

MINUTES  
Warrenton City Commission  
June 28, 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, Gerald Poe, Tom Dyer, and Rick Newton

Excused: Mark Baldwin

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Finance Director April Clark, Public Works Director Collin Stelzig, Fire Chief Brian Alsbury, Planning Director Jay Blake, Public Works Operations Manager Kyle Sharpsteen, Engineering Technician Trisha Hayrynen, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 6.14.22
- B. Community Library Board Meeting Minutes – 3.09.22
- C. Community Library Board Meeting Minutes – 4.06.22
- D. Police Department Monthly Report – May 2022
- E. Finance Department Monthly Report – May 2022

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

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

COMMISSIONER REPORTS

Commissioner Poe reported the Columbia River Estuary Study Taskforce budget passed.

PUBLIC COMMENT

Mayor Balensifer reviewed the public comment policy on the agenda.

John McCall of McCall Tire Center spoke about the condition of his building and explained possible cause. He wants a process for resolution. City Manager Linda Engbretson said the situation is being handled by the City's insurance and legal. Brief discussion continued.

Carol Snell submitted written comment in support of the library levy recommendation.

David Zunkel commented in support of the library levy recommendation.

Dennis Faletti asked about the city hall door repair. Ms. Engbretson gave an update.

Tony Faletti spoke about the Carruthers Park viewing platform condition and city manager recruitment. Ms. Engbretson gave an update on the platform.

#### PUBLIC HEARINGS

Mayor Balensifer opened the public hearing on the adoption of the Warrenton City Budget for FY 2022-2023. Formalities followed. No conflicts of interest or ex parte contacts were reported. Ms. Engbretson and Finance Director April Clark presented the budget. The permanent rate property tax revenue is \$1,030,000. Ms. Engbretson commented on staffing and the burden of city growth. 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 the 2022-2023 Budget, Resolution No. 2627. Motion was seconded and passed unanimously.**

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

Mayor Balensifer opened the public hearing on the election to receive State Revenue Sharing funds. Formalities followed. No conflicts of interest or ex parte contacts were reported. City Recorder Dawne Shaw presented the staff report. Ms. Engbretson noted state revenue sources. 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. 2624; a Resolution Declaring the City of Warrenton’s Election to Receive State Revenues for Fiscal Year 2022-2023. Motion was seconded and passed unanimously.**

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

#### BUSINESS ITEMS

Ms. Engbretson presented the Capital Improvement Program for adoption.

**Commissioner Newton made the motion to adopt the 2023-2028 Capital Improvement Program. Motion was seconded and passed unanimously.**

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

#### MINUTES

Police Chief Mathew Workman presented the 2022-2023 Police Dispatch Services Agreement. There was brief discussion about Public Safety Answering Point consolidation status.

**Commissioner Dyer made the motion to approve the Police Dispatch Services Agreement with the City of Astoria for Fiscal Year 2022-2023 and the have the Mayor and City Manager sign the agreement. Motion was seconded and passed unanimously.**

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

Fire Chief Brian Alsbury discussed the 2022-2023 Fire Dispatch Services Agreement.

**Commissioner Newton made the motion to approve the Fire Dispatch Services Agreement with the City of Astoria for Fiscal Year 2022-2023 and the have the Mayor and City Manager sign the agreement. Motion was seconded and passed unanimously.**

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

Ms. Clark presented Resolution No. 2626 for second reading and adoption.

**Commissioner Poe made the motion conduct the second reading of Resolution No. 2626; by title only. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second reading of Resolution No. 2626, by title only; Adopting and Setting Rental Rates and Fees for the Warrenton Community Center, effective July 1, 2022

**Commissioner Dyer made the motion to adopt Resolution No. 2626. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig presented Resolution No. 2628 for adoption.

**Commissioner Newton made the motion to conduct the second reading of Resolution No. 2628, by title only. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second reading of Resolution No. 2628; Adopting Sewer Department Rates, Establishing July 1, 2022, as the effective date, and repealing any other resolution in conflict.

**Commissioner Dyer made the motion to adopt Resolution No. 2628. Motion was seconded and passed unanimously.**

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

Mr. Stelzig presented Resolution No. 2629 for adoption. The rates have not increased in two years.

**Commissioner Poe made the motion to adopt Resolution No. 2629, Adopting Water Department Rates. Motion was seconded and passed unanimously.**

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

Mr. Stelzig presented Resolution No. 2630 for adoption.

