

MINUTES
Warrenton City Commission
October 24, 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: Acting City Manager Chief Mathew Workman, Planning Director Jay Blake, Public Works Operations Manager Jim McCarthy, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 10.10.23
- B. Public Works Quarterly Update
- C. Police Department Monthly Report – September 2023
- D. Parks Advisory Board Meeting Minutes – 8.14.23
- E. Parks Advisory Board Meeting Minutes – 8.29.23

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

COMMISSIONER REPORTS – None

PUBLIC COMMENT – None

PUBLIC HEARINGS - None

BUSINESS ITEMS

Planning Director Jay Blake discussed the street vacation petition from Ken Yuill, for an unnamed undeveloped right-of-way in the Chelsea Subdivision of Tract 3, Section 27. Mr. Blake noted there were no objections from public works, the fire department, or the police department.

Commissioner Mitchell made the motion to adopt Resolution No. 2659 to set a public hearing date of November 14, 2023 for Street Vacation Petition No. 159. Motion was seconded and passed unanimously.

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

City Recorder Dawne Shaw presented Ordinance No. 1268 for its second reading and adoption. She stated this ordinance will correct the Urban Renewal District boundaries as adopted in 2009.

Commissioner Dyer made the motion to conduct the second reading, by title only, of Ordinance No. 1268; an Ordinance Amending the Legal Description of Ordinance No. 1230; an Ordinance Making Certain Determinations and Findings Relating to and Approving the Warrenton Urban Renewal Plan Amendment, and Repealing Ordinance No. 1237. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading, by title only, of Ordinance No. 1268; an Ordinance Amending the Legal Description of Ordinance No. 1230; an Ordinance Making Certain Determinations and Findings Relating to and Approving the Warrenton Urban Renewal Plan Amendment, and Repealing Ordinance No. 1237.

Commissioner Baldwin made the motion to adopt of Ordinance No. 1268. Motion was seconded and passed unanimously.

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

Public Works Operations Manager Jim McCarthy discussed two easements for the Youngs Bay Plaza; noting one is a utility easement for utility maintenance and the other is a public access easement agreement. Mayor Balensifer asked if there is already a license to occupy; Mr. McCarthy confirmed.

Commissioner Mitchell made the motion to approve the amendment to Easement for Utility Maintenance and the Public Access Easement Agreement for the Young's Bay Plaza development. Motion was seconded and passed unanimously.

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

Mr. McCarthy discussed the contract award for the Safe Routes to School Phase 1 project. He noted the project will be extending the existing sidewalk system along Main from SW 9th to SW 10th place. Commissioner Baldwin asked Mr. McCarthy if they will be able to afford engineering on the project. Mayor Balensifer clarified that it has already been engineered.

Commissioner Baldwin made the motion to approve award of the Warrenton Main Avenue at 9th Street Safe Routes to School Project to Jesse Rodriguez Construction, LLC., in the amount of \$447,007.00 and to include a 10% contingency. Motion was seconded and passed unanimously.

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

Mr. McCarthy presented a contract for a new John Deere tractor/mower. He stated the City has been unable to meet the requirements of levee maintenance due to continuous mechanical issues with the current mower. He noted the mower will come in under budget. Commissioner Baldwin

MINUTES

Warrenton City Commission

Regular Meeting – 10.24.23

Page: 2

asked Mr. McCarthy if they will be keeping the old mower; Mr. McCarthy stated that the mower will be able to mow the top of the dikes and believes the mower will last a couple more years.

Commissioner Baldwin made the motion to approve the purchase of, and authorize the Mayor's signature for the purchase of a John Deere tractor and Diamond mower implements in the amount of \$267,446.62. Motion was seconded and passed unanimously.

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

Mayor Balensifer asked for clarification on what had been budgeted for nonprofits. Ms. Shaw stated she is unsure of what was formerly approved. She stated she had discussed the VFW request with the Finance Director, and they believe money was set aside but was not formally approved. Ms. Shaw stated the city has received a request from the VFW to use the Community Center at no cost for the annual free community Thanksgiving Dinner. She noted the Community Center is self-supporting, so we do not waive the fee, but transfer funds from the business license fund to cover the cost. The VFW will cover the deposit.

Commissioner Mitchell 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 from the Warrenton Business License Fund. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Commissioner Baldwin noted the larger number of people asking about the new Welcome to Warrenton sign at the northeast end of town, and they are not happy. Mayor Balensifer explained the process that took place with the placement of the new sign. Planning Director Blake further expounded and noted moving the old sign to a different location that is not an ODOT highway. Discussion continued.

Commissioner Mitchell noted he talked to firefighters at Arnie's about the new ordinance that does not allow them to collect "the boot" that allows them to fundraise. Acting City Manager Police Chief Workman clarified that that activity was allowed and noted he will relay that info to the fire department.

Chief Workman highlighted items in his department report; events with school children, and pointed out Officer Crosby's academy graduation and his special award because he was an inspiration to other students.

Mayor Balensifer asked Mr. Blake about wetland mitigation banks; are we likely to create or require a change of zoning to acquire wetland banks: Mr. Blake stated they would look at an A5 zone. Mayor Balensifer asked if someone wanted to take some of their land from development property and turn it into wetland what steps should they take; Mr. Blake responded stating that he would recommend doing a zone change then vacating the property. Discussed continued.

MINUTES

Warrenton City Commission

Regular Meeting – 10.24.23

Page: 3

There being no further business, Mayor Balensifer adjourned the meeting at 6:29 p.m.


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

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor
*Thomas Dyer, Senior Commissioner/
Acting Mayor*