



City of Warrenton City Commission Minutes

City Hall, 225 S. Main Warrenton, OR 97146
Tuesday, August 26, 2025

1. City Commission meeting called to order at 6:05 pm.
2. Pledge of Allegiance

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Tom Dyer (via Zoom)	X	
Paul Mitchell	X	
Henry Balensifer, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	City Recorder Dawne Shaw
Police Chief Mathew Workman	Public Works Director Kevin Gorman
Engineering Technician Twyla Vittetoe (via Zoom)	Planning Director Jeff Adams

Mayor Balensifer noted amendments to the agenda; item 7B has been delayed, and 7A removed as it is not a business item. He noted a legal services agreement has been added to the consent calendar and item 8A appointment policy for filling vacant positions. There were no objections.

3. Consent Calendar

*Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

- A. City Commission Meeting Minutes 2025.08.12
- B. Police Department Monthly Report – June 2025
- C. Dispatch Services Agreement – Police Department
- D. Dispatch Services Agreement – Fire Department
- E. Legal Services Agreement

Motion:	Move to approve the consent calendar as presented.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
	Dyer	X			

	Balensifer	X			
Passed:	5/0				

4. Commissioner Reports

Commissioner Mitchell discussed the ColPac meeting he attended.

5. Public Comment

Mike Balensifer spoke in regard to the prior work session on fill.

6. Public Hearings – None

7. Business Items

A. Proclamation - Daughters of the American Revolution: Removed from agenda.

B. Presentation - Rural Healthcare: Removed from agenda.

C. Consideration of Ordinance No. 1295:

Police Chief Mathew Workman presented Ordinance No. 1295 for its second reading and adoption. Mayor Balensifer asked for the record how many carts did our unfortunately now gone, but our Code Enforcement Officer pick up through the very short period of time he mentioned; Workman noted he never got the final number. Mayor Balensifer noted for the record, you know I think the currently only opposition to the proposal so far from any retailers about implements is Costco, is that correct Chief; Workman responded. Brief discussion followed.

Motion:	Move to conduct the second reading, by title only, of Ordinance No. 1295.				
Moved:	Poe				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
	Dyer	X			
	Balensifer	X			
Passed:	5/0				

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1295; an Ordinance Adding Chapter 5.16, Shopping Carts to the Warrenton Municipal Code.

Motion:	Move to adopt Ordinance No. 1295.				
Moved:	Sollaccio				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			

	Sollaccio	X			
	Mitchell	X			
	Dyer	X			
	Balensifer	X			
Passed:	5/0				

D. Consideration of Resolution No. 2708; Setting a Public Hearing Date for Amending Ordinance No. 1217 – Street Vacation:

Planning Director Jeff Adams reviewed his staff report he noted the resolution is to set the public hearing date to amend Ordinance No. 1217.

Motion:	Move to adopt Resolution No. 2708, setting 6:00 pm, September 23, 2025 as the time and date for a public hearing to consider amending Ordinance No. 1217 for vacating certain streets in the Plat of Warrenton Park and in the Plat of Portsmouth Addition to Warrenton in the City of Warrenton Oregon.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
	Dyer	X			
	Balensifer	X			
Passed:	5/0				

E. Consideration of Request to Work After Hours – Hammond Transmission Waterline:

Public Works Director Kevin Gorman discussed a request for after hours work on the Hammond transmission waterline project. Discussion followed on the work window and completion timeline. It was noted that major construction is going to be complete by November 7th. Public Works Engineering Technician Twyla Vittetoe noted that substantial completion will be by the November date.

Motion:	Move to approve North Cascade Excavation's request to perform night work from 7:00 pm to 5:00 am, Monday through Thursday, for the Hammond Transmission Main Project between Station 24+00 and Station 51+40, contingent on ODOT's approval of the proposed work hours.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
	Dyer	X			
	Balensifer	X			

8. Discussion Items

A. Consideration of Commission Vacancy Process:

Mayor Balensifer reviewed his Vacancy and Appoint of Vacant Commission Seat memo he provided. He discussed the vacancy process and the options to fill the seat. Method 1: Once applications close, a one-hour town hall is held during or before the commission meeting for public questions to candidates. The commission then asks follow-up questions, deliberates, and votes on appointments with any desired stipulations. Method 2: Once applications close, the commission meets or interviews candidates, then deliberates and votes on appointments, adding any stipulations as needed. Method 3: The commission votes for whomever it wishes to vote on, with any stipulations to that appointment they wish to add. Brief discussion followed on how appointments were handled in the past. There was consensus for method 1.

9. Good of the Order

Commissioner Mitchell noted community garden ribbon cutting.

Commissioner Sollaccio discussed the seed library. She noted the special guest reading by someone from the governor's office at the library and the CEDR big bash for small businesses.

Commissioner Poe noted he is happy to see fish and game open up wild king salmon fishing for the holiday weekend.

Commissioner Mitchell asked Chief Workman about the passing of items out of vehicles; Workman responded.

Commissioner Dyer thanked staff for assisting him.

Mayor Balensifer stated he attended the garden ribbon cutting. He discussed things happening in the school district. He asked Gorman for an update on potholes; Gorman responded. Discussion followed on ditch cleaning.

Moberg noted the new tsunami siren has been installed but not activated yet, the community garden ribbon cutting, the building and planning remodel, the holiday closure and the police department window upgrade.

10. Executive Session

11. Adjournment

There being no further business, Mayor Balenisfer adjourned the meeting at 6:47 pm.

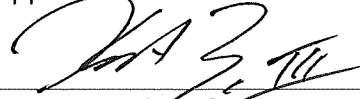
Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

Attest:



Hanna Bentley, Deputy City Recorder

Approved:



Henry A. Balensifer III, Mayor