

MINUTES  
Warrenton City Commission  
September 12, 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, Paul Mitchell, Tom Dyer, Gerald Poe, and Mark Baldwin

Staff Present: City Manager Esther Moberg, Public Works Director Greg Shafer, Finance Director April Clark, Planning Director Jay Blake, and City Recorder Dawne Shaw

Mayor Balensifer noted the meeting will be held under formal rule. He also noted the request to add business item 7H - ARPA funds for the HVAC system, a discussion item 8B - 135 1<sup>st</sup> Avenue; there were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 8.22.23
- B. Monthly Finance Report – June 2023

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

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

Mayor Balensifer asked for unanimous consent to hold the executive session after Public Comment; there were no objections.

COMMISSIONER REPORTS

City Manager Esther Moberg noted the upcoming community planting event for the planting strip in Hammond.

PUBLIC COMMENT

Sue Stacy spoke in regard to a drainage problem in her neighborhood and issues she and her neighbors are having due to fill on a neighboring property. She stated she would like something to be put in place to help with flooding due to fill.

Samuel Sadtler spoke in regard to a sewer project for the new apartment complex on SE Jetty. He discussed his concerns with the project as well as a lack of communication. He discussed the layout of the sewer line not being where city staff had told him.

Spruce Up Warrenton Chair, Jeanne Smith thanked the city for the Spruce Up Warrenton events grant and gave an update on recent events and noted the upcoming Fall Festival. She noted a sign-up sheet to volunteer at the Fall Festival on their Facebook page.

At 6:10 p.m. Mayor Balensifer announced the Commission will now meet in executive session under authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of 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.*

At 6:46 p.m. Mayor Balensifer reconvened the regular meeting.

PUBLIC HEARINGS - None

#### BUSINESS ITEMS

City Manager Esther Moberg noted the city has received a request from Spruce Up Warrenton for a noise variance for the Fall Festival.

**Commissioner Mitchell made the motion to authorize the use of amplified sound for the Fall Festival. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted the Parks Advisory Board's recommendation for a Gold Star Memorial in Veterans Memorial Park. He noted that there are five local Gold Star fallen soldiers. The memorial would be the first gold star memorial in Clatsop County. The sign has already been purchased and they would like to put it in memorial plaza.

**Commissioner Mitchell made the motion to approve the Parks Advisory Board recommendation for the Gold Star Memorial. Motion was seconded and passed unanimously.**

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

Parks Advisory Board member Brooke Terry discussed the Parks Advisory Board recommendation for the formation of a non-profit group for Warrenton parks and trails. She noted their desire to raise funds. She discussed the benefits that having a non-profit can provide.

**Commissioner Dyer made the motion to approve the committee recommendation to bless the formation of a non-profit organization separate from the city, to help the parks and trail system. Motion was seconded and passed unanimously.**

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

Public Works Director Greg Shafer requested authorization to advertise for bids for the Downtown Inflow & Infiltration (I&I) project. Brief discussion followed. Commissioner Baldwin asked if Public Works will be using their own camera; Mr. Shafer stated the contractor will provide their own. Discussion continued on the use of the city's camera. Mayor Balensifer asked about the I&I at the airport (Coast Guard); Ms. Moberg responded that there has been a change in how it's been overseen, and that staff will start following up with them again.

**Commissioner Dyer made the motion to approve advertising the request for bids for the Downtown Inflow & Infiltration (I&I) project. Motion was seconded and passed unanimously.**

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

Public Works Director Greg Shafer requested authorization to advertise for bids for the E. Harbor and Heron Force Main Replacement project. He stated the project will be a maintenance project, not a capital improvement project. Brief discussion continued on change orders.

**Commissioner Dyer made the motion to approve advertising the request for bids for the E. Harbor and Heron Force Main Replacement project. Motion was seconded and passed unanimously.**

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

Ms. Moberg discussed the Collective Bargaining Agreement between the City and the Warrenton Public Safety Association. Mayor Balensifer asked about the discussion on the need for a second sergeant; Ms. Moberg responded.

**Commissioner Baldwin made the motion to approve the agreement between the City of Warrenton and Warrenton Public Safety Association and authorize the Mayor and City Manager to sign the agreement. Motion was seconded and passed unanimously.**

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

Ms. Moberg discussed an Intergovernmental Agreement between the City and Clatsop County, to use County ARPA funds toward the sewer and water main expansion project in conjunction with the new Fort Pointe development. She stated the County would be willing to give no less than \$250,000 towards this project.

