

MINUTES  
Warrenton City Commission  
October 12, 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: Tom Dyer, Gerald Poe, and Rick Newton

Excused: Mayor Henry Balensifer and Commissioner Mark Baldwin

Staff Present: City Manager Linda Engbretson, City Attorney Spencer Parsons (via Zoom), City Recorder Dawne Shaw, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Harbormaster Jane Sweet, and Police Chief Mathew Workman

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 9.28.21
- B. Monthly Finance Report – August 2021
- C. Marina Advisory Board Minutes – 6.21.21
- D. Marina Advisory Board Minutes – 7.06.21

**Commissioner Poe made the motion to accept the meeting minutes. Motion was seconded and passed unanimously.**

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

COMMISSIONER REPORTS

City Manager Linda Engbretson asked to add a request from Debbie Little and the VFW for a community Thanksgiving event to the agenda; there were no objections to add it as item 7.D.

After reading a proclamation, Mayor Pro tem Dyer declared the month of October as Domestic Violence Awareness Month. Melissa Henige, The Harbor's Health & Care Partnership Coordinator, thanked the city for supporting their efforts and explained the services they provide. Others made brief comments.

PUBLIC COMMENT

Mike Balensifer spoke about dredging and fallout pipe in the Hammond Marina. He made suggestions to correct issues. Ms. Engbretson stated she has discussed this with the

harbormaster; they are looking at a change order to address this. Harbormaster Jane Sweet discussed work in two phases.

## PUBLIC HEARINGS

Mayor Pro tem Dyer opened the continued public hearing on the advanced financing district application from Dale Adams. Public Works Director Collin Stelzig reviewed his staff report and noted the information provided by the applicant was inaccurate and inadequate. He recommended denial of the application. Ms. Engbretson made clarifying comments. Commissioner Newton noted concerns. City Attorney Spencer Parsons explained the normal process versus the current situation. Mr. Parsons stated staff never made promises about the decision of the commission on this application. Commissioner Newton emphasized his concerns and feels the application fee should be refunded. Mr. Parsons clarified the commission has the authority to approve the advanced finance district application; refunding the fee is also at the discretion of the commission. Ms. Engbretson stated the fee waiver request was previously brought to the commission and denied at that time.

Mayor Pro tem Dyer asked for public testimony. Christian Zupancic, Mr. Adams' legal counsel, testified on behalf of the applicant. He explained the situation, noting the improvement process began six years ago and one lot has taken advantage of the improvements. He discussed why the advanced finance district was not applied for in advance. Commissioner Newton restated concerns about making exceptions. Mr. Zupancic noted this is still advanced because people are not there yet. He responded to staff's reasons the report could not be prepared. He requested to keep the record open for additional material submission. He continued discussion of application materials and noted it may not be fair to pay all of the expenses, but it is unfair for Mr. Adams to get nothing. He discussed the list of affected lots. He urged the commission to be fair. Commissioner Poe asked about pinpointing costs in the invoices and clarification that only one builder has taken advantage of the infrastructure. Discussion followed about the life of the advanced finance district. It was noted the city owns the infrastructure. Mr. Parson noted the WMC requirements for the life advanced finance agreement is 10 years from the date of execution. Ms. Engbretson recommended this would be for anything in the future and not retroactive. Sarah Shepherd, granddaughter of affected property owner Carolyn Shepherd, spoke in opposition of the advanced finance district. She noted lack of a retroactive clause for the agreement and agreed with the staff's recommendation. She discussed the property owner's intention to maintain forested land, noting wetlands in the area. She argued the property owner should not be responsible for paying for the improvements that will not be used and asked the commission to deny the application. Ms. Carolyn Shepherd noted she has no intention to develop her land. Mr. Parsons discussed the process for approval of the advanced financed district. Mr. Zupancic clarified that wetlands do not prohibit development. He stated the application, if approved, does not require all lot owners to contribute to the cost of improvements. Mr. Parsons agreed, noting payment is only required when connected to the infrastructure. He commented that wetlands can be a barrier but there are alternative options for development. Mr. Adams made comments, noting displeasure with requirements the city imposed on him.

## MINUTES

Commissioner Newton asked for clarification on the costs and expenses. Ms. Engbretson clarified, noting an estimate for expenses, waived paving requirements, and reimbursed SDC fees to the applicant. Discussion continued on the submitted invoices. Mr. Stelzig noted clarification of invoices was requested in January; no response has been received. Mr. Adams suggested having a neutral party contractor provide an estimated itemized list. Mayor Pro tem Dyer noted the opportunity to submit additional information was already provided. There was discussion about whether or not to keep the record open; the commission decided against it. There being no further comments, Mayor Pro tem Dyer closed the public hearing.

**Commissioner Poe made the motion to go with staff's recommendation that they deny the application and refund of the \$700. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye**

#### BUSINESS ITEMS

Jeanne Smith and Mike Moha of Spruce Up Warrenton requested \$7,500 to replace the downtown holiday decorations. Ms. Engbretson noted the remaining funds in the holiday and community events budget. Discussion followed.

**Commissioner Poe made the motion to approve the Christmas budget request 2021. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye**

Mr. Stelzig discussed a change order for the Murraysmith contract for Raw Waterline Replacement Design Services. He reviewed his agenda memo and noted the need to complete the wetland delineation report that will increase the design contract amount by \$22,726. Commissioner Newton asked clarifying questions about the figures.

**Commissioner Newton made the motion to accept the change order. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye**

Ms. Sweet discussed a change order to extend the contract for Marina Engineering Services contract with Mott MacDonald for the Hammond Marina Dredging project. She noted the remaining balance on the contract.

**Commissioner Poe made the motion to approve the extension. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye**

#### MINUTES

Ms. Engbretson discussed a request from the Fort Stevens VFW Auxiliary for the community Thanksgiving dinner November 24 and 25. They requested the \$862 rental fee for the Community Center be waived. She noted, if approved, the city would cover the fee out of the business license fund.

**Commissioner Poe made the motion to pay the fee for them for the two days. Motion was seconded and passed unanimously.**

**Newton – aye; Dyer – aye; Poe – aye**

#### DISCUSSION ITEMS

Ms. Engbretson discussed food trucks in the Recreational - Commercial (R-C) zoning district. She noted grocery stores are permitted uses while restaurants are conditional uses. She suggested adding food trucks as an outright use in the R-C zone. The commission was in favor.

#### GOOD OF THE ORDER

Commissioner Poe noted he had a citizen express the same concern as Mike Balensifer about the water pipe and mud in the Hammond Marina.

Commissioner Newton noted the progress on the Warrenton Marina basin lights. He discussed a tour of the water treatment plant; he was amazed how clean everything was. He also noted a friend received a flyfishing award at 87 years old.

Ms. Engbretson noted the new carpet in city hall and stated they hope to also replace the carpet in the chambers. She noted the carpet was donated for free from the old juvenile facility.

Mayor Pro tem Dyer thanked staff and everyone behind the scenes for all they do for the city.

There being no further business, Mayor Pro tem Dyer adjourned the regular meeting at 7:22 p.m.

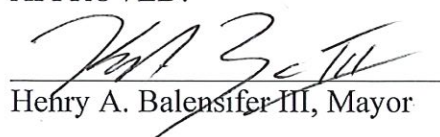
Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

ATTEST:



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Dawne Shaw, CMC, City Recorder

APPROVED:

  
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Henry A. Balensifer III, Mayor

MINUTES

Warrenton City Commission

Regular Meeting – 10.12.21

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