



City of Warrenton City Commission
Regular Meeting Agenda
Tuesday, February 24, 2026 – 6:00 PM
City Hall, 225 S. Main, Warrenton, OR 97146

*****The meeting will be broadcast via Zoom at the following link*****

<https://us02web.zoom.us/j/5332386326?pwd=VHNVVXU5blkxbDZ2YmxlSWpha0dhUT09#success>

Meeting ID: 533 238 6326 | Passcode: 12345 | Dial-in Number: 253-215-8782

Below are the methods to provide public comment and/or public testimony on a public hearing:

1. In-person: Complete a comment card and submit to the City Recorder prior to the start of the meeting.
2. Via Zoom: Register with the City Recorder, at cityrecorder@warrentonoregon.us no later than 3pm the day of the meeting. Please ensure that your zoom name matches the name registered to comment.
3. Written comments: Submit via e-mail to the City Recorder, at cityrecorder@warrentonoregon.us, no later than 3:00 p.m. the day of the meeting.

Public Comment: To provide public comment, participants should register prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter. Once your public comment is submitted it becomes part of permanent public record.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Consent Calendar**
 - A. City Commission Minutes 2026.02.10
 - B. Warrenton Community Library Board Minutes 2025.09.10
 - C. Non-profit Liaison Policy
 - D. WPD January Stats Report
 - E. Letter of Support – ODOT Rural Veterans Healthcare Transportation Grant
4. **Commissioner Reports**
5. **Public Comment**
6. **Public Hearings**
7. **Business Items**
 - A. Consideration to Place City of Warrenton Charter Update Model LOC language on the May Ballot
8. **Discussion Items**
9. **Good of the Order**
10. **Executive Session**
11. **Adjournment**

Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Hanna Bentley, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.



City of Warrenton City Commission Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Tuesday, February 10, 2026

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	
Mike Moha	X	
Paul Mitchell	X	
Henry A. Balensifer III, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	City Recorder Hanna Bentley
Police Chief Mathew Workman	Acting Public Works Director Dale McDowell
Fire Chief Brian Alsbury	

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 2026.01.27
- B. Harbormaster Report
- C. Marina Advisory Board Meeting Minutes 10.20.2025
- D. Marina Advisory Board Meeting Minutes 12.15.2025

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

4. Commissioner Reports

Commissioner Moha noted that the legislature is doing their work and noted some of the current bills.

Commissioner Mitchell noted that his task force met today and requested to extend the task force by 60 days and that he hopes to share their findings in May. There was unanimous consent to grant the extension.

Mayor Balensifer noted that he met with Senator Merkley’s staff and reviewed what was discussed.

- 5. **Public Comment**
- 6. **Public Hearings**
- 7. **Business Items**

A. RZ-23-1 Hammond Rezone from General Industrial to RM or OSI Adoption

City Manager Esther Moberg presented the staff report and noted the language provided by legal that should be recorded with each title.

Mayor Balensifer read a document into the record “This Property is located in the vicinity of industrial uses, including maritime industrial uses. As a result, the Property may be subject to certain conditions associated with proximity to industrial uses and industrial operations which have the right to cause or create certain conditions within the limits of applicable law. Examples of conditions associated with proximity to industrial uses and industrial operations include, but are not limited to, the following:

1. Construction or manufacturing noises and/or smells.
2. Low-frequency sounds.
3. Vibrations
4. Lights, glare, and sightline or view impacts.
5. Truck traffic, vessel traffic, heavy equipment traffic, and loading operations.
6. Other hazards and impacts associated with industrial operations and construction of industrial facilities.

It is understood and agreed that this Notice runs with the land and shall be binding upon the heirs, representatives, administrators, executives, successors, and assigns of this Property."

City Attorney Emily Guimont with Beery, Elsner & Hammond LLP noted that the language puts all property owners now and in the future on notice that the property is next to industrial uses.

Motion:	Move to adopt Ordinance No.1300 which shall be adopted once all property owners have recorded in their title deeds wording regarding the protection of industrial zones such as wording has been read into the record and is presented here in this document written out by legal.				
Moved:	Mitchell				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			

	Balensifer	X			
Passed:	5/0				

B. Consideration to Place City of Warrenton Charter Update Model LOC language on the May Ballot

Moberg reviewed the staff report noting that this is to update specific sections of the charter to match the League of Oregon Cities (LOC) model charter language and that this is not a full overhaul of the charter. There was brief discussion on a potential error in section 8 regarding terms of office. There was consensus to clarify section 8 and bring this back at the next meeting. There were no objections to table this to the next meeting.

C. Development Code Revision to amend Chapter 16.152 Grading, Excavating, and Erosion Control Plan Second Reading

Moberg reviewed the staff report noting that this Ordinance had its first reading at the last meeting and is now presented for its second reading and adoption. There was brief discussion on section three that requires a review of the fill process in 12 months time after the adoption. It was noted that section three does not need to be in the code.

Motion:	Move to amend Ordinance No. 1274 removing section three and placing the review date one year after the adoption as part of the adoption but not in the ordinance.				
Moved:	Sollaccio				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

Motion:	Move to conduct the second reading by title only of Ordinance No. 1274, as amended.				
Moved:	Mitchell				
Seconded:	Moha	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

Mayor Balensifer conducted the second reading by title only, of Ordinance No. 1274, an ordinance amending chapter 16.152 of the Warrenton Municipal Code to modify regulations on grading, excavating, and erosion control plans.

Motion:	Move to adopt Ordinance No. 1274, an ordinance amending chapter 16.152 of the Warrenton Municipal Code to modify regulations on grading, excavating, and erosion control plans and direct staff to review grading, excavation, and erosion permits one year from the date of adoption and bring forward a report for review by the city commission.				
Moved:	Poe				
Seconded:	Sollaccio	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

D. Request to Advertise for Bids - Quincy Robinson Park Tennis Court Project

Acting Public Works Director Dale McDowell reviewed his staff report. He noted that there is a minor change to the striping of the project and that they will be striping one tennis court and one pickleball court. There was brief discussion on the project and associated cost.

Motion:	Move to authorize the advertisement for construction bids for the CIP - Quincy Robinson Park Tennis Court Project as amended by the Public Works Director.				
Moved:	Moha				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Sollaccio	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	5/0				

8. Discussion Items

9. Good of the Order

Commissioner Poe noted he is glad the Seahawks won.

