

MINUTES  
Warrenton City Commission  
March 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. and led the public in the Pledge of Allegiance.

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 – 3.14.23
- B. Monthly Finance Report – February 2023
- C. Police Department Monthly Report – February 2023
- D. Warrenton Community Library Board Work Session Minutes – 1.11.23
- E. Warrenton Community Library Board Special Meeting Minutes – 1.11.23
- F. Warrenton Community Center Advisory Board Meeting Minutes – 11.17.22
- G. Warrenton Community Center Advisory Board Meeting Minutes – 1.19.23

Mayor Balensifer noted in the 1/19/23 Community Center Advisory Board minutes, there was a motion to remove a member due to absences, which passed. He requested to amend the agenda to add item 7-F, declaration of the vacant position and consideration of an appointment; there were no objections.

**Commissioner Dyer 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**

COMMISSIONER REPORTS

Commissioner Baldwin noted that there will be another elk collaborative meeting, but for the most part the meetings are done, and staff will be moving forward with writing up the ideas that came out of the collab to deal with the elk. He stated it was nice to see all the agencies come together and have a good outcome. Mayor Balensifer thanked him for his work on that board.

Commissioner Mitchell attended the CEDR board meeting, and he noted highlights. He noted the recent meeting in Corvallis on the habitat conservation plan update. He noted the high attendance from Clatsop County. He stated that based on the current plan, we could lose up to 287 jobs in this county, in the timber industry. He noted the upcoming annual CEDR awards meeting and asked if others were attending. Brief discussion followed.

City Manager Moberg informed the commission that staff are working hard on the budget.

City Recorder Shaw noted the new City Commission goals posted in the chambers and also reminded the commissioners to complete their SEI statements.

Mayor Balensifer echoed the elk collaborative statements. He also noted on a big meeting in Sisters coming up in June and will follow up with more details when they are available.

#### PUBLIC COMMENT

Tom Tussing spoke in regard to his food cart business on Marlin Avenue. He noted he is working with his fifth city planner. He compared costs per cart between his and the city's food cart pod, noting he cannot compete.

#### PUBLIC HEARINGS – None

#### BUSINESS ITEMS

Interim Public Works Director Greg Shafer discussed a Congressional Directed Spending (CDS) grant for the Iredale Tidegate and Culvert replacement project. Mayor Balensifer stated that the tidegate and culvert, being crushed and damaged as it is, and if it is not fixed, it will cause flooding issues. Commissioner Baldwin asked when the project cost was first earmarked and when did we receive the \$1.4 million bid. Ms. Moberg noted that it was in the CIP a few years ago, and with infrastructure damage the price range was more than they anticipated. Commissioner Poe asked to confirm the location of the culvert and tidegate.

**Commissioner Baldwin made the motion to accept the request of the CDS grant in the amount of \$1,100,000 for the Iredale Tidegate and Culvert Project, should it be awarded. Motion was seconded and passed unanimously.**

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

Mr. Shafer discussed a second Congressional Directed Spending grant for the Wastewater Treatment Plant (WWTP) Phase I improvements. He explained what Phase I consists of. Mayor Balensifer noted they met with congressional staff to discuss the cost. Ms. Moberg noted that this grant will be used to do the initial groundwork, regardless of which way they decide to go on with the WWTP.

**Commissioner Baldwin made the motion to accept the request of the CDS grant in the amount of \$2,900,000 for the WWTP Phase I improvements, should it be awarded. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted his nomination of Mr. William Kerr for the Budget Committee.

**Commissioner Mitchell made the motion to adopt Resolution No. 2643; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office. Motion was seconded and passed unanimously.**

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

City Manager Moberg gave a report on the former Skipanon Marine & RV building. She recommended using the building for a short-term lease, as the Fire Department would like to do a review plan in the next couple years to see if it's possible for their use of the building. Commissioner Mitchell asked if we know what the cost to remodel is. Ms. Moberg responded with it could be around \$60k-\$70k, but would ultimately depend on what the building would be used for. Commissioner Baldwin discussed the

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estimated lease income and noted he does not like cutting someone a deal; he would rather do the lease for 3-4 years and hire a contractor to do the repairs. Ms. Moberg noted we do not have the money budgeted for the repairs. Commissioner Mitchell noted his idea on an insurance bond within the lease. Discussion continued. Mayor Balensifer noted the previous lessee did not leave the building in the expected condition; and he agreed that he would like to see the city take care of the exterior repairs. Discussion continued. Mayor Balensifer asked what the selection process would be. Ms. Moberg stated that would be up to the commission to determine the process. The Mayor suggested a charette process to get community input. Discussion continued.

**Commissioner Baldwin made the motion to accept the City Manager and Staff's Review of the building and authorize the City Manager to move forward with creating a cost estimate of deferred maintenance, and to make a request to the URA for the funds of that deferred maintenance, and to as the time is appropriate to plan a community event related to the tenant of that building and have staff start working on what that lease would look like.**

Commissioner Baldwin offered his services, at no charge, to put together a scope of work/cost analysis. **Motion was seconded and passed unanimously.**

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

Ms. Moberg discussed the concession stand agreement and fees for the VFW for 2023. Mayor Balensifer asked Debbie Little if they had a no objection to the fee; she confirmed they did not.

**Commissioner Mitchell made the motion to approve a concession stand fee for 2023 for the VFW of \$100 as a one-time fee for 2023, and also move to approve the VFW holding the annual concession stand agreement for 2023. Motion was seconded and passed unanimously.**

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

Mayor Balensifer discussed the Community Center Advisory Board minutes that made a motion for removing a board member. He suggested temporarily filling the position with the alternate board member Cynthia O'Reilly.

**Commissioner Baldwin made the motion to declare position one of the Community Center Board vacant. Motion seconded was passed unanimously.**

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

**Commissioner Poe made the motion to appoint alternate Cynthia O'Reilly to position one of the Community Center Board until a formal nominee can be nominated. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Poe noted a concerned citizen pointed out the condition of the docks at the Hammond basin, and suggested they do a walk through.

Commissioner Baldwin seconded that and suggested they walk through both basins. Commissioner Dyer concurred.

Mayor Balensifer suggested doing the basins on separate days and coordinating with the Marina Advisory board; and to also tour the buildings/businesses at the basins.

There being no further business, Mayor Balensifer recessed the meeting at 6:47 p.m., and announced the Commission will now meet in executive session under the authority of ORS 192.660(2)(i); *to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.*

At 7:23 p.m. Mayor Balensifer reconvened the regular meeting. There being no further business, Mayor Balensifer adjourned the meeting at 7:23 p.m.

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

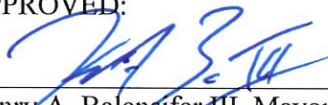
ATTEST:



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Dawne Shaw, CMC, City Recorder

APPROVED:

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Henry A. Balensifer III, Mayor