

MINUTES
Warrenton City Commission
June 14, 2022
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

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

Commissioners Present: Mayor Pro-tem Mark Baldwin, Gerald Poe, Tom Dyer, and Rick Newton

Excused: Mayor Henry Balensifer

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

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 5.24.22
- B. Marina Advisory Board Meeting Minutes – 4.18.22
- C. Warrenton Identity Theft Prevention Committee Meeting Minutes – 6.18.21

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

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

COMMISSIONER REPORTS

Mayor Pro-tem Baldwin reported on the Clatsop Plains Elk Committee meeting.

PUBLIC COMMENT – None

PUBLIC HEARINGS

Mayor Pro-tem Baldwin opened the public hearing on the sale of city property located at 867 NE 1st Court – Tax lot 81022BA02080 to Doug and Ann Westerlund. Formalities followed. No conflicts of interest or ex parte contacts were reported.

Ms. Engbretson presented a staff report on the sale of the land lease based on Commission direction. The funds from the sale will be transferred from the general fund to the Marina Capital Improvement Fund next budget year.

Mayor Pro-tem Baldwin asked for public comments. Doug Westerlund spoke in favor of the property sale. No one spoke in opposition. Commissioner Newton discussed the offer amount and property details with Mr. Westerlund. Mayor Pro-tem Baldwin noted lease payments over 10 years versus the offer.

There being no further discussion, Mayor Pro-tem Baldwin closed the public hearing.

Commissioner Poe made the motion to approve the sale of Tax Lot 81022BA02080, Lot 14, to Doug and Ann Westerlund. Motion was seconded and passed unanimously.

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

Ms. Engbretson said the sale price is \$45,000, for the record.

Mayor Pro-tem Baldwin opened the public hearing on the sale/transfer of city property to Fort Stevens Veterans of Foreign Wars Post 10580. Formalities followed and no conflicts of interest or ex parte contacts were reported.

Ms. Engbretson presented a staff report for 861 Pacific Drive – Tax lot 81005DC03300. Staff proposed selling the building, not the land. There is an option for a reversionary clause.

Mayor Pro-tem Baldwin asked for public comments. Debbie Little, VFW, spoke in favor, noting they intend to use the building as a meeting space. They will not include a canteen. Bert Little, VFW Post 10580 Commander, asked about the storage shed at the site. Staff clarified it would be included. No one spoke in opposition. Commissioner Newton explained challenges of moving a shed. Ms. Little said the VFW has no objection to a reversionary clause.

There being no further discussion, Mayor Pro-tem Baldwin closed the public hearing.

Commissioner Dyer made the motion to approve the transfer of the old Hammond Town Hall to Fort Stevens VFW, Post 10580, as discussed, with final approval of transfer documents by legal counsel. Motion was seconded and passed unanimously.

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

BUSINESS ITEMS

Finance Director April Clark presented Resolution No. 2625 for consideration.

Commissioner Newton made the motion to approve Resolution No. 2625; Approving and Adopting Increases to the 2021-2022 Budget by Increasing Appropriations for Pass Through Payments from Transient Room Tax Collection. Motion was seconded and passed unanimously.

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

Ms. Clark presented Resolution No. 2626 for its first reading.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2626; Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2022. Motion was seconded and passed unanimously.

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

Public Works Director Collin Stelzig discussed a contract for the Raw Waterline Project. Big River Construction was the lowest bidder. Commissioner Newton does business with a Big River Construction employee.

Commissioner Poe made the motion to award the contract for the Raw Waterline Project to Big River Construction, Inc., for the amount of \$818,110. Motion was seconded and passed unanimously.

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

Mr. Stelzig discussed a request for qualifications for the design of the E Harbor Water Line. Brief discussion followed about the project details. Commissioner Newton owns a piece of property on the water line route. Discussion followed about potential development.

Commissioner Poe made the motion to approve advertising the request for qualifications for the engineering design services of the East Harbor to Downtown Water Line Upsize. Motion was seconded and passed unanimously.

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

Mr. Stelzig presented Resolution No. 2628 for its first reading.

Commissioner Dyer made the motion to conduct the first reading, by title only, of Resolution No. 2628; Adopting Sewer Department Rates, Establishing July 1, 2022 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

Mayor Pro-tem Baldwin conducted the first reading, by title only, of Resolution No. 2628.

Mr. Stelzig presented Resolution No. 2629 for its first reading.

Commissioner Poe made the motion to conduct the first reading, by title only, of Resolution No. 2629; Adopting Water Department Rates, Establishing July 1, 2022 as the effective

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date, and repealing any other resolution in conflict. Motion was seconded and passed unanimously.

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

Mayor Pro-tem Baldwin conducted the first reading, by title only, of Resolution No. 2629.

Mr. Stelzig presented Resolution No. 2630 for its first reading.

Commissioner Newton made the motion to conduct the first reading, by title only, of Resolution No. 2630; Adopting and Setting New Rates for Residential Recycling Services, Establishing July 1, 2022 as the effective date, and repealing all resolutions in conflict. Motion was seconded and passed unanimously.

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

Mayor Pro-tem Baldwin conducted the first reading, by title only, of Resolution No. 2630.

Ms. Engbretson presented Resolution No. 2623 for adoption.

Commissioner Poe made the motion to adopt Resolution No. 2623, Adopting and Setting Business License Fees for all Services, Manufacturers, Processors, Trades, Retails and Wholesale Shops and any and all Occupations Carried on in the City of Warrenton for the Purpose of Profit or Non-Profit with the Exceptions Listed in Ordinance No. 857-A, and Repealing Resolution No. 2182.

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

City Recorder Dawne Shaw presented Ordinance No. 1257 for its first reading. The increased candidacy filling fee would be effective September 1, 2022. Brief discussion followed.

Commissioner Newton made the motion to conduct the first reading, by title only, of Ordinance No. 1257; An Ordinance Amending Warrenton Municipal Code Chapter 1.16; Setting the Filing Fee for Declaration of Candidacy for City Commission; Updating the Form for Making a Declaration of Candidacy; and Repealing Ordinance No. 849-A. Motion was seconded and passed unanimously.

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

Mayor Pro-tem Baldwin conducted the first reading, by title only, of Ordinance No. 1257. Commissioner Newton suggested amending the language to be "...for a City Commission seat or Mayor." Ms. Engbretson agreed.

Ms. Engbretson reviewed a contract for continued work with A.M. Engineering to review engineering for development projects.

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Commissioner Newton made the motion to authorize the continuation of work contract with A.M. Engineering for an amount not-to-exceed \$50,000. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS

Mr. Stelzig proposed increases to sanitation rates. They have not changed since 2006. Changes would include consistent dumpster rates, cart rates that align with Recology's increase, increased dumpster on-call rates, and removal of split billings. Discussion followed about the data in the meeting packet. There was concern about the jump in rates. Mr. Stelzig noted the increased rates would still be lower than others in Clatsop County. Mayor Pro-tem Baldwin would like to keep the rates as low as possible to still maintain a healthy fund. It was noted Warrenton's terrain has a lower maintenance impact on equipment than Astoria or Cannon Beach. Ms. Engbretson noted they need to keep up with Recology's rate increase. It was requested staff reach out to business owners to work with them on the changes. There was brief discussion about the system development charge fees index status. There was brief discussion about past deliberations to privatize sanitation services. There was discussion about changing the on-call dumpster rate to be lower for keeping it onsite and higher for pickup. Mayor Pro-tem Baldwin suggested \$120 to dump and \$28 monthly or \$85 to dump and \$22 monthly and requested staff investigate the on-call rates more.

Ms. Engbretson discussed transferring the Head Start Building out of city ownership. It was built in the late 80's to early 90's with the help of the Clatsop Community Action Team, like the Food Bank. She has been working with the County to remove the reversionary clause on that lot. The County suggested the city add a reversionary clause on any transfers. The building is over the \$100,000 real market value that would require it to be put on the ballot. Ms. Engbretson recommended the November elections. Discussion followed about election costs, the low fixed lease amount, Community Action Team's interest in the building, maintenance burden on the city, positive community impacts, lack of grant potential under city ownership, and the reversionary clause requirement from the County. There was consensus to get rid of the building.

Ms. Engbretson suggested granting a specific amount of money to Spruce Up Warrenton each year for their events. The event fees could be included in the grant or waived. Ms. Engbretson reviewed calculations for the cost of annual events. Brenda Hoxsey of Spruce Up Warrenton favored a one-time lump sum. Commissioners also commented in favor. Staff noted the funds would come from the general fund/parks. Mayor Pro-tem Baldwin noted funds in the business license fund and would like staff to bring back the grand sum. Commissioner Dyer favored the lump sum and would like to have the option for Spruce Up Warrenton to request additional funds if needed. Ms. Engbretson asked for clarification if Spruce Up Warrenton would still be responsible for their event application fees. After discussion, there was consensus for staff to bring the grand sum back. There was also consensus to pay the 4th of July event application fee out of the business license fund.

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GOOD OF THE ORDER

Commissioner Dyer noted his mother is in hospice care in Seaside and is open to visitors.

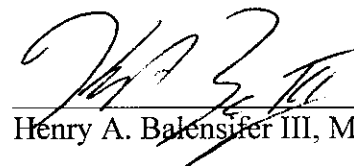
Commissioner Newton noted the high school kids and Spruce Up Warrenton cleaned up along Main Avenue. The planters have been taken care of by a Master Gardener. The Astoria American Legion has a flag from 1777. He encouraged people to see it and would like to bring it to the Warrenton Museum on the 4th of July. The Astoria Clatsop Behavioral Health project was not approved. The city has two Spanish-speaking officers now. Historic pictures were displayed at the high school to promote the museum. He discussed working with the Oregon Ethics Commission. A past RARE student contacted him. There will be a children's parade on movie night through the Kiwanis club. He noted a citizen picks up garbage between Warrenton and Hammond. He also noted a citizen's opinion changed in favor of transferring the old town hall to the VFW.

Ms. Engbretson noted Erik Jensen of Jensen Strategies gave an update on the city manager recruitment. The posting closes on June 19th. He is excited about the applicant pool. Commissioner Newton noted recruitment for several city managers in the area. There was discussion about the benefits of hiring professionals for city manager recruitment.

There being no further business, Mayor Pro-tem Baldwin adjourned the meeting at 7:26 p.m.

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

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder