

MINUTES
Warrenton City Commission
Regular Meeting – February 14, 2017
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Kujala called the meeting to order at 6:02 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, City Engineer Collin Stelzig, Library Site Manager Nettie-Lee Calog, Wastewater Treatment Plant Superintendent Kyle Sharpsteen, Police Officer Teresa McKee, Police Sergeant Jim Pierce, Police Officer Aaron Berndt, Police Officer Robert Wirt and Deputy City Recorder Dawne Shaw

Police Chief Workman and Mayor Kujala performed the Oath of Office and the Badge Pinning Ceremony for new Police Officer Teresa McKee and newly promoted Sergeant Jim Pierce.

COMMISSIONER COMMENTS

Commissioner Newton welcomed everyone and noted he recently attended the Basic Local Budget Law training.

Commissioner Dyer welcomed everyone and stated the City is very blessed to have 2 Police Officers with that kind of experience.

Commissioner Balensifer stated he had a very successful trip to Salem, noting he talked to 10 legislators, and feels he made some headway in educating them on Warrenton's levee issues. Mayor Kujala noted his appreciation for Commissioner Balensifer's efforts and also noted the March 3rd Tillamook Town Hall on Senate Bill 5530, stating he will attend with City Engineer Collin Stelzig.

Commissioner Ackley thanked Commissioner Balensifer for going to Salem. She noted the upcoming Way to Wellville community forum and gave a brief update.

City Manager Engbretson noted the Warrenton Town Hall meeting held on Measure 4-181 and offered to have legal counsel Chad Jacobs at the next meeting for follow up. She also asked if the Commission wished to have an additional meeting with primary petitioners. Commissioner Balensifer noted it would be worthwhile to meet with the petitioners again, to discuss the

measure at a public meeting and then meet with Mr. Jacobs afterwards. Ms. Engbretson also stated the next work session will be to discuss emergency operations with the Fire and Police Chiefs.

Mayor Kujala noted an addition to the agenda, the Water Master Plan scope and contract for Murray, Smith & Associates, as agenda item F.

Commissioner Balensifer made the motion to add Item F to the Agenda; the consideration of scope and contract for Murray, Smith & Associates for the Warrenton Water Master Plan update. Motion was seconded and passed unanimously.

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

Mayor Kujala noted 2 letters that were emailed to the Commission for review; 1 letter to Governor Kate Brown regarding Measure 81; and 1 letter/update on the 8th Street Dam to be added to the city website. Commissioner Balensifer suggested putting both letters on the consent calendar. Mayor Kujala read the letter to Governor Kate Brown aloud.

- A. City Commission Meeting Regular Minutes – 1.10.17
- B. City Commission Meeting Regular Minutes – 1.24.17
- C. Parks Advisory Board Minutes – October 2016
- D. Liquor License Application – Amy’s Diner
- E. Development Permit Activity – 4th Quarter 2016

Commissioner Balensifer made the motion to approve the consent calendar with the addition of the letter regarding the ODFW decision and the 8th Street Dam update. Motion was seconded and passed unanimously.

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

BUSINESS

City Manager Linda Engbretson stated the City has received applications from Dawn Delacey, Dugan Jennings and Terry Webber for the Community Library Board, Position No. 7. Deputy City Recorder Dawne Shaw noted an additional application for the library board was received late last week. Mayor Kujala noted the appointment traditionally goes to first applicant. Ms. Delacey was present and gave a brief statement about her interest in the library board. Commissioner Balensifer noted the great applicants and stated the board will need dedicated people with all of the changes coming up.

Commissioner Balensifer made the motion to appoint Ms. Dawn Delacey to Position No. 7 on the Community Library Board. Motion was seconded and passed unanimously.

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

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Library Site Manager Nettie-Lee Calog presented the Memorandum of Understanding between Clatsop County and Cities of Astoria, Seaside and Warrenton for cooperation in the provision of library services. Ms. Calog noted the agreement allows all three cities to work with the county to provide library services to underserved youth in Clatsop County. Brief discussion continued on grants/funding for updating and automating the library.

Commissioner Balensifer made the motion to authorize the Mayor's signature on the Memorandum of Understanding between the Cities of Astoria, Seaside and Warrenton for Cooperation in the Provision of Library Services. Motion was seconded and passed unanimously.

