

MINUTES
Warrenton City Commission
January 23, 2024
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, and Gerald Poe

Excused: Mark Baldwin

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Finance Director Jessica Barrett, Fire Chief Brian Alsbury, and City Recorder Dawne Shaw

Mayor Balensifer added item 3J to the consent calendar. There were no objections.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 1.09.24
- B. Police Department Monthly Report – December 2023
- C. Police Department Statistics Review - 2023
- D. Warrenton Community Library Collection Development Policy
- E. Warrenton Community Library Request for Reconsideration Form
- F. Monthly Finance Report – November 2023
- G. Cybersecurity Policy
- H. City Annual Report – 2023
- I. Fire Department Year End Report – 2023
- J. Oregon State Fire Marshal Engine Grant

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 Mitchell discussed the CEDR meeting he attended and noted some concerning topics that were discussed. He noted an upcoming meeting regarding the state's commitment to reserve land for the spotted owl. Commissioner Mitchell discussed other issues affecting the community. Mayor Balensifer noted that in the past, the commission has submitted letters of opposition to the Habitat Conservation Plan. There was unanimous consent to continue submitting letters of opposition.

PUBLIC COMMENT – None

PUBLIC HEARINGS - None

BUSINESS ITEMS

Paul Nielson of Isler CPA presented the city audit results for fiscal year 2023. He noted that he will be retiring on May 31st. He noted that there were no significant findings or difficulties with the audit. He discussed the process that took place to prepare the audit. Mayor Balensifer asked for the record if the recommended number of days left in the fund balance is 90 days; Mr. Nielson confirmed.

City Manager Moberg stated the Fowlers have updated their Request for Expression of Interest (RFEI) plan for the leased portion at the Hammond Marina. The Fowlers and Roger Mitchell discussed their RFEI for the bait shop. There was discussion on traffic flow. Mr. Fowler discussed having the building remain in operation while the new building is being constructed. Mayor Balensifer noted having a traffic plan would be helpful. After discussion, it was noted construction could potentially begin in 6 months and go through the winter months. There was unanimous consensus to “greenlight” the concept, but the commission would like to see something more solid. Discussion continued. Mayor Balensifer suggested a work session with the Marina Advisory Committee. There was unanimous consent to move forward with the work session.

Fire Chief Brian Alsbury discussed a contract for the purchase of a Ford F350 utility vehicle. Chief Alsbury noted that due to the vehicle shortage, they have not been able to get government contract pricing. He noted that Astoria Ford was able to outbid two other vendors. Mayor Balensifer clarified that the standard process the city goes through did not have vehicle allocations available to utilize; Chief Alsbury confirmed.

Commissioner Dyer made the motion to authorize the signing of the Goods and Services contract with Astoria Ford to purchase a 2024 Ford F350 utility truck. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Mitchell commended the hard work of city staff to respond during the recent storm.

Mayor Balensifer noted it may be worthwhile to do a waterborne inspection of city levies and revetments. He noted he has heard that damage looks different at the water level versus the land level.

At 6:36pm, Mayor Balensifer recessed the meeting to convene the Urban Renewal Agency meeting.

At 6:57 pm, Mayor Balensifer reconvened the regular meeting and stated the Commission will

now meet in executive session, under the authority of ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

There being no further business, Mayor Balensifer adjourned the meeting at 7:19 p.m.

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

APPROVED:

ATTEST:



Dawne Shaw, CMC, City Recorder



Henry A. Balensifer III, Mayor

Gerald Poe, Mayor Pro-Tem