



## **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
May 12, 2020 – 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

A. City Commission Regular Meeting Minutes – 4.28.20

4. **COMMISSIONER REPORTS**

5. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must email their comments to the City Recorder, at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us), no later than 5:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

6. **PUBLIC HEARINGS** - None

7. **BUSINESS ITEMS**

A. Consideration of Resolution No. 2562; Library Services Fees and Fines

B. Consideration of Budget Committee Appointment – David Burkhart

8. **DISCUSSION ITEMS**

9. **GOOD OF THE ORDER**

**10. EXECUTIVE SESSION**

**11. 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, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.

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 Warrenton City Commission  
 April 28, 2020  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:01 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Balensifer, Tom Dyer (via phone), Mark Baldwin, Pam Ackley (via phone), and Rick Newton (arrived at 6:06)

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Finance Director April Clark, City Attorney Spencer Parsons (via phone), Fire Chief Brian Alsbury, Kevin Cronin Community Development Director (via Phone), Police Chief Mathew Workman and City Recorder Dawne Shaw

Others: Jennifer Purcell, North Coast Regional Solutions Coordinator (Governor Brown's Regional Solutions Team); and Monica Steele, Assistant County Manager

CONSENT CALENDAR

- A. City Commission Regular Meeting Minutes – 4.14.20
- B. Police Department Monthly Statistics – March 2020
- C. Monthly Finance Report – March 2020

Chief Workman gave a summary on the Police Department Monthly Statistics Report. He noted we are still dealing with the same types of crimes, however, when compared to this time last year our numbers are down in most areas.

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

**Baldwin – aye; Ackley – aye; Dyer – aye; Balensifer – aye; Newton - absent**

COMMISSIONER REPORTS – None

PUBLIC COMMENT

Public Comment submissions (emailed): Kathleen & Jim Hudson – thanking the city for installing barriers at the Hammond beach access.

PUBLIC HEARING – None

BUSINESS ITEMS

City Manager, Linda Engbretson, presented Ordinance No. 1238 for its second reading and adoption.

**Commissioner Baldwin made the motion to conduct the second reading, by title only, of Ordinance No. 1238. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1238; An Ordinance Amending Warrenton Municipal Code, Chapters 15.04.010, 15.04.180, 15.08.030, 15.08.070 and 16.152.060.

**Commissioner Baldwin made the motion to adopt Ordinance No. 1238. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Mayor Balensifer presented Ordinance No. 1239; An Ordinance Amending WMC 5.04 Business License Fee and Repealing WMC 2.28 is being presented for its second reading and adoption.

**Commissioner Newton made the motion to conduct the second reading, by title only, of Ordinance No. 1239. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1239; An Ordinance Amending WMC 5.04 Business License Fee and Repealing WMC 2.28 Warrenton Business Association Regarding Updated Business License and Business Development Policies and Amended Codes.

**Commissioner Baldwin made the motion to adopt Ordinance No. 1239. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Public Works Director, Collin Stelzig, presented the Engineering Design Standards for consideration and approval. The suggested changes are outlined in the packet material. Mayor Balensifer asked about the design standards for garbage pickup. Mr. Stelzig clarified that the diagram included is not for residential. He continued to note that the City has many dumpsters

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that do not meet the criteria, but they have basically been grandfathered in and they have not asked people to make changes.

**Commissioner Newton made the motion to approve and adopt the Engineering Design Standards and designate authority for interpretation or updates to the Public Works Director. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

City Manager, Linda Engbretson, noted Agenda Item 7-D will be pulled; there were no objections.

Mayor Balensifer discussed the appointment of an Economic Advisory Team. He noted we have a lot of undeveloped industrial lands which can support long term jobs. He continued to note how this makes us different than other cities. Commissioner Newton suggested having a list of available commercial properties and buildings that are empty and noted it would fit into economic vitality. Brief conversation continued. Mayor Balensifer noted the nominations he submitted for the committee. There were no objections to adding available commercial properties and empty buildings inventoried and a policy created for tracking those properties and making them available to the public at large.

**Commissioner Baldwin made the motion to appoint the nominees as presented to the temporary advisory committee for the duration of the project. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

City Manager, Linda Engbretson, discussed the extension of the emergency declaration, as outlined in Resolution No. 2566. This resolution extends the emergency declaration to May 31, 2020. Discussion followed. Mayor Balensifer suggested to lift our restrictions as soon as the county/state lifts the restrictions. He suggested to direct staff to tie our resolution to the County Emergency restrictions; when county lifts their restrictions, City of Warrenton would also lift theirs at the same time. Conversation continued. Commissioner Baldwin asked for confirmation that even if the City of Warrenton wanted to open, they could not, because both county and State supersede? Mayor Balensifer stated yes.

Mayor Balensifer asked Jennifer Purcell to present the slides on Reopening Oregon. She explained the stages of opening by explaining the phases. Mayor Balensifer asked Ms. Purcell for clarification on phase 1; is the State looking at reopening things that the federal government is suggesting should stay closed? Ms. Purcell noted those are under review by Oregon Health Authority and the Medical Advisory Panel, but the only exception currently being discussed would be childcare. She continued to review the slides and explain the future process. Ms. Steele reviewed the county's process to reopen; slowly bring business up to normal and if needed, roll it back. Discussion continued on childcare guidelines, available PPE/testing kits and short-term

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rentals. Commissioner Baldwin asked if phase 1 goes well, can we speed up our opening plans; Ms. Steele responded from the county perspective – she noted there would be an incubation period of (14-21 days) before deciding to proceed to the next stage. Ms. Purcell agreed that it would be a 14 day approach and they would use contact tracing and industry isolation so that we can keep other industries going and pin point ones that may need to stay under more stringent guidelines; discussion continued on the opening guidelines for the future.

Mayor Balensifer proposed that as we adopt resolution number 2566 to align our opening with the county's plan. Commissioner Newton agreed. Commissioner Baldwin stated he thinks we should do away with ours, unless we must keep it for substantial reimbursement then he is for keeping it. Mayor Balensifer clarified. Ms. Engbretson asked for clarification. Mayor Balensifer clarified – our emergency declaration would continue to May 31. We will make it a separate action on the order and issue direction to staff because under the emergency declaration you have the authority to do so.

**Commissioner Newton made the motion to adopt Resolution No. 2566; A Resolution of the Warrenton City Commission Extending the State of Emergency Because of the COVID-19 Outbreak. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

Mayor Balensifer asked commission for consensus to essentially use the Gearhart plan; use our emergency order which would basically be the County Emergency Order so we don't have something separate and we don't have to meet if we want to rescind. Our plan would sync with the County and as industries start to open we will continue to maintain good communication ties with the County. There was a unanimous consensus.

Mayor Balensifer read Resolution No. 2567. He noted an amendment on section 4, the state of Oregon has spent much less than mentioned- the denomination should be the difference between 86 and 81.7 Million. Commissioner Baldwin thanked the Mayor for putting the issue at hand into words. He expressed his dismay with the unemployment department. He noted a small company (& employees) that had paid into unemployment insurance and have yet to receive funds for unemployment benefits. He further noted they have received no help and no communication from the state on this matter. Discussion continued on the status of the unemployment system. Commissioner Newton contributed his experience during this pandemic and his concern on how the money is being applied across the nation.

Mayor Balensifer noted an amendment to Resolution 2567; 4<sup>th</sup> paragraph of the first page. The correction should read the State of Oregon had not spent more than \$5 Million of those funds per a report to the Oregon legislature.

**Commissioner Baldwin made the motion to adopt Resolution No. 2567 as amended; A Resolution Expressing the City's Significant Displeasure with the State of Oregon**

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**Unemployment System and Demanding Immediate Action to Improve. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Newton – aye; Dyer – aye; Balensifer – aye**

#### DISCUSSION ITEMS

Police Chief, Mathew Workman discussed Public Safety Fees. He noted he has done research as requested and is not sure it is prudent to implement Public Safety Fees at this time. Mayor Balensifer stated he would still like to see the report. Chief Workman stated he will put the information he gathered into a report and bring it back to the commission.

