

"Making a difference through excellence of service"



CITY OF WARRENTON

AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON
REGULAR MEETING
May 9, 2017 – 6:00 P.M.
Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **COMMISSIONER COMMENTS/COMMUNICATIONS/AGENDA ADDITIONS**

Proclamation – Emergency Medical Services Week

5. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 4.25.17
- B. Community Center Advisory Board Minutes – March 2017
- C. Community Center Advisory Board Annual Meeting Minutes – 2017

6. **PUBLIC COMMENT (AGENDA ITEMS)**

At this time, anyone wishing to address the City Commission concerning items on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

7. **BUSINESS ITEMS**

- A. Consideration of Mayoral Appointment
- B. Consideration of Res. No. 2488; Providing for an Interest Rate and Penalty Fees for Installment Assessments

8. PUBLIC COMMENT

At this time, anyone wishing to address the City Commission concerning items of interest not already on the Agenda may do so. The person addressing the Commission will, when recognized, give his or her name and address for the record. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

9. EXECUTIVE SESSION

Under the authority of ORS 192.660(2)(d); *to conduct deliberations with persons designated by the governing body to carry on labor negotiations.*

10. ADJOURNMENT

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, Deputy City Recorder, at 503-861-2233 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

PROCLAMATION

Emergency Medical Services Week May 21, 2017 - May 27, 2017

WHEREAS, Emergency Medical Services is a vital public service; and

WHEREAS, the members of Emergency Medical Services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the Emergency Medical Services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of Emergency Medical Services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating *Emergency Medical Services Week*.

NOW THEREFORE, I, Henry Balensifer, Mayor Pro Tem of the City of Warrenton, Oregon, in recognition of this event do hereby proclaim the week of May 21, 2017, to May 27, 2017, as

EMERGENCY MEDICAL SERVICES WEEK

With the theme, *EMS Strong: Always in Service*, I encourage the community to observe this week with appropriate programs, ceremonies and activities.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the Seal of the City of Warrenton, Oregon to be affixed this 9th day of May, 2017.

Henry Balensifer, Mayor Pro Tem

5-A

MINUTES
Warrenton City Commission
Regular Meeting – April 25, 2017
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Pro Tem Balensifer called the meeting to order at 6:03 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Pro Tem Henry Balensifer, Tom Dyer, Pam Ackley and Rick Newton

Staff Present: City Manager Linda Engbretson, Police Chief Matt Workman, Public Works Director Jim Dunn, Public Works Operations Manager Kyle Sharpsteen, City Engineer Collin Stelzig, Community Development Director Skip Urling, Finance Director April Clark and Deputy City Recorder Dawne Shaw

COMMISSIONER COMMENTS

Commissioner Ackley welcomed everyone and gave an update on the Wellville Conference, and the efforts around trauma informed care.

Commissioner Dyer welcomed everyone and noted he coached new Police Officer Joshua Hollaway in Junior High football.

Commissioner Newton noted he attended last week's Advance Astoria event, and welcomed everyone.

City Manager Engbretson reminded the Commission of the joint meeting with county/cities, on May 16th 5:30 – 7:30; and also noted it was the one year anniversary of Public Works Director Jim Dunn.

Mayor Pro Tem Balensifer welcomed everyone and recognized the new reporter from the Daily Astorian, Katie Frankowicz. He also noted he would like add an agenda item to the county/city meeting regarding sharing of resources, such as an IGA with other cities to share equipment, etc., to help with the costs of public improvements.

CONSENT CALENDAR

- A. Monthly Finance Report – March 2017
- B. Police Dept. Monthly Statistics Report – March 2017
- C. City Commission Regular Meeting Minutes – 4.11.17

Commissioner Newton asked for clarification on the utility bill numbers listed in the monthly finance report; Finance Director April Clark clarified.

Commissioner Ackley made the motion to approve the consent calendar as presented. Motion was seconded and passed unanimously.

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

PUBLIC COMMENT (Agenda Items) - NONE

BUSINESS

Police Chief Workman introduced recently hired Police Officer, Joshua Hollaway. Mayor Pro Tem Balensifer conducted the Oath of Office, and Officer Hollaway's fiancé pinned on his badge.

