

MINUTES
Warrenton City Commission
February 22, 2022
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 Henry Balensifer, Tom Dyer, Mark Baldwin, Gerald Poe, and Rick Newton

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig (Zoom), Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Fire Chief Brian Alsbury, Building Inspector Christian Jensen, Building Official Van Wilfonger, Harbormaster Jane Sweet, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 1.25.22
- B. Joint Work Session Minutes – 1.18.22
- C. Marina Advisory Board Meeting Minutes – 11.15.21
- D. Monthly Finance Report - December 2021
- E. City Recorder’s Office Quarterly Report – Oct. – Dec. 2021
- F. Building Department Quarterly Report – Oct. – Dec. 2021
- G. Marinas Department Quarterly Report – Oct. – Dec. 2021
- H. Police Department Monthly Report – January 2022

Commissioner Newton requested clarification about the setback decision in the joint meeting minutes. There was brief discussion about the wording.

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

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

Mayor Balensifer noted a significant increase in public records requests in the City Recorder Office’s quarterly report. City Recorder Dawne Shaw distributed a printed spreadsheet detailing the 2022 requests. She noted 60 requests were received in 2021 and 21 requests already this year. She also discussed the time-consuming challenges of processing the requests. It was noted many older records are not yet digitized, adding to staff research time.

COMMISSIONER REPORTS

Commissioner Newton attended the January CREST meeting and gave a budget update.

Commissioner Poe attended a get-together at Encore Dance with the Warrenton-Astoria Chamber.

City Manager Linda Engbretson would like to remove item 8.A from the agenda. There were no objections. It will be brought back at a later date.

PUBLIC COMMENT

Stan Johnson of Astoria spoke regarding waterline design for property he is developing near the Skipanon River bridge. He spoke about information he received from the City on water system design requirements. He would like to design a water system that meets the requirements for his property only, not future developments. Ms. Engbretson noted past discussions with Mr. Johnson, about an Advanced Finance District. Mr. Johnson discussed concerns about the cost.

PUBLIC HEARINGS

Mayor Balensifer opened the public hearing on the sale of city property. Formalities followed and no conflicts of interest or ex parte contacts were reported. Ms. Engbretson discussed the properties that the City would like to sell which included taxlot 81022CB05200 and taxlot 81022BD01700. She noted the City hired a realtor to assist with property negotiations. Per Chapter 11 of the City Charter, these two properties are not required to go to the voters. She requested the Commission consider moving forward with the sales. Ms. Engbretson noted a correction to the second taxlot number in the motion. She noted the size, zoning, assessed value, and sale price of the lots. Mayor Balensifer asked for public comments. No one spoke in favor or opposition. There being no further discussion, Mayor Balensifer closed the public hearing.

Commissioner Dyer made the motion to approve the sale of Tax Lot 81022BD01700 and the sale of Tax Lot 81022CB05200 through the City's representative/broker. Motion was seconded and passed unanimously.

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

Ms. Engbretson noted the new carpet in the commission chambers; it was obtained for free and using it to replace the old, stained carpet was a great use of public funds. Ms. Engbretson and Ms. Shaw noted the excellent job the Deputy City Recorder did coordinating installation. The City Commission also conveyed their gratitude.

BUSINESS ITEMS

Mayor Balensifer noted Resolution 2621; 2022 City Commission Goals. He read the goals as stated in the resolution.

MINUTES

Commissioner Baldwin made the motion to approve Resolution No. 2621; a Resolution of the City Commission of the City of Warrenton, Adopting 2022 City Commission Goals. Motion was seconded and passed unanimously.

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

Ms. Engbretson discussed the Skipanon Marine and RV lease property. She noted the owners of the business would like to sell. It was noted the lease is ending this year and a transfer would be short. Mayor Balensifer feels any code issues should be brought up, noting the structure has been tentatively on the nuisance radar. Discussion followed on the condition of the building and access to the Marina. There was consensus on the aspect of due diligence on code and aesthetics.

Commissioner Baldwin made the motion to authorize the City Manager to provide notice to the Kelly’s, dba Skipanon Marine and RV of City consent to move forward with the appropriate disposal of their business, with the recommendation of Warrenton’s legal counsel for determining final consent and the standard precautions as unanimously consented to prior. Motion was seconded and passed unanimously.

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

Building Official Van Wilfonger discussed Resolution No. 2613, updating building permit fees to align with OAR’s for ePermitting implementation. He discussed working with state representatives and noted the changes will be more consistent with surrounding jurisdictions. Mayor Balensifer thank Mr. Wilfonger for the work on ePermitting. Commissioner Newton noted 4-wide modular homes are not included in the fees. Mr. Wilfonger will discuss it with the state.

Commissioner Newton made the motion to conduct the first reading, by title only, of Resolution No. 2613. Motion was seconded and passed unanimously.

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

Mayor Balensifer read Resolution 2613 by title only; a resolution adopting building permit fees and repealing Resolution No. 2522 and all prior conflicting resolutions.

