

MINUTES
Warrenton City Commission
Work Session – January 6, 2023
12:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 12:00 p.m.

City Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Mark Baldwin, and Gerald Poe

Excused: Commissioner Paul Mitchell

Staff Present: City Manager Esther Moberg, Planning Director Jay Blake, Police Chief Mathew Workman, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

City Manager Esther Moberg began the review of a Power Point presentation on City Land and Building Inventory, and the future needs of the city. Planning Director Jay Blake reviewed several vacant city properties with potential opportunities for sale. He noted a parcel adjacent to NW 11th and the potential to reserve that for future parking for the upcoming trail and developments. Discussion continued on two parcels near Fast Lube and Warrenton Kia; Kia has indicated they would like to purchase the parcel in their lot. The parcel near Fast Lube could be used for revenue from signs/billboards, etc. Consensus was to have a new appraisal on the Kia parcel. Discussion continued on the cost of appraisals. Mr. Blake continued his review of city owned parcels off of SE Galena.

Discussion followed on the lots near Tansy Creek and Carruthers Park. Suggestions were to reserve the Carruthers parcels for potential open space or nature trails and to have a future Hammond Urban Renewal District look at options. The review continued with discussion on the city property currently occupied and improved upon by Robin Bergerson. He has requested to purchase it. After further discussion, consensus was to keep it for wetlands credit and go forward with a lease with Mr. Bergerson. Mr. Blake reviewed the city-owned wetlands behind the soccer fields and suggested looking into a wetland bank. Review and discussion continued. Triangle Park was discussed as a potential site for the Hammond Community Gardens.

Ms. Moberg discussed the City Tenant/Landlord Leases. She noted many of these leases were initiated in the 1990's and the rates are very low and do not match current market rates. She stated she has questions on direction moving forward; is the City Commission happy with the way these leases are presented; the way they are enforced; is there enough criteria around how they are used, or would they like to see shorter leases; revamping of the criteria; and would they like to see a more stringent approach on enforcing the criteria. Ms. Moberg stated if she knows the expectations up front, she can communicate those to the tenant. She proceeded with her review of the leases. Mayor Balensifer noted his thoughts on past practices and stated those properties and how they are managed reflects on the city. Discussion followed on the inspection

intervals; suggestions were 6 or 12 months, and as needed/complaint driven. The review and discussion continued on leased properties:

- Pacific Fishing, LLC (Gearshed) – tenant would like to purchase.
- Tackle Time – tenant owned building; in poor repair and has possible lease violations. Staff recommendation is to continue a bait shop in this location but would like to review and decide best course of action for this particular lease site. Discussion continued on parking at the marina and the illegal dumping into the storm drain.
- Fowler/Big Game Fishing – would like to revisit this lease and what the commission would like to see in this space. Mayor Balensifer noted the entire lot should have been cleaned out within the initial six months; discussion followed. Ms. Moberg reviewed the condition of the buildings.
- Ms. Moberg discussed Leach’s Fisherman’s Storage. She noted he is consistently late with his lease payment. Brief discussion followed; it was noted inspections are needed, there is a suspected residence built into one of the storage units. There are several violations including the occupation of the city right-of-way. Ms. Moberg stated she would like to review this lease and also look at what the current market rates are on properties of that size.
- Also discussed was Mr. Allgeyer’s interest in purchasing the parking area near to Skipanon Marine & RV. Commissioner Baldwin reiterated his opinion that the area should be left clear for fire department access; brief discussion followed.

Police Chief Mathew Workman reviewed his current space constraints and future departmental facility needs. He noted they are completely out of space for both staff and storage. Officers have very limited shared workspace (4 cubicles for 10 officers), and the space for office staff is maxed out as well. He stated they would need to build an addition or a renovation. He noted the department wants and needs, and stated a new facility would be ideal, but the cost is prohibitive. Brief discussion continued.

