

MINUTES  
Warrenton City Commission  
Regular Meeting – June 11, 2019  
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 Henry Balensifer, Rick Newton, Pam Ackley, and Mark Baldwin

Excused: Tom Dyer

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, and City Recorder Dawne Shaw

City Manager Linda Engbretson requested to add an executive session to the agenda for Real Property transactions. Mayor Balensifer added Discussion Item 8-A; City Manager annual review. There were no objections to the agenda additions.

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 05.28.19
- B. City Commission Work Session Minutes – 04.16.19
- C. Community Center Meeting Minutes – 03.21.19
- D. Liquor License Application – Side Road Café

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

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

COMMISSIONER REPORTS

Commissioner Ackley noted we are moving towards wrapping up our task force, by July 9. She noted the first Fishermen & Farmers Market on June 20.

Commissioner Newton noted the new sign at the library. He also stated he and Ms. Engbretson went to the PSCC meeting, and gave an update on state mental health issues. He also mentioned the first market on June 20, stating he is working on promotional ideas to make the market a success. He also reported that he attended the Astoria Sunday Market and personally handed out the Fisherman and Farmers Market flyer to each of the booths. He thanked the Warrenton High

School kids for cleaning up trash on the roadsides. He discussed the Port meeting that he & Mayor Balensifer attended.

PUBLIC COMMENT – Tony Faletti spoke in regards to the recycling rates. He stated if Recology is going to raise rates, he would like to see the City Commission require them to put locks on every recycle bin throughout the city. He stated this will help keep the city a little cleaner. He recalled that Commissioner Baldwin, in a prior term, had also advocated for locks on recycle bins. He suggested giving Recology six months to a year to satisfy the request.

PUBLIC HEARING – None

### BUSINESS ITEMS

Recology Rate Analyst, Dave Larmouth, discussed the annual recycling rate review. He noted the agreement with the city for recycling services and the percentages of the increases. He also stated the county has requested that they increase the hazardous waste surcharge, due to the cost of the new facility and the increased costs to process- that rate is included in the proposed rate increase. He further discussed the hazardous waste facility. Mayor Balensifer discussed wind latches, noting the city pushed for them last year and we need to get it done. He continued to explain that when it gets windy, recycling is all over the streets. The conversation continued. Mayor Balensifer stated he wants to make it clear that the commission wants the wind latches. The discussion continued. Mr. Larmouth stated Recology will put wind latches on all recycling carts in Warrenton, and will come back with a timeframe for completion. After a brief discussion, Mr. Larmouth clarified that the rates would not be increased until the wind latches have been installed.

**Commissioner Baldwin made the motion to amend Resolution No. 2541, amending the effective date of the rate increase, to be effective the first of the month following the completion of the wind latch installation program city-wide. Motion was seconded and passed unanimously.**

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

**Commissioner Baldwin made the motion to conduct the first reading by title only of Resolution No. 2541 as amended; Adopting and Setting New Rates for Residential Recycling Services Establishing the First of the Month after Completion of the Wind Latch Installation Program City-wide, as the Effective Date and Repealing all Resolutions in Conflict. Motion was seconded and passed unanimously.**

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

Mr. Stelzig discussed Resolution No. 2542, establishing new water rates, noting the rate increase of 5%, based off our last rate study. He noted the corrected Exhibit B; discussion followed on the rate increases over the past few years. Commissioner Baldwin expressed his dismay regarding the way the increases have been administered. He stated he would like the city to look into the future farther and choose a rate that will sustain the financial needs of the city for a longer

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period. Mr. Stelzig noted that initially the department did present different suggestions for increase schedules, and they were not approved by the Commission at that time. The conversation continued. Commissioner Ackley questioned what the process is for going back and making changes to the approved rate schedule. Ms. Engbretson explained the process of gathering information and the protocol. Mayor Balensifer suggested advising staff to propose a different structure for the rate study before the next budget season. The conversation continued. Ms. Engbretson noted there is specific criteria we need to base the rate increases on- future needs and future projects. Commissioner Baldwin noted that through collaboration of staff, rather than have another rate study done, he would like to see different numbers, reflecting how long various rates would sustain the city. Commissioner Newton noted he would like to stick with the current rate increase strategy that commission chose. Mayor Balensifer stated he would at least like to see what the numbers would be and the decision can be made before next budget season, based off of the information gathered.

**Commissioner Ackley made motion to conduct the first reading by title only of Resolution No. 2542; Adopting Water Department Rates and Fees, Establishing July 1, 2019 as the Effective Date and Repealing Any Other Resolution in Conflict. Motion was seconded and passed unanimously.**

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

Ms. Engbretson asked for clarification on what Mayor Balensifer expects of staff in regards to reviewing the rates. The conversation briefly continued. Mayor Balensifer stated he would like to know what sustainable rates would look like if they were to remain at a consistent rate for a longer period of time.

Mr. Stelzig discussed Resolution No. 2543, establishing new sanitary sewer rates, with an increase of 4% for the fiscal year 2019-2020. He noted the suggested increases from the last rate study. Mayor Balensifer stated that he would like to compare Astoria rates to our rates to obtain a better understanding of the cost of living. Mr. Stelzig noted he has that information and Warrenton is right in the middle of the rate scale. The discussion continued.

**Commissioner Ackley made the motion to conduct the first reading by title only of Resolution No. 2543; Adopting Sanitary Sewer Department Rates and Fees, Establishing July 1, 2019 as the Effective Date and Repealing Any Other Resolution in Conflict. Motion was seconded and passed unanimously.**

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

Mr. Stelzig stated a public bid was held on May 23 for the paving improvements project. He noted Bayview Transit Mix, Inc. was the only responsive bidder. Brief discussion followed.

**Commissioner Ackley made the motion to approve awarding the contract for the 2018 Warrenton Paving Improvements Project to Bayview Transit Mix, Inc. for the amount of \$237,483.00. Motion was seconded and passed unanimously.**

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

**Commissioner Ackley made the motion to authorize the Mayor’s signature on the 2018-2019 Paving and Maintenance Program contract documents. Motion was seconded and passed unanimously.**

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

Mr. Stelzig noted the deductive change order; item 7-G. He also noted that he met with CAT from Head Start. He continued to say they have been communicating to negotiate options for moving forward on the project. He stated there was only one proposal received for the Head Start Siding Repair Project. This proposal was from John Wilson Construction in the amount of \$58,105.00. Discussion continued on the lease that goes through 2036. Ms. Engbretson noted the possibility of deeding or selling the building to Head Start; may need authorization from the county. Discussion continued on the project. Commissioner Baldwin asked for clarification on whether we are doing the additional items. Mr. Stelzig stated not at this time, we are just asking to approve the base bid. He noted that they will do the windows, and depending on how the project goes, we can add items.

**Commissioner Baldwin made the motion to accept the proposal from John Wilson Construction, in the amount of \$58,105. Motion was seconded and passed unanimously.**

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

**Commissioner Ackley made the motion to approve Change Order 1 for the Head Start repair project. Motion was seconded and passed unanimously.**

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

Finance Director April Clark presented Resolution No. 2546; raising rental rates and fees for the Warrenton Community Center. She stated the advisory board recommended a \$1.00 increase to hourly rental rates and a corresponding percent increase to the all day rates. She noted the rate increase was presented at the budget meetings.

**Commissioner Newton made the motion to conduct the first reading by title only of Resolution No. 2546; Adopting and Setting Rental Rates and Fees for the Warrenton Community Center effective July 1, 2019. Motion was seconded and passed unanimously.**

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

City Manager, Linda Engbretson, presented Resolution No. 2539 for its second reading and adoption. She noted the first reading was held at the May 28 City Commission meeting. Changes go in effect July 1, 2019. She noted as an example, the total adjustment for a single family dwelling would amount to \$ 649.00. Mayor Balensifer stated this resolution clarifies the intent of Resolution No. 2401, which updates the development charges.

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**Commissioner Ackley made the motion to conduct the second reading of Resolution No. 2539, by title only. Motion was seconded and passed unanimously.**

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

**Mayor Balensifer conducted the second reading of Resolution No. 2539; a Resolution Clarifying the Intent of Resolution No. 2401; Updating System Development Charges, Adopting Methodology Therefore and Repealing Resolution No. 2362.**

**Commissioner Baldwin made the motion to adopt Resolution No. 2539. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Mayor Balensifer noted it is time for the City Manager's review. Ms. Ackley stated they will use the same evaluation form as last year and will take an executive session at the next meeting to review. Ms. Engbretson stated she is ok with having her review in the public session, but will agree to an executive session.

#### GOOD OF THE ORDER

Commissioner Newton thanked Chief Workman for going to the grade school. He stated they presented the BUGS awards, handing out four \$75.00 Walmart Gift Cards. He also noted Kiwanis will be selling raffle tickets for a Mustang giveaway at the Seaside car show next weekend. Proceeds go to Dornbeckers - last year they donated \$94,000.00. He discussed the deferred maintenance the Port, and stated he doesn't want to get in that situation. He noted he made a mistake –for transparency he would like to disclose that his son works for Recology, however, this would not affect his vote. Mayor Balensifer noted that it was a unanimous vote; however, he does not see a conflict of interest and appreciates the transparency.

Commissioner Ackley discussed RDI and noted Debbie Morrow has set up an account so that people who are interested in donating to RDI can make checks payable to Warrenton Hammond Downtown Revitalization Team. She further discussed RDI. Ms. Engbretson noted that the identified projects may still need city approval. Mayor Balensifer thanked Commissioner Ackley for her work on the RDI and noted he is excited to see the progress.

Commissioner Baldwin acknowledged the schools and stated he watched the championship baseball game. "We have great kids in our community; the kids thanked everyone for coming despite the outcome. Parents are doing a great job and we have great community members coming up."

Ms. Engbretson stated she and Mr. Cronin met with a RARE representative and they have been notified that we are now invited to do the final application at the end of June. She also noted the

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Fire Department will be applying for an audit with the energy trust. She agreed with Commissioner Baldwin that Mark Jeffries has been key in creating a great level of cooperation with the school.

Commissioner Baldwin noted the Fenton Building and is recommending that if we cannot get a response quickly in regards to the siding repair, we should look into a nuisance notice.

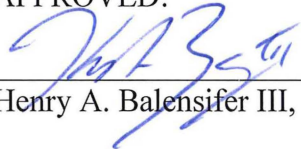
Mayor Balensifer clarified that he does not represent the city on the Airport Advisory Committee. The discussion continued.

There being no further business, Mayor Balensifer recessed the regular meeting at 7:07 p.m., and announced they will now meet in executive session under ORS 192.660(2)(e); *to deliberate with persons designated by the governing body to negotiate real property transactions*, and 192.660(2)(h). He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

Mayor Balensifer adjourned the regular session at 7:18 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, City Recorder