Commissioner Sollaccio noted the Clatsop Childcare Working Group and that grants will be opening soon.

10. Executive Session

At 6:35 pm., Mayor Balensifer recessed the regular meeting and announced the Commission will now meet in executive session under authority of ORS 192.660(2)(f); To consider information or records that are exempt by law from public inspection.

At 7:15 pm., Mayor Balensifer reconvened the regular meeting.

11. Adjournment

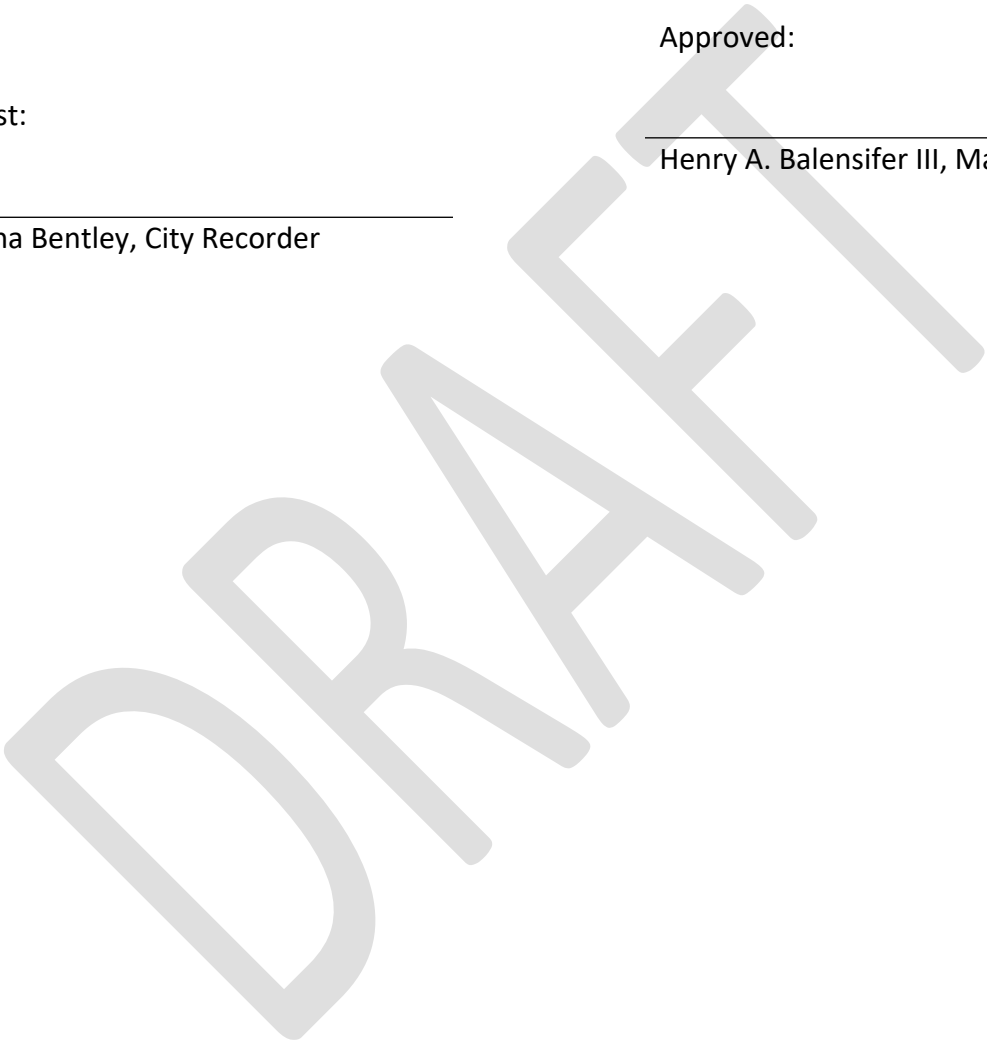
There being no further business, Mayor Balensifer adjourned the meeting at 7:15 pm.

Approved:

Attest:

Henry A. Balensifer III, Mayor

Hanna Bentley, City Recorder





City of Warrenton Community Library Board (WCLB)

Minutes

City Hall, 225 S. Main Warrenton, OR 97146

Wednesday, September 10, 2025

1. Call to order

The meeting was called to order at 5:34 p.m.

Board Members	Present	Excused
Abbie Johnson	X	
Aggie Cooley	X	
Kelsey Balensifer	X	
Gregory Bian	X	
Karyn Grass	X	
Amanda Donovan	X	
Andrew Walker, Chair	X	

Staff Members	
Library Director Josh Saranpaa	Present

2. Roll Call

Roll was taken.

3. Recognition of Guests

There were no guests present.

4. Public Comment

There was no public comment.

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 Library Board.*

A. Meeting Minutes, 6.11.25

The footer on the minutes needs to be updated with the right info, and Saranpaa will remove the hanging "and" at the end of the sentence in his director's report section (under item 6A).

Motion:	Move to approve the consent calendar as amended.				
Moved:	Balensifer				
Seconded:	Cooley	Aye	Nay	Abstain	Recused
Vote:	Johnson	X			
	Cooley	X			
	Balensifer	X			

	Bian	X			
	Grass	X			
	Donovan	X			
	Walker	X			
Passed:	7/0				

6. Discussion items

A. Library director's report

Saranpaa shared a written report, and highlighted some items from the report verbally. The four new computers have been set up, and they have several Microsoft programs installed that have previously been requested by patrons. The library will soon have one WiFi hotspot for check out as well. The bilingual story times have started and are being conducted monthly by Norma Hernandez with Consejo Hispano. Grass asked how this is being advertised. Saranpaa responded that it is primarily word of mouth right now. The new youth service coordinator Melissa Tesauro started and has revived some of the programs that had been paused while the library was short staffed. Oregon First Lady Aimee Kotek Wilson came for a special story time in partnership with Dolly Parton's Imagination Library. Saranpaa pointed out that he had added a column on the page of statistics to offer comparison to last year's data. Grass asked why some of the numbers are lower this year. Saranpaa explained that physical library space and budget are both limited, which has led to a reduction in new collection purchases. Staff overwhelmed themselves testing new adult programs last year, but had limited attendance, so the adult programs have been more finely tuned this year. Youth programs during the last few months were limited because the library was without a youth coordinator. Saranpaa is looking to apply for a grant for additional shelving to house more collection items.

B. Friends of the Warrenton Community Library update

The bilingual children's book section was enhanced with 60 new items, thanks to an earmarked donation to the Friends. The Friends changed the nonprofit's bank account signers due to new officers being elected. The Friends are currently in the process of drafting a new organization logo that incorporates the library's new logo. The third quarter issue of the Friends newsletter will go out later this month. The Friends also worked with staff to compile Summer Reading Program stats to be sent to sponsors.

7. Action items

None.

8. Good of the Order

Grass asked if there was any progress on getting a new building. City Manager Esther Moberg met with Andy Shaw from the Northwest Oregon Housing Authority in August. City staff remains optimistic, but there is no definitive answer yet.

9. Adjournment

There being no further business, the meeting was adjourned at 5:51 pm.

Attest:

Kelsey Balensifer

 Secretary

Approved:

[Signature]

 Chair



Policy City of Warrenton Non-profit Liaisons

Coordinating projects between the City of Warrenton Department Heads (department) and a non-profit agency (nonprofit with a mission statement geared toward that project or department)

Updated February 10, 2026

Definitions:

Non-profit: a 501c3 or other nonprofit organization dedicated fundraiser or provide volunteerism in support of a specific city department (for example parks, libraries, marinas, police, or fire)

Introduction:

The City of Warrenton has partnered in the past with local non-profits. In the intent of this continued collaboration, the following policy is established:

For each Department that has a non-profit that is aligned with the goal and missions of that particular department, it is the responsibility of the Department Head of that department to either themselves or their designee work directly and collaboratively with the nonprofit to communicate current projects or gaps in funding where a nonprofit may want to bridge the gap with fundraising or other donations.

It will be up to the Department Head to set up regular meeting time, whether that be monthly quarterly, or annually, as appropriate, to meet with a point person from the nonprofit to provide updates and alignment in projects.

Created February 2026

The goal is to make sure the nonprofit correctly understands the project needs and what portion they may be part of in fundraising and donations. It is up to the Department Head to make sure any donated items or funding are properly installed by the appropriate contractor, covered by warranty, and appropriate under the city's insurance coverage.

While not an exhaustive list, the current list of collaborative groups looks like the following:

Warrenton Community Library Director – Friends of the Warrenton Community Library

Current projects:

- Summer Reading support
- Library After Dark (Author events)

Public Works Director – Warrenton Parks Alliance – Spruce Up Warrenton

Current projects:

- Main street bump out re-plantings
- Overlay pickle ball surface for tennis/basketball courts

Finance Director – Community Center Advisory Board

Current Projects:

- Easter Breakfast
- Breakfast with Santa

Marina Harbormaster – Marina Advisory Board

Current fundraising projects:

Each year with updated Capital improvement projects and budgetary needs, the department head will want to share any updates (after the annual budget has been approved) with the non-profit interested in working with the department so they are in alignment on realistic annual project deliverables.

Created February 2026



WARRENTON POLICE DEPARTMENT MONTHLY REPORT



TO: The Warrenton City Commission
 FROM: Chief Mathew Workman
 DATE: February 24, 2026
 RE: January 2026 Stats Report

Upcoming Dates:

- 02/25 – 911 Subscriber Board
- 02/26 – 02/27 – CIS Conference
- 03/05 – Warrenton Muni Court
- 03/05 – WPD Training Day
- 03/19 – LEA Meeting

Highlights Since the Last Report:

- 01/28 – 911 Subscriber Board
- 02/05 – Warrenton Muni Court
- 02/05 – WPD Training Day
- 02/13 – Code Compliance Officer Interview Panel
- 02/19 – LEA Meeting

Traffic Statistic Highlights:

- Three (3) DUII Arrests (3-Alcohol)
- Twenty-Three (23) Driving While Suspended Citations/Arrests
- Two (2) Careless/Reckless Driving Citations/Arrests
- Three (3) Speeding Citations
- Three (3) Traffic Control Device Citations
- One (1) Safety Belt Citation
- Thirty-One (31) Insurance Citations
- Seven (7) Driver's License Citations
- Five (5) License/Registration Citation
- Two Hundred Sixty-Seven (267) other Citations and Warnings
- Thirteen (13) Traffic Collision Investigations
- **Citation vs Warning: 345-Traffic Stops, 79-Citations, 266-Warnings; Warning 77% of the time.**

Overall Statistics:

January Statistics (% changes are compared to 2026)							
Category	2026	2025	% Chg	2024	% Chg	2023	% Chg
Calls for Service	795	644	23%	666	19%	717	11%
Incident Reports	189	205	-8%	206	-8%	194	-3%
Arrests/Citations	113	91	24%	123	-8%	103	10%
Traffic Stops/Events	345	160	116%	188	84%	218	58%
DUII's	3	8	-63%	3	0%	3	0%
Traffic Crashes	13	20	-35%	13	0%	25	-48%
Property Crimes	71	76	-7%	79	-10%	69	3%
Person Crimes	110	61	80%	60	83%	64	72%
Drug/Narcotics Calls	0	4	-100%	8	-100%	5	-100%
Animal Calls	20	22	-9%	19	5%	19	5%
Officer O.T.	250.5	160.3	56%	82.25	205%	144.3	74%
Reserve Hours	0	0	0%	0	0%	0	0%

Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Calls for Service	795									
Incident Reports	189									
Arrests/Citations	113									
Traffic Stops/ Events	345									
DUII's	3									
Traffic Crashes	13									
Property Crimes	71									
Person Crimes	110									
Drug/Narcotics Calls	0									
Animal Calls	20									
Officer O.T.	250.5									
Reserve Hours	0									

Category	Nov	Dec	2026 YTD	2026 Estimate	2025	2026 v 2025	2024	2026 v. 2024	2023	2026 v. 2023
Calls for Service			795	9540	8615	11%	8458	13%	9084	5%
Incident Reports			189	2268	2524	-10%	2618	-13%	2529	-10%
Arrests/Citations			113	1356	1116	22%	1317	3%	1335	2%
Traffic Stops/ Events			345	4140	2519	64%	2215	87%	2369	75%
DUII's			3	36	22	64%	27	33%	30	20%
Traffic Crashes			13	156	233	-33%	209	-25%	217	-28%
Property Crimes			71	852	1055	-19%	1190	-28%	1127	-24%
Person Crimes			110	1320	808	63%	786	68%	825	60%
Drug/Narcotics Calls			0	0	49	-100%	56	-100%	60	-100%
Animal Calls			20	240	291	-18%	307	-22%	335	-28%
Officer O.T.			250.5	3006	1388.9	116%	1635.3	84%	1572	91%
Reserve Hours			0	0	0	0%	0	0%	0	0%






















