



City of Warrenton City Commission

Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, January 14, 2025

1. City Commission meeting called to order at 6:00 pm.
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	
City Manager Esther Moberg	Interim Planning Director Scott Fregonese
City Recorder Dawne Shaw	Interim Public Works Director Dale McDowell
Police Chief Mathew Workman	Deputy City Recorder Hanna Bentley
City Attorney Josh Soper (via Zoom)	

3. Oaths of Office

Commissioners Gerald Poe, Jessica Sollaccio, and Tom Dyer were sworn into office for their City Commissioner positions by Mayor Balensifer.

City Manager Moberg noted the meeting recordings will now be posted on YouTube.

4. Election of Mayor Pro Tem

Per City Charter, the Mayor Pro Tem is selected by ballot, by the Commission at its first meeting each calendar year. Commissioner Paul Mitchell stated he seeks the nomination.

City Recorder Dawne Shaw collected the cast ballots and read them aloud:

- Commissioner Poe voted for Commissioner Mitchell
- Commissioner Sollaccio voted for Commissioner Mitchell
- Commissioner Dyer voted for Commissioner Mitchell
- Commissioner Mitchell voted for Commissioner Mitchell
- Mayor Balensifer voted for Commissioner Mitchell

By unanimous vote, Commissioner Mitchell was elected Mayor Pro Tem for the calendar year 2025.

5. 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.

Staff requested to add item 5G; VFW Concession Stand Agreement to the consent calendar. There were no objections.

- A. City Commission Meeting Minutes 2024.12.10
- B. Parks Advisory Board Meeting Minutes 10.14.2024
- C. Marina Advisory Committee Minutes 2024.11.18
- D. Harbormaster Report – December 2024
- E. Community Library Board Meeting Minutes 2024.10.30
- F. Monthly Finance Report October
- G. Concession Stand Agreement

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

6. Commissioner Reports

Commissioner Sollaccio provided an update on Spruce Up Warrenton and discussed a grant opportunity.

Commissioner Mitchell noted he attended a Col-Pac (Columbia-Pacific Economic Development District) meeting and provided a summary of the meeting.

Mayor Balensifer provided an update on the Oregonians for Flood Plain Protection lawsuit.

7. Public Comment

Nancy Chase noted their concerns with the Oxford House.

Deb Cardy spoke in opposition to the Oxford House.

Sam Garber also spoke in opposition to the Oxford House.

Mike Atwood spoke in regard to the Oxford House he noted he is not against the house.

Kelly Shippey spoke in regard to water charges on vacant houses.

8. Public Hearings

- A. Fourth and Fifth Avenue Street Vacation:

Mayor Balensifer opened the Public Hearing on the Fourth and Fifth Avenue Street Vacation. Formalities followed. Mayor Balensifer noted he is aware of the applicants and has received emails from them, and that he does not see it as a prejudicial and it will not impact his impartiality. No other conflicts of interest or ex parte contacts were reported. Interim City Planner Scott Fregonese noted the history of the issue and reviewed the staff report. Mayor Balensifer asked for public comments. Steven Duma gave neutral comments and noted the slough needs to be fixed. No one spoke in favor, or opposition. Sam Garber gave neutral comments and asked what the current easement is. Mr. Fregonese stated it is not an easement; it is a street right-of-way. There being no further comments, Mayor Balensifer closed the public testimony. Brief discussion continued. Mayor Balensifer closed the public hearing.

Motion:	Move to conduct the first reading, by title only, of Ordinance No. 1288; an ordinance to vacate Fourth and Fifth Avenue in the City of Warrenton, Oregon.				
Moved:	Dyer				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

B. Third Avenue Street Legalization:

Mayor Balensifer opened the Public Hearing on the Third Avenue Street Legalization. Formalities followed. Mayor Balensifer noted he received copies of complaints and that it will not affect his impartiality (ex parte). No other conflicts of interest or ex parte contacts were reported. Mr. Fregonese presented the staff report and explained the reasoning for the street legalization. Brief discussion and clarification followed. Mayor Balensifer asked for public comments. Steven Duma stated he was in favor. No one spoke in opposition or neutral. There being no comments, Mayor Balensifer closed the public testimony section of the hearing. Mayor Balensifer closed the public hearing.

Motion:	Move to conduct the first reading, by title only, of Ordinance No. 1287; an ordinance to legalize a portion of Third Avenue in the City of Warrenton, Oregon.				
Moved:	Dyer				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

9. Business Items

A. Lidar Presentation:

Cornforth Associate Engineer, Aine Mines gave a presentation and reviewed the Lidar-based Freeboard Evaluation, which identified the low areas in the levee system and recommendations. Discussion followed on the results of the Lidar data. There was brief discussion on next steps and that the presentation is step one of three.

B. Consideration of Various Code Amendments:

Police Chief Mathew Workman reviewed various code amendments outlined in Ordinance No. 1289. The various amendments were discussed. The code does not currently cover parking enforcement for fire parking, fifteen-minute parking and no parking zones, leading it to be unenforceable. The suggested amendments would make the zones enforceable. There was brief discussion on creating more severe consequences for parking in fire zones. Chief Workman noted that they could declare the fire parking a fire lane making violators subject to an immediate tow as well as a higher fine. There was consensus to move forward with making the fire parking zone a fire lane. There was discussion on vender permits. There was consensus to amend 12.04.010 to read the sale of goods not be allowed in City of Warrenton parks outside the concession buildings except as stated in 12.040.020.

