

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

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Planning Director Jay Blake (via Zoom), Public Works Director Greg Shafer, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 11.14.23
- B. Records Management Policy
- C. Police Department Monthly Report – October 2023
- D. Community Center Advisory Board Meeting Minutes – 10.19.23

Mayor Balensifer noted amendments to the Records Management Policy; under Section 3, adding JPEGs as an acceptable image file and in Section 4, adding the governing body having the ability to retain a record beyond its minimum retention.

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

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

COMMISSIONER REPORTS

Commissioner Mitchell discussed the recent CEDR meeting he attended. He complimented City Manager Moberg stating he received glowing reports. Commissioner Mitchell noted topics that were discussed in the CEDR meeting.

City Manager Esther Moberg noted the passing of Firefighter John Sleutel and the upcoming memorial service that will be held in the near future and will be open to the public. She noted there will be a procession starting in Forest Grove and ending at the fire department.

Mayor Balensifer noted he was at the Fire Hall the day after Mr. Sleutel's passing and noted the impact he had on the community. He noted his dedication to the City of Warrenton.

Commissioner Dyer noted the need to support the other Firefighters during this time.

PUBLIC COMMENT

Tony Faletti spoke in regard to surplussing the chambers chairs and noted he is against it.

PUBLIC HEARINGS - None

BUSINESS ITEMS

Public Works Director Greg Shafer discussed Amendment #2 to the Safe Drinking Water Revolving Loan Fund Financing, to secure funding for the Hammond Transmission Waterline. Mayor Balensifer asked when the project will start; Mr. Shafer noted it will start in late spring or early summer.

Commissioner Dyer made the motion to approve the attached amendment #2 – Contract Amendment with Oregon Business Development Department. Motion was seconded and passed unanimously.

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

Mr. Shafer reviewed an amendment to the Financing Contract for Tide Gate #9. Brief discussion followed; Mr. Shafer will confirm which location Tide gate #9 is.

Commissioner Poe made the motion to approve the attached amendment #1 – Contract Amendment with Oregon Business Development Department for Tide Gate #9. Motion was seconded and passed unanimously.

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

City Manager Moberg presented Ordinance No. 1269 for its second reading and adoption.

Commissioner Mitchell made the motion to approve Ordinance 1269 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.

Mayor Balensifer called a point of order; stating there needs to be a motion to conduct the second reading before the ordinance can be approved.

Commissioner Mitchell rescinded his motion.

Commissioner Mitchell made the motion that based on the application materials and staff review memos dated November 14, 2023 and November 28, 2023, to conduct the second reading of Ordinance No. 1269, by title only. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1269; 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

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Commissioner Dyer made the motion to approve Ordinance No. 1269. Motion was seconded and passed unanimously.

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

Police Chief Mathew Workman discussed municipal code changes to Chapter 10.04 that took place previously, noting they failed to include language on Hazardous Vehicles and Storage of Vehicles on Streets. He stated that proposed Ordinance No. 1270 will make these corrections. He requested to adopt it under an emergency so it can go into effect immediately. Mayor Balensifer asked City Recorder Dawne Shaw since this is an update to an existing city code with intent already read into the record is that why they are doing an immediate adoption instead of a first and second reading of the ordinance; Ms. Shaw stated that in an emergency situation they have the ability to adopt it in one reading by reading it in full. Mayor Balensifer clarified that the motion should be to declare an emergency exists and to approve Ordinance No. 1270 under that emergency, and that it needs to be read into the record for the motion to be under emergency.

Commissioner Baldwin made the motion to declare an emergency exists and to approve Ordinance No. 1270 under the emergency section of Warrenton's Charter, amending Section 10.04.370 the City of Warrenton Municipal Code, and adding Section 10.04.380 to the City of Warrenton Municipal Code, and to conduct the first reading in its entirety to become effective immediately after its adoption. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading, in full, of Ordinance No. 1270; An Ordinance Amending Chapter 10.04 "Traffic Regulations" of the Warrenton Municipal Code and Adding Section 10.04.380 "Storage of Motor Vehicles on Streets" to the City of Warrenton Municipal Code. Brief discussion followed. Mayor Balensifer asked Chief Workman about the enforcement of the camping code at Point Adams due to the RVs being on different lots and if he believes the loophole should be changed for industrial entities; Chief Workman stated he is keeping an eye on the situation noting there is one to two people living in the campers. He stated if it is being taken advantage of it will be fixed.

Commissioner Mitchell asked Chief Workman about an Ordinance regarding passing things from a vehicle to someone outside the vehicle he noted there was a sign missing at the Panda Express corner; Chief Workman stated he would look into it.

City Recorder Dawne Shaw presented a Public Records Policy update, noting two resolutions. She highlighted the new process and its go-live date of January 1st. Mayor Balensifer asked if the City will be revisiting fees; Ms. Shaw stated they are keeping the current fees in place until they can reassess and noted they will be revisited in the near future.

