

MINUTES
Warrenton City Commission
Regular Meeting – January 9, 2018
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: Rick Newton, Pam Ackley, Tom Dyer, and Mayor Henry Balensifer
Absent: Mark Baldwin

Staff Present: City Manager Linda Engbretson, Legal Counsel Spencer Parsons, Public Works Director Collin Stelzig, Police Chief Matt Workman, Community Development Director Skip Urling, Finance Director April Clark, Harbormaster Jane Sweet, Public Works Operations Manager Kyle Sharpsteen, PW Analyst Trisha Hayrynen, and Deputy City Recorder Dawne Shaw

ELECTION OF MAYOR PRO TEM 2018 – by Ballot

Per City Charter, the Mayor Pro Tem is selected by ballot by the Commission at its first meeting each calendar year. Deputy City Recorder Dawne Shaw read aloud the cast ballots.

Commissioner Newton voted for Commissioner Newton
Commissioner Ackley voted for Commissioner Newton
Mayor Balensifer voted for Commissioner Dyer, however noted he made an error on his ballot, rescinded his vote and voted for Commission Newton
Commissioner Dyer voted for Commissioner Newton

By unanimous vote, Commissioner Newton was elected Mayor Pro Tem for calendar year 2018.

COMMISSIONER COMMENTS

Commissioner Newton thanked Warrenton Boat Basin for calling him about his boat that was about to sink. He stated the Warrenton Warming Center does not have many people coming and they are working with the Astoria Warming Center to increase counts; he noted they are also looking at the possibility of having a soup kitchen. He gave a brief update on the Safety Committee and the Homeless Meeting he attended, noting that Clatsop County has highest homeless population in the State. Commissioner Newton voiced his concerns about vacancy rental rates, and when Walmart comes and brings 200 people in they will have nowhere to live. He mentioned that along with the Fire Department food baskets, gifts were given to 178 kids this year; last year it was 120.

Commissioner Dyer welcomed everyone and stated he thinks the joint meeting with the Parks Advisory Board was excellent. He also noted in the past, Metro Portland would buy one-way bus tickets for the homeless to Clatsop County.

Commissioner Ackley welcomed everyone, and stated the grade school was like Santa's work shop; the community came out to put together numerous gifts for 256 kids in the grade school. She also mentioned several local businesses and private citizens that adopted families for Christmas. She stated there was a report from Mott McDonald on the Hammond Marina and they expect an update from Harbormaster Jane Sweet.

Mayor Balensifer reiterated the joint work session with the Parks Board was great, and noted he would like to continue the goal to meet with all boards yearly. He also recognized new appointments to the volunteer boards – Mr. Dutcher, Mr. LeChurch and Lois Perdue. He noted the previous work session on Pavement Management and stated the presentation PDF will be posted on the city's website. He asked to add to agenda item 8-H, the Renewal of the City Manager's Contract. There were no objections from the Commission.

City Manager Linda Engbretson also noted an addition to the agenda packet; the Letter of Support. There were no objections from the Commission. Ms. Engbretson wished everyone a Happy New Year, and noted 2017 was a busy year, and she does not see things slowing down in 2018. She noted the Commission Center board is the only board remaining to meet with. Ms. Engbretson stated that she and Public Works Director Colin Stelzig are meeting with Mark Buffington from ODOT for a preliminary discussion on jurisdictional transfer and other issues.

Deputy City Recorder Dawne Shaw noted amendments to agenda item 8-C, adding the contractor name and the amount of the proposed contract award; and to agenda item 8-G, noting an amendment to Resolution No. 2512 to reflect the recent appointment of Mr. Jim Dutcher to the Parks Board; and to add Resolution No. 2513 for the WBA. There were no objections from the Commission.

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

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

PUBLIC COMMENT (Agenda Items) – None

BUSINESS

Mayor Balensifer opened the Public Hearing on the Street Vacation Petition by Clatsop County. Formalities followed and no ex-parte or conflicts of interest were reported. Community Development Director Skip Urling presented his staff report and noted the street vacation is to vacate several undeveloped streets in the Warrenton Park and Portsmouth Addition to the Warrenton plats located in the vicinity of SE 19th Street; and briefly reviewed the packet material. Mayor Balensifer asked for public comment. Vance Swenson, Clatsop County

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Surveyor spoke in favor of the Street Vacation. No one spoke in opposition. There being no further comments, Mayor Balensifer closed the public hearing. Brief discussion followed on street grid patterns and traffic safety.

Commissioner Dyer made the motion approve Street Vacation No. 151 and direct staff to prepare an ordinance for the first reading on January 23, 2018 implementing the vacation of various remainder streets in the plats of Warrenton Park and Portsmouth Addition to Warrenton. Motion was seconded and passed unanimously.

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

Community Development Director Skip Urling stated that after conducting a Public Hearing at its December 12, 2017 meeting, the Commission took action to approve the first reading by title only of Ordinance No. 1216, amending the development standards for local roads and parks in new subdivisions. He noted the title was not read out loud, and legal counsel advises the best cure for the situation is to conduct the first reading now, and the second reading at the subsequent meeting.

Commissioner Newton made the motion adopt the Planning Commission’s findings and conclusions and approve the first reading by title only of Ordinance No. 1216; *Amending Warrenton Municipal Code 16.136.020 Transportation Standards Regarding the Pavement Width Standard for a Local Road and 16.216.020 General Requirements [for Land Divisions] Regarding the Standards for Residential Neighborhood Parks.* Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the first reading of Ordinance No. 1216, by title only.

