

MINUTES
Warrenton City Commission
November 14, 2023
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Acting Mayor Dyer called the meeting to order at 6:08 p.m.

Commissioners Present: Acting Mayor Tom Dyer, Paul Mitchell, and Gerald Poe

Excused: Mayor Henry Balensifer and Mark Baldwin

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Interim Harbormaster Don Beck, Public Works Director Greg Shafer, Public Works Operations Manager Jim McCarthy, Library Director Josh Saranpaa, City Recorder Dawne Shaw, and Deputy City Recorder Hanna Bentley

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 10.24.23
- B. Community Center Advisory Board Minutes – 3.16.23
- C. Monthly Finance Report – September 2023
- D. City Notary Policy and Agreement

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

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

COMMISSIONER REPORTS

Commissioner Poe noted he attended an LCTC meeting. He noted the remodeling done at the Fort Clatsop Center.

City Manager Esther Moberg requested to add a business item to the agenda as item 7-F – authorization of the Mayor’s signature on Letters of Support for the Oregon Department of Aviation grant request; there were no objections.

PUBLIC COMMENT – None

PUBLIC HEARINGS

Acting Mayor Dyer opened the public hearing on Street Vacation Petition No. 159. Formalities followed. No conflicts of interest or ex parte contacts were reported. City Manager Esther Moberg reviewed the staff report. She stated the request met the minimum requirement for a

completed application. She noted there is a recorded private drainage easement running across the parcel that will remain in effect. She stated staff have no issues with the vacation moving forward.

No one spoke in favor or in opposition to street vacation. There being no further comments or discussion, Acting Mayor Dyer closed the hearing.

Commissioner Poe made the motion to conduct the first reading. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

Acting Mayor Dyer directed staff to conduct the first reading, by title only, of Ordinance No. 1269. City Manager Moberg proceed with the first reading by title only; an Ordinance Vacating a Portion of an Unnamed and Unimproved Right-of-Way within the subdivision of Tract 3, Chelsea Subdivision in Section 27 of the City of Warrenton, Oregon.

BUSINESS ITEMS

City Manager Esther Moberg requested permission to hire a lobbyist to pursue federal funding and grants for the Wastewater Treatment Plant upgrade. She stated the request is for \$5,000 this fiscal year and \$50,000 for next fiscal year. Acting Mayor Dyer and Commissioner Mitchell noted they think hiring a lobbyist is a good idea. Brief discussion followed.

Commissioner Poe made the motion to approve hiring a lobbyist to pursue federal funding for the Wastewater Treatment Plant, helping the city try to secure grants, earmarks, and/or forgivable loans for our future project. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

Interim Harbormaster Don Beck discussed the contract for the Hammond Marina Bank Stabilization; noting they only received one bid from Big River Construction.

Commissioner Poe made the motion to approve the Notice of Intent to Award contract to Big River Construction, Inc., for the Hammond Bank Stabilization project. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

Public Works Director Greg Shafer discussed a contract amendment with Consor North America, Inc., for the Hammond Transmission Waterline project. He noted the request came from the funding agency. The change order is need due to the original contract missing a needed clause for managing, tracking, and reporting on labor standards requirements.

Commissioner Mitchell made the motion to approve the attached Change Order #1 – Contract Amendment with Consor North America, Inc., increasing the not-to-exceed

contract amount from \$411,920.00 to \$426,831.00. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

Ms. Moberg requested an addendum to her contract for schooling reimbursement for a Master's degree in Public Administration. Acting Mayor Dyer noted he is in favor of the addendum.

Commissioner Mitchell made the motion to approve the addendum to the contract for the City Manager, reimbursing for tuition and books as long as she maintains a B grade or higher. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

Ms. Moberg presented a resolution amending the Intergovernmental Agreement (IGA) for the Peterson Property. She noted these changes were discussed at the past joint work session between the Urban Renewal Agency and the Advisory Board.

Commissioner Poe made the motion to approve Resolution No. 2660 and the amendment to the IGA for the Peterson property. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

Ms. Moberg reviewed the letters of support to the Oregon Department of Aviation for a grant request that was submitted by the Port of Astoria for repairs and rehab on the aircraft hangar.

Commissioner Poe made the motion to approve the Mayor's letters of support. Motion was seconded and passed unanimously.

Poe – aye; Mitchell – aye; Dyer – aye

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Ms. Moberg asked Mr. Shafer to give a quick update on the SW 9th and Main intersection project. Mr. Shafer proceeded to give an update on the project and noted the hours of the traffic detours. He noted the contractor believes he can get the project done in about 30 working days. This is phase one in a three-phase process for the Safe Routes to School project. Commissioner Mitchell asked Mr. Shafer how long he thinks phase one of the project will take; Mr. Shafer stated the contract is for 60 working days and he believes they can get it done in about half the time. Brief discussion followed.

At 6:31 p.m. Acting Mayor Dyer announced the Commission will now meet in executive session under authority of ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to conduct real property transactions.*

There being no further business, Acting Mayor Dyer adjourned the meeting at 6:38 p.m.

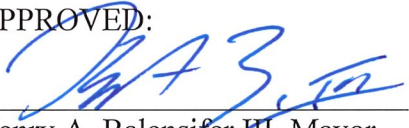
Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor