

MINUTES
Warrenton City Commission
October 11, 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, Gerald Poe, and Paul Mitchell

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Finance Director April Clark, Planning Director Jay Blake, Harbormaster Jane Sweet, Public Works Operations Manager Kyle Sharpsteen, Public Works Engineering Technician Trisha Hayrynen, Fire Chief Brian Alsbury, WWTP Operator Duane Hartman, WTP Operator Dave Davis, Maintenance Worker Mike Ulness, and City Recorder Dawne Shaw

OATHS OF OFFICE

Paul Mitchell was sworn into office for City Commissioner, Position No. 4, by City Recorder Dawne Shaw.

Mayor Balensifer requested to add Line of Succession as Consent Calendar item 4.H, and Appointment of Karin Hopper to the Planning Commission as Business item 8.G; there were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 9.13.22
- B. Warrenton Community Library Board Meeting Minutes – 6.08.22
- C. Monthly Finance Report – June 2022
- D. Monthly Finance Report – July 2022
- E. Police Department Monthly Report – August 2022
- F. Warrenton Community Library Quarterly Report – June 2022-August 2022
- G. Liquor License Application – Warrenton Mini Mart (Garibaldi Bay Inc.)
- H. Line of Succession Memo

City Recorder Dawne Shaw noted a correction to the 9.13.22 City Commission minutes.

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

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

COMMISSIONER REPORTS – None

Mayor Balensifer noted a Proclamation and declared October as Domestic Violence Awareness Month.

PUBLIC COMMENT – None

PUBLIC HEARINGS

Mayor Balensifer opened the public hearing on Amendments to the Warrenton Comprehensive Plan (CP-22-1) and the Warrenton Development Code (DCR-22-1). Formalities followed. No conflicts of interest or ex parte contacts were reported. There were no challenges of impartiality. Planning Director Jay Blake presented his staff report and explained the changes.

Mayor Balensifer discussed the Comprehensive Code and the Warrenton Development Code and suggested several language amendments: Comprehensive Code - Section 9.320(5) - “and may help pay for tourist-oriented projects;” Section 9.320(6) – clarify the master plan is the Port of Astoria’s master plan, and make it plural due to other Port master plans in process; Section 9.320(11) – change CEDR to “local small business development centers and the Chamber of Commerce;” Section 9.320(11)(f) – Mayor Balensifer asked why the Clatsop Community College’s Mertz program was not included with the Warrenton High School’s CTE program. Mr. Blake clarified; the suggestion was to include “any local Career Technical Education programs” instead of specifying it; Section 9.320(13) – change to “in partnership with local nonprofits dedicated to Main Street improvements;” to keep it open ended for any citizen group that may get formed in the future; Warrenton Development Code – Section 16.40.020-A: leaves out Food Carts and pods in the Highway 101, SE Marlin, SE Ensign Drive, SE Discovery Lane, and SE Dolphin Avenues; Mr. Blake noted they are permitted uses in all C1 zoned areas, and noted changes need to be made to differentiate the different C1 zones (C2, C3, etc.). For the record, the existing Food Carts in the 101/Marlin areas would be allowed to continue to operate and would authorize expansions as long as they meet the requirements currently in our code; and to not restrict them outside of the C1 zone. Commissioner Mitchell asked about the residential homes on SE Marlin that are in the C1 zone; Mr. Blake confirmed those homes can be sold as residential uses. Mayor Balensifer continued his review/amendments of the Development Code; Section 16.40.030 B-15 – Mayor Balensifer discussion taprooms with disc golf/recreational activities. Mr. Blake confirmed that would be an accessory use to the principal use, so would be allowed through the conditional use process; 16.44.030 – Conditional Uses – cottage manufacturing should include adequate insulation and sound proofing due to power tools, etc.; Mr. Blake noted the existing noise ordinance, and will bring something back to the Planning Commission on the “Health, Safety and Welfare.” Commissioner Mitchell asked about conditional use of medical marijuana dispensaries in the area noted in Section A of Conditional Uses; brief discussion continued. It was noted marijuana locations are defined in Section 16.40.060. Mayor Balensifer continued: there was agreement to strike Section 3 to remove the emergency clause. There were no objections to the noted amendments. Mr. Blake stated he will make the changes for the second reading.

Mayor Balensifer asked for public comments. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

Mayor Balensifer reiterated the amendments for the record; Change to wording on page 47 Section 5 - to “and may help for tourist-oriented projects;” Subject 6 – “to develop the airport industrial park and maintain a viable and competitive properties as master planned by the Port of Astoria;” Page 48, Section 11 – the City will work through the local small business development center and the Chamber of Commerce as applicable; item F – provide and support more training opportunities for people who want to learn skills needed for local economic activities, such as local Career and Technical Education programs; 13 – continue partnership local nonprofits dedicated to Main Stret improvements; striking Section 3 – the emergency clause to this ordinance.

Commissioner Dyer made the motion to adopt the changes as previously announced. Motion was seconded and passed unanimously.

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

Mayor Balensifer asked about the food cart business license posting; brief discussion continued.

Commissioner Dyer made the motion to conduct the first reading by title only, of Ordinance No. 1258 as amended. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1258 as amended; Amending the Warrenton Comprehensive Plan Goal 9 Economic Development and Amending the Warrenton Municipal Code relating to commercial and industrial uses.

