

MINUTES
Warrenton City Commission
Regular Meeting – October 11, 2016
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, Or 97146

Mayor Kujala called the meeting to order at 6:00 p.m. and then led the public in the Pledge of Allegiance.

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

Staff Present: City Manager Pro tem Linda Engbretson, Fire Chief Tim Demers, Police Chief Mathew Workman, Public Works Director Jim Dunn, Library Site Manager Nettie Lee Calog, Public Works Foreman Craig Walter, Finance Director April Clark, Wastewater Treatment Plant Superintendent Kyle Sharpsteen and Administrative Assistant Dawne Shaw

CONSENT CALENDAR

- A. Commission Work Session Minutes – 9.27.16
- B. WBA Meeting Minutes – April 2016
- C. WBA Meeting Minutes – May 2016
- D. WBA Meeting Minutes – June 2016
- E. WBA Meeting Minutes – August 2016
- F. Community Center Annual Report – FY 15/16
- G. Monthly Finance Report – August 2016
- H. Planning Dept. Permit Report – January – July 2016

Commissioner Newton asked for clarification on the Marina portion of the Finance report which shows 25% are 90 days past due. Finance Director April Clark noted there are boats that Harbor Master Jane Sweet is in the process of seizing. These boats make up a majority of the past due moorage fees. Brief discussion continued.

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

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

BUSINESS

City Manager Pro tem Linda Engbretson explained the proposed Street Vacation for a portion of

SE Galena, noting the Home Depot property is in the affected area. The petitioners, Ken Yuill and John Yuill have been unsuccessful in reaching Home Depot for consent. The only option to proceed is if the Commission will initiate vacation proceedings, authorized by ORS 271.130, on its own motion. The Yuill's have completed the petition requirements and have done their due diligence, except they have been unable to get a response from Home Depot. Mayor Kujala introduced Ken Yuill who wished to speak on the matter. Mr. Yuill thanked the Commission for the opportunity to request this street vacation. He discussed the wetlands area in line with Galena Ave, noting the wetland area cannot be crossed so there will be no impact. The vacation will allow them to combine 2 city lots.

Commissioner Dyer made the motion to set a public hearing date of November 8, 2016, for consideration of the vacation of a portion of SE Galena. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Library Advisory Board Chair, Kelsey Balensifer explained the urgent need to find a temporary home for the library noting the inadequacy and safety concerns of the current building. The library subcommittee identified a building for lease at 346 S. Main, which would be a good option for a temporary home for the library. Library Board members, Building Inspector Chuck Goodwin, City Manager Pro tem Linda Engbretson and Library Site Manager Nettie Lee Calog did a walk-through of the building and it seems like a good fit for a temporary location. The Library Board held a special meeting on October 3rd to discuss making the recommendation to the City Commission. The next step will be to raise funds for a permanent home. A brief discussion continued on the funds that will be used for the lease for the remainder of the fiscal year.

Commissioner Dyer made the motion to authorize City staff to negotiate a lease agreement for the building at 346 S. Main as a safe temporary new home for the Warrenton Community Library. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Public Works Director Jim Dunn discussed the financing for meter replacement, noting that many of areas in Warrenton's water service area have manual read meters which are obsolete, difficult to read and the majority have reached the end of their useful life. Old/obsolete meters do not accurately measure water use and our current meter reading program is costly and inefficient. Staff recently drafted a Letter of Interest with IFA. IFA responded and the City may now apply for funding. IFA funding will allow the department to install automated meters, reducing costs, improving reliability and increasing overall productivity. Brief discussion continued on the cost savings and labor hours spared by replacing the meters.

Commissioner Balensifer made the motion to authorize City staff to apply for IFA funding

**for the Meter Replacement Project. Motion was seconded and passed unanimously.
Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye**

Public Works Director Jim Dunn presented the Water Master Plan request for qualifications. The City's recent water system Capacity Assessment by the Oregon Health Authority and OAR 333-061-0060 (5) requires a 20 year update to the City's Water Master Plan. The current plan was updated in 1997. To meet these requirements the City will need to update the Water Master Plan by the beginning of 2018. Staff anticipates this work may take up to a year to complete. Staff has developed a draft RFQ for the Commission's review. Discussion continued the master plan and the estimated cost for the update.

Commissioner Balensifer made the motion to approve Staff's request to solicit professional service providers to develop a new Water Master Plan for the City of Warrenton. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Public Works Director Jim Dunn discussed the SW 3rd Street Improvement Project Change Order, noting on July 26th the SW 3rd Street Improvement Project was awarded to Big River Excavation. During the construction phase of the project, Big River Construction could not get proper compaction of a section of the road base. A change order was approved in the field so the project would not be significantly delayed.

Commissioner Balensifer made the motion to approve the 3rd Street Project Change Order in the amount of \$4570.10 to Big River Construction. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Public Works Director Jim Dunn explained the contract for the SE Ensign Pump Station Rebuild and the New Force Main Construction Project, noting on September 22nd bids were opened for the Ensign Pump Station project. Big River Construction was the lowest responsive bidder. He noted the bid summary and recommendation for bid award letter for the project, which are included in the meeting packet.