Public Works Director, Collin Stelzig, noted a memo that was distributed regarding Spring Cleanup. He discussed the three modified options for Spring Cleanup during the COVID-19 Pandemic as outlined. Mayor Balensifer noted he liked option 3 which mirrors Astoria's process. He continued to note he would like to be informed on option 3's cost. Brief discussion continued. Mr. Stelzig stated he will reach out to Astoria and see what this process costs their City. Brief conversation continued on when this could be implemented. Mayor Balensifer stated he would like to see this happen this year, although going forward we could give the vouchers out at the beginning of June so that things can get cleaned up prior to the 4<sup>th</sup> of July. Commissioner Baldwin agreed. He mentioned if it takes too long to set up option 3 for this year, he would go with option 2 for this year.

Discussion ensued on Recology's replacement of recycling cans with latches. Mayor Balensifer noted that he has not received his wind latch yet and inquired if the rates had increased. Ms. Engbretson stated they were 85 percent complete and rates increased as of April 1. Mayor Balensifer noted that is a breach in the agreement. Ms. Engbretson noted they will follow up with Recology. Mayor Balensifer asked for a progress report from Recology. Discussion continued. Mr. Stelzig asked for direction from the Commission; if we can't get something done by the end of summer should we move to option 2? Discussion continued on the process and time frame. Mayor Balensifer suggested the first meeting in June to have an update. Mr. Stelzig suggested going with option 2 and do option 3 for next year. Mayor Balensifer noted in two meetings from now he would like to have Mr. Stelzig get back to the commission with an update and pending the information given at that time. Commission was in consensus on option 3 being the best option.

#### GOOD OF THE ORDER

Commissioner Newton noted he was on the LOC tele-meeting. He was asked in this meeting how Warrenton's closure of short-term rentals was reached. He noted the governor of Alaska is negotiating opening Bristol Bay for commercial fishing. He gave his thoughts on this matter and noted he would keep everyone informed.

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Commissioner Baldwin noted his aggravation with the unemployment system and their lack of communication. He noted that there is conflicting information on the COVID-19 Pandemic. He continued to explain all the conflicting information and gave his opinion on the matter.

Commissioner Ackley thanked everyone who has worked so hard on this; there are so many emotions trying to reopen and making sure the community is taken care of. Thank you to the staff, mayor and commission.

Commissioner Dyer stated he appreciates everything our city and our people have done through this Pandemic. He noted his thoughts on reopening and highlighted some of the hardships people are going through.

Mayor Balensifer stated he hopes the commission feels he has kept them in the loop. Commissioner Newton commended Mayor Balensifer on a job well done. Mayor Balensifer stated it has been a difficult time because whatever decisions we make have very real consequences; one way or the other. He noted he appreciates the commission and he appreciates the letters he has received.

He requested commission's permission to hold the executive session in open session, since it does involve real property.

Mr. Cronin briefly discussed the Hammond Library appraisal and asked for commission's input. He noted the three options that he has identified and presenting today to commission. Mayor Balensifer noted the city was approached by the VFW to use the building as their meeting hall and noted the original purpose of the building. He mentioned the VFW has stated they would like to keep the building available for public use when not used for their meetings. Mayor Balensifer noted of the 3 options – options 1 & 2 are under the \$100,000 threshold. Ms. Engbretson noted the VFW is hoping to get grants which require them to own the building. She stated if Commission chooses one of the options being presented a public process needs to be held. Commissioner Newton noted his thoughts – he would like to be out from under the hazmat issues of the building. Commissioner Baldwin stated it comes back to our other buildings – we have no money to do building repairs. He would go along with either-or. He continued to explain his thoughts. He would like to see a VFW hall in our town. Commissioner Ackley noted she thought the VFW was trying to move forward with grants. She concurred with Commissioner Baldwin. Commissioner Dyer asked if we could have a reversionary clause – discussion continued. Mayor Balensifer stated he would like to see someone in the building – surplus the building to them and sell them the land. He stated he wants to give it to them, but it is a very sensitive piece of real estate. There needs to be a public meeting or public period where people can voice their opinion. Mr. Parsons noted the mandatory process before disposing of property. Mayor Balensifer outlined the options and the process. Commissioner Newton noted we do not know what parameters the VFW operate under, but he does want to retain that building for the community so if the VFW can keep it open to the public, he would be for the idea. Ms. Engbretson summarized – Get a proposal from the VFW, do a public forum, and invite

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individuals who have ideas, and then go through the process. Brief conversation continued. There was consensus.

There being no further business Mayor Balensifer adjourned the regular meeting at 8:16 p.m.

Respectfully prepared and submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

DRAFT



## AGENDA MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kelly Knudsen, Warrenton Community Library Director  
**DATE:** May 12, 2020  
**SUBJ:** Rate Resolution

### BACKGROUND

After discussion in January 2020 with the directors of Astoria Public Library and Seaside Public Library, in regards to new access and an extension of library services as part of the Northwest Library Cooperative, an agreement between the three libraries of Astoria, Seaside and Warrenton, I am requesting that the following fines and fees be changed.

I would like to change to no fines for youth materials (items will be billed instead based on an overdue lost item status), and increase fines on adult materials to .25 cents, per item, per day. I would also like to update the fee for out-of-city limit cards to \$70 per year. The last time these fines and fees were updated was 2011. This reflects the additional items and services that out-of-the city limit cards will be able to have access to. We will also have a Warrenton only card for \$10, that will allow out-of-city limits card holders to check out Warrenton items only. I am excited for the addition in services this will provide. By my estimate, library card holders will now have access to over 100,000 items total across the three libraries in house, and over 65,000 online digital eBooks and audiobooks.

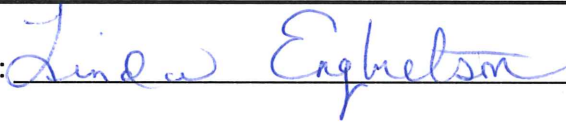
These changes will help us open the shared library card so that Warrenton Community Library patrons will be able to use their library card to check out items and return materials at the Astoria Public Library, Seaside Public Library or Warrenton Community Library. Each library will collect the fees and fines of their own patrons. If approved, we anticipate this starting in July 2020.

**RECOMMENDATION/SUGGESTED MOTION**

*"I move to conduct the first reading by title only, of Resolution No. 2562; a Resolution Setting Fees and Fines for Library Services and Repealing All Resolutions in Conflict."*

Enclosure: Resolution No. 2562 and Exhibit A

Approved by City Manager:

A handwritten signature in blue ink, reading "Linda Engelstrom", is written over a horizontal line.

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**RESOLUTION NO. 2562**

INTRODUCED BY ALL COMMISSIONERS

**A RESOLUTION SETTING FEES AND FINES FOR LIBRARY SERVICES  
AND REPEALING ALL RESOLUTIONS IN CONFLICT**

WHEREAS, the Warrenton Community Library wishes to update its fees and fines; and

WHEREAS, the Warrenton Community Library has not adjusted its fees since 2011;

NOW, THEREFORE, the City Commission of the City of Warrenton resolves as follows:

The Warrenton City Commission hereby adopts the fees and fines as set forth in the attached Exhibit A.

This Resolution shall become effective immediately upon its passage.

First Reading:

Second Reading:

Adopted by the City Commission of the City of Warrenton this \_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

## Exhibit A

### Library Fees: **Out-of-City Limits Card:**

\$70 for 12 months

\$35 for 6 months

\$17.50 for 3 months

\$10 for Warrenton library resources only for 12 months

Free for Active Duty Military regardless of address

### **Visitor Pass**

\$6.00 for 1 month, limit 6 items

### **Within City Limits Card:**

No Fee

### Library Fines: All card holders

7 day grace period for fines (if not returned within 7 days the fines will include that original 7 days of overdues)

No fines on children and teen cards

Adult Materials        = \$0.25 per item per day

Lost Items                = cost of item



## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: May 12, 2020

SUBJ: Budget Committee Appointment

### SUMMARY

We recently received a resignation for Position No. 1 on the Warrenton Budget Committee. Mayor Balensifer has nominated David Burkhart to fill this vacancy.

### RECOMMENDATION/SUGGESTED MOTION

I move to appoint Mr. David Burkhart to Position No.1 on the Warrenton Budget Committee.

### ALTERNATIVE

Other action as deemed appropriate by the City Commission

### FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in black ink, appearing to read "Linda Engbreton", is written over a horizontal line. The signature is enclosed within a rectangular black border.