

MINUTES
Warrenton City Commission
March 8, 2022
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, Tom Dyer, Mark Baldwin, Gerald Poe, and Rick Newton

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

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 2.22.22
- B. Parks Advisory Board Meeting Minutes – 12.13.21
- C. Community Center Advisory Board Meeting Minutes – 11.09.21
- D. Community Center Advisory Board Meeting Minutes – 1.20.22
- E. Community Center Advisory Board Annual Meeting Minutes – 1.20.22
- F. Monthly Finance Report – January 2022

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

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

COMMISSIONER REPORTS

Mayor Balensifer noted they will not have the expected presentation on brownfield redevelopment. He noted his involvement with the Columbia Pacific Economic Development District and explained their grant program for remediation of areas where oil and gas has been dumped (brownfields), noting the old Main Street Fuel. He is hoping for a presentation at the next meeting and noted a tour of concerning sites in Warrenton several months ago.

City Manager Linda Engbretson requested to defer discussion items 8.A and 8.B to the next meeting. There were no objections. She also requested to add the emergency purchase of Stryker LifePak 15 Monitor/AED for the Fire Department as item 7.E. There were no objections.

PUBLIC COMMENT

Tony Faletti asked if there will be a citizen advisory committee for hiring the new city manager. He also would like to see something happen with the historic library building in Hammond. Ms. Engbretson noted there is a citizen review panel or open house meet-and-greet in the adopted hiring process. Mayor Balensifer suggested if there is an official review panel, the applications be opened immediately for people to apply to be on the review panel. There were no objects to giving this direction to staff. Brief discussion continued. There was discussion about a town hall meeting for the Hammond library building. There were no objections to scheduling it for the second meeting in April.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Police Chief Mathew Workman presented Ordinance No. 1256 and Resolution No. 2620 for their second reading and adoption.

Commissioner Newton made the motion to adopt Resolution No. 2620; adopting false alarm fees. Motion was seconded and passed unanimously.

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

Commissioner Baldwin made the motion to conduct the second reading, by title only, of Ordinance No. 1256. Motion was seconded and passed unanimously.

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

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1256.

Commissioner Dyer made the motion to adopt Ordinance No. 1256. Motion was seconded and passed unanimously.

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

Mayor Balensifer noted a request from Spruce Up Warrenton to waive the park use for the Annual Easter Egg Hunt. He noted staff's recommendation to not waive the fee, but to pull money from the business license fund. He also noted details of the event.

Commissioner Baldwin made the motion to approve the City to cover the cost of use of the park for the annual free Community Easter Egg Hunt, by using Warrenton Business License funds. Motion was seconded and passed unanimously.

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

Public Works Operations Manager Kyle Sharpsteen noted the Commission requested staff look into a voucher program to replace the annual Spring Clean Up day. They have utilized data from

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Astoria's voucher program. Mr. Sharpsteen would like to start with one voucher and noted the anticipated \$12,000 budget. He also noted there were 141 loads at the last Spring Clean Up. Discussion followed about the usage rate and average load weight. A Recology representative spoke in support of the program and answered questions. Mayor Balensifer suggested issuing the vouchers twice a year to encourage people to use the program and clean up. Discussion followed about an instruction pamphlet on what cannot go to the dump and what will cost extra, like tires.

Finance Director April Clark discussed a contract with Isler CPA for audit services. She sent the Request for Proposals to six firms. Isler CPA was the only respondent. The contract outlines pricing for the next three years and options to renew up to four additional years. Ms. Engbretson noted municipal audits are becoming less desirable for firms to do. Brief discussion followed.

Commissioner Baldwin made the motion to award the contract for professional services to Isler CPA for Annual Independent Audit Services beginning fiscal year ending June 30, 2022. Motion was seconded and passed unanimously.

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

Fire Chief Brian Alsbury presented a request for emergency purchase of Stryker LifePak 15 Monitor/AED. He explained the Food and Drug Administration no longer allows the manufacturer to repair the current monitors and one is dead. He noted the new monitors have been in the Capital Improvement Program (CIP) for the last three years and he would like to purchase two units, but at least one. There is credit available for the old monitors. He noted they will use funds from the utility vehicle fund in the CIP, as vehicles are hard to find at this time. He gave details on the new monitors. Discussion followed. It was noted the utility vehicle will be purchased next year. There was consensus to purchase two monitors.

Commissioner Dyer made the motion to use funds from the Apparatus/Equipment Replacement Fund to purchase the replacement monitors for emergency medical response. Motion was seconded and passed unanimously.

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

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Commissioner Newton visited the fire department to tell Chief Alsbury he is impressed with the increase in moral and improvements in the organization. He noted the numbers look good in the monthly finance report. He attended the Parks Advisory Board meeting and gave an update on the historic district signs. He discussed audit services. He noted Rural Development Initiatives is offering a grant class. He also noted highlights from Clatsop Economic Development Resources small business news and upcoming classes.

Ms. Engbretson reminded the Commissioners of the city manager recruitment calendar. She stated after 26 years of City Commission meetings, she is in the single digits of how many she has left.

Mayor Balensifer noted at a previous meeting Mr. Ray spoke during public comment of the condition of Oregon Department of Transportation (ODOT) roads, specifically E Harbor Drive and S Main. He stated we need to elevate this a little higher. Ms. Engbretson will draft a letter from the City Commission. There were no objections to authorize the mayor's signature on the letter. He also discussed Encore Dance school and how they are expanding services. He would like to ask ODOT to install school zone/reduced speed signs there. There was consensus to add the request for school zone signs to the letter.

At 6:42 p.m. Mayor Balensifer recessed the regular meeting and announced the Commission will now meet in executive session under the authority of ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:16 p.m.

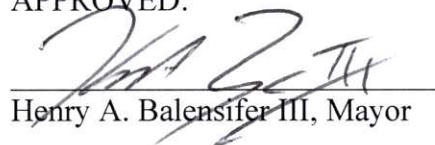
Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:



Henry A. Balensifer III, Mayor