	Homeless Incidents	2026	2025	2024	2023
	Code 40 (Normal)	29	32	27	9
	Code 41 (Aggressive)	5	2	4	0
	January Monthly Total:	34	34	31	9
	YTD Total Homeless Incidents	34	31	9	9
	January Elk Incidents	2026	2025	2024	2023
	Interaction:	2	0	1	1
	Traffic Accidents:	3	0	3	3
	Traffic Complaints:	1	0	0	0
	January Monthly Total:	6	0	4	4
	YTD Total Elk Incidents	6	0	4	4

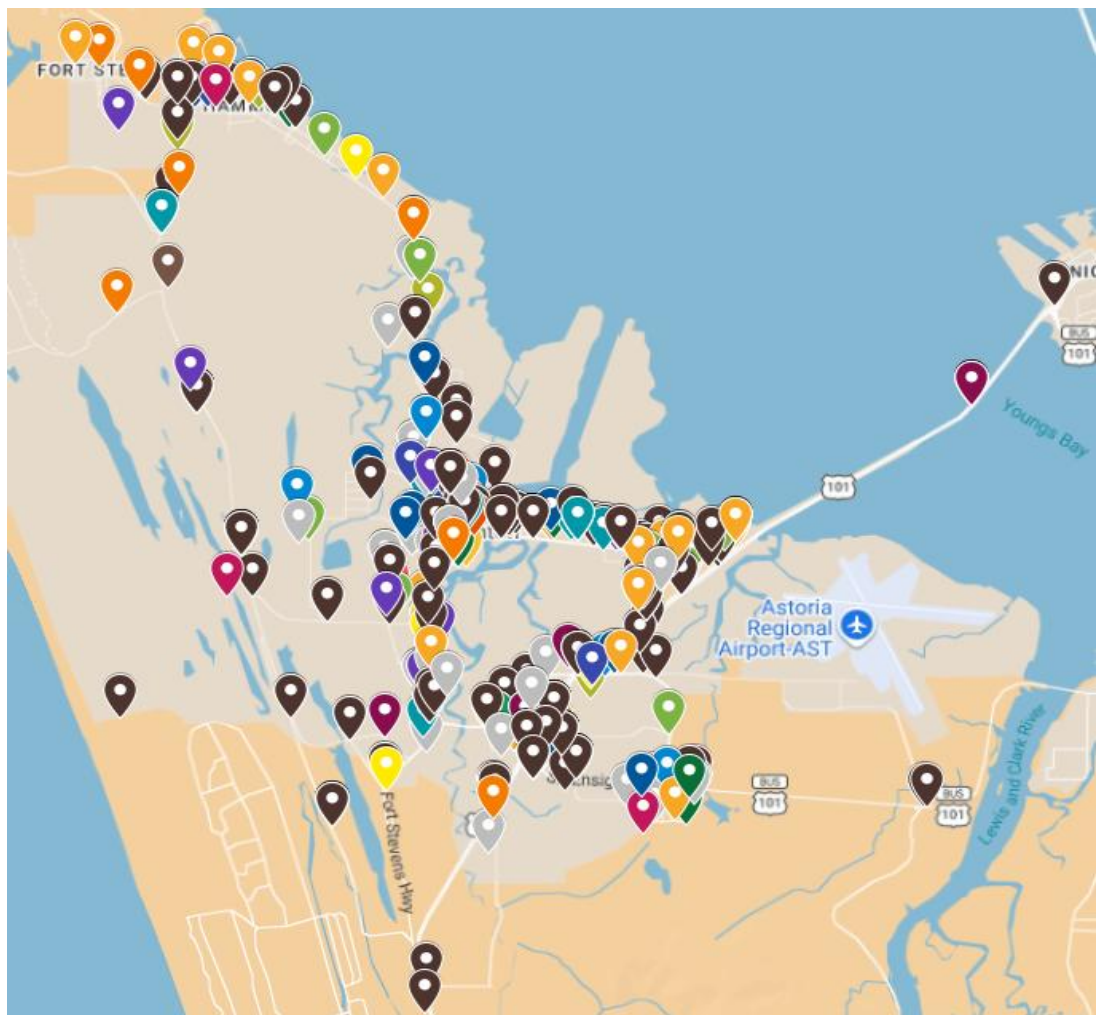
With the transition to our new Records Management System (RMS) and CAD System, we no longer have a connection with City Protect to provide a map showing where reports were taken. The new RMS does allow me to create custom reports with latitude/longitude locate data, so I was able to extrapolate the data into three Google maps showing Calls For Service (CFS), Traffic Stops, and Incident Reports.

The CFS map will have a different colored "Pin" for different Incident Code Types. Here is a key for the Code Types:

