

MINUTES  
Warrenton City Commission  
Regular Meeting – May 22, 2018  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

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

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

Staff Present: City Manager Linda Engbretson, Public Works Director Collin Stelzig, Fire Chief Tim Demers, Interim Community Development Director Kevin Cronin and Deputy City Recorder Dawne Shaw

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

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

COMMISSIONER REPORTS –

Commissioner Dyer stated he has had success with both nuisance properties on S. Main, and gave brief details.

Mayor Balensifer stated he attended the CEDR meeting, where they went over the Housing Task Force update, and gave a brief update.

PUBLIC COMMENT – None

PUBLIC HEARINGS – None

BUSINESS ITEMS –

Mayor Balensifer requested an amendment to agenda item 7.A, adding an additional appointment to the WBA and adding an appointment to the Parks Advisory Board. He also requested to add agenda item 7.E, Change Order No. 1 for the Water Meter Replacement Project. There were no objections.

Mayor Balensifer noted the application from Mr. Mitchell Wright for the WBA, and asked Mr. Wright if he wished to say a few words. Mr. Wright introduced himself, noted he is the General Manager of Staples and spoke briefly about himself.

**Commissioner Dyer made the motion to appoint Mitchell Wright to Position No. 6 on the WBA. Motion was seconded and passed unanimously.**

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

Mayor Balensifer noted the applications from Tommy Smith for the WBA, and Kailee Kobe for the Parks Advisory Board. Brief discussion followed.

**Commissioner Dyer made the motion to appoint Tommy Smith to Position No. 2 on the WBA, and Kailee Kobe to Position No. 6 on the Parks Advisory Board. Motion was seconded and passed unanimously.**

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

Interim Community Development Director Kevin Cronin discussed the determination of nuisance for 228 S. Main. He noted he was at the property this afternoon and it does look better than last week, however there are still five cars on the property that are inoperable. He recommends moving forward with the declaration.

**Commissioner Ackley made the motion to declare that enumerated and unenumerated nuisances exist at 228 S. Main Avenue, and direct staff to commence actions to notify the owner of record and person responsible for the property to abate the nuisances within 10 days as prescribed in WMC 8.16.160. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson stated the City has received notice of a new funding opportunity through the Department of Land Conservation and Development (DLCD) for technical assistance. The 2018 legislature allocated \$1.73 million to DLCD to assist local governments in meeting their housing needs. DLCD is making that funding available to local governments with the goal of increasing the supply and affordability of housing. This funding opportunity requires that interested cities complete a one-page form and return it to DLCD by June 15, 2018. Ms. Engbretson stated the city has selected “Housing Needs Analysis” as our “Service of Interest.” She noted this is an opportunity to apply for assistance and receive a buildable lands inventory. She recommended moving forward. Discussion followed.

**Commissioner Dyer made the motion to authorize the Mayor’s signature on the Request for Assistance, and that staff submit the request to DLCD by June 15, 2018. Motion was seconded and passed unanimously.**

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

City Manager Linda Engbretson requested approval from the Commission for a two week vacation beginning July 2, 2018 and returning July 17, 2018. She noted if approved, she would not be present at the July 10, 2018 meeting. She stated cancelling the July 10 meeting could be a consideration. She also recommended Chief Workman be appointed manager pro tem in her absence. Mayor Balensifer noted concerns about the absence of the City Manager during the busy building season, while there is an interim Community Development Director. Discussion continued and Ms. Engbretson stated she has full confidence in all staff and department heads and their ability to step in. Brief discussion followed and Commissioner Ackley noted the need for the City Manager's performance review and contract renewal. It was noted this will be addressed at the first meeting in June. Discussion followed on whether to cancel the July 10, 2018 meeting and it was agreed to hold that discussion at the June 26, 2018 meeting.

**Commissioner Ackley made the motion to authorize the City Manager's absence from the July 10, 2018 meeting and approve her vacation request. Motion was seconded and passed unanimously.**

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

Public Works Director Collin Stelzig noted Change Order No. 1 for the Water Meter Replacement Project is finalizing the contract with Chris Dials. He explained the changes as outlined; the contract amount was reduced by \$17,592, and time was extended 17 days; the contractor installed fewer ¾" water meters, replaced fewer meter boxes and was able to install new meters without damaging the surrounding concrete at designated locations. He noted the contractor did install additional 1" water meters. Mr. Stelzig stated the State was surprised the project was completed on time.

**Commissioner Newton made the motion to approve Change Order #1 in the amount of \$17,592.00, to Chris Dials Contracting. Motion was seconded and passed unanimously.**

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER – Commissioner Newton noted Building Official Jim Byerly is amazing to work with. He also spoke briefly about the opioid epidemic.

Commissioner Dyer noted someone had asked about the abandoned house on 11<sup>th</sup> street, and suggested it be the next nuisance property that is addressed due to safety issues. Mayor Balensifer agreed and discussed having an appointed task force, along with community volunteers; and creating a list to prioritize the nuisance properties, with a schedule that staff can work on. Discussion followed on other potential nuisance properties.

Commissioner Ackley noted June 8, 2018 is Windermere's community service day, and they will be weeding the Community Library property. She also noted the Library Summer Reading Program kick-off is the 9<sup>th</sup> of June. Brief discussion followed on the library.

Commissioner Baldwin also commented on Building Official Jim Byerly, praising Mr. Byerly's extensive knowledge and expertise. He also spoke briefly about the vehicles on the nuisance property.

Mayor Balensifer stated he attended the Regards to Rural Conference with City Manager Engbretson, noting it was a great conference and we can expect more things to pop up in our city in the future. He also, noted there was a proposed 1% sales tax on the ballot in Ontario, and only 17% voted for it; proving that Oregonians do not like sales tax. Mayor Balensifer noted a request from the people that inherited the Peterson property on the corner of 9<sup>th</sup> and Anchor. He stated they are looking for assistance to clean it up, and discussed whether Urban Renewal funds can be used. Discussion followed. Ms. Engbretson stated there is currently a commercial façade improvement grant, and discussed a possible grant program for residential cleanup. She stated she will bring this suggestion to the Urban Renewal Advisory Committee at their June 6, 2018 meeting. Brief discussion continued and Ms. Engbretson noted staff will address the Peterson property issue. Mayor Balensifer stated he would like to formally request the County to declare nuisance abatement on their properties on the entryway, from Whiskey Rd. down to Hwy 101. He asked for Commission consensus to make the request to the County. There was consensus and Mayor Balensifer stated he will submit a formal letter.


Fire Chief Demers invited everyone to the commissioning of the new ladder truck, which takes place May 30, 2018, at 6:00 p.m. He gave brief details of the event.

There being no further business Mayor Balensifer adjourned the meeting at 6:50 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST:

  
Dawne Shaw, Deputy City Recorder