Mayor Pro Tem Balensifer opened the Public Hearing on the Mayoral Appointment, and explained the process for the questions and comments from the public. The gavel was handed over to Commission Dyer, who made a brief statement. Written questions were submitted by Suzi Balensifer, Barb Balensifer, Bob Bridgens, R. & Teresa Stevens, Steve Fulton, G. Warren and Pat O'Grady. The questions were read aloud by Deputy City Recorder Dawne Shaw and both Mayor Pro Tem Balensifer and Commissioner Newton answered each question. Comments in support of Mayor Pro Tem Balensifer were then given by Lylla Gaebel, Kathleen Adams and Mike Balensifer. Commissioner Dyer stated the Commission "will mull it over" and will make a decision at the next meeting. The gavel was passed back to Mayor Pro Tem Balensifer. Mayor Pro Tem Balensifer and Commissioner Newton each made closing statements. Commissioners Ackley & Dyer gave brief comments, and Commissioner Ackley submitted 2 written statements in support of Commissioner Newton for the record. There being no further comments, Mayor Pro Tem Balensifer closed the public hearing. The Commission recessed for 5 minutes to allow the public to leave if desired. At 6:50 p.m., the meeting reconvened and Mayor Pro Tem Balensifer noted the appointment process for the other Commission seat will be postponed until the Mayor has been appointed.

Mayor Pro Tem Balensifer opened the Public Hearing on Resolution No. 2487; Approving and Adopting the Supplemental Budget by making Appropriations for Municipal Purposes of the City of Warrenton for the Fiscal Year Ending June 30, 2017. Finance Director April Clark reviewed her staff report on the supplemental budget and presented Resolution No. 2487; Approving and Adopting a Supplemental Budget by making Appropriations for Municipal Purposes of the City of Warrenton for the Fiscal Year Ending June 30, 2017. She noted this will amend the current budget to allow for additional spending authority in the Water Fund and the Library Fund. Ms. Clark explained the details as outlined in the agenda packet materials. Brief discussion continued on the library fund and the operating costs until the taxes start to come in next year. Mayor Pro Tem Balensifer asked for clarification on how much money comes annually from property tax revenues and how much of that goes to the library. Finance Director April Clark noted the library gets approximately \$45,000 per year; property tax revenues are

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approximately \$880,000 per year. Mayor Pro Tem Balensifer asked for public comment, and no one spoke in favor or opposition. There being no further comments, Mayor Pro Tem Balensifer closed the public hearing.

Commissioner Ackley made the motion to approve Resolution No. 2487; *Approving and Adopting a Supplemental Budget by making Appropriations for Municipal Purposes of the City of Warrenton for the Fiscal Year Ending June 30, 2017.* Motion was seconded and passed unanimously.

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

Community Development Director Urling presented for second reading, Ordinance No. 1211-A; a Code Amendment to Allow Multifamily Development as a Conditional Use in the C-1 General Commercial Zoning District. Mayor Pro Tem Balensifer noted his desire to amend the Ordinance to exclude S. Main Avenue, from 9th Street to Harbor.

Commissioner Dyer made the motion to conduct the second reading of Ordinance No. 1211-A, by title only. Motion was seconded and passed.

Balensifer – nay; Ackley – aye; Dyer – aye; Newton – aye

Mayor Pro Tem Balensifer conducted the second reading of Ordinance No. 1211-A, “*Amending Warrenton Municipal Code 16.40.030, Conditional Uses, to Allow Multifamily Housing Development as a Conditional Use.*”

Commissioner Dyer made the motion to adopt Ordinance No. 1211-A. Motion was seconded and passed.

Balensifer – nay; Ackley – aye; Dyer – aye; Newton – aye

Public Works Director Jim Dunn presented the contract to purchase goods and services with HD Fowler for the Meter Replacement Project. He explained the contract is in the amount of \$694,864.55, to purchase the meters and other equipment/services for the project. Brief discussion continued on the number of meters being replaced and the details of the contract.

Commissioner Newton made the motion to authorize the Mayor Pro Tem to execute the contract between HD Fowler and the City of Warrenton for goods and services related to the Meter Replacement Project. Motion was seconded and passed unanimously.

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

City Engineer Collin Stelzig presented a staff report for Change Order #2 for the SE Ensign Pump Station rebuild and the Force Main construction project. He noted the change order is in the amount of \$67,306.35, but expect it to come in under budget. The discussion continued on contractor performance, the issue of locate wires, and dewatering challenges.

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Commissioner Newton made the motion to approve Change Order #2, performed on a force account basis to the not-to-exceed amount of \$67,306.35 to Big River Construction. Motion was seconded and passed unanimously.

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

City Manager Engbretson presented a lease agreement between the City of Warrenton and the Warrenton School District for the proposed temporary library site at 160 SE Main. She stated the lease payment is \$2,085 per month, and rent will begin May 1, 2017. Library Site Manager Nettie Calog gave an update on the building walk through with the building inspector, noting overall the building was found satisfactory.

