeveloped street right-of-way in the Plats of First Addition to Kindred Park, in the City of Warrenton, Oregon. Motion was seconded and passed by majority.

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

Mayor Balensifer conducted the second reading of Ordinance No. 1252; an Ordinance Vacating a Portion of 4th Avenue, an undeveloped street rights-of-way in the Plats of First Addition to Kindred Park, in the City of Warrenton, Oregon.

Commissioner Newton made the motion to adopt Ordinance No. 1252. Motion was seconded and passed by majority.

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

Police Chief Mathew Workman discussed an agreement with the City of Astoria for Dispatch Services. He noted the fees have gone down.

Commissioner Baldwin made the motion to approve the Dispatch Services Agreement and authorize the Mayor and the City Manager's signature. Motion was seconded and passed unanimously.

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

Chief Workman discussed the Police Department K-9 and the need to declare him as surplus. Discussion followed. Commissioner Newton recommended sending a letter of appreciation to Lylla Gaebel. Chief Workman noted the agreement indemnifies the City and can have a reversionary clause. Mayor Balensifer discussed the process of the sale of the dog to the handler. It was noted there will be a retirement ceremony for K-9 Gabe. There was question about the dog being neutered. Mayor Balensifer noted he wants this to be confirmed before transfer of ownership.

Commissioner Newton made the motion to declare the K9 “Gabe” as surplus and to sell Gabe to his handler upon signing an agreement with the City executed by the City Manager and to set the retirement of the dog to the next Commission meeting. Motion was seconded and passed unanimously.

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

Mayor Balensifer asked that the dog be presented with a distinguished service medal.

Public Works Director Collin Stelzig discussed the Iredale Culvert Replacement Project, noting the proposal from North Coast Civil Design. He noted the original project is from the 2006 Master Plan. Discussion followed.

Commissioner Baldwin made the motion to award the professional services contract for the Iredale Culvert Replacement Project to North Coast Civil Design for \$31,700.00. Motion was seconded and passed unanimously.

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

Mr. Stelzig reviewed a proposal from A.M. Engineering for Civil Engineering Services for the SW Alder Avenue – 2nd Street to 1st Street Road Improvement Project.

Commissioner Newton made the motion to award the contract for the SW Alder Avenue – 2nd Street to 1st Street Road Improvement to A.M. for \$48,000.00. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Newton noted good news for landlords. He noted the success of Arnie’s Cafe and concerns about the parking situation. He discussed the Community Center figures.

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Mayor Balensifer requested item I be added to the agenda for the appointment of Library Board members. There were no objections. He reviewed the Library Board application from Joy Wheatley-Decius and his letter of recommendation for appointment of Ms. Wheatley-Decius and reappointment of Karyn Grass.

Commissioner Baldwin made the motion to appoint Wheatley-Decius for the unexpired term of Position 2 and Karyn Grass for reappointment for Position 5 after the expiration of her current term ending this year. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted he was on a kayaking trip with friends on Alder Creek and asked about the tide gate repairs. He wanted to bring to staff's attention that three of the five tide gates are letting water back in while closed. He also noted the new habitat mapping from DSL (Department of State Lands). The Port has concerns about Adair Slough being listed. The state listed Alder Creek without species, while the Skipanon River is listed with species. Mayor Balensifer noted concerns about this preventing the addition of pumps on Alder Creek. He further noted the City may want to consider challenging Alder Creek being on the list so it does not impede future work. Mayor Balensifer noted he resides on Alder Creek and noted flooding concerns in the area. He stated for the record that his property does not flood; but he is concerned for his neighbors. Brief discussion continued.

Ms. Engbretson reviewed her written notice of her retirement, as of Sept 30, 2021. The commissioners made comments. Mayor Balensifer stated he would like a discussion item at the next meeting on the hiring process.

At 7:17 p.m. Mayor Balensifer recessed the regular meeting for five minutes. At 7:23 p.m. he announced the Commission will now meet in executive session under the authority of ORS 192.660(2)(b); *to consider the dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent who does not request an open hearing.*

There being no further business, Mayor Balensifer adjourned the regular meeting at 8:06 p.m.

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

ATTEST:


Dawne Shaw, CMC, City Recorder

APPROVED:


Henry A. Balensifer III, Mayor