

MINUTES  
Warrenton City Commission  
August 9, 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: Mark Baldwin, Mayor Henry Balensifer, Tom Dyer, and Gerald Poe

Commissioners Excused: Rick Newton

Staff Present: Interim City Manager/Police Chief Mathew Workman, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, City Attorney Ashley Driscoll (Zoom), and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 7.26.22
- B. City Commission Special Meeting Minutes – 7.29.22

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

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

COMMISSIONER REPORTS

There were requests to add several items to the agenda: 8.B Letter to ODOT regarding the Enterprise and Pacific Drive crosswalk, 7.E City Manager Employment Agreement, and 7.F Delegation of Hiring Authority to the Interim City Manager. There were no objections.

PUBLIC COMMENT – None

PUBLIC HEARINGS – None

BUSINESS ITEMS

Interim City Manager/Police Chief Mathew Workman discussed police vehicles to be declared as surplus for auction: 2002 Chevrolet Tahoe, 2003 Ford Explorer, 2012 Dodge Charger, 2012 Dodge Charger, and a 2014 Dodge Charger. There is one more vehicle for scrap – a 2003 Ford Explorer that is in Public Works storage. Brief discussion followed. There was brief discussion

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about boats in the Marina going to auction. An update will be brought to the next meeting on requirements for surplus the boats.

**Commissioner Poe made the motion to declare the listed vehicles as surplus and disposed of according to current administrative policies – the 6 units listed on the revised agenda and read into the record of the extra ford explorer of 2003. Motion was seconded and passed unanimously.**

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

Chief Workman discussed the leased property at Skipanon Marine and RV. Owner, Jan Kelly wants to sell her building on the city property. The current lease amount is lower than what was recently recommended based upon the value. He also noted the parcel used for parking behind the business and the previous City Manager's recommendation. After brief discussion, there was consensus to table the discussion until legal counsel joined the meeting.

Mayor Balensifer reviewed a grant request from Spruce Up Warrenton. This will leave \$1,000 remaining to fund any other event requests. Discussion followed.

**Commissioner Dyer made the motion to grant \$20,000 to Spruce Up Warrenton for community events and expenses. Motion was seconded and passed unanimously.**

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

Discussion continued on how to allocate the remaining \$1,000. There was consensus to allocate the remaining \$1,000 to Spruce Up Warrenton for the Thanksgiving community dinner.

Chief Workman presented the updated City of Warrenton Employee Handbook. The City's Personnel Policies have not been updated since 1997.

**Commissioner Dyer made the motion to adopt the 2022 City of Warrenton Employee Handbook, presented August 2022. Motion was seconded and passed unanimously.**

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

Mayor Balensifer discussed the City Manager employment agreement with Esther Moberg. Negotiations were quick and pleasant. There was no opposition to her remaining outside of town, but she was open to the idea of moving. He noted changes to severance payment, vehicle allowance, cellphone allowance, paid leave, and addition of a library card.

**Commissioner Baldwin made the motion to authorize the Mayor's signature on the employment agreement with Esther Moberg for City Manager services. Motion was seconded and passed unanimously.**

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

Commissioner Baldwin noted appreciation for the mayor's efforts in the negotiations.

Mayor Balensifer noted the City Charter prohibits an interim city manager from making personnel decisions. The city is short-staffed, and several positions are advertised. Mayor Balensifer proposed the Commission delegate hiring authority to the Interim City Manager. Chief Workman added comments and noted open positions.

**Commissioner Baldwin made the motion to authorize the interim City Manager to hire positions that have been advertised as well as advertise positions as allowed in the budget. Motion was seconded and passed unanimously.**

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

Discussion continued on the Skipanon Marine and RV lease assignment. City Attorney Ashley Driscoll (Zoom) noted she is not familiar with the lease. Mayor Balensifer noted the previous City Manager recommended not including the parking area abutting the Encore Academy. There was interest from the adjacent property owner for that area. Commissioner Baldwin was against removing that lot from the lease unless the new lessee approves. Mayor Balensifer noted the new owner should be held responsible for fixing the building as it is borderline nuisance. Brief discussion followed on this. There was consensus to authorize legal staff to begin writing up a renegotiated lease at market rate for the property and make a proviso that before the new lease is entered into the façade of the building be improved. Discussion continued. There was consensus to remove Lot 5 - the portion north of the building as included in the staff report, and to keep Lot 4 in the lease unless the new lessee does not want it.

#### DISCUSSION ITEMS

Chief Workman discussed a letter to ODOT regarding the need for a crosswalk at Alder Manor. Many children cross NW Warrenton Drive there and it is dangerous. Chief Workman noted ODOT requirements and stated he would like a flashing crosswalk with signage. Mayor Balensifer also noted a lot of crossings from the apartments on Pacific Ave to access the trail on Enterprise. He suggested issuing a letter for a cross walk with lights there as well.

**Commissioner Baldwin made the motion to authorize a letter to ODOT. Motions was seconded and passed unanimously.**

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

#### GOOD OF THE ORDER

Commissioner Baldwin noted the recent tragedy on Lake Drive in Hammond and suggested the use of speed bumps. Chief Workman responded the code does not allow speed bumps, except on private drives. Brief discussion continued. There was consensus to have staff bring back information for a discussion item at the next meeting or possibly remand it to the Planning Commission. Commissioner Baldwin also discussed tall grass on the corner of Alder and SW 1<sup>st</sup>.

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Chief Workman also spoke of the recent tragedy and the effects it had on his staff. He also noted the fire at Trina & Ron's and gave kudos to the Warrenton Fire Department team.

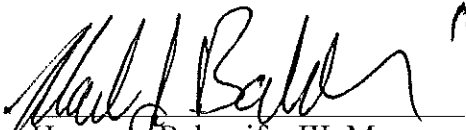
Ms. Driscoll gave an update on the city's legal counsel team and the reassignment of the primary attorney for the city. She asked the Commission how they want to handle the transition. Mayor Balensifer preferred to have Josh at the meetings after the new city manager is in place. Discussion followed. There was consensus for the first meeting in October.

Mayor Balensifer noted he will be out of town for the last meeting in August. He noted the line of succession in his absence. He also commented on the peer support team for police and fire personnel. He noted the old Doogers building is being demolished. Mod Pizza and Chipotle will be going in. The intersection of NE Pacific and Harbor will eventually be right in, right out. He also noted the Port's involvement with current code changes.

At 6:50 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)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;* and ORS 192.660(2)(f) *to consider information or records that are exempt by law from public inspection.*

There being no further business, Mayor Balensifer adjourned the meeting at 7:26 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, CMC, City Recorder