

MINUTES  
Warrenton City Commission  
December 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, Police Chief Mathew Workman, Public Works Director Greg Shafer, Interim Harbormaster Don Beck, Library Director Josh Saranpaa, Finance Director April Clark, Accountant Jessica Barrett, Public Works Operations Manager Jim McCarthy, and City Recorder Dawne Shaw

City Manager Esther Moberg noted an addition to the consent calendar - a letter of support for the County SPIRE III grant, and several business items to be added.

**Commissioner Mitchell made the motion to add 3.C, SPIRE letter of support, 7.E, John Henry Eldred Foundation grant funds, 7.F, bank stabilization, and 7.G, Iredale Culvert. Motion was seconded and passed unanimously.**

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

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 11.28.23
- B. Monthly Finance Report – October 2023
- C. SPIRE Letter of Support

**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 – None

Ms. Moberg announced that Finance Director April Clark is retiring and gave a few comments; Mayor Balensifer presented her with a plaque. He also gave a few comments and noted his and the City's appreciation for her years of service.

PUBLIC COMMENT

Dennis Faletti noted his displeasure with the prospect of high-dollar RV parks at both marinas. He suggested involving the community in the process to allow them to see the big picture. He

noted he doesn't feel it would be a good fit. Mayor Balensifer noted it was an unsolicited proposal that was presented to the Commission and that they only voted to explore it further.

Tony Faletti also spoke in response to the RV resort proposal. He discussed his thoughts on the RV park proposal. He noted the proposal does not fit in with the livability of the city. The Hammond Marina and Seafarer's Park are gems in this town that he doesn't want to see get ruined by large RVs and a gated RV park. He noted his concerns and the need for community input.

PUBLIC HEARINGS - None

### BUSINESS ITEMS

Public Works Director Greg Shafer discussed awarding the contract for the preliminary design of Tide Gate #9, to Consor North America, in the amount of \$94,835.00. He thanked the public works engineer for pursuing the grant. He noted that the preliminary design would get the project to 30%.

**Commissioner Mitchell made the motion to award the contract for Professional Consulting Services to Consor North America, Inc., in the amount of \$94,835.00. Motion was seconded and passed unanimously.**

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

Finance Director April Clark requested to declare the old Community Center chairs as surplus. She noted due to the condition of the chairs, staff believes they have little or no value.

**Commissioner Dyer made the motion to declare the old Community Center chairs as surplus and that they be disposed of according to current administrative policies. Motion was seconded and passed unanimously.**

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

City Manager Moberg requested to cancel the December 26<sup>th</sup> meeting as it is a city holiday and staff will not be available.

**Commissioner Baldwin made the motion to cancel the December 26<sup>th</sup> City Commission meeting. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted nominations for the Warrenton Community Center Advisory Board. Brief discussion followed regarding the recent breakfast with Santa.

**Commissioner Baldwin made the motion to appoint Penny Morris to Position #5 on the Warrenton Community Center Advisory Board. Motion was seconded and passed unanimously.**

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

### MINUTES

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Mayor Balensifer noted nominations for the Planning Commission.

**Commissioner Baldwin made the motion to appoint Karin Hopper to Position #6 and Cynthia O'Reilly to Position #7 on the Warrenton Planning Commission. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted nominations for the Warrenton Parks Advisory Board. He noted there is still a position open if anyone knows someone who might be interested.

**Commissioner Mitchell made the motion to appoint Sara Long and Brooke Terry to Positions 6 and 7 on the Warrenton Parks Advisory Board. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted nominations for the Warrenton Community Library Advisory Board.

**Commissioner Mitchell made the motion to appoint Abbie Johnson to Position #1 on the Warrenton Community Library Advisory Board. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted nominations for the Marinas Advisory Committee. He stated the improvement and strategic planning of the marinas is a city commission goal and because he was not part of nominations or appointments of the first round of nominations for the marina advisory board earlier this year, he felt that it was important to let the commission decide the rest of the board. He noted that four applications were received and that there are only three positions available. He noted that after the deadline one member did apply for reappointment, but the chair had reminded him that there were some attendance issues and he declared him ineligible.

**Commissioner Baldwin made the motion to appoint Dick Hellberg, Jennifer Fowler, and Bill Kerr to the Marinas Advisory Committee positions 1, 2, and 3 respectively.**

Commissioner Mitchell asked to meet in executive session to discuss this further. Mayor Balensifer asked what the legal requirement would be to discuss appointments; Ms. Moberg stated there would need to be an ORS. City Recorder Dawne Shaw stated there is no ORS applicable to discuss in executive session. Ms. Moberg noted that there is a motion currently on the table. Mayor Balensifer asked if there was a second.

**Commissioner Dyer seconded the motion the motion passed by majority.**

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

Library Director Josh Saranpaa stated he has received notification that a \$5,000 grant has been awarded by the John Henry Eldred Foundation to fund the growth of the children's circulation materials. Mayor Balensifer thanked Mr. Saranpaa for pursuing grants.

**Commissioner Baldwin made the motion to approve allowing the Warrenton Community Library to accept the grant funds in the amount of \$5,000 from the John Henry Eldred Foundation. Motion was seconded and passed unanimously.**

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

Interim Harbormaster Don Beck requested approval for a noise variance for Big River Construction for the Hammond bank stabilization project, for the dates of December 12 through December 20 between the hours of 6 pm and 12 am. He noted that due to permit requirements, the work must take place during low tide, which occurs beyond the 6 pm cutoff for construction noise. Brief discussion followed.

**Commissioner Baldwin made the motion to approve Noise Variance for Big River Construction, Inc., for the Hammond Bank Stabilization project. Motion was seconded and passed unanimously.**

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

Public Works Director Greg Shafer requested emergency approval to move forward with replacing a failed section of the culvert at Iredale and 7<sup>th</sup>. He noted that a significant storm event exposed the extent of the culvert failure. He noted an error in the request to move forward with \$365,000.00 instead of \$340,000.00. Discussion continued on funding for the culvert. Public Works Operations Manager Jim McCarthy noted that the culvert size is going to be 30 inches. Commissioner Baldwin asked what culvert size is currently there; Mr. McCarthy stated that it varies from 24 inches to 36 inches with the majority being 30 inches. Commissioner Baldwin asked what percentage of the project would be completed with \$365,000.00; Mr. Shafer stated it would be a third. Commissioner Baldwin noted his concerns. Brief discussion followed on the culvert and its effect on the wastewater treatment plant.

**Commissioner Poe made the motion to declare the failed Iredale culvert an emergency project and approve Public Works to proceed with replacing a section of the culvert, not to exceed the approved budgeted amount of \$365,000.00. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS - None

GOOD OF THE ORDER

Commissioner Mitchell noted the Mayor's comments and the turnout at the memorial service for Volunteer Firefighter John Sleutel. He commended the City Manager for her work in organizing the storage facility.

Commissioner Dyer commented on the Marinas Advisory Committee applicants and thanked Pam Ackley for her service.

Ms. Moberg noted that she is still looking to find the owners of 24 units and to have anyone they know who has a storage unit reach out to her. She noted the memorial service and that it was well done.

Mayor Balensifer echoed what Commissioner Mitchell said regarding the memorial service. He noted that because of everything happening on the marinas advisory committee, he decided to send it to the commission, but he reserves the right to nominate persons to boards and committees.

At 6:40 Mayor Balensifer recessed the regular meeting, to conduct the Urban Renewal Agency meeting.

At 6:43 p.m. Mayor Balensifer reconvened the meeting and 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, Mayor Balensifer adjourned the meeting at 7:10 p.m.

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

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, CMC, City Recorder