BUSINESS ITEMS

City Manager Esther Moberg noted the City had received a request from VFW Post 10580 to hold the annual Thanksgiving dinner at the community center and is requesting the city cover the fee of \$898.00.

Commissioner Baldwin made the motion to have the City cover the cost of use of the Community Center for the annual free Community Thanksgiving Dinner by using funds in the Warrenton Business License Fund. Motion was seconded and passed unanimously.

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

Fire Chief Brian Alsbury presented a request to declare decommissioned portable and mobile radios as surplus. He noted the radios are no longer serviceable by the manufacturer and Columbia River Fire & Rescue would like to take possession of these radios.

Commissioner Baldwin made the motion to declare the radios mentioned in the staff report as surplus and pass along the radios to Columbia River Fire & Rescue. Motion was seconded and passed unanimously.

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

Public Works Operations Manager Kyle Sharpsteen discussed an amendment to the ODOT Grant Agreement for the Safe Routes to School project. He noted the amendment removes the east side sidewalk from the design due to the increase in construction costs. This change will revise Exhibit A. He noted they will be requesting phase two in the near future. Mr. Sharpsteen noted the proposed schedule would be to bid in January or February, award it in May or April, and then construction would begin after school is dismissed for the summer.

Commissioner Poe made the motion to approve the Mayor's signature for the Revised Exhibit A on Amendment Number 01, for the Grant Agreement 34471 between the City and State of Oregon for the Safe Routes to School – Warrenton Grade School – Main Avenue safe pedestrian walkway. Motion was seconded and passed unanimously.

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

Mr. Sharpsteen presented Change Order #2 for the Raw Waterline Replacement Project to increase the contract price up to \$859,277.67, for HDPE bends/fittings and labor for the north tie-in. He explained the price increase and noted the work has already been completed. He noted we have been paying the Fire Watch per day, and there will be a final change order to come, that will include some reduction of the Fire Watch costs, and some fitting restraints.

Commissioner Poe made the motion to approve Change Order #2 – Raw Waterline Replacement Project, to increase the contract price up to \$859,277.67, for HDPE bends/fittings and labor for the north tie-in. Motion was seconded and passed unanimously.

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

Mr. Sharpsteen gave a status update on the Raw Waterline project.

Mr. Sharpsteen discussed a request to perform construction work after hours for the Jetty View Townhomes. This request is for the evening hours of October 17, 2022, to perform the water main tie-in. He noted the shutdown at night would reduce the disruption for the neighbors and the businesses from being impacted. Mr. Sharpsteen noted Developer Jordan Winters in attendance on Zoom. Brief discussion followed. Commissioner Baldwin noted concerns of turning the water off at night in a residential area and the fire risk. He noted he preferred the work be done in the daytime. Chief Alsbury addressed the fire risk concerns, noting they would lose water completely in that area. He agreed with Commissioner Baldwin, noting a window of 6pm-11pm would be a better option. Mr. Jordan Winters spoke in response and noted for the record that this is not the suggestion of the developer, it is the suggestion of Public Works – that they would allow for a nighttime shut down and provide staffing for that. He also noted for the record that the developer is the one that approached the city about alternative methods that would least effect the residences and businesses, including the marina and several restaurants. Their approach has been to minimize the impact to those affected by it the most, which would be accomplished by a nighttime shut down. He wanted to note they have made every possible effort to minimize the impact the residences and businesses. Mr. Sharpsteen explained the water main replacement process, to bring it up to current standards and alternatives. Mr. Winters commented on the alternatives. Discussion continued on the timing of the shut off, and the Commission noted their preferences – Poe - 10pm -3am; Baldwin – wants daytime shut down - morning; Dyer – morning for safety’s sake; Mitchell – 10pm-3am, daytime will impact businesses; Balensifer – could go either way, early morning makes more sense. Mr. Winter stated businesses will be impacted, and these windows are set because things could go wrong in the field. He noted the project could be 2 hours, or it could be 6 hours. The Marina will be completely shut down. He stated he wants residents and businesses to know they are making their best effort to impact them the least.

Commissioner Baldwin made the motion to approve a daylight hours water shut down for the developer of the Jetty View Townhomes project, and to approve the noise exception for the early morning hours if needed. Motion was seconded and passed.

Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – nay; Mitchell – nay

Harbormaster Jane Sweet discussed a NOAA Marine Debris Removal grant to remove abandoned vessels and marine debris. She noted the figures and process to remove two vessels, the Master Chris, and the Suzanne. She stated based on these figures, we do not qualify for this large NOAA grant. Ms. Sweet stated there is one other vessel, and the owner states he will come get it out. Brief discussion continued.

Mayor Balensifer noted his recommendation for the appointment of Karin Hopper to the Planning Commission.

Commissioner Mitchell made the motion to appoint Karin Hopper to Position No. 6 on the Warrenton City Planning Commission. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

MINUTES

Warrenton City Commission

Regular Meeting – 10.11.22

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GOOD OF THE ORDER

Commissioner Mitchell thanked the City Manager for meeting with him and helping him, the Mayor for his help. He also thanked the Police Chief and looks forward to meeting with the Fire Chief. He gave a special thanks to City Recorder Dawne Shaw for her help and guidance, and stated he is excited to be serving.

Ms. Moberg noted what a really good crew of staff the city has and stated as she has gotten to know them and the roles they are playing in the city, she feels that she picked the right crew to work with.

Mayor Balensifer asked if staff received the OMA Homelessness "one pager." He noted there will be more to come on that subject.

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

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor