

MINUTES  
WARRENTON CITY COMMISSION  
WORK SESSION – July 12, 2016  
5:15 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Mark Kujala convened the work session at 5:15 p.m.

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

Staff Present: City Manager Pro tem Linda Engbretson, City Attorney Harold Snow, Police Chief Mathew Workman, Public Works Director James Dunn, Fire Chief Tim Demers, Finance Director April Clark, Community Development Director Skip Urling, Wastewater Treatment Superintendent Kyle Sharpsteen, Harbor Master Keith Pinkstaff, Assistant Harbor Master Jane Sweet, Public Works Foreman Craig Walter, Library Site Manager Nettie-Lee Calog and Administrative Assistant Dawne Shaw

**Purpose of Work Session – Dept. Head Updates on Projects**

Harbor Master Keith Pinkstaff gave an update on the marina projects which include the F dock and inner basin work, and also a job with Sandridge Construction to level off the peninsula; he noted the derelict vessel program, of which Jane Sweet is part of the task force; there are currently between 8 -12 derelict vessels at this time. At the Hammond Marina the Corps lease acquisition is in progress and there is a required survey that needs to be completed. Harbor Master Pinkstaff stated that he will also be working on updating the dredge permit, so more dredging can be done; he said that the new floats will be assembled sometime next year and also noted that Buoy 10 is coming up. He also mentioned that we need to keep Hammond task force up to date. The Urban Renewal marina improvement project bid will be presented this evening during the URA meeting.

Public Works Director Jim Dunn gave an update on the public works activities, stating that the department has been very busy this summer; he has extended their seasonal employee and he will be interviewing for the GIS position this week; he also noted the number of water service installs and repairs to water lines; the sewer crew is working to add backup power to lift stations; staff mows 110 miles of dikes, right of ways and trails each summer. Upcoming projects include 3 recent bid openings for streets - Delaura Beach Trail, SW 3<sup>rd</sup> and overlay projects; they have also been working on tide gates/repairs. Challenges are a leaky system, with a 30% water loss and 50% I&I on the sewer side, which are problems that have been going on for a long time and are costing lots of money; the recently approved rate increases will help improve the system over time; the Department of Health completed a Capacity Assessment and has identified our water loss. We will have to install meters and repair some leaks on our raw water line at WWTP and also will need to update water system plan, which is due by end of 2017; he stated that he is doing an in-house vulnerability assessment, which is required due to the Capacity Assessment.

He continued to discuss the effects of the treatment plant I&I issue and the need to upgrade capacity in the future. Discussion continued on the effects of industry growth on the treatment plant capacity. Mayor Kujala also mentioned an ongoing discussion with the Lower Columbia Youth Association about possible expansions out at the soccer fields.

Community Development Director Skip Urling presented his department update – FEMA issued draft updates to the flood maps and discussed some of the changes; he also noted there is a meeting with FEMA on Aug. 15 in Seaside to talk about these changes; He stated that he will begin to work on the Building/Planning web page. Also discussed was that Walmart submitted a request for an extension on land use entitlements, with a building permit extension expected shortly; he has started working on the assessments for the housing authority; Lifelight wants to build another hangar; he will be putting together an RFP for design and installation of the bulb outs on Main Ave and is also looking at landscaping possibilities for the SE corner of Hwy 104 & Main; he is currently working on the Quincy property/ wetlands area to get it ready for the real estate market; Pacific Seafoods should be acquiring their Corps permits soon and should be moving forward. He also anticipates a subdivision application (“Roosevelt”) that will be going in to the East of the Sheriff’s office; there is a meeting scheduled for this Thursday with Mr. Olstedt and Mr. Nygaard regarding the emergency access for Forest Ridge. Also noted was the temporary access to Chokeberry. The Planning Commission will make a decision on the duplexes on Kalmia at this Thursday’s meeting. Other ongoing projects noted were the North Coast Business Park, Larsen’s tiny homes and Sturgeon Paul’s mini storage. He also stated that he received a phone call from a facilities manager at Fort Stevens regarding adding 150 new camping spaces and the discussion continued on their water/sewer rate and possible SDC’s for the new spaces.

Fire Chief Tim Demers gave an update and noted they average 95 – 100 calls per month. They have 11 new volunteers, which brings them up to 38 at this point. They have started plans for the Christmas food boxes; they are preparing for wildfire season and preparing for the possibility of sending someone out to fight those fires and working with other area departments to back each other up. The aerial truck is expected to be here mid-December. They are trying to trim calls down and compact response which includes working with Medix and the care facilities to help trim calls down and tier their response. He stated they have been talking about students and currently have one intern through the GI Bill and he will be back in August. Also noted was the rehab/repair the roof in the Hammond station. They are currently working on equipment maintenance/testing. They spend about \$32,000 a year on equipment maintenance. Discussion continued on talks with Camp Rilea on the ability to train out there without cost.

Library Site Manager Nettie-Lee Calog discussed the summer reading program which has 80 kids signed up. Brief discussion continued on the lunch program. There is a competition with Astoria and Seaside to see which community reads the most and Warrenton is way ahead. She also noted that due to the current condition of the library building they are searching for a temporary building, noting that it may be possible to use the empty office space in the KAST building. Discussion continued on the cost to finish the space and the rent/lease cost. She stated she would like to see a public meeting to get input on a new building. She also noted that the library levy is up next year; and she is working on the library web page.

Finance Director April Clark noted that they have been busy with audit preparation; also working on Urban Renewal funding for the projects that are going on; they have been cross training due to upcoming maternity leave of a staff member and there is a lot of training and learning throughout the department. Brief discussion continued on the contract for the auditors.

Police Chief Mathew Workman stated there are no current projects and they are back to status quo with replacing vehicles; he hopes to hire a Sergeant in the near future. He went into further detail about the new vehicle they will be getting; they are also preparing for Buoy 10 season; he noted that the 4<sup>th</sup> of July went well and there is a WBA/Regatta concert coming up.

Mayor Kujala thanked the Department Heads for giving updates to the Commission, noting that it is very helpful.

There being no further business, Mayor Kujala adjourned the work session at 6:05 p.m.

APPROVED

  
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Mark Kujala, Mayor

ATTEST

  
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Dawne Shaw, Administrative Assistant