**Commissioner Mitchell made the motion to approve the Intergovernmental Agreement accepting ARPA funds in the amount of \$250,000 from Clatsop County for City of Warrenton water and sewer line expansion project from 11<sup>th</sup> Avenue to Ridge Road. Motion was seconded and passed unanimously.**

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

Ms. Moberg noted the aging HVAC system in City Hall and stated the Fire Department has been without HVAC for much of the summer. She requested to postpone the generator upgrade and use those ARPA funds to repair and replace the failing HVAC system. She noted the city

received a bid for \$22,000 for three units for the fire department and there will be one or two more units that might need to be replaced. Mayor Balensifer asked what company the bid is from; Ms. Moberg stated the company is S&H. Mayor Balensifer noted in the past the city has had issues with the HVAC system giving carbon monoxide poisoning to staff. He asked City Recorder Dawne Shaw if there are any additional concerns with HVAC safety; Ms. Shaw responded stating she believes the carbon monoxide issue was due to the roof replacement and a vent being reconnected improperly.

**Commissioner Poe made the motion to approve the HVAC contract not to exceed \$59,000 with S&H. Motion was seconded and passed unanimously.**

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

### DISCUSSION ITEMS

Mayor Balensifer noted the Jetty Avenue sewer and would like staff to provide a report. Ms. Moberg summarized that the commission is looking to honor past requests made by residents on King and Alternate 101. She stated a report needs to be made and that the contractor does the approved plans that are in place. Mayor Balensifer clarified that the report would be made before the contractor starts work; Ms. Moberg stated staff will do the best they can. There was unanimous consent to direct staff to prepare a report related to the advanced finance district creation and to honor what has been documented in the past as well as bring forth the approved appeal with conditions of approval.

Mayor Balensifer discussed the 135 1<sup>st</sup> Avenue drainage issue that was noted in public comment and also at this week's Morning with the Mayor. He summarized the history of the issue; Ms. Moberg explained the permitting process that has taken place. Commissioner Baldwin noted his opinion on this fill project. Commissioner Dyer also noted his opinion on the fill property and his concerns with where the water in the drainage ditch is going. Commissioner Mitchell discussed his concerns about the property owner putting an additional six yards. Mayor Balensifer stated for the record that staff noted the violation.

Mayor Balensifer noted the current policy does not protect the neighboring properties; there was consensus. Discussion continued on the stormwater master plan and drainage ditches. Commissioners Baldwin and Poe discussed their concerns. Mayor Balensifer discussed his concerns with the city's tide gates and only having three pump stations for stormwater. He discussed that stormwater is a current problem and that there isn't enough in the utility charges to fund tide gate improvement.

Mayor Balensifer noted the urgent need for an updated Stormwater Master Plan. Mr. Shafer noted they are currently conducting an interior drainage study which will have some overlap. The study is expected to be done in February. Mayor Balensifer asked if he believes the study will help determine if certain neighborhoods will need to meet special criteria to develop; Mr. Shafer confirmed. Mr. Shafer stated he wants to develop a ditch and tide gate maintenance program.

Discussion continued. Planning Director Jay Blake discussed the past process with fill permits as well as the current process. He explained the issues with the current code and the problems with infill development. Mayor Balensifer asked Mr. Blake if he has any policy recommendations; Mr. Blake stated the first thing the city needs is a stormwater management plan to allow him to change the code to what the city needs. He suggested declaring a moratorium on fill or they could re-think the fill concept. Discussion continued on infill and stormwater drainage.

Mayor Balensifer asked if the commission wished to place a pause on fill until they can get a handle on stormwater and to discuss it at the next meeting; there was consensus.

GOOD OF THE ORDER - None

There being no further business, Mayor Balensifer adjourned the meeting at 7:47 p.m.

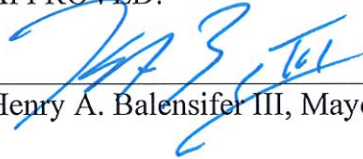
Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

ATTEST:



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Dawne Shaw, CMC, City Recorder

APPROVED:



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Henry A. Balensifer III, Mayor