

Corrections made 5.14.19  
DShaw

MINUTES  
Warrenton City Commission  
Regular Meeting – April 23, 2019  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:26 p.m., and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Rick Newton, Tom Dyer, Pam Ackley, and Mark Baldwin

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Finance Director April Clark, Harbormaster Jane Sweet, Fire Chief Tim Demers, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 3.26.19
- B. Fire Department Activity Report – Feb. 2019
- C. Fire Department Activity Report – March 2019
- D. Police Department Monthly Statistics – March 2019
- E. Monthly Finance Report – March 2019
- F. City of Warrenton 2019 Spring Clean-up

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

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

COMMISSIONER REPORTS

Commissioner Newton discussed the success of the reading with the kids program at the library; and also mentioned the new library sign and the \$500 grant received. He noted a few dogs have been attacked at the dog park. He noted the RDI and the joint task force that he serves on, both have amazing teams, with lots of ideas coming out.

Commissioner Dyer welcomed everyone.

Commissioner Ackley noted last week there we joint task force and RDI meetings; and noted there were overlapping ideas. She stated the full recommendations should be done by the end of May/early June; there are a few items they would like to get in motion, which will be discussed under Discussion Items on tonight's agenda. She reviewed the preliminary report and immediate

recommendations, as outlined in the provided handout. She also reviewed the draft mission statement. Mayor Balensifer asked if the commission feels ok to adopt the preliminary findings recommendations; there were no objections.

**Commissioner Dyer made the motion to accept and adopt the immediate recommendations from the joint task force. Motion was seconded and passed unanimously.**

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

Mayor Balensifer said he had a very productive meeting with county and the subcommittee of the Airport committee with the Port; he noted there were discussions on industrial development opportunities within the airport. There are a lot of opportunities to work together and to leverage grant funds. He also noted June 3<sup>rd</sup> he will attend an exercise on emergency preparedness for the Third Fleet.

#### PUBLIC COMMENT

Nancy Ager, speaking as a private citizen voiced her displeasure in allowing the food cart as approved. She stated it should include improvements, such as paving the parking lot, tables and chairs and landscaping, just as any other new business would be required to do. She stated she feels there should be a plan in place; to make the community look like an inviting place.

#### BUSINESS ITEMS

Public Works Director Collin Stelzig stated Pacific Rim Apartments is giving the City two perpetual non-exclusive easements for waterlines existing or to be built in the future. This access gives the City full right to enter into and upon the Pacific Rim premises for the purpose of construction, operation, and maintenance of such waterlines. He stated an 8” waterline was constructed as part of the Pacific Rim apartments. This new waterline provides domestic and fire flows to the apartments and is constructed within the existing driveway and parking lot for the development. Brief discussion followed.

**Commissioner Ackley made the motion to authorize city staff to accept the Waterline Easement Agreements from Pacific Rim Apartments, LLC. Motion was seconded and passed unanimously.**

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

Mr. Stelzig discussed the 2018-2019 Paving and Maintenance Program, noting these projects came from the Streets Plan. Mr. Stelzig reviewed which streets will be included, as outlined in the proposed plans and specifications in the agenda memo. Brief discussion on various streets continued.

**Commissioner Newton made the motion to approve the plans & specifications for bidding purposes for the 2018-2019 Paving and Maintenance Program. Motion was seconded and passed unanimously.**

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

Harbormaster Jane Sweet discussed the proposal for Marine Engineering Services of the Hammond Marina Dredging Project. She stated Mott MacDonald submitted a scope of work proposal on February 24, 2019. Ms. Sweet noted the next step in dredging the Hammond marina is the phases provided through Mott MacDonald Engineering Services; Phase 3 – Final Design Task 1 – Final Engineering Design; and Task 2 – Bidding Assistance.

**Commissioner Ackley made the motion to accept the proposal for Marine Engineering Services dated February 24, 2019 in the amount of \$54,100 to aid in the Hammond Boat Basin Dredging Phase 3 – Final Design. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson stated the Municipal Building needs a new roof. The City solicited a request for an evaluation and quotes last fall and received only one quote from Weather Guard, who gave us various options – shingle repair over planning, reroof shingles on two sides, reroof all shingle sections, attempt to repair various leaks on low slope, or a total reroof. She discussed the budget constraints and recommended to move forward with repairs, based on the estimate included in the agenda memo, under an emergency contract. She stated she is not comfortable putting it off any further as a wet spring could create a safety and much more costly issue. Ms. Engbretson noted that building maintenance is the first fund to get cut to fund other general fund services. Discussion ensued. Commissioner Baldwin voiced his opinion on waiting to fix it, and stated he feels it should be completely redone, not just part of it. Discussion continued. Mayor Balensifer agreed with Commissioner Baldwin - to do the whole roof, and pull the money from the contingency fund. Discussion continued.

**Commissioner Baldwin made the motion to declare that emergency conditions exist relating to the municipal complex roof, and authorize staff to pursue options for a complete roof replacement. Motion was seconded and passed unanimously.**

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

#### DISCUSSION ITEMS

Commissioner Ackley noted during the joint task force meeting, there was an idea to form a joint Parks, Recreation and Marina entity; she discussed the benefits of having a Parks & Recreation department/entity, including the ability to qualify minimal matching grants if they are tagged as recreation. She stated this would be a way to fund some of the projects, including the Hammond marina. Harbormaster Jane Sweet noted the Marina department is short on money and staff, just like other departments. She stated this idea was brought their attention a few years ago by the Marine Board. They suggested partnering with Parks, as a way to get matching fund grants – Parks grants matching with Marina grants. Discussion continued. Ms. Sweet noted that people that use the trails and parks use the marina restrooms, which increases their water, sewer and garbage expenses. Mr. Stelzig briefly spoke about the parks department and noted perhaps some

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of the marina water, sewer, and garbage costs should be billed to parks. Discussion followed on the lack of funds for parks. Mr. Stelzig stated there are funds for trails; it sounds like we can come together. Commissioner Ackley noted we need to know exactly what the Marine Board is looking for. Discussion continued. Mayor Balensifer discussed the general fund issues, and stated there is a need to have a discussion, and to find more creative ways to fund the general fund. *In conclusion, it was determined there is no need to combine the Marina and Public Works departments.*

GOOD OF THE ORDER

Commissioner Dyer thanked Ms. Ager for her input on the food cart, noting he is pleased to be in a place where we can talk about things we don't agree on.

Commissioner Ackley suggested asking the food cart to put in potted plants; Ms. Engbretson noted they are doing some landscaping. Mayor Balensifer noted it is a mobile business – not permanent; and the city directed him to that location.

Commissioner Baldwin agreed with Commissioner Dyer's comments, noting the food cart should be held to the same standards as any commercial business in the city. Brief discussion continued and it was noted this only a six month lease, and an opportunity to see how it works.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:48 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, City Recorder