Commissioner Balensifer made the motion to approve awarding the contract for the SE Ensign Pump Station Rebuild and New Force Main Construction Project to Big River Construction for the amount of \$1,247,655. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Public Works Director Jim Dunn explained the contracts for the 4th Street Pump Station and Change Order #1. On September 1st a bid opening was held for the 4th Street Pump Station

project. Rognlin's Inc. was the lowest responsible bidder. These two motions effectively reduce the CIP budgeted amount by \$16,000; from \$203,000 (budgeted amount) to \$187,000 after Change Order # 1. Brief discussion followed.

Commissioner Balensifer made the motion to approve awarding Rognlin's Inc. a contract for the amount of \$229,000 for the 4th Street Pump Station project. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Commissioner Dyer made the motion to approve Change Order # 1 for the 4th Street Pump Station Project, for a reduction in the amount of \$42,000. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

City Manager Pro tem Linda Engbretson presented Ordinance No. 1208-A for the second reading and adoption, noting the City conducted the first reading by title only at its September 27, 2016 meeting. Discussion continued on the tax amount.

Commissioner Balensifer made the motion to conduct the second reading of Ordinance No. 1208-A, by title only. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Mayor Kujala conducted the second reading by title of Ordinance No. 1208-A; *“Amending Section 29, Sunset Clause of Ordinance No. 1108-A, An Ordinance Concerning a \$0.03 Per Gallon Business License Tax on Motor Vehicle Fuel Dealers, Providing for Administration, Enforcement and Collection of the Tax.”*

Commissioner Dyer made the motion to adopt Ordinance No. 1208-A. Motion was seconded and passed unanimously.

Balensifer – aye; Kujala – aye; Dyer – aye; Newton – aye

Public Works Director gave an update and power point presentation on the recent FEMA meeting that took place on September 28th. He stated City Engineer Collin Stelzig will be back on the 25th to give further updates. He noted the adjustment the FEMA team used to correct the modeling has many inconsistencies and errors. The discussion continued on the faulty data point FEMA has been using. Mr. Dunn continued his presentation noting FEMA's next steps. Mayor Kujala stated he would be strongly in favor of rejecting anything that comes back with the incorrect numbers and noted in the meantime, the city should to continue work to get the levees certified. Commissioner Balensifer requested a strategy session/work session to discuss the path

forward for the city. Brief discussion followed.

Mayor Kujala began the discussion on Ballot Measure 4-181, a Charter Amendment Requiring Voter Approval for Transfer of City Assets. He explained the ballot measure and noted what the Commission can and cannot do in regards to making a public statement on ballot measures and voting. Commissioner Balensifer stated is it important for the Commission to be unified and would like the Mayor to speak for the commission as he is the leader and spokesman of the City. The discussion on the ballot measure continued and the Commission consensus is in opposition to the measure. Mayor Kujala will draft a letter for the newspapers and go on Talk Radio to address the citizens.

PUBLIC COMMENT – Bruce Francis spoke in favor of Public Works decision to use Big River Construction for projects. He also asked if the city is moving towards getting a new city manager. Mayor Kujala announced that Linda Engbretson will continue on as the City Manager at this point. Mr. Francis noted he is the Vice Chair of the Skipanon Water Control District but was speaking as a citizen on the matter of the 8th Street Dam and would like to bring to attention of the Commission that litigation is expensive and ugly and that negotiation can be a valuable tool to save the city money. Bert Little spoke in regards to the VFW monument project and noted the Parks Grant request has to be presented by City. Mayor Kujala stated they are really pleased with the work that has been done. They are excited for the monument and agreed they will present the request for the grant. Mr. Little explained the monument and the fundraising efforts. He stated to buy bricks you can go online to the VFW webpage www.vfwfortstevens10580.com. Steve Fulton, Port Commissioner stated he also participated in the September 28 FEMA meeting, noting that FEMA has a funding issue and may not be able to do much in regards of getting new maps out. Mr. Fulton quoted a letter sent by David Ratte which noted “if the city is interested in initiating a local levee partnership to further assist in levee risk and economic vulnerabilities in support of ongoing levee improvement plans and projects, we ask the city make a request to FEMA in writing. As discussed there may be grant opportunities through FEMA’s cooperating technical partner program for the city to conduct and oversee some of this work.” Mr. Fulton stated this may be another avenue to help with the funding issue. Brief discussion followed on funding.

There being no further business Mayor Kujala adjourned the regular meeting at 7:17 p.m.; and announced an 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, and ORS 192.660(2) to consider the employment of a public officer, employee, staff member or individual agent*. He stated the Commission is not expected to return to regular session to take action on any item considered in the executive session.

APPROVED:



Mark Kujala, Mayor

ATTEST:



Dawne Shaw, Administrative Assistant