

MINUTES  
WARRENTON CITY COMMISSION  
WORK SESSION – August 9, 2016  
5:30 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Mark Kujala convened the work session at 5:30 p.m.

Commissioners Present: Pam Ackley, Mayor Mark Kujala, Tom Dyer, Rick Newton  
Excused: Henry Balensifer

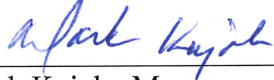
Staff Present: City Manager Pro tem Linda Engbretson, City Attorney Harold Snow, Public Works Director James Dunn, Fire Chief Tim Demers, Finance Director April Clark, Community Development Director Skip Urling, Harbor Master Keith Pinkstaff, Wastewater Superintendent Kyle Sharpsteen and Administrative Assistant Dawne Shaw

**Purpose of Work Session – Review of City Manager Recruitment/Standards, Criteria and Policy Directives for Hiring a City Manager for the City of Warrenton**

Mayor Kujala opened the discussion on the recruitment process for hiring a new city manager. City Manager Pro tem Linda Engbretson reached out to several recruitment firms to get an idea about the time and costs involved and was told that it is likely a 3-4 month process, with the cost estimate between \$10,000 -\$20,000. Discussion continued on the criteria from 2011 and it was noted that it is strong and applies the same today as it did back in 2011, so no changes are necessary. It was noted that it is important that the new City Manager be a resident of Warrenton. The next step would be to have public comment at the next Commission meeting and to prepare an RFP/informal solicitation. The recommended advertising time is for 4-6 weeks. The recruiting firm will screen the resumes per the criteria and send the top applicants to the Commission. There was further discussion on the interview process and the community panel.

There being no further business, Mayor Kujala adjourned the work session at 5:46 p.m.

APPROVED

  
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Mark Kujala, Mayor

ATTEST

  
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Dawne Shaw, Administrative Assistant