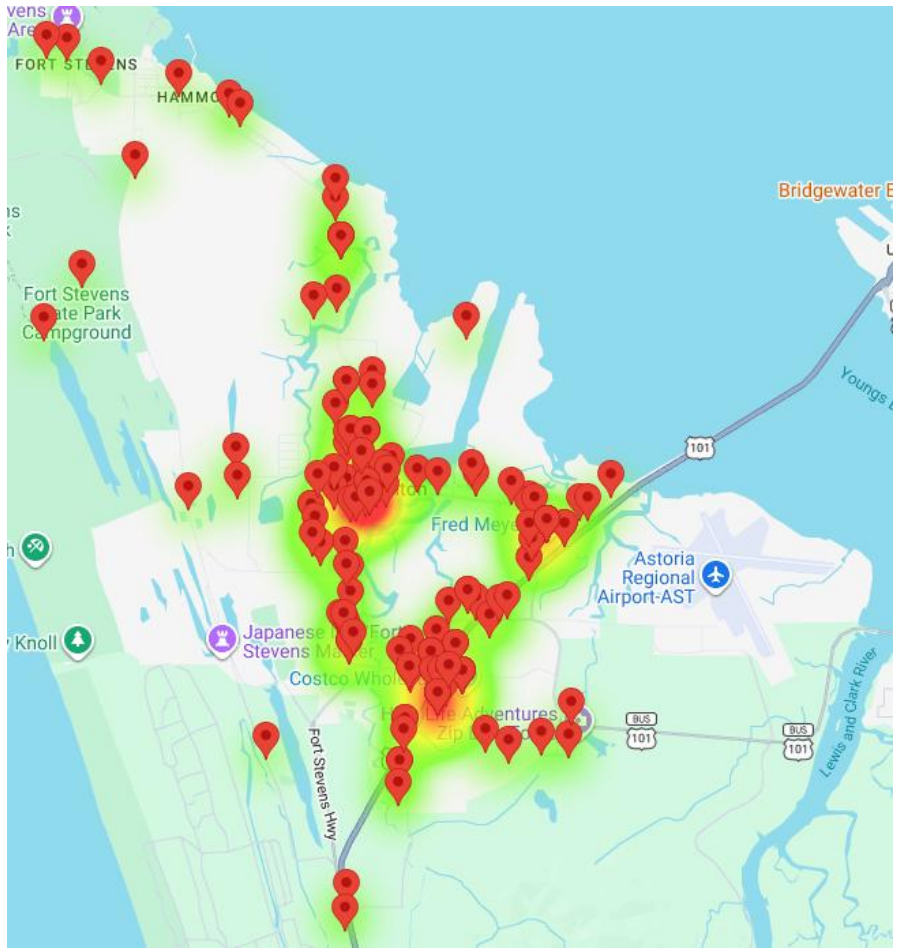
Code	Description	Code	Description	Code	Description
911H	911 HANG UP	PCIVIL	CIVIL	PRPL	LOST PROPERTY
ALMU	ALARM UNK	PCODE	CODE VIOLATIONS	PRUNAWAY	RUNAWAY
ASSIST	ASSIST TO OTHER AGENCY	PCONTACT	CONSENSUAL CONTACT	PSAR	SEARCH AND RESCUE
COVER1	POLICE CODE 1 RESPONSE	PCOURT	COURT ORDER SERVE	PSEX	SEX OFFENSE
COVER2	POLICE CODE 2 RESPONSE	PCRIME-OTH	CRIME-OTHER	PSHOOT	SHOOTING
COVER3	POLICE CODE 3 RESPONSE	PCURFEW	CURFEW VIOLATION	PSUB	SUBPOENA SERVICE
DEATH	OBVIOUS DEATH, FOUND BODY	PDEATHNTF	DEATH NOTIFICATION	PSUSC	SUSPICIOUS CIRCUMSTANCE
FI	FIELD INTERVIEW	PDHS	DHS REFERRAL	PSUSP	SUSPICIOUS PERSON
FIREWRKS	FIREWORKS	PDISORD	DISORDERLY	PSUSV	SUSPICIOUS VEHICLE
MVA	MOTOR VEHICLE ACCIDENT	PDIST	DISTURBANCE	PTHAZ	TRAFFIC HAZARD
MVAHR	HIT & RUN	PDRUGS	DRUGS	PTHEFT	LARCENY
MVAIJ	MOTOR VEHICLE ACCIDENT-INJURY	PDUI	DUI	PTOW	TOW INFO
MVAUNK	MVA UNK	PDUMP	PERSON DUMPING RUBBISH	PTRANSPORT	PRISONER TRANSPORT
OTH-ALL	OTHER-ALL	PFNDPER	FOUND PERSON	PTRES	TRESPASS
PABAN/JNK	ABANDON/JUNK	PFOLLOWUP	FOLLOW UP	PTRFC	TRAFFIC COMPLAINT
PABUSE	ABUSE	PFRAUD	FRAUD, FORGERY, ID THEFT	PTRSP NOTICE	TRESPASS NOTICE
PACTSHOOT	ACTIVE SHOOTER	PHARR	HARASSMENT	PTRUANT	TRUANT
PALMC	COMMERCIAL ALARM	PHOMICIDE	HOMICIDE	PUBASST	PUBLIC ASSISTANCE
PALMH	PANIC/DURESS/HOLD UPALARM	PHOSTAGE	HOSTAGE	PUBWKS	PUBLIC WORKS / UTILITIES
PALMP	PANIC ALARM AUDIBLE	PINDECENT	INDECENT	PUNWANT	UNWANTED PERSON
PALMR	RESIDENTIAL ALARM	PINFO	INFO	PURS	PURSUIT
PALMROB	ROBBERY ALARM	PKIDNAP	KIDNAPPING	PUUMV	STOLEN VEHICLE
PALMS	BURGLAR ALARM - SILENT	PLIQ	LIQUOR VIOLATION	PUUMVR	RECOVERED VEHICLE
PALMVEH	VEHICLE ALARM	PMESS	MESSAGE DELIVERY	PVANDAL	VANDALISM
PANIMAL	ANIMAL	PMISSP	MISSING PERSON	PVEHABND	ABANDONED VEH
PAREA	AREA CHECK	PNOISE	NOISE	PVESABN	ABANDONED VESSEL
PARK	PARKING	POPEN	UNSECURE-BLDG	PWILDLIFE	WILDLIFE VIOLATIONS
PASS	ASSAULT	PPROP	PROPERTY CRIME	PWLFR	WELFARE CHECK
PASSW	ASSAULT WITH WEAPON	PRDSTRUCK	ROAD STRUCK ANIMAL	PWPN	WEAPON VIOLATION
PATL	ATTEMPT TO LOCATE	PREPO	REPO	PWRRNT	WARRANT
PBOMB	BOMB THREAT OR INVESTIGATION	PROBBERY	ROBBERY	STDBY	POLICE, FIRE OR EMS
PBURG	BURGLARY	PROV	ORDER VIOLATION	SUIC	SUICIDAL SUBJECT
PCAMP	PROHIBITED CAMPING	PRPF	FOUND PROPERTY	TSTOP	TRAFFIC STOP

Calls For Service:

