

MINUTES  
Warrenton City Commission  
WORK SESSION – January 24, 2017  
5:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, Or 97146

Mayor Kujala called the meeting to order at 5:08.

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

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

Mayor Kujala noted the purpose of the work session is goal setting and City Manager Engbretson read the 2015 Goals. Mayor Kujala suggested rather than having broad goals and concepts, it would be best to narrow it down with timelines and progress measures. He noted the demands that are being placed on the departments with the growth and development that is taking place.

Public Works Director Jim Dunn stated he “can’t keep his head above water” and noted he created a spreadsheet with tasks/projects and a schedule. Mr. Dunn discussed the Public Works department goals which include Hammond development constraints, noting when the new water line goes in it will help a lot as it is the first piece but there are still water lines/hydrants that need to be addressed. Mayor Kujala noted the discussion during the joint meeting with the Planning Commission on infill development in Hammond and stated he would like to see it as one of the goals, noting development codes and design standards need to be part of it. He also noted the issues about infrastructure in isolated areas. Mr. Dunn discussed sewer line extensions, noting there are isolated areas. He stated he looked into a Clean Water Services loan that is available and it may be possible for these isolated areas. Mr. Dunn stated there are so many priorities they are working on right now and the Master Plan is critical. He stated they are also working on levee certification and the I&I study, and noted after the study they will then have to fix the identified issues. He also discussed Pacific Seafoods and stated there is still indecisiveness on whether they will connect to wastewater system or not, and noted the amount of work and time associated with it if they do want to connect. Brief discussion continued on Pacific Seafoods. Commissioner Balensifer discussed the drainage ditches and the need to make sure someone cleans them up, noting the possibility of working with property owners to clean them up. Mayor Kujala noted the need to have a review or work session on the Storm Water Master Plan and stated it identifies a lot of these issues. He continued to discuss the storm water master plan, noting the levees, dikes

and ditches are all one drainage system – a drainage district. City Manager Engbretson asked if there is a maintenance program and Mr. Dunn noted there is not a lot of funding and they don't have the staff time to clean ditches. City Manager Engbretson noted a recent complaint received from a resident regarding drainage ditches. Discussion continued on the drainage ditches, possible solutions and the difficult regulations associated with storm water and drainage. Mr. Dunn stated they are working on the permit to do the ditch cleaning. Mayor Kujala stated ODOT has the nationwide permit for ditch cleaning and noted the possibility of notifying them about these issues, as all of these roads are state highways. Commissioner Balensifer stated one of the goals should be, with the least cost to the city, to provide the necessary enforcement tools for Public Works to ensure the ditches are cleaned out, and the storm water systems are as unencumbered as possible. He also noted the discussion during the joint meeting with the Planning Commission on the need to have follow-up on developments. The discussion continued on developers not following through with what was agreed upon in the application approval process and the need for check lists, follow up and enforcement. City Manager Engbretson noted at the joint meeting with the Planning Commission, it seemed the Commission is interested in holding peoples' feet to the fire for not following the code. The discussion continued on not wanting substandard subdivisions, the need of resources for code enforcement and improving internal communication. Mr. Dunn reviewed the approval process and the discussion continued on the sign off process before occupancy permits are issued.

Fire Chief Tim Demers summarized his department goals which include beginning an inspection program for current businesses, with annual visits for fire code/safety inspections. He noted this will take a part time person and suggested having a contract with Astoria & Seaside to share the cost. Chief Demers stated other goals would be the marinas and Hammond – tactically targeting spots to improve hydrant access pieces; aerial training to get all staff/volunteers to operator level and to be able to use the ladder; disaster preparation - getting a disaster plan out; and reducing some of the work load for the volunteers and to look at a volunteer intern/student program. Discussion continued on the cost and funding/reimbursement for the intern/student.

Police Chief Matt Workman noted his department is going through a “metamorphosis”, adding people/positions, and as the city changes and grows the department needs to grow as well. He stated the infrastructure, public safety and otherwise, is not pacing the growth well. He briefly discussed the need to reassess now that LNG is no longer going to happen. He noted the police department is physically at capacity (building). He stated another goal is outreach and the CERT volunteers are doing a wonderful job but the city needs to step up and make sure their efforts are increased and look at possibilities of helping the areas that will be really stranded in a "big event". He continued to discuss disaster preparation and safety and would like to see it a goal. Discussion continued on what full staff for the Police department would be and Chief Workman stated right now they should have 8 patrolmen, 1 sergeant, 1 detective, the Police Chief, plus the police secretary and 1 part time office person. Discussion continued on staffing levels, and Chief Workman stated the national average is 1.5 - 2 officers for every 1000 people. He also noted the

need to determine what the actual city population is, stating it varies from site to site and he believes it could be closer to 6000.

Mayor Kujala noted the good points about emergency preparedness and stated the need to update the hazard mitigation plan, having a tsunami drill, training and etc. He listed other goals as: storm water master plan, establish improved maintenance programs to levees, tide gates and ditches to protect residents from flooding and increased flood insurance costs; continue improvements to the commercial docks at the Warrenton marina and update the Hammond marina master plan; make the Warrenton downtown a more inviting and vibrant location; complete improvements to Hammond water line; facilitate/improve communication with community, Clatsop County leaders and State and Federal agencies.

Commissioner Ackley stated she would like to see goals of emergency preparedness; review of the natural hazard mitigation plan and to also look at grants for hydro/electric to keep the water and sewer systems operational in event of a natural disaster. Commissioner Balensifer stated he would like to outline what plans the various boards should have and make it a procedure. He also noted there is a need to review the continuity of government during a natural disaster. Brief discussion continued. Commissioner Ackley suggested having a Facebook page for the city, for community outreach, development news, etc. City Manager Engbretson noted the issue of public records and other potential issues with social media.


Commissioner Dyer stated his concerns about the "eye sore" out towards Hammond and the need to beautify it and noted the possibility of having students help.

Commissioner Newton would like to work on transparency to get things out to the public and would also like the 8<sup>th</sup> street dam issue "put to bed."


Mayor Kujala stated they will condense these goal suggestions into a few major priorities and will bring them back as a regular agenda items.

There being no further business Mayor Kujala adjourned the work session 6:05 p.m.

APPROVED:

  
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Mark Kujala, Mayor

ATTEST:

  
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Dawne Shaw, Deputy City Recorder