Commissioner Dyer made the motion to adopt Resolution No. 2657, a Resolution Updating Policy and Procedures for Public Records and Information Requests, and Repealing Resolution No. 2531. Motion was seconded and passed unanimously.

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

Commissioner Dyer made the motion to adopt Resolution No. 2658; a Resolution Adopting Public Records Request Fees, and Repealing Resolution No. 2531. Motion was seconded and passed unanimously.

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

Ms. Shaw stated that new audience chairs have been ordered for the Chambers and requested to surplus the existing chairs. She noted that there will be the same number of chairs for the chambers and if there is a need for more chairs in the chambers there are chairs that can be borrowed from the fire training room. Mayor Balensifer asked if anyone has expressed interest in the chairs; Ms. Shaw stated no one has shown interest. Brief discussion followed.

Commissioner Poe made the motion to declare the old chambers audience chairs as surplus and disposed of according to current administrative policies. Motion was seconded and passed unanimously.

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

Ms. Moberg discussed a request for Intent to Perform regarding the Fort Point Properties. She noted Fort Point's concerns with the capacity of the Wastewater Treatment Plant and that Fort Point would like something in writing stating the City's intent to execute. Commissioner Mitchell noted that this project has been a long time coming. Mayor Balensifer noted a lot of pressure will be put on the City Manager to deliver the sewer plan upgrades. Brief discussion followed. Mayor Balensifer noted for the record that this precludes having to deal with a separate sewer plan as was prior.

Commissioner Baldwin made the motion to sign a statement of intent of connection or other legally binding document of connection to city utilities for the Fort Point development project that has been preliminarily approved. Motion was seconded and passed unanimously.

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

Ms. Moberg noted a recommendation from the Marina Advisory Committee. Mark Tolley and Seth Hague gave a presentation on a proposed RV Park development at the Hammond and Warrenton Marinas. Mr. Tolley discussed the parcels in both marinas and the best way to use the land is to create a class-A RV resort. He noted that in the Hammond Marina there could be 205 spaces including 16 park model units (Cabins), 7 yurts, and 182 Class A RV pads that include back-in and pull-through. He noted a Great Lodge that would be located on the western side of Lake Drive; the great lodge will include a pool, jacuzzi, playgrounds, bark park, firepits, grilling and smoking areas, and multiple game courts. The great lodge will also have offices, a store, a large gathering room, a fitness center, an arcade, bathing rooms, restrooms, and a guest laundry. He noted the anticipated revenue of \$1.4 – 1.5 million in transient room tax over 5 years. Commissioner Mitchell asked Mr. Hague how much they will charge; Mr. Tolley stated spots will start at \$45 a night. Brief discussion followed on the sites. Commissioner Mitchell asked if they will be able to allow people to park boats during fishing season; Mr. Tolley stated they plan to have a lot for boats. Commissioner Dyer asked what is considered long-term; Mr. Tolley

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stated the lender likes to see between 40 and 60 years. Commissioner Baldwin asked if the spaces are short-term or long-term; Mr. Tolley stated that 70% of the spaces would be short-term daily or weekly and the rest would be monthly. Mayor Balensifer asked what the maximum amount they would charge for a night; Mr. Tolley stated the charge would be \$45-65 depending on location and time of year. Mayor Balensifer asked Ms. Moberg how much the City currently charges per day on dry camping; Ms. Moberg stated that is something she would have to look into. Mr. Hague discussed the low cost. He noted they are leaning towards occupancy. Mr. Tolley noted they will be trying to build the reputation of the park. He noted RV parks are built on word of mouth. He stated over a period of time they will progressively raise the rent. He noted that 5% of the net revenue would go to the City or \$6,000 a month going to the City as a lease payment. Mayor Balensifer asked Mr. Tolley if they will be taking over management and all costs; Mr. Tolley responded stating there would be no cost and no risk to the City. Mayor Balensifer asked what Mr. Tolley's thoughts are on public access to some of the amenities; Mr. Tolley stated they will offer day passes. Commissioner Mitchell noted his concerns with the road and its ability to handle the traffic.

There was unanimous consent to accept the recommendation and will consider the proposal and will explore it further.

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Commissioner Mitchell noted he is glad to see everything that has been done in downtown Hammond.

Commissioner Dyer noted he has a lot of hope for the development out in Hammond and looks forward to hearing more about the project.

Commissioner Baldwin stated the project is something to look forward to.

City Manager Moberg thanked Spruce up Warrenton for the decorations of downtown Hammond.

Mayor Balensifer noted Spruce Up Warrenton is giving away daffodil bulbs.

There being no further business, Mayor Balensifer adjourned the meeting at 7:14 p.m.

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

ATTEST:


Dawne Shaw, CMC, City Recorder

APPROVED:


Henry A. Balensifer III, Mayor

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