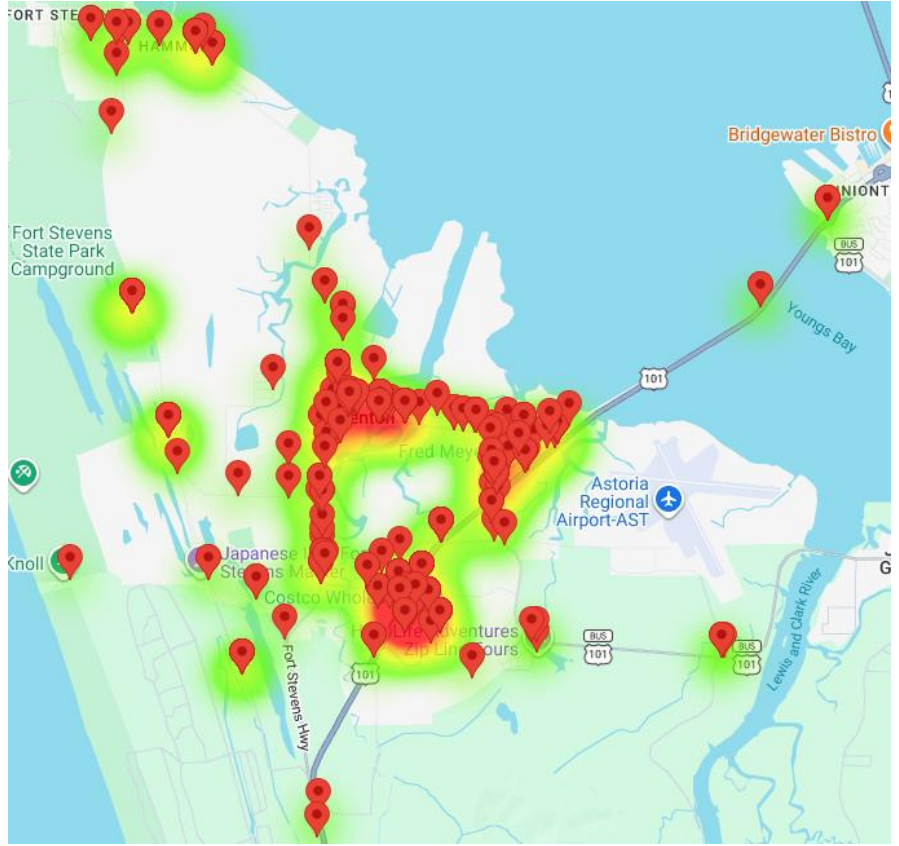
-  TSTOP (345)
-  PCONTACT (71)
-  PFOLLOWUP (27)
-  PPROP (25)
-  PDIST (21)
-  PWLFR (18)
-  PANIMAL (15)
-  PSUSC (15)
-  PTRFC (13)
-  PTRES (12)
-  PTHAZ (11)
-  PDHS (10)
-  PCIVIL (9)
-  ASSIST (8)
-  PAREA (8)
-  PCAMP (8)
-  PFRAUD (8)
-  MVA (7)
-  PSUSP (7)
-  PSUSV (7)
-  Other / No value (72)



Incident Reports:



Traffic Stops:



February 17, 2026

Oregon Department of Transportation
Public Transportation Division
Attn: Rural Veterans Healthcare Transportation Grant Program
555 13th Street NE, Suite 2
Salem, OR 97301

Subject: Letter of Support – Patriot Pathways: Clearing the Path to Keep Veterans Moving

Dear RVHT Selection Committee,

As the Mayor for City of Warrenton, I am writing to express strong support for Sunset Empire Transportation District's application to the 2025–2027 Rural Veterans Healthcare Transportation (RVHT) Grant Program for the Patriot Pathways initiative.

Clatsop County is a geographically large, predominantly rural community with a significant veteran population. Reliable transportation remains one of the most persistent barriers to accessing healthcare—particularly specialty care located outside our immediate region. Many of our veterans face mobility challenges, limited fixed-route transit options, and long distances between services.

The Patriot Pathways program offers a thoughtful and efficient solution by expanding SETD's Micro Transit Pilot Program to provide free, demand-response transportation for veterans. This includes access to local healthcare providers, pharmacies, behavioral health services, and essential community resources, as well as dedicated trips to the Portland VA Medical Center. By leveraging existing transit infrastructure and coordinating with regional partners, SETD is demonstrating responsible stewardship of public resources while addressing a critical community need.

Improving transportation access is directly tied to better health outcomes, increased independence, and stronger community engagement for our veterans. This project aligns with our local commitment to supporting those who have served and ensuring equitable access to essential services in rural Oregon.

I fully support this proposal and respectfully urge the committee to fund the Patriot Pathways program. Thank you for your continued investment in Oregon's rural veterans.

Sincerely,



Henry A. Balensifer III
Mayor
City of Warrenton
hbalensifer@warrentonoregon.us



City Commission Agenda Memo

Meeting Date: February 24, 2026
From: Esther Moberg, City Manager
Item Name: Consideration to Place City of Warrenton Charter Update Model LOC language on the May Ballot

Summary:

Upon further review, legal has recommended the additional amendments and updates to the City of Warrenton Charter based on model League of Oregon City language, 9th edition (2025), updating outdated language and aligning better with state standards. This includes as discussed at the last meeting section 8 clarifying wording and removal of section 10 as it does not meet the model language of LOC which is the framework we are following per legal recommendation.

Recommendation/Suggested Motion:

I move to approve resolution 2721; a resolution referring a measure proposing amendments to the city charter to the voters for the May 16, 2026, election.

Alternative:

Fiscal Impact:

Cost for the ballot measure with the county, and staff time, no other costs anticipated.

Attachments:

1. RESOLUTION NO. 2721
2. Ballot Title

RESOLUTION NO. 2721

Introduced by All Commissioners

A RESOLUTION REFERRING A MEASURE PROPOSING AMENDMENTS TO THE CITY CHARTER TO THE VOTERS FOR THE MAY 16, 2026, ELECTION.

WHEREAS, the Warrenton City Commission has identified a need to review and update the City Charter in order to incorporate best practices, respond to changes in the law, and improve governmental efficiency; and

WHEREAS, in order to accomplish those goals, City staff have prepared draft amendments to the City Charter which would bring the language of several sections of the Charter into alignment with the Model Charter published by the League of Oregon Cities.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Warrenton that:

A measure election is hereby called on May 19, 2026, for the purpose of submitting to the electors of the City of Warrenton a measure amending the City Charter, for which the text amendments, ballot title, and explanatory statement certified and filed by the City Commission shall be as set forth in Exhibit A and incorporated by reference herein; and

The Clatsop County Elections Office will conduct the election, and the precincts for said election shall be and constitute all of the territory included within the corporate limits of the City of Warrenton; and

The City Manager, City Recorder, and City Attorney are hereby authorized, empowered, and directed for and on behalf of the City, to do and perform all acts and things necessary or appropriate to cause the ballot measures to appear on the ballot for the May 19, 2026, election and to otherwise carry out the purposes and intent of this resolution.

