

MINUTES  
Warrenton City Commission  
Regular Meeting – April 9, 2019  
6:00 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:05 p.m., and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Pam Ackley, and Mark Baldwin  
Excused: Commissioner Rick Newton

Staff Present: City Manager Linda Engbretson, City Attorney Spencer Parsons, Community Development Director Kevin Cronin, Fire Chief Tim Demers, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, and City Recorder Dawne Shaw

CONSENT CALENDAR

- A. Community Center Advisory Board Minutes – 2.21.19
- B. Library Advisory Board Minutes – 12.14.18

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

**Baldwin – aye; Ackley – aye; Dyer – aye; Balensifer – aye**

COMMISSIONER REPORTS

Commissioner Dyer welcomed everyone.

Commissioner Ackley noted the next joint task force meeting is on April 16.

City Manager Linda Engbretson requested to add an item to the agenda; a brief discussion on marijuana tax. There were no objections to add it to the agenda as discussion item 8-B.

PUBLIC COMMENT –

Brenda Hoxsey, Chairman of the downtown action group, announced that the city has been accepted by the State for the Oregon Main Street program. She noted the next action group meeting is April 18<sup>th</sup>, at 11:30, and gave a brief update on what the group has been doing. Mayor Balensifer gave a round of applause, and stated he has been extremely impressed with the good work they have done. He also thanked the Commissioners that are involved as well, and recognized there is a lot of energy and a lot of good things happening from everyday citizens.

Mayor Balensifer asked Community Development Director Kevin Cronin about the Oregon Main Street program application turnaround time. Mr. Cronin also congratulated the action group for the great job they have done. He noted the turnaround was pretty quick; and there is more work to be done. He noted more good news – the State Historic Preservation Office is going to help the city do a quick historic survey of the remaining buildings in downtown; he is going to partner with the local college’s historic preservation program to do a further survey. He also stated they will have the first pop-up event in downtown that is related to the Spur 104 Charrette. The event will be May 6-9 in the Fenton Grocery building, (formerly referred to as the “brown building”); more details to come. Brief discussion continued.

### BUSINESS ITEMS

Mayor Balensifer noted the city manager had to cut the Resource Assistance for Rural Environments (RARE) participant from the budget, but there are other possible avenues to explore this possibility. Ms. Engbretson noted the budget committee will have to make that decision, but she could not in good conscience leave it in the budget and cut police cars. Mayor Balensifer noted he will be meeting with the WBA, and feels they will support this; this is a cornerstone staff position to make things happen, and fits in with the Commission goals and priorities. Mr. Cronin emphasized this is all about leverage; and for every dollar of city money that is spent, we are getting matched dollars from the University of Oregon’s program, in addition to other dollars the RARE person is bringing from outside the community. Brief discussion continued.

**Commissioner Ackley made the motion to authorize city staff to apply for a RARE program participant for the 2019-2020 program year. Motion was seconded and passed unanimously.**

**Baldwin – aye; Ackley – aye; Dyer – aye; Balensifer – aye**

### DISCUSSION ITEMS

Mayor Balensifer requested to have the marijuana tax discussion first. Ms. Engbretson stated the city is trying to be proactive and not reactive. She stated the city originally put in a 10% tax, and put pretty restrictive time, place and manner restrictions in place; the state has since adopted a 3% tax. Mayor Balensifer asked for clarification; City Attorney Spencer Parsons stated the legislation that was adopted explicitly says it is “intended to fully replace and supersede any municipal charter amendment or local ordinance inconsistent with the provisions herein;” the provisions say they are capped at 3%. Cities may tax an additional 3%; Warrenton adopted a 10% tax before the legislation was adopted; based on the legislation, 10% is not valid. Mayor Balensifer noted it makes no sense to have a tax on the books that is unenforceable. Consensus was to reduce the marijuana tax to 3%.

City Manager Linda Engbretson stated after starting the process of updating the SDC’s, it has been discovered it’s not quite that easy. The original methodology that was adopted included a recommendation to do an annual cost index. She has prepared a draft resolution that clarifies the intent at the time it was adopted, was to follow that recommendation, so we can put the cost

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index in without having to do a whole new study. Discussion continued on the cost index. Mr. Parsons noted after discussion, the conclusion is that this is simply an administrative matter; the city adopted a resolution that said the price shall be indexed each year, and we haven't done that administrative work. We are not looking to amend the methodology, although it is overdue to revisit the SDC's; at this point we are just looking for direction to prepare a resolution that says how the methodology applies, and are issuing this resolution so it's administered properly, as written. Ms. Engbretson stated she will put in the resolution that it will automatically update based on the index, July 1<sup>st</sup> of every year. Discussion continued on the SDC rates. Mr. Parsons stated his advice to the city is to update and modernize the SDC's; but that would qualify as reopening up the methodology and proceeded to explain the necessary process to do so. He stated this first step is just to direct staff to apply what is already adopted. Discussion continued on whether adding a bathroom to an existing house creates additional demand on the city's infrastructure, and if it should trigger an SDC. Mayor Balensifer questioned if there are there other fees we can add on to help the city remain sustainable; SDC's are not going to fix it. Discussion continued. Consensus was to move forward with the resolution.

### GOOD OF THE ORDER

Commissioner Ackley stated it is exciting to be part of the Oregon Main Street program, and noted everyone on the downtown action team is doing a great job.

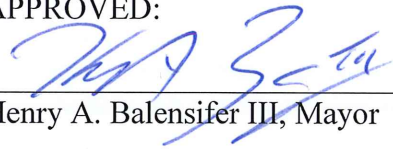
Commissioner Dyer said a cab company is going into the old gas station, and noted it's probably not the best use, but it's the time to go in and give them ideas on how to make it look better. Brief discussion continued on the façade grant guidelines.

Mayor Balensifer stated he would like to have a discussion, and also have staff put together an outline of what it costs for a resident to live here. Ms. Engbretson noted Mr. Cronin just did that – based on a \$250,000 house, the property tax for Warrenton would be \$412. Mayor Balensifer stated he would like water rates, services, etc. included; what it costs the average homeowner to live here, service costs included, so we can outline the cost delta; and figure out what we need to do to fill that delta up. He stated he would like to have the discussion this year. He also noted the need to look at additional fees, or ways to approach major developments; ways to maintain a financially stable city. Commissioner Baldwin noted along with that, he would urge them to look into the municipal code as well; to clean it up more, to help staff, and to make it understandable. Mayor Balensifer noted how proud he is of the staff. Ms. Engbretson stated she appreciates the commission support. She agreed that the volunteers are awesome; and we couldn't do it without them, or without the support of the commission; staff works really hard every single day.

There being no further business, Mayor Balensifer adjourned the regular meeting at 7:04 p.m., and announced they will now meet in executive session under ORS 192.660(2)(e); *to deliberate with persons designated by the governing body to negotiate real property transactions*, and 192.660(2)(h); *to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed*. He stated the Commission is not

expected to return to regular session to take action on any item considered in the executive session.

APPROVED:



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Henry A. Balensifer III, Mayor

ATTEST:



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Dawne Shaw, City Recorder