



City of Warrenton City Commission Minutes

City Hall, 225 S. Main Warrenton, OR 97146
Tuesday, December 9, 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
Mike Moha	X	
Paul Mitchell	X	
Henry A. Balensifer III, Mayor	X	

Staff Members Present	
City Manager Esther Moberg	City Recorder Hanna Bentley
City Recorder Dawne Shaw	Acting Public Works Director Dale McDowell
Finance Director Jessica Barrett	

3. Employee Recognition – City Recorder Dawne Shaw

Mayor Balensifer presented City Recorder Dawne Shaw with a plaque of appreciation for her 11 years of service to the city and congratulated her on her upcoming retirement. Shaw provided brief comments. Commissioner Poe, Mitchell, Moha and City Manager Esther Moberg provided brief comments thanking Shaw.

4. 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.

Mayor Balensifer requested to add items to the agenda; Consideration of Board and Committee Appointments as item 9F, Requesting authorization to apply for Housing Infrastructure Grant as item 9G, and Requesting authorization to apply for Clean Water Revolving Loan Fund in the amount of \$3.9 million as item 9H. There were no objections. City Recorder Hanna Bentley requested to add Warrenton Urban Renewal Advisory Committee (WURAC) Bylaws as item 4C. City Manager Esther Moberg reviewed the amendments to the WURAC by-laws; term limits have been extended through the end of the current Urban Renewal Agency in addition to adding the position of Vice Chair and changing the secretary to a staff secretary with the appointment of these positions to be held in December instead of June. There were no objections.

- A. City Commission Meeting Minutes 2025.11.25
- B. Community Center Advisory Board Minutes 2025.10.15
- C. Warrenton Urban Renewal Advisory Committee Bylaws Amendment

Motion:	Move to approve the consent calendar as amended.				
Moved:	Mitchell				
Seconded:	Moha	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

5. Reports and Presentations

Commissioner Mitchell discussed the recent holiday events and thanked the groups that put them on.

6. Commissioner Reports

Mayor Balensifer echoed Commissioner Mitchell's comments and noted that the proclamation for Jeanne Maddox was delivered at the Nutcracker last performance. He provided brief comments on the Warrenton Parks Alliance and noted an upcoming FEMA public hearing.

7. Public Comment

Tony Faletti thanked City Recorder Dawne Shaw for her service and thanked Police, Fire and Public Works for working hard the last few days and noted the condition of ditches.

Rick Newton provided comments regarding Robert's Rules of Order.

8. Public Hearings

A. Appeal of SUB-25-1, V-25-1 (Neahring)

Mayor Balensifer opened the public hearing on the appeal of the Planning Commission's decision on the Preliminary Plat for Subdivision SUB-25-1 and Variance V-25-1 for 81020AA00400 and 81020AA00738 along the East Side of SW Kalmia Ave. He noted that the public hearing will be postponed to January 13th, 2026, Commission meeting held at Warrenton City Hall. Moberg noted that notice was not sent out in a timely 20 day matter and that this will be the only notice outside of those sent by mail. There were no objections to tabling the public hearing until January 13th 6pm at the City Commission Chamber at City Hall.

8. Business Items

A. Consideration of Neahring Rezone; Ordinance No. 1299 Second Reading and Adoption:

Moberg reviewed the staff report, noting that it was held as a public hearing at the last meeting. Commissioner Moha recused himself due to prior ex parte contact.

Motion:	I make a motion for a second reading by title only of Ordinance Number 1299.				
Moved:	Poe				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha				X
	Mitchell	X			
	Balensifer	X			
Passed:	3/0				

Mayor Balensifer conducted the second reading by title only of Ordinance Number 1299; An Ordinance amending the city of Warrenton zoning map to reclassify the zoning of tax lots 81020AA00400 and 81020AA00738 from residential growth management medium density residential.

Motion:	Move to adopt Ordinance 1299.				
Moved:	Poe				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha				X
	Mitchell	X			
	Balensifer	X			
Passed:	3/0				

B. Consideration of Ordinance No. 1298; Providing for Rules & Regulations for Water Department Second Reading:

Finance Director Jessica Barrett reviewed her staff report. It was noted that this was discussed at the last meeting.

Motion:	Move to conduct the second reading, by title only, of Ordinance No. 1298.				
Moved:	Mitchell				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

Mayor Balensifer conducted the second reading, by title only, of Ordinance No. 1298; providing for rules and regulations for City of Warrenton Water Department and all areas served by the municipal water department outside Warrenton's city limits; requiring installation of water meters; repealing any other water ordinances or resolutions or parts thereof in conflict herewith; providing a penalty for violation of any terms and conditions herein.

Motion:	Move to adopt Ordinance 1298.				
Moved:	Poe				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

C. Consideration of Resolution No. 2711; Sanitation Rates Adjustment:

City Manager Esther Moberg presented Resolution No. 2711 for its adoption. She provided a brief summary of the process that has taken place.

Motion:	Move to adopt Resolution No. 2711; Adopting and Setting Rates for Sanitation Services and Repealing Resolutions No. 2126 and 2219, and any others in conflict.				
Moved:	Moha				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

Mayor Balensifer stated, "for the record, those cost changes don't go into effect until January."