Adopted by the City Commission of the City of Warrenton this _____ day of February, 2026.

This resolution shall take effect immediately upon its passage.

APPROVED

Henry A. Balensifer III, Mayor

ATTEST

Hanna Bentley, City Recorder

Ballot Title

Caption: Amend Warrenton City Charter to Align with Model Charter

Question: Shall the City of Warrenton amend its existing charter to align language with the League of Oregon Cities' model charter?

Summary:

This measure would amend the City's existing home rule charter. The Oregon Constitution gives city voters the right to adopt and amend charters. Charters grant legal authority to cities, describe a city's form of government, and assign duties to city officials. Warrenton voters last amended the current charter in 2016.

If approved, this measure would align the language in several sections of the Warrenton city charter with the statewide model charter published by the League of Oregon Cities. Specifically, it would amend Sections 3, 8, 10, 11, 12, 20(d-f), 22-30, 39, 40, and 43 of the charter. No other provisions of the Charter would be changed by this measure.

This measure was referred to the voters by the City Commission.

Explanatory Statement

If approved, this measure would amend the City's current charter.

The City Commission unanimously approved submitting this measure to the voters.

This measure would align the language in several sections of the Warrenton city charter with the statewide model charter published by the League of Oregon Cities. Specifically, this measure would amend the following sections of the charter:

- Section 3, relating to boundaries of the City, would be amended to align with the Model Charter.
- Section 8, relating to terms of office, would be amended to more closely align with the Model Charter, while retaining the City's current number of elected officials and the schedule of their terms of office.
- Section 10, relating to appointment of officers, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 11, relating to compensation, would be amended to more closely align with the Model Charter.
- Section 12, relating to qualifications for the mayor and commissioners, would be amended to align with the Model Charter.
- Section 20(d), relating to the City Manager's role in commission meetings, would be amended to align with the Model Charter.
- Section 20(e), relating to appointing a City Manager Pro Tem, would be amended to align with the Model Charter.
- Section 20(f), relating to coercion of the City Manager, would be amended to align with the Model Charter.
- Section 22, relating to the City Auditor, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 23, relating to regular elections, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 24, relating to special elections, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 25, relating to state law regulation of elections, would be amended to align with the Model Charter.
- Section 26, relating to canvassing of election returns, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 27, relating to tie votes in elections, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 28, relating to terms of office, would be amended to align with the Model Charter.
- Section 29, relating to oaths of office, would be amended to align with the Model Charter.

- Section 30, relating to nominations for elected office, would be amended to align with the Model Charter.
- Section 39, relating to bids, would be repealed to align with the Model Charter, which contains no parallel provision.
- Section 40, relating to debt limits, would be amended to align with the Model Charter.
- Section 43, relating to the time of effect of the charter, would be amended to align with the Model Charter and to reflect the amendments to the charter by this ballot measure.

No other provisions of the Charter would be changed by this measure.

The full text of the proposed amendments are available at [\[https://www.warrentonoregon.us/news\]](https://www.warrentonoregon.us/news).

Text Changes

Section 3. Boundaries.

The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries. The city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by voters, by the commission, or by any other agency with legal power to modify them. The auditor shall keep in his office at the city hall at least two copies of this charter in each of which he shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the auditor.

Section 8. Terms of Office.

The terms of commissioner Positions 1, 2, and 3 in office when this charter is adopted are the terms for which the commissioners were elected. At every other general election after the adoption, beginning in 2028, commissioner Positions 1, 2, and 3 will be elected for four-year terms.

The terms of the mayor and commissioner Position 4 in office when this charter is adopted are the terms for which the mayor and commissioner were elected. At every other general election after the adoption, beginning in 2026, a mayor and commissioner Position 4 will be elected for four-year terms. The commissioners in office at the time this charter amendment is adopted shall continue in office, each until the end of his term of office as fixed by the charter of the city in effect at the time this charter amendment is adopted. At the first biennial general election after this charter amendment takes effect, the mayor and one commissioner position, which shall be known hereafter as commissioner Position 4, shall be elected, each for a term of four years. At the second biennial general election after this charter amendment is adopted, three commissioners which shall be known hereafter as commissioner Position 1, commissioner Position 2 and commissioner Position 3, shall be elected each for a term of four years. At each biennial general election thereafter there shall be elected the number of commissioners and/or mayor whose term expires at the first of the year immediately following such election.

Section 10. Manager, Auditor, Municipal Judge, and other Officers. RESERVED
Additional officers for the city shall be a city manager, auditor, and municipal judge, each of whom the commission shall appoint and such other officers as the commission deems necessary. The commission may combine any two or more appointive offices.

Section 11. Salaries Compensation.

The commission must authorize the compensation of city officers and employees as part of its approval of the city budget. The compensation for the services of each city officer and employee shall be the amount fixed by the commission. No increase in the compensation of commissioners however, shall take effect until the first day of the odd-numbered year following the first biennial general election after the increase is ordered.

Section 12. Qualifications of Officers.

- a) The mayor and each commissioner must be a qualified elector under state law and reside within the city for at least one year immediately before election or appointment to office.
- b) No person may be a candidate at a single election for more than one city office.
- c) Neither the mayor nor a commissioner may be employed by the city.
- d) The commission is the final judge of the election and qualifications of its members. No person shall be eligible for an elective office of the city unless at the time of his nomination and election he is a qualified elector within the meaning of the state constitution and a resident of the city. The commission shall be final judge of the qualifications and election of its own members.

Section 20. City Manager.

