

MINUTES  
Warrenton City Commission  
Regular Meeting – January 10, 2017  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Kujala called the meeting to order at 6:00 p.m. and then led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Mark Kujala, Tom Dyer, Henry Balensifer, Pam Ackley and Rick Newton

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Public Works Director Jim Dunn, Finance Director April Clark, Community Development Director Skip Urling, Wastewater Treatment Plant Superintendent Kyle Sharpsteen and Deputy City Recorder Dawne Shaw

**OATHS OF OFFICE:** Pamela Ackley was sworn into office for City Commissioner, Position No. 1; Henry Balensifer III was sworn into office for City Commissioner, Position No.2 and Thomas Dyer was sworn into office for City Commissioner, Position No. 3, by City Manager Linda Engbretson.

Per City Charter, the Mayor Pro Tem is selected by ballot by the Commission at its first meeting each calendar year. Deputy City Recorder Dawne Shaw read aloud the cast ballots.

Commissioner Balensifer voted for himself  
Commissioner Ackley voted for Commissioner Balensifer  
Mayor Kujala voted for Commissioner Balensifer  
Commissioner Dyer voted for Commissioner Balensifer  
Commissioner Newton voted for Commissioner Balensifer

**By unanimous vote, Commissioner Balensifer was elected Mayor Pro Tem for calendar year 2017.**

Mayor Kujala noted the City lost a very important person this past month, referencing City Attorney Hal Snow and noted his service. He proceeded to present and read Resolution No. 2474 in Memorium of Harold Snow, City Attorney. Brief discussion followed.

#### COMMISSIONER COMMENTS

Commissioner Newton welcomed everyone, and stated he was happy to see so many people at the Town Hall meeting and noted, in regards to the 8<sup>th</sup> Street dam, the attorney had mentioned possibly using the structure for mitigation. He stated that is not his position, and he is opposed to

using it for mitigation. He wanted the people to understand that was not necessarily the voice of the commission; the attorney was giving options. Mayor Kujala agreed, noting the City's concern is about flood control, flood protection and flood insurance as it was designed to do.

Commissioner Dyer spoke of City Attorney Hal Snow, noting he had known him since he was a kid, and he was a "good man".

Commissioner Balensifer thanked the Commission for vote of confidence and noted there were lot of new faces in the audience and it is an encouraging sign.

Commissioner Ackley commented on 8<sup>th</sup> street dam and noted the Commission has talked to staff about doing a web page to let folks know what is happening, to be more transparent. She also noted the Way to Wellville is having a forum meeting.

City Manager Engbretson reminded everyone of the joint work session this Thursday with the Planning Commission to talk about development code updates and the comprehensive plan.

Mayor Kujala thanked everyone that participated in Town Hall on Measure 4-181, noting the Commission will continue the discussion at a future meeting with Legal Counsel Chad Jacobs, and to discuss how to proceed, either by ordinance or charter amendment.

Gil Gramson asked to comment on Hal Snow. Mr. Gramson noted he worked with Hal Snow for 37 years and he always said how much he loved this community and would never give up being the City Attorney in Warrenton and he never did.

#### CONSENT CALENDAR

- A. City Commission Work Session Minutes – 11.22.16
- B. City Commission Work Session Minutes – 12.13.16
- C. City Commission Regular Meeting Minutes – 12.13.16
- D. Library Advisory Board Minutes – 11.16.16
- E. Fire Dept. Activity Report – November 2016
- F. Fire Dept. Activity Report – December 2016
- G. Monthly Finance Report – November 2016
- H. Police Dept. Monthly Statistics – November 2016

Commissioner Newton, Commissioner Balensifer and Commissioner Ackley noted corrections to the Regular and Work Session minutes of 12.13.16.

**Commissioner Balensifer made the motion to accept the consent calendar as amended. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

#### BUSINESS

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Mayor Kujala opened the Public Hearing on the Exemption of Personal Services Contract for Independent Audit Services. Formalities followed and no conflicts of interest of ex parte contacts were reported.

Finance Director April Clark reviewed her written staff report on the Exemption of Personal Services Contract for Independent Audit Services and explained the details as outlined in the report included in the packet. Ms. Clark stated city staff is very happy with Isler CPA's services and it is a benefit to have an auditor that is familiar with our city and our processes and procedures. Ms. Clark stated there are very few auditors that do this type of service and they were the only response to the RFP. Commissioner Newton asked for clarification on a "single Audit as noted in Section 2. Ms. Clark clarified that a single audit is a separate, additional audit that would be required if you receive federal funds over a certain amount. Ms. Clark stated the city has not had a single audit in a few years but it is possible in the future. Commissioner Balensifer noted for public knowledge that it is hard to be an auditor for public agencies and it is difficult to find auditors to agree to do municipal audits.

