



City of Warrenton City Commission

Meeting Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, August 13, 2024

1. City Commission meeting called to order at 6:00pm
2. Pledge of Allegiance

Commission Members	Present	Excused
Gerald Poe	X	
Jessica Sollaccio	X	
Tom Dyer	X	
Paul Mitchell	X	
Henry Balensifer, Mayor	X	

Staff Members Present	
Library Director Joshua Saranpaa	Public Works Director Greg Shafer
City Recorder Dawne Shaw	Planning Director Matthew Ellis
Deputy City Recorder Hanna Bentley	Harbormaster Jessica McDonald

3. Consent Calendar

*Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

- A. City Commission Meeting Minutes – 7.23.2024
- B. Lease Amendment – Battery 245
- C. Harbormaster Report – June/July 2024

Mayor Balensifer noted he and the Harbormaster Jessica McDonald met with the Deputy Director of the Oregon Department of Fish and Wildlife and the Executive Director of the marine board and toured the marina. He noted the Seafarers Park erosion has gotten worse.

Commissioner Sollaccio asked about the marina reservation process. Ms. McDonald explained the reservation process. Brief discussion followed on the state of the marinas.

Motion:	Move to approve the consent calendar as presented.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

4. Commissioner Reports

Commissioner Sollaccio noted Spruce Up’s movie in the park success, the upcoming Fall Festival and vacancies on the committee.

Commissioner Mitchell provided a brief summary of the code change meeting and the Cyrus Javadi town hall meeting he attended.

Mayor Balensifer noted he spoke to the Governor about the Federal Emergency Management Agency (FEMA) issues.

City Recorder Dawne Shaw noted there will be new look to the agenda, agenda memos, and meeting minutes. She reminded the commission of the executive session prior to the next meeting.

5. Public Comment

Mayor Balensifer noted the written public comment received from John Greenway regarding the Jetty Street AFD.

Elizabeth Stuart noted she is the new community garden manager and thanked the city for the land and water.

Rick Newton spoke regarding the food cart pod revenue, past training and helicopter complaints.

6. Public Hearings - None

7. Business Items

A. Consideration of SE Dolphin Avenue Culvert Replacement Project Award:

Public Works Director Greg Shafer discussed the need for the culvert replacement noting that there are two sinkholes on the SE Dolphin Avenue due to the failed culvert. He discussed the permit review and approval process that has taken place. He noted the suggested detour. Mayor Balensifer asked that notice be given to residents on Dolphin.

Motion:	Move to approve the award of the SE Dolphin Ave culvert replacement to Big River Construction, Inc., in the amount of \$68,405, including 10% contingency and the temporary traffic detour; provided the bid is not protested.				
Moved:	Mitchell				
Seconded:	Dyer	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

B. Consideration of Wastewater Treatment Plant Basin Netting Replacement:

Mr. Shafer discussed that the Wastewater Treatment Plant has three basins that are covered with industrial netting to prevent birds from interfering with facility processes and treatment. He noted the netting was destroyed in last winter’s ice storm and the proposed netting is a system to better withstand the winter storms and provide worker safety. He expects insurance to reimburse \$35,000.

Motion:	Move to approve the Mayor to sign a contract with Sprague to replace the netting for the 3 basins at the Wastewater Treatment Plant in the amount of \$59,648.18, including 10% contingency.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

C. Consideration of Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) System Upgrade

Mr. Shafer presented his staff report noting that staff currently use SCADA. He noted some of the equipment is 12 years old and in need of replacement. He noted the SCADA system runs the treatment plant. Discussion followed on the lifespan of the system.

Motion:	Move to authorize the City Mayor to sign a not to exceed \$60,000 contract for a complete Supervisory Control and Data Acquisition (SCADA) system upgrade at the Water Treatment Plant.				
Moved:	Dyer				
Seconded:	Poe	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

D. Consideration of Request for Proposals (RFP) for Evaluation of Raw Water Storage Alternatives & Dam Certification

Mr. Shafer presented his staff report on the RFP. Noting the need to expand storage capacity to address regional growth, climate change and community demands. He stated that the raw water reservoirs are considered dams and need to be certified.

Motion:	Move to approve advertising the Request for Proposals for the Evaluation of Raw Water Storage Alternatives and Dam Certification.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

E. Consideration of Request for Qualifications (RFQ) for Water Seismic Assessment & Risk Mitigation Plan

Mr. Shafer presented the RFQ noting the project is crucial to ensuring the resilience and reliability of our water infrastructure against seismic events. The project will meet the final requirement for certifying the 2018 Water Master Plan, as mandated by the Oregon Health Authority.

