

MINUTES
Warrenton City Commission
July 27, 2021
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: Mayor Henry Balensifer, Tom Dyer, Gerald Poe, Mark Baldwin, and Rick Newton

Staff Present: City Manager Linda Engbretson, City Recorder Dawne Shaw, Police Chief Mathew Workman, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Deputy City Recorder Rebecca Sprengeler, Public Works Secretary Nancy Ager, and Harbormaster Jane Sweet

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 7.13.21
- B. Parks Advisory Board Minutes – 2.08.21
- C. Parks Advisory Board Minutes – 4.12.21
- D. Marina Advisory Committee Recommendation
- E. Police Department Monthly Statistics – June 2021
- F. Visitor Center Lease Agreement Termination
- G. Harbormaster Report – FY 20/21

Mayor Balensifer requested to add a letter of support for RDI's (Rural Development Initiatives) Reser Grant proposal to the consent calendar as item 3H and move consent item 3D to a business item 8D. There were no objections.

Commissioner Newton asked Police Chief Mathew Workman about the increase in overtime numbers. Chief Workman clarified. Brief discussion followed. Commissioner Newton discussed Marina revenue numbers with Harbormaster Jane Sweet and noted other figures in the department report.

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

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Public Works Director Collin Stelzig spoke about retiring Public Works Secretary Nancy Ager. Ms. Ager discussed her history with the City. Mayor Balensifer presented a plaque of

appreciation to Ms. Ager for 24 years of service and offered some comments.

COMMISSIONER REPORTS

Commissioner Newton noted he attended the CREST (Columbia River Estuary Study Taskforce) meeting and gave a few highlights.

Mayor Balensifer attended the CEDR (Clatsop Economic Development Resources) meeting and noted the current shortage of bookkeepers. Brief discussion followed.

PUBLIC COMMENT - None

PUBLIC HEARINGS – None

BUSINESS ITEMS

Ms. Engbretson discussed a proposed amendment to the City's purchase order process and petty cash limits to increase efficiency. Mayor Balensifer suggested increasing the purchase orders to \$5,000 and petty cash limit to \$150, noting spending is not what it used to be. After brief discussion there was consensus.

Commissioner Newton made the motion to authorize staff to amend the City's administrative policies to require Purchase Orders for purchases over \$5,000 and increase Petty Cash to \$150. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Mr. Stelzig discussed a professional services contract with Otak for the Main Avenue Safe Routes to School and 9th Street Curb Ramp. He noted there will be opportunities for community input. Commissioner Newton asked for clarification on several points in the contract. He suggested changing the City's representative to "City Manager." There was brief discussion about insurance standards. Brief discussion followed about a gas station previously located on the Northeast side of 10th and Main Avenue.

Commissioner Dyer made the motion to approve awarding the professional service contract for the Main Avenue Safe Routes to School and 9th Street Curb Improvements Project to Otak for \$138,959.04 as previously amended. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

City Recorder Dawne Shaw presented Resolution No. 2610 Amending Resolution No. 2588, Exhibit A; Approved Residential Zone Vacation Rentals. Mayor Balensifer asked the response status from Ms. Lauren. He referenced discussion from the previous meeting that if a positive response was received, the Hammond property would maintain its grandfathered status, while a

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delayed response would result in the revocation of both properties. Ms. Engbretson noted the revocation process was started and notice was given. Commissioner Baldwin noted his agreement with Mayor Balensifer. Brief discussion continued. The Commission requested following up on the Hammond property at the next meeting.

Commissioner Newton made the motion to approve Resolution No. 2610; Amending Resolution No. 2588, Exhibit A; Approved Residential Zone Vacation Rentals. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

Commissioner Newton suggested a contract establishing terms for special circumstances like this in the future. Discussion followed. Mayor Balensifer suggested revisiting this idea on a case-by-case basis. Brief discussion continued.

Mayor Balensifer discussed the Marina Advisory Committee recommendation to support moving forward to engineer, permit and build Seawall option 1 for the Seafarers Park Fishing Pier concept for the Hammond Marina. Mayor Balensifer asked that board recommendations be added to the agenda as business items. Discussion followed.

Commissioner Dyer made the motion to accept the Marina Advisory Committee recommendation related to the Seafarers Park Fishing Pier and send the message of concurrence on behalf of the Commission to them. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Baldwin – aye; Balensifer – aye

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Newton noted the young Olympian from Seward, Alaska won a gold medal in breaststroke.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:38 p.m.

Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

ATTEST



Dawne Shaw, CMC, City Recorder

APPROVED:


Henry A. Balensifer III, Mayor

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