Commissioner Ackley made the motion to authorize the City Manager’s signature on the lease agreement between the School District and the City of Warrenton for 160 SE Main for the temporary location of the Warrenton Community Library. Motion was seconded and passed unanimously.

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

City Manager Engbretson stated Alder Manor Park Manager, Jean Sleutel submitted a request to exempt the System Development Charges (SDC) on 6 remaining lots in Alder Manor Trailer Park. Ms. Engbretson noted Ms. Sleutel’s argument is that these lots have been in place for more than 20 years and are connection ready except for placement of the meters. Ms. Engbretson noted staff recommends charging the SDC’s based on the purpose of the ordinance. Ms. Sleutel has appealed. Ms. Engbretson noted if the Commission wishes to consider the park as a preexisting use, prior to the ordinance, some of the fees could be waived, with the exception of sewer and water. Discussion continued on the purpose of the SDC’s and details of the fees. Mayor Pro Tem Balensifer called Ms. Sleutel up to speak. Ms. Sleutel stated she believes this should be grandfathered, as they have been there since 1993. She noted she is only requesting an exemption for the 6 remaining units. The Commission continued discussion and consensus was to reject the appeal but lower the SDC’s to only incur water and sewer.

Commissioner Ackley made the motion to deny the appeal and to exempt the Transportation, Storm Water and Parks SDC fees for Alder Manor on the remaining 6 lots, but keep the Water and Sewer SDC fees in place. Motion was seconded and passed unanimously.

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

City Manager Engbretson presented the Oregon Parks & Recreation Department (OPRD) 2017 Veteran’s & War Memorial Grant Agreement. She noted the grant was awarded this month, in the amount of \$72,020. The total projected budget is \$113,500. Ms. Engbretson noted the City will be the owner of the memorial, and there are still funding issues to work out. Bert Little, Quarter Master for VFW Post 10580, explained the details of the memorial and noted there are

still questions around the funding and reimbursement process. City Manager Engbretson stated the details will be worked out before expending any money. Brief discussion continued.

Commissioner Ackley made the motion to authorize the Mayor Pro Tem's signature on the OPRC 2017 Veteran's & War Memorials Grant. Motion was seconded and approved unanimously.

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

PUBLIC COMMENT

Gene Berry, of Sunset Beach Lane voiced his concerns with Sunset Lake RV Park raising rent due to excessive water usage. It was noted Sunset Lake RV Park has a private water system and is not on the City of Warrenton water system; therefore the rates are not set by the city.

There being no further business Mayor Pro Tem Balensifer adjourned the regular meeting at 7:45 p.m., and announced an executive session, under the authority of ORS 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.* He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:

Henry Balensifer, Mayor Pro Tem

ATTEST:

Dawne Shaw, Deputy City Recorder

WARRENTON COMMUNITY CENTER
Advisory Board Meeting

Meeting Date: March 16, 2017

Place: Warrenton Community Center

Call to Order – Chairman, Mel Jasmin called the meeting to order at 4:10 PM

Roll Call: Chairman, Mel Jasmin; Vice Chairman, Frank Becker; Secretary, Carol Snell; Lorna Anderson and Warrenton Finance Director, April Clark. Members absent and excused: Melissa Whitt.

Introduction of Guests: None

Public Comment: None

Approval of Minutes: Lorna offered a motion to approve the minutes of the March 16, 2017 meeting. The motion second by Frank. Motion passed.

Financial Report: Finance Director, April Clark, discussed the proposed 2017/2018 budget. The center needs a new furnace approximately \$ 3,000.00, and painted. **April asked that we attend the budget meeting in May.**

Old Business: April brought 700 flyers; 675 in English and 25 in Spanish. Flyers will be delivered Monday 3, 2017, to the WGS, Head Start and the school in Hammond. The sausage has been donated again this year. Set up is Friday the 7th at 4:00 PM. Be at the center by 7:30 AM on the 8th.


New Business: Carol moved to pay the City the \$ 25.00 cleaning fee. Frank seconded the motion. The motion passed.

Carol also suggested we cancel the May meeting if April is able to provide financial information on the breakfast at the April 20th meeting.


Correspondence: None

Next Meeting: The next meeting will be May 18, 2017.

Carol & Lorna seconded; to adjourn the meeting at 5:00 PM.



Mel Jasmin, Chairman



Carol Snell, Secretary

CITY OF WARRENTON
WARRENTON COMMUNITY CENTER
ADVISORY BOARD
Annual Meeting: March 16, 2017

The annual meeting was called to order by Chairman Frank Becker at 4:00 PM on Thursday, March 16, 2017, at the Warrenton Senior Center. The following advisory board members were present: Mel Jasmin, Frank Becker, Carol Snell, Lorna Anderson and April Clark, Financial Director for the City of Warrenton. Absent and excused: None

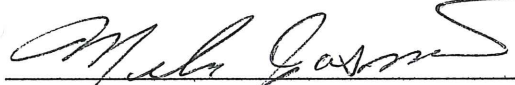
Chairman Becker declared a quorum present.