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

City Engineer Collin Stelzig presented the Core Conveyance/Ensign Pump Station Change Order #1, for additional work and materials that have been added. He stated Big River has encountered difficulties with unknown underground issues, which is the reason for the change order. Mr. Stelzig further explained the specifics of the changes and gave a quick update on the project. Discussion continued on the nature of change orders and City Manager Engbretson noted there were some submissions that the City did not agree with and that all change orders are reviewed.

Commissioner Ackley made the motion to approve Change Order #1 in the amount of \$50,350.95 to Big River Excavation. Motion was seconded and passed unanimously.

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

Mayor Kujala noted the work session that was held on the Commission Goals for 2017-2018, and brief discussion continued on the goals as presented in the agenda packet. Mayor Kujala proceeded to read the 2017-2018 Goals aloud. Discussion continued on ODOT jurisdictional transfers and street maintenance; and Public Works Director Jim Dunn noted he has had some preliminary discussions with ODOT and will have more information soon. Review and discussion continued on the 2017-2018 Goals. Mayor Kujala noted the good feedback he has received on the city newsletter and discussion continued on how frequent it should be published. City Manager Engbretson stated staff is gathering information on Facebook rules and guidelines. Commissioner Balensifer noted the City of Gresham had a work session on Facebook at the 2016 LOC conference and they may be able to assist with information on policies, etc.

Commissioner Balensifer made the motion to adopt the City of Warrenton Commission Goals for FY 2017-2018. Motion was seconded and passed unanimously.

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

Mayor Kujala noted Bert Little is working on Veterans' War Memorial project, which has been in the works for many years. He noted the memorial statue will go across from the recently moved Warrior statue. City Manager Engbretson noted the City has been working with the Warrenton-Hammond VFW and has indicated its support to sponsor a grant application in order

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to erect the Veteran's War Memorial. Ms. Engbretson outlined the grant application and the standard terms and conditions of the grant, and noted if awarded, it is a reimbursable grant and details and costs will need to be determined. Discussion continued on the funding source/expense and city responsibility.

Commissioner Balensifer made the motion to authorize the submission of the Veterans' War Memorial Grant with the stipulation that the city will work out details with the VFW regarding upfront costs. Motion was seconded. City Manager explained this is just approval to submit the grant. If the grant is received, an agreement will need to be in place to assure the VFW has funds to cover the upfront costs. Motion was passed unanimously.

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

Public Works Director Jim Dunn presented a contract for Murray, Smith & Associates (MSA) for the Warrenton Water Master Plan Update. Mr. Dunn stated the recent water system capacity assessment by the Oregon Health Authority and OAR 333-061-0060(5) required a 20 year update to the City's Water Master Plan (WMP). The current plan was updated in 1998, and to meet the requirements the City will need to update the WMP by the beginning of 2018. The Commission approved the WMP RFQ in the September 13, 2016 meeting and staff has received 4 submittals. Mr. Dunn stated the work may take up to a year to complete; therefore approximately half of the cost can be budgeted for the 2017-2018 fiscal year. Mayor Kujala stated for the record, he knows one of the principals at Murray, Smith & Associates.

Commissioner Newton made the motion to approve the Murray, Smith & Associates proposal and contract for engineering services in the amount of \$120,272.00 to update the Water Master Plan. Motion was seconded and passed unanimously.

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

PUBLIC COMMENT –

Scott Widdicombe asked for clarification on who is on the selection committee for contracts. City Manager Linda Engbretson noted it is an internal panel that varies depending on the department. Mr. Widdicombe noted he has seen 3 adverse stories about ODOT in the last 6 months. He also suggested setting dates to assess progress on the 2017/2018 Goals. Mayor Kujala clarified and noted they are annual goals that are achievable within this fiscal year. Mayor Kujala also stated there are state highways throughout Warrenton and the city is dependent on ODOT for maintenance and a good working relationship is necessary.

Mark Simonsen stated he is concerned about a letter he recently received from the State Forestry regarding his property/acreage and fire protection. He noted a recent article in the newspaper regarding this issue. Mr. Simonsen proceeded to read the letter aloud and discussed double taxation. He stated he will give a copy of the letter to the city manager and asked for help in researching the matter.

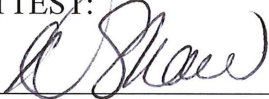
There being no further business Mayor Kujala adjourned the regular meeting at 7:18 p.m., and announced an executive session, under the authority of ORS 192.660(2)(h); *to consult with counsel considering the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed* and ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to negotiate real property transactions*. He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:



Mark Kujala, Mayor

ATTEST:



Dawne Shaw, Deputy City Recorder