Fire Chief Brian Alsbury discussed the Fire Department facility needs. He noted there is a need for living/sleeping quarters, and there is currently no duty officer area. They have no lobby area for the public, and limited office space. He continued to review the shortfalls of the current space and noted the need for training center with towers. Chief Alsbury stated the east side of Hwy 101 is underserved and would benefit from a facility in that area. He stated that ideally, he would like to put in a new station on the east side, with a training facility all in the same footprint. He would like a survey and/or strategic plan. Mayor Balensifer discussed the potential benefits of a county-wide bond for a regional training facility. Chief Alsbury noted another area that is lacking is marine firefighting. He noted we have the largest fishing fleet in Oregon which is protected by a surplus skiff with a small trash pump, and land-based firefighters. Discussion continued. Mayor Balensifer asked what the higher priority is – training center or marine firefighting; Chief Alsbury stated marine firefighting would be a priority. Mayor Balensifer suggested charging a fee for vessels entering the Skipanon channel, for marine fire services, to fund marine training, a boat and floating boat house. Discussion continued on facilities and logistics.

Mayor Balensifer recessed the meeting at 1:58 pm. The meeting reconvened at 2:04 pm.

Ms. Moberg gave a brief overview of the other city departments' needs:

- Building/Planning – maxed out for personnel, no storage, and no dedicated meeting space.
- Library – would prefer to own the building. The current leased space is fairly sufficient, but there is no room for growth. Mayor Balensifer discussed the urban renewal funds that have been spent on marina but not the library. Discussion followed the Fenton building and its current condition. Ms. Moberg stated she would like to see at least 5,000 sq. ft. for the library. Discussion followed on other potential buildings for the library.
- Marinas – no potential needs at this time; the current space is sufficient.
- Public Works – could be relocated out of the heart of downtown to a more industrial setting. Brief discussion followed on alternate locations. Ms. Moberg noted the city is starting the preliminary look at the expansion of the Wastewater Treatment Plant expansion, and the possible expansion of Water Treatment Plant reservoirs.
- Finance/Admin – more storage is needed; expansion of chambers; staff breakroom; dedicated server room; more public restrooms; elevator would be needed if the building is expanded upwards. Discussion continued; a suggestion was to move city hall and leave public safety departments in the current building, due to the expense. Ms. Moberg stated the current budget does allow us to start the design process, to start looking at the renovation of the current building and other options. Commissioner Dyer noted a previous idea to have a city owned home to temporarily house newly hired/relocated staff. Commissioner Baldwin noted the construction process to build up the current municipal building; discussion followed.

Ms. Moberg summarized the next steps; look into the Kia property to see if the recent appraisal is accurate or if we should get it reappraised; the Galena lots – start with assessing the value; the lots near Tansy Point – there were questions about public works access to the creek – will check into and report back; land near Carruthers Park – leave it as is for the foreseeable future; Bergerson's request to purchase the city property he has expanded on – direction is to look at leasing it to him instead; commission consensus was to hold the wetlands for wetlands credit. Brief discussion followed on the lot near the Tagg property (11th street) which will be preserved for parking for the potential trail development; Triangle Park is a potential location for the community gardens. Consensus was to look at selling the gear shed lot – Ms. Moberg will look into the value and potential interest. Ms. Moberg continued a review of the next steps of land lease agreements; she recommended shorter lease terms and adjusted rate increases. She also noted commission direction on more frequent inspections of properties and more stringent enforcement of the contracts. Discussion continued on lease agreements, language, terms, and rates.

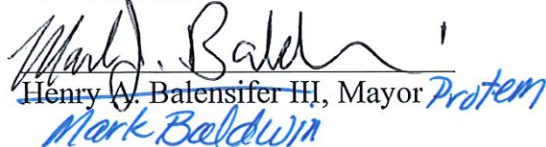
There being no further business, Mayor Balensifer adjourned the work session at 2:38 p.m.

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor *Protem*
Mark Baldwin

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