Minutes: The minutes from the January 2016 annual meeting had been approved in February 2016.

Chairman Frank Becker open the nominations for officers of the 2017 calendar year. The following motion was offered by Carol Snell and seconded by Loran Anderson: Chairman, Mel Jasmin, Vice Chairman, Frank Becker and Secretary. Carol Snell. The motion passed unanimously.

Officers for 2017 are Chairman, Mel Jasmin; Vice Chairman, Frank Becker; and Secretary, Carol Snell.

Lorna Anderson moved to close the meeting. The motion was second by Carol Snell and passed. The meeting was adjourned at 4:10 PM.



Frank Becker, Chairman



Carol Snell

7-B

"Making a difference through excellence of service"



CITY OF WARRENTON

Finance Department Agenda Memorandum

To: The Honorable Mayor Pro Tem and Members of the Warrenton City Commission
From: April Clark
Finance Director
Date: May 9, 2017

Regarding: Consideration of Resolution No. 2488 Providing for an Interest Rate and Penalty Fees for Installment Assessments

SUMMARY:

The City of Warrenton's Municipal Code allows for installment payments on assessments such as Local Improvement Districts (LID's), Advance Public Finance Districts, and nuisance abatements. The Municipal Code references installment payments, penalties and the current statutory interest rate, but no rate or penalties have been established. This resolution outlines the terms and conditions for installment payment assessments.

City staff administers the installment payment program, including such items as filing liens on the properties, sending statements and receipting payments, monitoring payments, assessing penalties and accrued interest adjustments, initiating collection procedures, if necessary, and removing liens once final payment is received.

Staff proposes an interest rate on installment assessments of 7% and a penalty fee of \$200 per year, plus accrued unpaid interest if payment is not made by the due date. The proposed interest rate and penalty fee is typical for assessments within the State of Oregon and are fair and reasonable. Other cities range from 6.5% to 8%. The current legal rate of interest in the State of Oregon is 9%.

RECOMMENDATION:

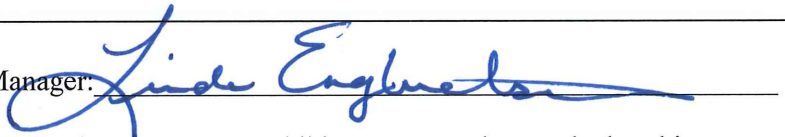
Staff recommends the following motion: *I move to approve Resolution No. 2488 Providing for an Interest Rate and Penalty Fees for Installment Assessments.*

ALTERNATIVE:

Adjust the interest rate, amount of penalty, or other action as deemed appropriate by the City Commission

FISCAL IMPACT:

Allows the City to recover costs associated with installment payments.

Approved by City Manager: 
All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

Resolution No. 2488

Introduced by All Commissioners

A RESOLUTION OF THE CITY COMMISSION PROVIDING FOR AN INTEREST RATE AND PENALTY FEES FOR INSTALLMENT ASSESSMENTS

WHEREAS, the following shall apply to installment payments on all assessments such as Local Improvement Districts (LID's), advance finance districts, nuisance abatements, and all other qualified installment payment options set forth by ordinance.

WHEREAS, interest rates and penalty fees are not currently established in the City's ordinance;

WHEREAS, the interest rate and penalty fee proposed below take into account the City's financial and administrative costs relating to assessments and collection. The interest rate and penalty fee does not take into account the cost of issuance of bonds as no bonds will be issued; and

WHEREAS, under ORS 223.215, interest on installments will be charged at a rate (statutory rate) determined by the governing body of the local government;

WHEREAS, the interest rate and penalty fee proposed below reflect typical rates and fees for assessments within the State of Oregon and are fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION THAT:

The City's assessments paid in installments shall be subject to the following terms and conditions:

Interest rate: 7% annual percentage rate

Penalty fee: \$200 per year, plus accrued unpaid interest if payment is not made by due date.

PASSED by the City Commission of the City of Warrenton this ___ day of _____, 2017

CERTIFIED by the Mayor of the City of Warrenton this ___ day of _____, 2017

This resolution is effective on May 9, 2017.

APPROVED:

Henry Balensifer, Mayor Pro-Tem

ATTEST:

Dawne Shaw, Deputy City Recorder