

MINUTES  
Warrenton City Commission  
February 28, 2023  
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.

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

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Interim Public Works Director Greg Shafer, Public Works Operations Manager Jim McCarthy, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 2.14.23
- B. Police Department Monthly Report – January 2023

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

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

Mayor Balensifer asked to add item 8A – City Manager review process; there were no objections.

COMMISSIONER REPORTS

City Manager Esther Moberg noted new Library Director, Joshua Saranpaa has officially started with the city and everyone is really pleased to have him on board.

Mayor Balensifer noted the community meeting for the Hammond planter strip. The community consensus was a non fruiting crab apple to replace the existing trees, creeping thyme, dwarf juniper and daffodils to help reduce maintenance. The city manager brought up the idea of a community planting day, and Spruce up Warrenton mentioned helping with coordinating and fundraising.

PUBLIC COMMENT

David Reid of the Astoria/Warrenton Chamber of Commerce noted an invitation that was sent to the Commission for a Lower Columbia Tourism Committee meeting. Mayor Balensifer asked if there was a specific time they should attend. Mr. Reid clarified that the meeting is about three hours long with the read out starting at the beginning of the meeting that would take about an hour to an hour and a half.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Interim Public Works Director Greg Shafer discussed the recommendation to accept SE Bugle Avenue into the City Street System. Warrenton Fiber Company has a recorded road easement granted by Clatsop

County and has indicated that they are ready to dedicate this street to the City of Warrenton. The street section is approximately 850 feet, with a sidewalk on the east side of the road, two streetlights on the west side of the street and was designed and constructed per approved Roosevelt subdivision development. A performance bond is held by the city for the remaining items scheduled to be completed by the end of summer, which include two streetlights and road signs.

**Commissioner Mitchell made the motion to accept the proposed dedication of SE Bugle Avenue into the city street system for operation, access, and maintenance purposes, starting a 12-month warranty period. Motion was seconded and passed unanimously.**

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

Mr. Shafer stated Big River Construction has requested to work outside of allowed construction hours for water line work at Young's Bay Plaza. The work will include a shutdown of the water main, and the contractor will provide 48 hours notice. Mayor Balensifer noted this shutdown only affects the businesses within Youngs Bay Plaza. Commissioner Mitchell asked what time the shutoff would occur. Bob Keatley, of Fortney Contractors, noted the work can be performed at any time but is better to do it during non-business hours, so that businesses are not affected. Brief discussion followed.

**Commissioner Baldwin made the motion to permit the contractor of the Youngs Bay Plaza project to work outside of hours, as weather allows, to minimize the impact to businesses. Motion was seconded and passed unanimously.**

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

City Manager Esther Moberg discussed three FEMA grants that the Fire Chief would like to apply for. The first grant is to replace the aging hydraulic tools (Jaws of Life), the new systems are much easier to move around, charge and manipulate. The second grant is to replace E-2721 with a new Type 3 fire apparatus at the Hammond Fire Station. The third grant is to add diesel exhaust removal systems to the Warrenton and Hammond Fire Stations. There was one previously at the Warrenton fire station, but it has failed. Mayor Balensifer noted in the past, staff has come before the commission to request to go out for a grant. He would assume staff could proactively apply for the grants and get commission approval once the grant is received. **Mayor Balensifer asked for consent to allow staff to apply for grants that are within our budget outline, and then bring them to the commission to vote on them at the end of the grant process. The Commission gave unanimous consent for that policy change.** Commissioner Baldwin noted there are no budget numbers for Grant number 3, and Ms. Moberg stated she will get the numbers for them.

**Commissioner Baldwin made the motion to authorize the fire department to apply for an E-Tool grant, an apparatus grant, and a Diesel exhaust removal system grant through FEMA AFG Grants. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Mayor Balensifer noted the City Manager's performance evaluation will take place at the second meeting in March and explained the previous process. He asked the commission for their preference; they decided on having two commissioners interview department heads and then report back to the commission. Ms. Moberg requested a closed session for her performance evaluation.

#### GOOD OF THE ORDER

#### MINUTES

Warrenton City Commission

Regular Meeting – 2.28.23

Page: 2

City Manager Moberg noted she will soon have an update for them on the PW Director recruitment.

Mayor Balensifer noted the request for a letter of support from an Astorian resident for a bill in the legislature. The Commission was not interested in writing a letter. The request died for lack of second.

There being no further business, Mayor Balensifer adjourned the meeting at 6:17 p.m.

Respectfully prepared and submitted by Brittney Johnson, Deputy City Recorder.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, CMC, City Recorder