Mayor Kujala asked for public comments. No one spoke in favor or in opposition to the proposed exemption. Mr. Scott Widdicombe asked if he heard correctly that people do not want to do these audits. Finance Director April Clark stated there are very few people that do municipal audits because they are complicated. Mayor Kujala gave clarification on who did audits for municipalities in the past. He noted these audits are very complicated and there are very few firms that continue to do municipal audits. There was brief discussion on the length of the contract. Commissioner Balensifer stated for the record that Isler CPA is not requesting this; we are doing this to save time, and to not do fruitless searches for other firms. We have been very satisfied with the services and it makes very little sense to spend the staff time. Mr. Widdicombe asked if we have a record of what we have been paying for these services and it was confirmed. Mayor noted we have been very well served by Paul Nielson of Isler and Associates, who will present the audit report at the next Commission meeting. Brief discussion continued on the quality service Isler CPA has provided. There being no further comments, Mayor Kujala closed the public hearing.

Mayor Kujala clarified it is a 3 year contract with an option to renew for another 2 years.

**Commissioner Balensifer made the motion to adopt the findings dated January 10, 2017, as basis for approving the exemption from competition of the personal services contract for annual independent audit services. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

**Commissioner Ackley made the motion to award the contract for professional services to Isler CPA for Annual Independent Audit Services beginning with fiscal year July 1, 2016 as per the attached proposal with an option to renew for two more years. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Public Works Director Jim Dunn presented Resolution No. 2473, Authorizing a Loan from the Safe Drinking Water Revolving Loan Fund and reviewed the details, noting the previous approvals/steps taken. Mr. Dunn noted this loan has 60% loan forgiveness. The discussion continued on the specifics of the project and the cost/loan amount.

**Commissioner Balensifer made the motion to adopt Resolution No. 2473, Authorizing the Mayor to execute the financing contract and all other documents necessary to obtain financial assistance from IFA for this project. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Community Development Director Skip Urling presented a report for determination of nuisance at 25 Alt Hwy 101, Tax Lot 81028AC01102 and reviewed details as outlined in the meeting packet. Mr. Urling noted there are neighbors here who may wish to speak. Nicole Soares said the pictures in packet do not do justice to what they have been enduring. She spoke about the increasing trash, rats, cigarette butts, and stench from the premises. Ms. Soares stated that no one feels safe and they are concerned for the children. She noted it is embarrassing and has progressively gotten worse. Rebecca Herren stated she lives right next door to the nuisance property and stated she has spoken to Mr. Bailey several times about removing the trash. She noted her concerns about safety, health, property damage and mold. Ms. Herren stated she is concerned the issue will continue even after the city cleans up the property. Mayor Kujala noted there are a number of municipal code violations that apply and this is a classic case to why we have nuisance ordinance.

**Commissioner Balensifer made the motion to declare that enumerated and unenumerated nuisances exist at 25 Alt Hwy 101, Tax Lot 81028AC01102, and direct staff to commence actions to notify the resident and owner of record to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Commissioner Balensifer clarified the steps taken after declaring a nuisance.

Community Development Director Skip Urling presented a report for determination of nuisance at 1058 NW Warrenton Drive, Tax Lot 81016A000600, noting the city has been watching this for a while. Mr. Urling stated a photograph was delivered to City Hall of the nuisance and noted this is a chronic problem with this person at previous residences. He noted he talked to the owner who will discuss with the tenant and assist with the problem. The tenant (Robert Bork) appears to be running a scrap business, noting the parked vehicles are a traffic/safety hazard and neighbors have complained.

**Commissioner Ackley made the motion to declare that enumerated and unenumerated nuisances exist at 1058 NW Warrenton Drive, Tax Lot 81016A000600, and direct staff to commence actions to notify the owner of record to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Brief discussion continued on the nuisance property and the steps that will be taken, noting the "enumerated and unenumerated" addition will prevent the need to come back to the Commission for future nuisances with Mr. Bork. Commissioner Balensifer asked the record to show the consensus of the Commission on that issue.

Mayor Kujala noted we have received one application for the Library Advisory Board from Eileen Purcell and outlined the application details.

**Commissioner Balensifer made the motion to appoint Eileen Purcell to Position No. 4 on the Community Library Board. Motion was seconded and passed unanimously.**

**Kujala – aye; Balensifer – aye; Ackley – aye; Dyer – aye; Newton – aye**

Brief discussion continued on remaining board vacancies.

PUBLIC COMMENT –

Gil Gramson spoke briefly about City Attorney Hal Snow and also congratulated the Public Works Director on getting the IFA grant for the water lines. He thanked Commission for having the Town Hall meeting on Measure 4-181 and clarified the intent of the charter amendment noting it still allows the City to carry on as usual unless selling or trading a large asset, in which the citizens want the right to vote on it.

Scott Widdicombe asked for clarification on the position of Deputy Mayor (Pro tem) and how tied votes are handled. Mayor Kujala clarified what constitutes a quorum and noted a tied vote makes the issue dead.

George Warren commended the Commission on holding the Town Hall meeting noting it was beneficial and exhibits the desire to meet the public half way. He noted the attempts to resolve the problems are commendable. Mr. Warren also voiced his concern over comments made on the issue of Tansy Point. Mayor Kujala noted the Commission wants an open door to proposals and to have transparent discussions in public and to have public input.

There being no further business Mayor Kujala adjourned the regular meeting at 7:06 p.m.

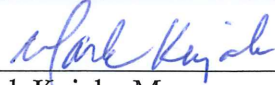
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APPROVED:



Mark Kujala, Mayor

ATTEST:



Dawne Shaw, Deputy City Recorder