**Commissioner Dyer made the motion to adopt Resolution No. 2630, Adopting and Setting New Rates for Residential Recycling Services. Motion was seconded and passed unanimously.**

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

Ms. Shaw presented Ordinance No. 1257 for second reading and adoption.

**Commissioner Newton made the motion to conduct the second reading, by title only, of Ordinance No. 1257. Motion was seconded and passed unanimously.**

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

Mayor Balensifer conducted the second 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 or Mayor; Updating the Form for Making a Declaration of Candidacy; and Repealing Ordinance No. 849-A.

**Commissioner Poe made the motion to adopt Ordinance No. 1257. Motion was seconded and passed unanimously.**

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

Mr. Stelzig reviewed a waterline easement for the Warrenton Middle School.

**Commissioner Dyer made the motion to accept the proposed water line and fire hydrant easement for access and maintenance purposes at the Warrenton Middle School. Motion was seconded and passed unanimously.**

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

Mr. Stelzig reviewed a utility easement at the Warrenton Middle School.

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**Commissioner Poe made the motion to accept the proposed 10-foot public utility easement for access and maintenance purposes at the Warrenton Middle School. Motion was seconded and passed unanimously.**

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

Mr. Stelzig explained a dedication deed easement for SE Warrior Way.

**Commissioner Newton made the motion to accept the proposed dedication deed easement for operation, access, and maintenance purposes of SE Warrior Way. Motion was seconded and passed unanimously.**

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

Mr. Stelzig presented a change order for the Raw Waterline Replacement design. It is an addendum to the original.

**Commissioner Newton made the motion to approve Change Order #2 – Raw waterline replacement design services increasing the not-to-exceed contract amount from \$110,320 to \$191,981. Motion was seconded and passed unanimously.**

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

Mr. Stelzig discussed the Business Oregon Tide gate Planning Grant for tide gate #9. Mayor Balensifer asked about potential for a fish-friendly tide gate. Mr. Stelzig noted several agencies want to ensure this is not a fish passage.

**Commissioner Poe made the motion to approve advertising the Request for Qualifications for the project scoping and design services of Warrenton tide gate #9. Motion was seconded and passed unanimously.**

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

Mr. Stelzig discussed the request for proposals for a consulting firm for an internal drainage study for the diking districts in the whole city. Brief discussion followed about the figures.

**Commissioner Dyer made the motion to approve advertising the Request for Qualification for the Internal Drainage Study of the areas protected by Warrenton Diking District 1, 2, 3 and Clatsop County Diking District 11. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Library Board Chair Kelsey Balensifer presented the Warrenton Community Library Advisory Board's levy recommendation. She gave a brief history of the library, progression of services and argued in support of the levy increase. The board recommends a 5-cent increase, raising the levy to \$0.38 per \$1,000 of assessed value. Supportive discussion followed. Ms. Engbretson noted a resolution will come back. There were no objections to accept the board's recommendation.

#### GOOD OF THE ORDER

Commissioner Dyer was thankful for the flowers, thoughts, and prayers for his mom.

Commissioner Newton noted positive indicators in the finance numbers. He spoke about the Hammond Catholic Church fence and trail access. The Kiwanis is doing a kids parade at the movie night. They may have funds for the Forest Rim parklet. He cannot bring the 1777 Flag to Warrenton. Morgan Murray, past RARE student, is in Seward Alaska. He noted the condition of the old Hammond library building. He displayed a balloon the museum will be giving out. He noted museum photos displayed at the high school. He congratulated Chief Alsbury on a potential grant award.


Ms. Engbretson introduced new Planning Director Jay Blake. Mr. Blake introduced himself. He is excited to be here.

Mayor Balensifer is back from work travels. He met an architect in Tel Aviv and saw *meanwhile* developments in London. He met with the mayor of Tigard for the prisoner of war/missing in action motorcycle ride. He noted the cost of SDC's in Tigard. He asked Chief Alsbury about a letter to the editor in the Columbia Press. Chief Alsbury explained the letter about a recent rural fire and responded to the concerns raised. There was brief discussion about recent donations to the Warrenton Fire Department association.

There being no further business, Mayor Balensifer adjourned the meeting at 7:07 p.m.

Respectfully prepared and submitted by Deputy City Recorder Rebecca Sprengeler.

ATTEST:

  
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Dawne Shaw, CMC, City Recorder

APPROVED:

  
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Henry A. Balensifer III, Mayor