Motion:	Move to conduct the first reading by title only of Ordinance No. 1289 as amended.				
Moved:	Mitchell				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

Mayor Balensifer conducted the first reading by title only of Ordinance No. 1289; an Ordinance amending chapter 10.04 "traffic regulations" chapter 12.04 "concessions in Warrenton city park" and chapter 12.08 "city park hours" of the Warrenton municipal code.

C. Consideration of Mayoral Powers Regarding Oregonians for Floodplain Protection (OFF):

Mayor Balensifer summarized his appointment to OFF and noted the need to determine his powers on if he is representing the City or representing himself. City Attorney Josh Soper provided clarification on what needs to be in the motion to give the Mayor powers that protect attorney client privilege.

Motion:	Move to appoint the Mayor as the representative of the City of Warrenton regarding any prior, current and future actions regarding a FEMA class action suit by Oregonians for Floodplain Protection and representing the City of Warrenton on the Oregonians for Floodplain Protection board.				
Moved:	Mitchell				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

D. Consideration of Deep Sea Fisherman’s Fundraiser Community Center Fee Request:

Ms. Moberg stated the city has received a request for the commission to pay the fees for use on the Community Center for the annual fundraiser held by Deep Sea Fisherman’s Fund. There was discussion on the lack of maintenance at the memorial park. City policy does not support using business license funds for such events. There was consensus to note of the need to improve the park condition/maintenance.

Motion:	Move to have the City cover the cost of use of the Community Center for one day during the annual fundraiser, using funds from the WBL (Warrenton Business License) with the caveats that were previously discussed.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			

	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

E. Consideration of Public Works Service Vehicle Order:

Interim Public Works Director Dale McDowell discussed a contract for public works service vehicles. He noted a correction to the impact table and submitted a corrected impact table for the record.

Motion:	Move to award the contract with Northside Ford Truck Sales, Inc., in a not to exceed amount of \$193,010.45 for Public Works Service Vehicle Order.				
Moved:	Mitchell				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

F. Consideration of Advisory Committee Appointments:

Mayor Balensifer reviewed his nominations for the planning commission and budget committee.

G. Consideration of Resolutions Setting Committee Appointments:

Mayor Balensifer noted the various resolutions confirming the appointment to the various City Advisory Boards and Committees and setting the terms of office.

Deputy Recorder Hanna Bentley noted a correction to the title of Resolution No. 2694.

Motion:	Move to adopt Resolution No. 2693, authorizing appointments to fill positions on the Warrenton Budget Committee and setting terms of office.				
Moved:	Dyer				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

Motion:	Move to adopt Resolution No. 2694, authorizing appointments to fill positions on the Warrenton Community Center Advisory Board and setting terms of office.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			

	Balensifer	X			
Passed:	5/0				

Motion:	Move to adopt Resolution No. 2695, authorizing appointments to fill positions on the Warrenton Community Library Board and setting terms of office.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer			X	
Passed:	4/0				

Motion:	Move to adopt Resolution No. 2696, authorizing appointments to fill positions on the Marinas Advisory Committee and setting terms of office.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer			X	
Passed:	4/0				

Motion:	Move to adopt Resolution No. 2697, authorizing appointments to fill positions on the Warrenton Parks Advisory Board and setting terms of office.				
Moved:	Sollaccio				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

Motion:	Move to adopt Resolution No. 2698, authorizing appointments to fill positions on the Warrenton Planning Commission and setting terms of office.				
Moved:	Poe				
Seconded:	Dyer	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Dyer	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

10. Discussion Items

A. Oxford House:

Ms. Moberg discussed the staff review of the Oxford House in the historic area of Fort Stevens. There was discussion on the lease and subletting of the property. It was noted that the city can't enforce private leases. It was noted that it is unlawful to differentiate based on familial relationships. Interim Planning Director Scott Fregonese discussed his findings and noted there is a push at the state level to get rid of single family homes; they are removing "family" from the terminology it's now being called a dwelling unit. City Attorney Josh Soper noted his thoughts and concerns.

Mayor Balensifer noted his suggestion to hold a Land Use town hall and training for the Planning Commission; there was consensus. Mr. Soper noted free webinars on their website – BEHlaw.com.

B. RV Ordinance Revision:

Chief Workman discussed revisions to the city ordinances and code regarding the use of RV's. The ordinance revision contains past commission recommendations. There was agreement with the seven and three day permit, as well as adding a park host section. There was consensus to move the Ordinance forward and when it comes to a formal hearing the commission can reopen discussion.

C. Cap on Delinquent Water Meters:

Ms. Moberg discussed the current policy regarding billing for water meters for vacant properties and a potential threshold on costs. There was discussion on current practice. It was noted that services can be suspended for six months every twelve month period. Hardships were discussed. There was consensus to have staff come back with proposals. There was discussion on updating the ordinance to change the due date from 5 pm to 11:59 pm to allow people to pay their bill online, even if City Hall is closed.

11. Good of the Order

Ms. Moberg noted the city will be closed on Monday for Martin Luther King Jr. Day and provided an update on staff recruitment and promotions.

12. Executive Session

13. Adjournment

There being no further business, Mayor Balensifer adjourned the meeting at 9:18 pm.

Attest:



Dawne Shaw, CMC, City Recorder

Hanna Bentley, Deputy City Recorder

Approved:


Henry A. Balensifer III, Mayor