~~(d) The manager and other employees designated by the commission may sit at commission meetings but have no vote. The manager may take part in all commission discussions. Seats at commission meetings. The manager and such other officers as the commission designates shall be entitled to sit with the commission but shall have no vote on questions before it. The manager may take part in all commission discussions.~~

~~(e) When the manager is temporarily disabled from acting as manager or when the office of the manager becomes vacant, the commission must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with commission approval. Manager pro tem. Whenever the manager is absent from the city, is temporarily disabled from acting as manager, or whenever his office becomes vacant, the commission shall appoint a manager pro tem, who shall possess the powers and duties of the manager. No manager pro tem, however, may appoint or remove a city officer or employee except with the approval of three-fourths of the members of the commission. No manager pro tem shall hold his position as such or more than four months, and no appointment of a manager pro tem shall be renewed.~~

~~(f) In order to protect the fundamental form of government chosen by the voters, guard the power of the commission as a body, defend against corruption, ensure transparency, and preserve the separation of authority set forth in this Charter between the manager's administrative authority and the commission's general powers, no commission member may actually coerce or attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. A violation of this prohibition is grounds for removal from office by a majority of the commission after a public hearing. This prohibition does not apply in publicly noticed meetings, including but not limited to commission or committee meetings, executive sessions, and work sessions. Interference in administration and elections. No member of the commission shall directly or indirectly, by suggestion or otherwise, attempt to exact any promise relative to any appointment from any candidate for manager. Except while in a commission meeting open to the public, no member of the commission shall directly or indirectly, by suggestion or otherwise, attempt to influence in any way the manager in the~~

making of any appointment or removal of any officer or employee or in the purchase of supplies; or discuss directly or indirectly with him the matter of specific appointments to any city office or employment. A violation of the foregoing provisions of this section shall forfeit the office of the offending member of the commission. Nothing in this section shall be construed, however, as prohibiting the commission while in open session from fully and freely discussing with or suggesting to the manager anything pertaining to city officers and employees, city purchasing and affairs, or any other matter or thing in the interests of the city. Neither the manager nor any person in the employ of the city shall take part in securing, or contributing any money toward, or in any way assisting in, the nomination or election of any candidate for commissioner, unless that person is a candidate for the office of commissioner, in which case he may contribute money and do all things proper to further his own campaign. A violation of this paragraph shall forfeit the office or employment of the offender.

Section 22. RESERVED Auditor.

The auditor shall serve ex officio as clerk of the commission, attend all its meetings unless excused therefrom by the commission, keep an accurate record of its proceedings, and sign all orders on the treasury. In the auditor's absence from a commission meeting, the mayor shall appoint a clerk of the commission pro tem who, while acting in that capacity, shall have all the authority and duties of the auditor.

Section 23. RESERVED. Regular Elections.

Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with the applicable state election laws. The auditor, pursuant to directions from the commission, shall give at least 10 days' notice of each regular city election by posting notice thereof at a conspicuous place in the city hall and in one public place in each voting precinct of the city. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election.

Section 24. RESERVED. Special Elections.

The commission shall provide the time, manner and means for holding any special election. The auditor shall give at least 10 days' notice of each special election in the manner provided by the action of the commission ordering the election.

Section 25. Regulations of ElectionsState Law.

City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan. Except as this charter provides otherwise and as the commission provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom and contests thereof.

Section 26. RESERVED. Canvass of Returns.

In all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the county clerk shall apply. In each special city election the returns therefrom shall be filed with the auditor on or before noon of the day following, and not later

than five days after the election, and the commission shall meet and canvass the returns. The results of all elections shall be entered in the record of the proceedings of the commission. The entry shall state the total number of votes cast at the election, the votes cast for each person and for and against each proposition, the name of each person elected to office, the office to which he has been elected and a reference to each measure enacted or approved. Immediately after the canvass is completed, the auditor shall make and sign a certificate of election of each person elected and deliver the certificate to him within one day after the canvass. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it.

Section 27. RESERVED. Tie Votes.

In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the commission.

Section 28. Commencement of Terms of Office.

The term of an officer elected at a general election begins at the first commission meeting of the year immediately after the election and continues until the successor qualifies and assumes the office. The term of office of a person elected at a regular city election shall commence the first of the year immediately following the election.

Section 29. Oath of Office.

The mayor and each commissioner must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon. Before entering upon the duties of his office, each officer shall take an oath or shall affirm that he will support the constitutions and laws of the United States and of Oregon and that he will faithfully perform the duties of his office.

Section 30. Nominations.

The commission must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city commissioner position. A qualified elector who is a resident of the city may be nominated for an elective city office to be filled at the election. The nomination shall be by a petition that specifies the office sought and shall be in a form prescribed by the commission. The petition shall be signed by not fewer than 50 electors. No elector shall sign more than one petition for each office to be filled at the election. If he does so, his signature shall be valid only on the first sufficient petition filed for office. The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his presence and is the genuine signature of the person whose name it purports to be. Opposite each signature shall be stated the signer's place of residence, identified by its street and number or other sufficient designation. All nomination papers comprising a petition shall be assembled and filed with the auditor as one instrument not earlier than 120 days nor later than 65 days before the election. The auditor shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is not

~~signed by the required number of qualified electors, the auditor shall notify the candidate and the person who filed the petition within five days after the filing. If the petition is insufficient in any other particular, the auditor shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed, within the regular time for filing nomination petitions. The auditor shall notify an eligible person of his nomination, and that person shall file with the auditor his written acceptance of nomination, in such form as the commission may require, within five days of notification of nomination. Upon receipt of the acceptance of nomination, the auditor shall cause the nominee's name to be printed on the ballots. The petition of nomination for a successful candidate at an election shall be preserved in the office of the auditor at least until completion of the term of office for which the candidate is elected. As an alternative method, any qualified, registered elector may become a candidate by making and filing his or her declaration of candidacy in a form prescribed by the commission with the auditor of the city of Warrenton not less than 65 days before the day fixed by law for said election, providing said candidate accompanies his or her said declaration with the filing fee, the sum of which shall be set by the city commission. Upon receipt of the appropriate declaration of candidacy and filing fee, the auditor shall cause the candidate's name to be printed on the ballots. The declaration of candidacy for a successful candidate at an election shall be preserved in the office of the auditor at least until completion of the term of office for which the candidate is elected.~~

Section 39. RESERVED Bids.

~~A contract in excess of \$5,000.00 for a public improvement to be made by a private contractor shall be let to the lowest responsible bidder for the contract and shall be done in accordance with plans and specifications approved by the commission.~~

Section 40. Debt Limit.

~~City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness. Except by consent of the voters, the city's voluntary floating indebtedness shall not exceed 2 per cent, nor its bonded indebtedness exceed 2 per cent of the current assessed valuation of taxable property within the city at any one time, based on percentage of true valuation. For purposes of calculating the limitation, however, the legally authorized debt of the city in existence at the time this charter takes effect shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.~~

Section 43. Time of Effect of Charter.

~~This charter shall take effect July 1, 2026. July 1, 1972, and as amended May 21, 2013, and November 08, 2016.~~