Police Chief Mathew Workman discussed an update to the False Alarm code and fees. He explained the fee increase is to become more in line with other cities as there has not been an update since 1993. The ordinance language is also being updated to clarify that three false alarms will result in a fine if occurring within a 12-month period. Chief Workman explained a recent situation of two false alarms in December, then a third and fourth in January that did not receive a fine as a result of the current language. The spirit of a 12-month period rather than a calendar year is to correct the cause of false alarms in a timely manner to keep the already limited number of police officer available when needed elsewhere. He presented Ordinance 1256 and Resolution 2620 for their first readings. After brief discussion, it was noted that fines are for violation of the ordinance, while fees are charges service. It was noted the 12-month period begins on the

occurrence of the first false alarm. Discussion followed about security systems and crime. There was brief discussion about the implementation of 24-hour police coverage several years ago.

Commissioner Baldwin made the motion to conduct the first reading of Resolution No. 2620; adopting false alarm fees. Motion was seconded and passed unanimously.

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

Commissioner Newton made the motion to conduct the first reading, by title only, of Ordinance No. 1256. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1256.

Public Works Operations Manager Kyle Sharpsteen presented a contract with Owen Equipment for the purchase of a vacuum trailer. Mayor Balensifer asked what the trailer would be used for as opposed to the current vacuum truck. Mr. Sharpsteen explained it is to supplement their work by making it easier to get into smaller areas, keeping miles and wear down on the truck, and it also has a valve exerciser that the truck does not. Brief discussion followed about other cities' equipment. It was noted the compact size is preferred because it is under the CDL requirement. Commissioner Baldwin noted concern about getting cheap equipment. Mr. Sharpsteen discussed positives ~~from~~ the performance demo. Discussion followed about the high shipping cost.

Commissioner Poe made the motion to authorize Public Works to enter a contact with Owen Equipment for a Hurco Vac300 Vacuum Trailer with SD800 valve exerciser for \$53,875.00. Motion was seconded and passed unanimously.

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

Public Works Director Collin Stelzig (Zoom) discussed a development agreement for the Trillium House Apartments as required by the conditions of approval from about a year ago. The fees outlined in the agreement will pay for future sidewalks, traffic mitigation, parks, and trails. The agreement was developed over several months and reviewed twice by the city attorney. Mayor Balensifer noted the forthcoming post office building relocation and asked if a separate agreement would be required or if the federal government could tag onto this agreement if they participated in infrastructure improvements here. Mr. Stelzig noted it depends upon the timing.

Commissioner Newton made the motion to approve the development agreement for the Trillium House Apartments project with the Mayor's signature of approval. Motion was seconded and passed unanimously.

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

Fire Chief Brian Alsbury discussed two FEMA grants; one to replace aging hydraulic jaws of life with smaller, more convenient, battery-operated ones and the other grant to replace wildland fire engine E-2721. There was brief discussion about the reduced spatial need of the battery-operated tool. Mayor Balensifer suggested contacting Bonamici's office for a letter of support. Chief Alsbury noted the matching funds for the microgrant is 5%.

Commissioner Baldwin made the motion to authorize the Fire Department to apply for both an E-Tool grant and Apparatus grant through FEMA AFG Grants. Motion was seconded and passed unanimously.

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

Chief Alsbury explained he would also like to apply for a FEMA SAFER grant for a 3-year 100% paid fire marshal and explained the importance of the position. He noted the caveat is after 3 years, they can reapply, but may not receive the grant again; a plan to retain the position without the grant would be needed. Chief Alsbury explained the duties of a fire marshal.

Commissioner Dyer made the motion to authorize the Fire Department to apply for a FEMA SAFER Grant. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Dyer asked who maintains the fire hydrants outside of the city. Chief Alsbury noted the Warrenton Rural Fire District is under contract to maintain the hydrants. Brief discussion followed about the district's limited budget. Commissioner Baldwin asked the Fire Chief to report back on the number of inoperative hydrants in city limits. Commissioner Dyer requested staff reach out to the district to offer assistance and create a plan moving forward. Brief discussion continued.

Commissioner Newton stated he is amazed how many times he gets told what a good officer Sgt. Pierce is and requested Chief Workman relay that to him. Chief Workman noted it is great to have him and he is a wealth of knowledge. Commissioner Newton also gave an update on the historic cemetery sign he recently found; DSL needs to determine if it is an artifact. John Goodenberger is researching a possible relation to the designer of Central Park. Commissioner Newton noted recent article on water level predictions. He also promoted RDI's grant class.

Mayor Balensifer thanked the audience for their attendance and is looking forward to seeing their faces when the mask mandate ends.

At 7:12 p.m. Mayor Balensifer recessed the regular meeting and announced the Commission will now meet in executive session under the authority of ORS 192.660(2)(e); *to conduct*

MINUTES

Warrenton City Commission

Regular Meeting – 2.22.22

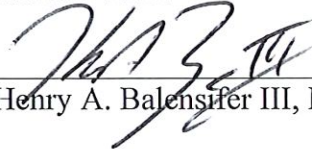
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deliberations with persons designated by the governing body to negotiate real property transactions.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:21 p.m.

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

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder