



AGENDA

CITY COMMISSION OF THE CITY OF WARRENTON REGULAR MEETING

December 8, 2020 – 6:00 P.M.

Warrenton City Commission Chambers – 225 South Main Avenue
Warrenton, OR 97146

Public Meetings will be conducted in the Commission Chambers with a limited seating arrangement. To adhere to social distancing recommendations, meetings will now also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **CONSENT CALENDAR**

- A. City Commission Meeting Minutes – 11.24.20
- B. Community Center Advisory Board Meeting Minutes – 11.05.20
- C. Canvass of Votes – November 3, 2020 General Election

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.

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 complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at 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. 2584; Amending Resolution No. 2471 and Reducing the Number of Members on the Community Center Advisory Board

B. Consideration of Resolutions Authorizing Appointments to Fill Positions and Setting Terms of Office on Various Community Boards

C. Consideration of Administrative/Personnel Policy Update

8. **DISCUSSION ITEMS** – None

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.

MINUTES
 Warrenton City Commission
 November 24, 2020
 6:00 p.m.
 Warrenton City Hall - Commission Chambers
 225 S. Main
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Balensifer, Tom Dyer, Mark Baldwin, Pam Ackley (via Zoom), and Rick Newton (via Zoom)

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Building Official Van Wilfinger, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 10.27.20
- B. City Commission Meeting Minutes – 11.10.20
- C. Police Department Monthly Statistics – October 2020
- D. Community Center Advisory Board Annual Meeting Minutes – 2.21.20
- E. Community Center Advisory Board Regular Meeting Minutes – 2.21.20
- F. Community Center Advisory Board Regular Meeting Minutes – 10.28.20
- G. Community Center Annual Report – FY 19/20
- H. Monthly Finance Report – October 2020

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

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

COMMISSIONER REPORTS

City Manager Linda Engbretson stated she will give project updates during Good of the Order.

Mayor Balensifer requested to add two items to the agenda – Business item 7B – Confirmation of Committee Nominations, and Discussion item 8A - Consensus on Board Policies; there were no objections. He also noted he was on the CEDR board meeting today and gave a brief update.

PUBLIC COMMENT – None

PUBLIC HEARING – None

BUSINESS ITEMS

City Manager Linda Engbretson discussed the contract with A.M. Engineering, noting the original contract has met the not-to-exceed amount of \$25,000. She noted another local firm we also use for consulting. She stated she is requesting an extension to the contract of \$75,000. Commissioner Newton noted these costs are passed through; it is not city money. Ms. Engbretson confirmed. Commissioner Baldwin asked what the hourly rate is; Ms. Engbretson noted it is a reduced rate of \$100 per hour.

Commissioner Newton made the motion to authorize the continuation of work contact with A.M. Engineering for an amount not-to-exceed \$75,000. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted several memos that were distributed to the commission prior to the meeting. He reviewed his nominations to each committee. Planning Commission nominee Mr. Kevin Swanson spoke briefly about his background. Committee nominations were as follows:

Budget Committee – Tommy Smith, position 2; Angelo Schaueremann position 3; Flint Carlson position 4

Planning Commission – Kevin Swanson, position 1; Chris Bridgens, position 2

Library Board – Dawn Delacey, position 7; Danika Cooley, position 6

Community Center – Kenneth Culp, position 1; Debbie Little, position 4. Mayor Balensifer suggested moving the roster back down to 5; there were no objections.

Parks Advisory Board – Ian O'Brien, position 1; Carol Snell, position 5; Mayor Balensifer requested an exemption to the city limits rule due to Mr. O'Brien's involvement with Warrenton schools and Warrenton Kids Inc.; there were no objections.

Commissioner Baldwin made the motion to confirm and appoint the slate of nominees as presented and to bring back resolutions for formal appointment at the next meeting, and to exempt under the commission's policy on residency, the stipulated members Ms. Little and Mr. O'Brien. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS

Mayor Balensifer discussed an additional memo he presented to the commission regarding consensus on board policies. He noted his recommendation to reduce the roster on the Community Center board from 7 to 5; there was consensus. He also recommended Parks Advisory board positions flexibility, and noted he is working on new board policy rules and a procedures manual to help professionalize and standardize the procedures and rules for boards within the city. He noted a new policy for boards would help stipulate how boards are created and stated he feels that statutory boards should be on ordinance level; all other boards should be

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in resolution forms. He asked if the commission is in consensus that he works on this; there were no objections. It was noted it would be good to clean them up and have consistency.

Ms. Engbretson introduced new Building Official, Van Wilfinger. She stated Bob Johnston's last day is December 1, however we will hire him back temporarily for a few projects. Mr. Wilfinger spoke briefly, noting he is honored to be part of the city, and he is looking forward to being part of the community. He thanked the commission for the opportunity. The commissioners welcomed him aboard.

Ms. Engbretson gave updates on various projects; she gave an update on the Hammond marina dredging, noting that all notices were submitted and there are no issues to date. She stated the dredging is currently taking place near the boat ramp and noted how much dredge material removed. Ms. Engbretson reported they are on track to complete this scope of work before the end of December. Mayor Balensifer asked about the Hammond waterline project. Ms. Engbretson stated the bid goes out mid-December due to materials availability. She also gave an update on the 9th Street project, noting the Safe Routes to School grant decision is expected after first of year. After brief discussion, Ms. Engbretson noted she does not yet have a report on the 4th Street project.

GOOD OF THE ORDER

Commissioner Newton stated he looked at the Hammond Marina dredging and commented on the excavator. Brief discussion followed on Robert's Rules of Order.

Mayor Balensifer stated he pardoned Warrenton's first turkey this year. He also noted the new fish market, Fish Stix. He also noted this month's Mayors' Message was difficult to write due to the current situation.

Ms. Engbretson recognized Spruce Up Warrenton and other volunteers that decorated the city for the holidays. She also spoke of the affects covid-19 is having on Thanksgiving celebrations this year. Mayor Balensifer stated Spruce Up Warrenton submitted a budget request of \$3,000 for additional Christmas decorations. He suggested an increase to the budget of \$5,000.

Commissioner Baldwin made the motion to give Spruce Up Warrenton a not-to-exceed \$5,000 budget for decorating downtown. The motion was seconded. Commissioner Newton noted a donation he made. Ms. Engbretson noted there is \$5,000 already in the budget for winter holiday events decoration. **The motion was passed unanimously.**

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

Commissioner Baldwin stated people are asking why libraries are open, but city hall is not. Ms. Engbretson explained that libraries have different protocols and guidance from the state to remain open safely. She stated the reason the decision was made to close city hall is she felt we needed to focus on all the new policies, regulations, and OSHA requirements. She noted we were able to function quite well for several months while closed, so this two week closure would be

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alright, while giving us an opportunity to take care of the things that needed to be done at city hall. She explained additional work the city will have to do to meet the new OSHA Covid-19 requirements. She stated people can make appointments to come into city hall.

Mayor Balensifer asked Chief Workman about Thanksgiving and the governor's order to report to gathering violations to the police. Chief stated people are not to call 911; violations will have to be very egregious for the police to intervene.

City Recorder, Dawne Shaw reminded everyone of the LOC Elected Essentials training on December 1.

Brief discussion followed on the second commission meeting in December.

Chief Workman stated he and the sheriff worked with Walmart and were granted \$6,000 for the Shop with a Cop program which helps children in needs purchase Christmas gifts.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:54 p.m.

APPROVED:

ATTEST:

Henry A. Balensifer III, Mayor

Dawne Shaw, CMC, City Recorder

WARRENTON COMMUNITY CENTER

Advisory Board Meeting

November 5, 2020

4:00 PM

Meeting Date: November 5, 2020

Call to Order: Chairman, Debbie Little, called the meeting to order at 4:02 PM

Roll Call: Chairman, Debbie Little; Secretary, Carol Snell; Lorna Anderson, Penny Morris, Frank Becker and April Clark, Financial Director for the City of Warrenton. Absent: Vice Chairman, Ronald LeChurch,

Introduction of Guests: None

Public Comment: None

Approval of the regular minutes for October 28, 2020: Penny made motion to approve the minutes, seconded by Lorna. Motion was approved

Financial Report: No report. April tried to follow-up with the grade school and received no response.

Old Business: Debbie check with the health department regarding our plans for the breakfast. It is a go. We will use to-go cartons, pre-wrapped silverware, syrup cups, and butter packets. A motion was offered to do the breakfast if the Pig does the pancakes, etc. The motion was revised by Penny and second by Lorna to move forward if the Pig does not do the pancakes substituting potatoes for the pancakes. The motion carried.

Debbie will write a letter to our community partners requesting donations. April will send out letters and notify the schools to send out e-mails to the students.

We will have the breakfast along with the raffle.

New Business:

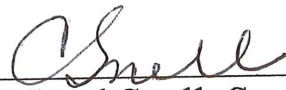
Correspondence:

Next Meeting: November 19, 2020

It was moved and seconded to close the meeting at 5:00 PM



Debbie Little, Chairman



Carol Snell, Secretary



Clatsop County
Clerk and Elections

820 Exchange St., Suite 220, Astoria, OR 97103
 (503) 325-8511 phone / (503) 325-9307 fax
 Website: www.co.clatsop.or.us
 Email: clerk@co.clatsop.or.us

November 23, 2020

City of Warrenton
 Attn: Linda Engbretson
 PO Box 250
 Warrenton, OR 97146

Enclosed you will find a copy of the Abstract of Votes for **City of Warrenton** relating to the General Election held on **November 3, 2020**.

In accordance with ORS 255.295, please canvass the votes and notify the Clatsop County Clerk & Elections Department within forty (40) days of receipt by signing and returning this letter to:

Tracie Krevanko, County Clerk
 Clatsop County Election Office
 820 Exchange Street, Suite 220
 Astoria, OR 97103

I appreciate your prompt reply.

With regards,

A handwritten signature in black ink, appearing to read "Tracie Krevanko".

Tracie Krevanko
 Clatsop County Clerk



This is to verify receipt of the Abstract of Votes from Clatsop County Clerk & Elections. I have canvassed the votes for **City of Warrenton**, relating to the **November 3, 2020 General Election**.

It has been determined those persons having received the highest number of votes are qualified to hold the office, and any exceptions are noted below.

 Authorizing Signature

 Date

Summary Results Report
 Clatsop County November 2020 General Election
 November 3, 2020

OFFICIAL RESULTS

Clatsop

City of Warrenton, Commissioner, Position 1

Vote For 1

	TOTAL
Gerald Poe	1,585
Brandon Williams	864
Allen Berry	303
Write-In Totals	11
Not Assigned	11
Total Votes Cast	2,763
Overvotes	1
Undervotes	486

City of Warrenton, Commissioner, Position 2

Vote For 1

	TOTAL
Mark J Baldwin	2,322
Write-In Totals	46
Not Assigned	46
Total Votes Cast	2,368
Overvotes	0
Undervotes	882

City of Warrenton, Commissioner, Position 3

Vote For 1

	TOTAL
Thomas M Dyer	2,405
Write-In Totals	26
Not Assigned	26
Total Votes Cast	2,431
Overvotes	0
Undervotes	819



I certify the votes recorded on this canvass correctly summarizes the tally of votes cast for the November 3, 2020 General Election.

Tracie Krevanko 11/23/2020
 Tracie Krevanko, County Clerk Date



AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: December 8, 2020

SUBJ: Resolution No. 2584; Amending Resolution No. 2471 – Community Center Advisory Board members

SUMMARY

At its November 24, 2020 meeting, the City Commission voted unanimously to reduce the Community Center Advisory Board members from seven to five. The attached resolution amends Resolution No. 2471, which previously adopted the Community Center Advisory Board Bylaws, setting the number of board members at seven.

RECOMMENDATION/SUGGESTED MOTION

“I move to adopt Resolution No. 2584; Amending Resolution No. 2471, Reducing the Number of Community Center Advisory Board Members to Five.”


ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager:



RESOLUTION NO. 2584

Introduced by All Commissioners

AMENDING RESOLUTION NO. 2471; REDUCING THE NUMBER OF COMMUNITY
CENTER ADVISORY BOARD TO FIVE (5) MEMBERS

WHEREAS, Resolution No. 2471 adopted the Community Center Advisory Board Bylaws setting the number of board members at seven (7); and

WHEREAS, on November 24, 2020, the City Commission of the City of Warrenton voted unanimously to reduce the number of members on the Community Center Advisory Board from seven (7) members to five (5); and

WHEREAS, Article III, Sections 1 and 4 of the Community Center Advisory Board Bylaws, attached hereto as Exhibit A, shall be amended to reflect the reduction in board members;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Warrenton that the Community Center Advisory Board shall consist of five (5) members.

Adopted by the City Commission of the City of Warrenton this 8th day of December 2020.

This resolution shall be effective on January 1, 2021.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Dawne Shaw, CMC, City Recorder

Exhibit A

CITY OF WARRENTON

COMMUNITY CENTER ADVISORY BOARD

BY-LAWS

ARTICLE I: ORGANIZATION

The name of the organization shall be the Community Center Board (advisory board)

ARTICLE II: PURPOSE

The following is the stated purpose for the advisory board:

The goal of the Community Center Advisory Board is to represent the Center on Behalf of the City of Warrenton, within the local communities and to provide yearly community gatherings for breakfast at Easter and Christmas.

ARTICLE III: ADVISORY BOARD

SECTION 1: The advisory board shall consist of seven (7) members.

SECTION 2: The membership of the advisory board will live/work within the Warrenton School District and will be appointed at-large members by the Mayor, with the concurrence of the City Commissioners.

SECTION 3: All members of the advisory board appointed shall serve a term of four (4) years. All vacancies shall be filled for the unexpired term.

SECTION 4: Membership to the advisory board is seven (7). Members vacating their position may continue on the advisory board until their replacement has been appointed by the city.

SECTION 5: No member of the advisory board shall receive any compensation for service as a member of the board.

ARTICLE IV: VACANCIES AND REMOVAL

SECTION 1: A member of the advisory board may resign at any time by delivery of a written notice to the board's Chairman. All vacancies created by written resignation, death or removal will be filled by the city.

SECTION 2: Members of the advisory board may remove an individual member for the following reasons:

- a. Neglect or inefficiency of duty;
- b. Misconduct in office; or
- c. No longer resides/works within the city's jurisdiction

SECTION 3: The member being removed shall receive a written notice of their removal and the reason the action is being taken. The member will be given ten (10) days to dispute the action.

SECTION 4: The failure of any member to appear at two (2) consecutive meetings without prior excuse shall be deemed the resignation of the member.

ARTICLE V: CONFLICT OF INTEREST

SECTION 1: No member of the advisory board shall acquire an interest in the center, in any property included or planned to be included in the project.

ARTICLE VI: OFFICES

Officers of the advisory board shall be the Chairman, Vice Chairman and Secretary.

SECTION 1: Chairman: Shall preside at all meetings of the advisory board; the Chairman or designee shall provide notices of the meetings to the members, all special meetings as needed, sign meeting minutes and correspondence. The Chairman shall act as the board's contact with the Financial Manager, Mayor City Manager or the City Commissioners.

SECTION 2: Vice Chairman: Shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of a resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the advisory board shall select a new Chairman.

SECTION 3: Secretary: Shall keep records of the advisory board and perform duties incident to this office.

SECTION 4: Financial Manager: at least once a year, November through May, the City's Financial Manager shall prepare, for the advisory board and the City Commissioners, a financial report of the center's activities for the preceding year.

SECTION 5: Election of Officers: Officers of the advisory board shall be elected from the current members, by vote, at the annual meeting. The elected officers shall hold office for one year or until their successors have been elected. Individual officers will be nominated; a slate of officers may be presented and approved by "unanimous acclamation".

SECTION 6: Vacancies: Should the offices of the Chairman, Vice Chairman, or Secretary become vacant, the board shall elect a successor from the current membership at the next regular meeting, and such election shall be for the unexpired term of the office.

ARTICLE VII: MEETINGS

SECTION 1: The annual meeting of the advisory board shall be held, prior to the regularly scheduled monthly meeting, in January of each year for the purpose of electing officers.

SECTION 2: The regular meetings shall be held at the Warrenton Community Center unless the center has been rented for that time period. If the center has been rented, the meeting will be held at the City of Warrenton offices or a designated place as may from time to time be determined by the membership.

SECTION 3: Special meetings may be called by the Chairman or the City of Warrenton's Financial Director when deemed expedient or upon a request of two (2) members of the advisory board.

SECTION 4: The Chairman or designee shall give notice of each meeting to the members not less than seven to ten (7-10) days before the meeting.

SECTION 5: The board shall meet the months of November, December, January, February, March, April and May, on the third Thursday, at 4:00 PM.

SECTION 6: A majority of the members of the board shall constitute a quorum for its business. If a vote is required, the concurrence of a majority of the members of the board present at a board meeting shall be necessary to decide any question before the board.

SECTION 7: Order of Business: The following shall be the order of business at regular meetings of the advisory board: Call to Order, Roll Call, Approval of the Minutes, Public Comment, Finance Report, Old Business, New Business, Correspondence, Next Meeting, and Adjourned.

Revised 12/08/16

Introduced by all City Commissioners

CREATING A COMMUNITY CENTER ADVISORY BOARD AND PROVIDING RULES FOR OPERATION THEREOF

The Warrenton City Commission resolves:

There is hereby established an advisory board of the City Commission to be known as the Community Center Board, and rules therefor are:

A. The board shall consist of ^{Seven} ~~five~~ (5) members. At its first meeting, the members shall draw for length of term by lot:

- Position Number 1 shall expire on 31 December 1988;
- Position Number 2 shall expire on 31 December 1989;
- Position Number 3 shall expire on 31 December 1990;
- Position Numbers 4 and 5 shall expire on 31 December 1991.

B. All members of the board appointed thereafter shall serve a term of four (4) years, with the term of at least one board member expiring each year.

C. The membership of the board shall be appointed at-large by the Mayor, with the concurrence of the City Commission.

D. ~~Membership to the board is limited to two successive terms.~~

E. No member of the board shall receive any compensation for service as a member of the board.

F. The board shall elect a chairman at its first meeting, to serve until January 1989. The board shall thereafter annually elect a chairman and such other officers as it may deem appropriate for conducting its business.

G. The board shall meet at least monthly, on the ^{Oct-May} ~~second~~ ^{third} ~~Tuesday~~ ^{Thurs.} at ^{4:00 pm} ~~12:00 Noon~~. The failure of any member to appear at two consecutive regular meetings of the board, without prior excuse, shall be deemed the resignation of that member. A successor shall then be appointed to complete the remaining portion of the term.

H. The board may adopt by-laws or other rules of procedure for conducting its business and may create committees, as appropriate, such as "Policy", "Building and Grounds" and "Ways and Means".

I. The quorum of the board shall be ~~three~~ ^{See Res. 2372 amendments} (3) members.



AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: December 8, 2020

SUBJ: Advisory Boards – Terms of Office

SUMMARY

The attached resolutions confirm the appointments and set the terms of office for advisory board members that were appointed at the November 24, 2020 City Commission meeting.

RECOMMENDATION/SUGGESTED MOTION

“I move to adopt Resolution No. 2579; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office.”

“I move to adopt Resolution No. 2580; Authorizing Appointments to Fill Positions on the Warrenton Parks Advisory Board Warrenton Planning Commission and Setting Terms of Office.”

“I move to adopt Resolution No. 2581; Authorizing Appointments to Fill Positions on the Warrenton Community Center Advisory Board and Setting Terms of Office.”

“I move to adopt Resolution No. 2582; Authorizing Appointments to Fill Positions on the Community Library Board and Setting Terms of Office.”


“I move to adopt Resolution No. 2583; Authorizing Appointments to Fill Positions on the Warrenton Planning Commission and Setting Terms of Office.”

ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager:


RESOLUTION NO. 2579

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON
THE WARRENTON BUDGET COMMITTEE
AND SETTING TERMS OF OFFICE**

BE IT RESOLVED, by the City Commission that the Warrenton Budget Committee Members and their terms of office are as follows:

Position No. 1	David Burkhart,	term ending 31, December 2023
Position No. 2	Tommy Smith,	term ending 31, December 2024
Position No. 3	Angelo Schaueremann,	term ending 31, December 2021
Position No. 4	Flint Carlson,	term ending 31, December 2024
Position No. 5	Dan Jackson,	term ending 31, December 2023

This Resolution shall be effective on January 1, 2021.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this ____ day of _____, 2020.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

RESOLUTION NO. 2580

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON
THE WARRENTON PARKS ADVISORY BOARD AND SETTING TERMS
OF OFFICE**

BE IT RESOLVED, by the City Commission that the Warrenton Parks Advisory Board Members and their terms of office are as follows:

Position No. 1	Ian O'Brien,	term ending 31, December 2021
Position No. 2	Sara Long,	term ending 31, December 2021
Position No. 3	Ron Dyer,	term ending 31, December 2021
Position No. 4	Bert Little,	term ending 31, December 2022
Position No. 5	Carol Snell,	term ending 31, December 2024
Position No. 6	Kailee Kobe,	term ending 31, December 2021
Position No. 7	Brooke Terry,	term ending 31, December 2024

This Resolution shall be effective on January 1, 2021.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this ____ day of _____, 2020.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

RESOLUTION NO. 2581

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON
THE WARRENTON COMMUNITY CENTER ADVISORY BOARD
AND SETTING TERMS OF OFFICE**

BE IT RESOLVED, by the City Commission that the Warrenton Community Center Advisory Board Members and their terms of office are as follows:

Position No. 1	Kenneth Culp,	term ending 31, December 2024
Position No. 2	Ronald LeChurch	term ending 31, December 2021
Position No. 3	Carol Snell,	term ending 31, December 2022
Position No. 4	Debbie Little,	term ending 31, December 2024
Position No. 5	Penny Morris,	term ending 31, December 2023

This Resolution shall be effective on January 1, 2021.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this _____ day of _____, 2020.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

RESOLUTION NO. 2582

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON
THE WARRENTON COMMUNITY LIBRARY BOARD
AND SETTING TERMS OF OFFICE**

BE IT RESOLVED, by the City Commission that the Warrenton Community Library Board Members and their terms of office are as follows:

Position No. 1	Kelsey Balensifer,	term ending 31, December 2023
Position No. 2	MaryAnn Brandon,	term ending 31, December 2023
Position No. 3	Natalie Duggan,	term ending 31, December 2023
Position No. 4	VACANT,	term ending 31, December 2024
Position No. 5	VACANT,	term ending 31, December 2024
Position No. 6	Danika Cooley,	term ending 31, December 2024
Position No. 7	Dawn Delacey,	term ending 31, December 2024

This Resolution shall be effective on January 1, 2021.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this ____ day of _____, 2020.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder

RESOLUTION NO. 2583

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON
THE WARRENTON PLANNING COMMISSION
AND SETTING TERMS OF OFFICE**

BE IT RESOLVED, by the City Commission that the Warrenton Planning Commission Members and their terms of office are as follows:

Position No. 1	Kevin Swanson,	term ending 31, December 2024
Position No. 2	Christine Bridgens,	term ending 31, December 2024
Position No. 3	Chris Hayward,	term ending 31, December 2021
Position No. 4	Michael Moha,	term ending 31, December 2022
Position No. 5	Ken Yuill,	term ending 31, December 2022
Position No. 6	Paul Mitchell,	term ending 31, December 2023
Position No. 7	Ryan Lampi,	term ending 31, December 2023

This Resolution shall be effective on January 1, 2021.

ADOPTED by the City Commission of the City of Warrenton, Oregon, this ____ day of _____, 2020.

APPROVED:

Henry A. Balensifer III, Mayor

ATTEST:

Dawne Shaw, CMC, City Recorder



AGENDA MEMORANDUM

TO: The Honorable Mayor and Warrenton City Commission
FROM: Linda Engbretson, City Manager *LE*
DATE: For the Agenda of December 8, 2020
SUBJ: **Administrative/Personnel Policy Update**

SUMMARY

During the 2019 legislative session a new workplace fairness (anti-harassment) act was passed. The City has reviewed the model Workplace Fairness Policy with legal counsel and prepared a policy for Warrenton to address the new law's provisions. The attached policy addresses the new requirements and should be adopted as an amendment to the Administrative and Personnel Policies.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt the Workplace Fairness Policy and amend the City's Administrative and Personnel Policies to include this new policy."

ALTERNATIVE

None recommended.

FISCAL IMPACT

No impact to the City's budget at this time.



Workplace Fairness Policy

The City of Warrenton, “the organization,” prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment

It is the City of Warrenton’s policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the city are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The “workplace” includes when employees are on city premises, at a city-sponsored off-site event, traveling on behalf of the city, or conducting city business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The city may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

Retaliation Protections

The City of Warrenton prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. The City of Warrenton will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who

retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a city designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or Human Resources Coordinator, if the employee prefers. As an alternative, an employee may report the harassment to the City Manager. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The city will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement, the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.