Motion:	Move to approve advertising the Request for Qualifications for the engineering consulting services of the Water Seismic Assessment and Risk Mitigation Plan.				
Moved:	Dyer				
Seconded:	Poe	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

F. Consideration of Funding Match Confirmation Letter for Iredale Tide Gate & Culvert Project

Mr. Shafer presented the request for authorization to sign a funding match confirmation letter for the Iredale Tide Gate and Culvert Project. The total project cost is \$1,017,451.05, with a federal share of \$763,088.29 and a non-federal match amount of \$254,362.76. These funds would complete the remaining two-thirds of the project. Mayor Balensifer asked if this project will help with the drainage issues in Hammond; Mr. Shafer stated it will drain better.

Motion:	Move to authorize the Mayor’s signature on the Funding Match Confirmation Letter for the Iredale Tide Gate and Culvert Project				
Moved:	Mitchell				
Seconded:	Sollaccio	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

G. Consideration of Update to WMC Chapter 2.36; Warrenton Community Library; Ordinance No. 1275 Second Reading & Adoption

Library Director Joshua Saranpaa presented Ordinance No. 1275 noting at the July 23, 2024 meeting, the Warrenton City Commission conducted the first reading. This Ordinance amends the City of Warrenton Municipal Code by removing Library Advisory Board By-laws language from the municipal code. Discussion followed on the legal requirements to have the library board in the code.

Motion:	Move to conduct the second reading of Ordinance No. 1275 by title only.				
Moved:	Mitchell				
Seconded:	Dyer	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

Mayor Balensifer conducted the second reading of Ordinance No. 1275 by title only.

Motion:	Move to adopt Ordinance No. 1275				
Moved:	Poe				
Seconded:	Dyer	Aye	Nays	Absent	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

- H. Consideration of Amendment to Development Code – Mini Storage; Ordinance No. 1267 – Removed from the agenda.

8. Discussion Items

- A. Residential Code Audit Preliminary Discussion

Planning Director Matthew Ellis provided a summary of what staff has completed so far for the code audit. He noted the steps that would follow after receiving feedback from the City Commission and Planning Commission. Heather Austin of 3J Consulting, reviewed her presentation. She noted the project objectives address a portion of Warrenton’s housing needs, expand the opportunities for middle housing in ways that are compatible within the city, and bring Warrenton into compliance with ORS 197A.420 and 197A.425. She provided the feedback from the Technical Advisory Committee (TAC) regarding parking changes and zoning for R-40, R-10, R-M and R-H. Mayor Balensifer asked what prevents ADUs from converting to short term rentals; Mr. Ellis responded stating it is precluded in the ADU standards. Mayor Balensifer asked why they increased from triplex to quadplex; Mr. Ellis stated it is easier to orient 4 units vs 3 units. Mayor Balensifer stated he doesn’t see how a quadplex in a 75% dense intermediate zone area is both compatible with how it looks and feels in the neighborhood and the livability in the neighborhood considering the parking requirements; Mr. Ellis and Ms. Austin responded. Mayor Balensifer noted his concerns on livability, parking, and roads for the TAC to consider. Ms. Austin discussed needing input from the commission on maximum size increase on ADUs from 600 SF – 800 SF. Mayor Balensifer noted his concerns with a bigger ADU leading to the need for more parking. Commissioner Mitchell stated he does not agree with the 800 SF and noted his concerns. He stated that 600 SF is the maximum he would feel comfortable with. Commissioner Poe stated he agrees. Commissioner Sollaccio stated she does not agree with the 600 SF maximum and noted her thoughts. Commissioner Dyer stated he is concerned about the parking. Discussion followed on homestay lodging. Discussion followed on property with ADUs that do not have owner occupancy and rent out both the home and ADU as a vacation rental. Ms. Austin presented her second question for input; should on-street parking spaces count toward off-street parking requirement when the street is wide enough to accommodate. Discussion followed on the parking requirements. Mayor Balensifer noted that both sides of the street need to allow on-street parking. Ms. Austin reiterated the next steps. Mayor Balensifer asked what the purpose of the TAC is; Ms. Austin stated it was presented broadly and was narrowed during the TAC. Discussion followed on the scope of the TAC. Ms. Sollaccio requested staff come back with examples of other communities and what they have done with parking. Mayor Balensifer requested that staff find examples within the city. Mr. Ellis noted he does not feel comfortable criticizing areas within the city.

9. Good of the Order

Commissioner Mitchell stated he’s welcome to have anyone come and give public comment, but he felt uncomfortable and unsafe and would like law enforcement present at meetings.

Mayor Balensifer asked Mr. Shaffer about paving happening the same day as an event and causing issues. Mr. Shaffer discussed the project scheduling process. Mayor Balensifer asked about Silverside paving, if there was a requirement for tapering; Mr. Shaffer noted they will come back and taper it out.

10. Executive Session - None

11. Adjournment

There being no further business, Mayor Balensifer adjourned the meeting at 7:33 pm.

Respectfully prepared and submitted by Hanna Bentley, Deputy City Recorder.

Attest:



Dawne Shaw, CMC, City Recorder

Approved:



Henry A. Balensifer III, Mayor