

MINUTES  
Warrenton City Commission  
Regular Meeting – November 8, 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 Pro tem Henry Balensifer, Pam Ackley and Rick Newton  
Absent: Mayor Mark Kujala and Tom Dyer

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

#### COMMISSIONER COMMENTS

Commissioner Newton stated this weekend he attended the WBA First Responders Dinner with a concert by Steve Azar, noting that it was a very nice event.

Commissioner Ackley noted it is a big day for our nation and thanked everyone for coming.

Mayor Pro tem Balensifer also thanked everyone for coming.

City Manager Engbretson stated she also attended the WBA event, noting that it was a nice evening and felt the first responders appreciated it. She also noted the WBA event raised \$5000 which will be split between the Warrenton Police and Fire departments. She reminded everyone City Hall is closed this Friday for Veterans Day.

Mayor Pro tem Balensifer requested to remove/postpone agenda item 6B and add agenda item 6F, a letter from the Mayor, on behalf of the City to ODFW.

**Commissioner Ackley made the motion to amend the agenda to remove item 6B and add item 6F. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Newton - aye**

## CONSENT CALENDAR

- A. Commission Work Session Minutes – 10.25.16
- B. Monthly Finance Report – Sept. 2016

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

**Balensifer – aye; Ackley – aye; Newton – aye**

## BUSINESS

Mayor Pro tem Balensifer opened the public hearing on the street vacation for a portion of SE Galena Ave. Formalities followed and no conflicts of interest or ex parte contacts were reported. City Manager Engbretson stated the Commission initiated the street vacation on October 11, 2016 and set it for Public Hearing. The proposed area for vacation is SE Galena that runs from SE 14<sup>th</sup> Place, south for a distance of 361.2 feet, in Block 2, Tract 3 of Chelsea. Petitioner, Ken Yuill gave a power point presentation on the street vacation request, noting the location and the surrounding areas/streets. He also noted the area is within the Urban Renewal District and he suggested a joint work session between the City Commission and the Planning Commission, inviting neighboring property owners, to discuss the possibility of building affordable housing. Mr. Yuill proposed using URA dollars to keep costs down. Commissioner Balensifer asked for public comments. No one spoke in favor or against the proposed street vacation. Commissioner Balensifer closed the public hearing.

**Commissioner Ackley made the motion to have staff prepare an ordinance to vacate a portion of SE Galena Avenue, per Street Vacation Petition No. 147. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Newton – aye**

Public Works Director Jim Dunn presented an IFA Grant Agreement for Warrenton Industrial User Agreement and Consideration of Resolution No. 2470, Approving and Adopting Increase to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues in the Sewer Fund. He noted the City applied for financial assistance through the Business Oregon Infrastructure Finance Authority and has received a grant of \$46,580 for the development of an Industrial User Agreement with Pacific Seafood Group. Due to the critical timing of the work, the City Commission approved entering into a contract with Kennedy/Jenks Consultants at the September 13, 2016 Commission meeting. On October 24<sup>th</sup> the funding agreement with IFA was executed. Now Public Works is requesting the Commission's approval to authorize the grant agreement with Oregon Infrastructure Finance Authority and amend the budget to account for

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these funds.

**Commissioner Newton made the motion to authorize the grant agreement between the Oregon Infrastructure Finance Authority and the City of Warrenton Industrial User Agreement Project. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Newton – aye**

**Commissioner Newton made the motion to adopt Resolution No. 2470; *Approving and Adopting Increase to the 2016-2017 Budget by Increasing Appropriations for Unanticipated Revenues in the Sewer Fund.* Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Newton – aye**

Public Works Director Jim Dunn introduced Change Order Number 1 for the DeLaura Beach Lane – Bike Path storm water culvert. He stated the work is being done by North Pacific Excavation, and they have made attempts to connect to the existing storm water pipe as outlined in Item 15, Storm Drainage Pipe and Fittings section of the contract documents. However, the section of culvert was extensively damaged which made repairs impractical. North Pacific Excavation submitted a proposal of \$8,970.00 for the replacement of the 18” aluminum culvert with an 18” HDPE culvert. This work would be completed before paving. The discussion continued on the pricing and the beaver problems with the culverts around the city. Mr. Dunn explained they have been and trapping beavers and removing beaver dams to keep drainage open. Commissioner Ackley stated the Public Works department has done a great job on the project.

**Commissioner Ackley made the motion to approve Change Order Number 1 for the replacement of the 18” culvert for the DeLaura Beach Lane – Bike Path Project. Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Newton – aye**

City Manager Engbretson opened the discussion on the library lease, reminding the Commission previous discussion and recommendation that was made at a prior meeting, for the temporary location of 346 S. Main. She stated Library Site Manager Nettie Calog has since become aware of another opportunity at the Serendipity building, which could provide a permanent location for the library and could also include a coffee/espresso bar and a café. The discussion continued on the price difference of the lease and the logistics of a public/private partnership to sub-lease to Serendipity owner, Cheryl Koon for the coffee/food portion of the building. Ms. Koon spoke to how the location would provide a gathering place for the community and went into further detail of the concept of a library/café type setting. Discussion continued on time constraints due to approaching winter weather as well as Coast Guard availability to move the library and the

concern of possibly losing the option of 346 S. Main as a temporary location. There was consensus of the Commission to support the Library Board moving forward to work out the details of the cost breakdown and logistics, and to bring back a formal recommendation and a lease to the Commission.

Mayor Pro tem Balensifer introduced a letter written by Mayor Kujala to ODFW, regarding the recreational fishing industry on the Columbia River and the benefits it brings the City. Mayor Pro tem Balensifer proceeded to read the letter aloud for the record. The Commission stated they are in favor of sending the letter.

*\*Commissioner Balensifer asked the record to show that he did not think it was necessary for the Commission to approve letters by elected officials.*

**Commissioner Ackley made the motion to approve the Mayors signature on a letter to ODFW; Motion was seconded and passed unanimously.**

**Balensifer – aye; Ackley – aye; Newton - aye**

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

APPROVED:

  
Henry Balensifer, Mayor Pro tem

ATTEST:

  
Dawne Shaw, Administrative Assistant