



City of Warrenton City Commission Minutes

City Hall, 225 S. Main Warrenton, OR 97146
Tuesday, October 14, 2025

1. City Commission meeting called to order at 6:00 pm.
2. Pledge of Allegiance

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Paul Mitchell, Mayor Pro Tem	X	
Henry Balensifer, Mayor		X

Staff Members Present	
City Manager Esther Moberg	Deputy City Recorder Hanna Bentley
Finance Director Jessica Barrett	Fire Chief Brian Alsbury
Police Chief Mathew Workman	City Planner Jeff Adams
Public Works Director Kevin Gorman	

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 2025.09.23
- B. City Commission Special Meeting Minutes 2025.09.19
- C. Capital Improvement Program Update
- D. Corrective Action Plan Letter to USACE; Diking District No. 1
- E. Community Library Quarterly Report – July – Sept. 2025
- F. Building Department Quarterly Report – July – Sept. 2025

Motion:	Move to approve the consent calendar.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

4. Commissioner Reports

Commissioner Sollaccio summarized recent events she attended, including the Main Street Oregon Conference and Clatsop County Childcare Advisory meeting.

Mayor Pro Tem Mitchell summarized recent events he attended, including a dinner with guests from Norway and a COLPAC meeting.

5. Public Comment - None

6. Public Hearings - None

7. Business Items

A. Consideration of Solid Waste (Garbage) Rate Study – Presentation

Josiah Close, Utility Rates Project Manager from HRD Engineering, provided a presentation on the Solid Waste Rate Study. The study reviewed the financial health of the solid waste utility, projected long-term revenues, operations, maintenance, capital improvement needs, reserve requirements, and customer growth projections for Fiscal Years (FY) 2026-2035. The proposed increases were \$4.51 year one, \$4.51 year two, \$4.13 year three, \$0.91 year four and \$0.94 year five. It was noted that the city is currently behind on its operating costs. Brief discussion followed on the rates and data provided.

Motion:	Move to accept the 2025 Solid Waste Rate Study as presented and direct staff to prepare a resolution implementing the recommended rate adjustments for future Commission consideration.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

B. Consideration of Spruce Up Warrenton Event – Winter Walk

City Manager Esther Moberg noted that on November 29th, between the hours of 3:30pm and 9pm Spruce Up Warrenton will be holding their new Winter City Sponsored Event. They are requesting closure of Main St. from the Post Office to Arnie's. They are also requesting approval of amplified sound for the event. Brief discussion followed on the detour and the impact on businesses.

Motion:	Move to approve.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			

Passed:	3/0
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C. Consideration of Street Vacation – Amending Ordinance No. 1217; Second Reading & Adoption

City Planner Jeff Adams reviewed his staff report noting that Ordinance No. 1296 had it's first reading on September 23rd and that it is back for its second reading and adoption.

Motion:	Move for a second reading by title only for 1217.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

Mayor Pro Tem Mitchell stated, "Based on the application materials and staff review memo dated October 14, 2025, I move that the City Commission conduct the second reading of Ordinance 1296 by title only, an ordinance amending ordinance 1217 vacating certain streets in the plat of Warrenton Park and in the plat of Portsmouth addition to Warrenton in the city of Warrenton, Oregon."

Motion:	Move to approve 1296.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

D. Consideration of Public Safety Fee – Resolution No. 2709

Fire Chief Brian Alsbury presented Resolution No. 2709, a resolution establishing a Public Safety fee. He provided a summary of his staff report.

Motion:	Move Staff recommend the City Commission conduct the first reading of the attached resolution establishing a Public Safety Fee, with implementation beginning on January 1, 2026 by title only.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

Mayor Pro Tem Mitchel conducted the first reading by title only of resolution 2709; a resolution establishing a Public Safety fee.

E. Consideration of Letter of Engagement – Labor Negotiations; CDR Labor Law, LLC

City Manager Esther Moberg noted that the city attorney Beery, Elsner & Hammond, LLP will be unable to handle labor negotiations for the city due to changes in staffing. They have recommended other firms from which CDR Labor Law, LLC was selected.

Motion:	Move to approve engaging CDR Labor Law on behalf of the City to advise and assist in matters pertaining to Labor Law and Labor Negotiations and authorize the Mayor to sign the letter of engagement and contract on the City's behalf.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

F. Consideration of Amplified Sound for Trick or Trot 5k Event

Public Works Director Kevin Gorman reviewed the request for amplified sound from Warrenton Parks Alliance for this years Trick or Trot 5k Event. Commissioner Sollaccio commended a staff member for their work on the revamp of the event application.

Motion:	Move to approve the use of amplified sound for the Warrenton Park Alliance Trick or Trot 5k on October 26, 2025.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

G. Consideration of Request to Advertise for Bids – Seafarer’s Park Bank Stabilization

Gorman reviewed his staff report.

Motion:	Move to authorize the advertisement for construction bids for the Seafarer's Park Bank Stabilization Project.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

H. Consideration of State Lobbyist Contract; Wastewater Treatment Plant; Public Affairs Counsel

Moberg reviewed the staff report noting they are requesting to engage a lobbyist at the state level to assist with funding and ask for the new wastewater treatment plant.

Motion:	Move to approve.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Mitchell	X			
Passed:	3/0				

8. Discussion Items

Commissioner Sollaccio noted the condition of the Bornstein's building; Moberg responded. Brief discussion followed.

Commissioner Mitchell noted his excitement for all of the public events.

City Manager Esther Moberg noted the upcoming public meet and greet with Commissioner applicants. She noted that City Recorder Dawne Shaw will be retiring in December.

9. Good of the Order

10. Executive Session

11. Adjournment

At 6:58 pm, Mayor Pro Tem Mitchell adjourned the meeting.

At 6:59 pm, Mayor Pro Tem Mitchell announced 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 conduct real property transactions.*

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

Attest:



Dawne Shaw, CMC, City Recorder

Approved:



Henry A. Balensifer III, Mayor