D. Request for Qualification: Qualified Pool Annual Renewal:

Acting Public Works Director Dale McDowell presented the qualified pool and reviewed the process that took place to gather the qualified pool. He noted the list is for architectural, engineering, photogrammetric mapping, transportation planning, land surveying, and related professional services, in accordance with Warrenton Municipal Code 3.28.120(A)-(B).)

Motion:	Move to approve the 2025-2026 City of Warrenton Qualified Pool List.				
Moved:	Mitchell				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

E. Request to Purchase a Side-Loading Refuse Vehicle:

McDowell reviewed the contract and staff report for the purchase of a refuse vehicle. He noted that the current side loading garbage vehicle is beyond its 9 year lifespan. It was noted that the new refuse vehicle might be delivered in two weeks and that city will keep the other refuse vehicle in case of breakdowns.

Mayor Balensifer stated "Let the record reflect that my employer is Oshkosh Aerotech Oregon, which is an Oregon based and only makes electric tugs. However, our parent company does make a competing brand of sanitation trucks. And so, I haven't had a chance to clear it with the ethics commission on whether or not to vote. So, out of abundance of caution, I will recuse from this vote even though I do support it even though it's competing model."

Commissioner Mitchell asked what the depreciation of a garbage vehicle is; McDowell responded. Moberg noted that the current side loader even though it is 12 years old still has a value of over \$100,000.

Motion:	Move to authorize the purchase of one refuse truck from Enviro-Clean Equipment under SourceWell Contract #110223-THC, in an amount of \$435,173.31.				
Moved:	Poe				
Seconded:	Moha	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer				X
Passed:	3/0				

F. Consideration of Board & Committee Nominations:

Mayor Balensifer reviewed his nominations for the Parks Advisory Board, Warrenton Marinas Advisory Committee and the Warrenton Community Library.

Motion:	Move to appoint Jason Lambert to Position No. 1, Bert Little to Position No. 4, and Shane Hall to Position No. 5 on the Warrenton Parks Advisory Committee and setting their respective terms of office as provided in their nomination letter.				
Moved:	Poe				
Seconded:	Mitchell	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

Motion:	Move to appoint Russ Leavit for Position 1, of the Warrenton Marinas Advisory Committee and setting his term of office as provided.				
Moved:	Poe				
Seconded:	Moha	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

Motion:	Move to reappoint Karyn Grass for Position 5, of the Warrenton Community Library Board and setting her term of office as provided.				
Moved:	Moha				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

G. Requesting authorization to apply for Housing Infrastructure Grant:

Moberg apologized for the delay and noted that the grant is only open for 30 days. She noted that the city is applying to a housing infrastructure grant through Business Oregon in the amount of two million dollars for the new Wastewater Treatment plant.

Motion:	Move to authorize the City Manager to apply for Business Oregon's Housing Infrastructure Support grant, authorizing the mayor to sign the City of Warrenton's grant application and if awarded, the City Manager to accept and administer the grant.				
Moved:	Mitchell				
Seconded:	Poe	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

H. Requesting authorization to apply for Clean Water Revolving Loan Fund in the amount of \$3.9 million:

Moberg reviewed the staff report requesting approval to apply for a Clean Water Revolving Fund Loan through Business Oregon for the new wastewater treatment plant. She noted that we are applying for \$3.9 million and that we do not have to take the full amount.

Motion:	Move to authorize the City Manager to apply for Business Oregon's Clean Water Revolving Fund Loan, authorizing the mayor to sign the City of Warrenton's loan application and if awarded, to allow the City Manager to accept and administer the loan.				
Moved:	Poe				
Seconded:	Moha	Aye	Nay	Abstain	Recused
Vote:	Poe	X			
	Moha	X			
	Mitchell	X			
	Balensifer	X			
Passed:	4/0				

9. Discussion Items – None

10. Good of the Order

Commissioner Mitchell noted that he is anxious to get home for the fire department food drive and thanked the Public Works Department for their hard work and wished those celebrating Christmas a joyous holiday and happy Hanukkah.

Commissioner Moha noted the stuff the bus event and that toys can still be donated.

Moberg echoed Commissioner Mitchell's comments.

Mayor Balensifer echoed Commissioner Mitchell's comments. He asked McDowell about ditch maintenance; McDowell noted that they are working on an RFQ for ditch maintenance and that the RFQ will go out the first of the year. Moberg noted that the evaluation will be done by staff. It was noted that the contract is for ditch cleaning and mowing. Mayor Balensifer asked about a memorandum of understanding with ODOT regarding ditch maintenance; McDowell and Moberg responded. Brief discussion followed.

11. Executive Session

12. Adjournment

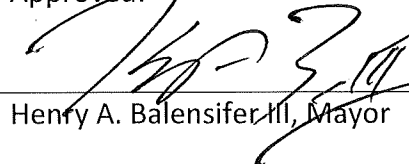
There being no further business, Mayor Balenisfer adjourned the meeting at 6:44 pm.

Attest:



Hanna Bentley, City Recorder

Approved:



Henry A. Balensifer III, Mayor