Public Works Director Collin Stelzig presented the contract for the Water Meter Replacement Contract, and noted the bids were opened on January 4, 2018 and Chris Dials Contracting, LLC was the lowest responsive bidder. He reviewed the bid summary and recommendation for bid award letter for this project. He noted there were seven bidders, and all came in right around the engineer’s estimate. Brief discussion followed on the range of bids and the possibility of change orders. Mr. Stelzig noted the meters will be flush/level with the ground and the project will start in approximately one month, and completed in three months.

Commissioner Ackley made the motion to approve awarding the contract for the Water Meter Replacement Project to Chris Dials Contracting, LLC for the amount of \$174,028.00. Motion was seconded and passed unanimously.

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

Harbormaster Jane Sweet stated she had received an email from Janine Belleque, Boating Facilities Manager with the OSMB, stating the Marine Board will be accepting grant applications

until February 1, 2018 with approximately \$800,000 of state and federal funding available to facilities during this cycle. She asked for the Commission's approval to apply for grant funding to aid with the cost of dredging the Hammond Marina, and noted permission will also be needed from the USACE. Brief discussion followed on testing/sampling; and Mayor Balensifer commended Ms. Sweet's initiative for chasing down grant funds.

Commissioner Ackley made the motion to allow Harbormaster Jane Sweet to pursue additional grant funding from the Oregon State Marine Board to aid in the funding of dredging the Hammond Marina. Motion was seconded and passed unanimously.

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

Harbormaster Jane Sweet presented the proposal from BergerABAM for engineer work for the Warrenton work pier, and noted the work needs to be done to bring the pier up to load limits, and noted the work will be done in 3 phases, over 3 years.

City Manager Linda Engbretson stated Ms. Sweet should be commended for taking action on this. Brief discussion followed.

Commissioner Dyer made the motion to accept the Proposal for Marine Engineering Services, dated September 27, 2017, from BergerABAM in the amount of \$44,500 to aid in the short-term and long-term achievement in functionality of the Warrenton Work Pier. Motion was seconded and passed unanimously.

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

City Manager Linda Engbretson presented a letter to the Oregon Emergency Management, SHSP Review Committee offering support for the FY 2018 application to the State Homeland Security Grant Program, to fund the installation of six Tsunami Warning Sirens that we received from Clatsop County. She noted she has been working with Fire Chief Demers to identify locations for the placement of the sirens. Brief discussion followed on whether it is one or more sirens to be placed, and the letter will be corrected to reflect plural, (sirens).

Commissioner Ackley made the motion to authorize the Mayor's signature on the Letter of Support to the City of Warrenton's tsunami siren installation project. Motion was seconded and passed unanimously.

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

Mayor Balensifer reviewed the various resolutions appointing and setting terms of office to the various volunteer boards.

Commissioner Ackley made the motion to adopt Resolution No. 2509; Authorizing Appointments to Fill Positions on the Warrenton Budget Committee and Setting Terms of Office. Motion was seconded and passed unanimously.

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

Commissioner Dyer made the motion to adopt Resolution No. 2510; Authorizing Appointments to Fill Positions on the Warrenton Community Center Advisory Board and Setting Terms of Office. Motion was seconded and passed unanimously.

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

Commissioner Newton made the motion to adopt Resolution No. 2511; Authorizing Appointments to Fill Positions on the Warrenton Planning Commission and Setting Terms of Office. Motion was seconded and passed unanimously.

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

Commissioner Ackley made the motion to adopt Resolution No. 2512; Authorizing Appointments to Fill Positions on the Warrenton Parks Advisory Board and Setting Terms of Office. Motion was seconded and passed unanimously.

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

Commissioner Ackley made the motion to adopt Resolution No. 2513; Authorizing Appointments to Fill Positions on the Warrenton Business Association and Setting Terms of Office. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted the current City Manager contract indicates if things do not work out Ms. Engbretson may move back to her role as City Recorder. He noted the Commission would like to keep her as City Manager but per her request the current contract will be extended to June 30, 2018.

Commissioner Dyer made the motion move the City Manager’s review to the end of March, and to extend the current contract to June 30, 2018. Motion was seconded and passed unanimously.

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

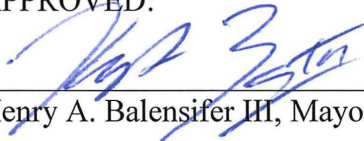
Commissioner Newton noted that City Manager Engbretson is doing a very good job.

PUBLIC COMMENT – John Washington of Hammond spoke in regards to damage to Chinook Street between 10th and 12th. He submitted a letter for the record, and showed pictures of the damaged road to the Commission. Mr. Washington stated a logging company damaged the road and asked the Commission to find the Kujala family and the logging contractor liable for the costs to rebuild the city street. After brief discussion Mr. Washington stated he will submit more information to the City Manager for her review.


There being no further business Mayor Balensifer suspended the regular meeting at 6:54 p.m. to conduct the Urban Renewal Agency meeting.

Mayor Balensifer reconvened the regular meeting at 7:01 p.m., and announced an executive session, under the authority of ORS 192.660(2)(h); *to consult with counsel considering the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and ORS 192.660(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.* 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 A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, Deputy City Recorder