

MINUTES  
Warrenton City Commission  
Work Session – February 11, 2020

5:15 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:33 p.m.

City Commissioners Present: Mayor Balensifer, Mark Baldwin, Pam Ackley, and Rick Newton  
Excused? - Tom Dyer

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen, Police Chief Mathew Workman, Finance Director April Clark, Accounting Technician Jessica Barrett, and City Recorder Dawne Shaw

Mayor Balensifer opened the Work Session and noted its purpose; discussion of the dissolution of the Warrenton Business Association (WBA) and Warrenton Business Licenses. Ms. Engbretson noted that staff has finally finished their review of the Ordinance for Business License Fees and the Warrenton Business Association (WBA) and have their changes to propose. Mayor Balensifer reviewed his proposed changes, noting he gave it a more defined purpose. He stated he eliminated the part where it said provide funding for the appropriate Chamber of Commerce and explained why. He continued to note the suggested changes. Ms. Engbretson noted staff proposed changes to the “per employee fees.” She explained that the last time Business Licenses were raised was in 2007, however that did not include the “per employee fee.” Discussion continued. Mayor Balensifer continued to note the proposed changes to the policy section (5.04.040). The last three items are aligned with the WBA goals and items they wanted to see carried out in the future. Mayor Balensifer noted the prohibitions. Discussion continued. He continued to note the changes, giving examples along the way. He noted one big change under payment required; item E (page 3). He explained the new addition requiring citizens to apply for a business application when advertising with signs within the City of Warrenton. Ms. Engbretson and Ms. Clark noted the problem with addressing signs. Discussion continued. Ms. Engbretson noted the sign issue could be addressed in the sign ordinance. Discussion continued on businesses who advertise in the City of Warrenton even though their place of business is not in the city. Mayor Balensifer asked if they should leave the sign stipulation in the business license or move it to the Sign Ordinance. Mr. Cronin clarified that currently off sight signs are prohibited. He wouldn't mind taking a look at the Sign Ordinance, but cannot give Commission a clear timeline on when that would take place. Ms. Engbretson noted staff will think about this a bit more.

Finance Director, April Clark, noted the proposed changes to the Warrenton Business License Ordinance; highlighted in blue in the packet material. Ms. Clark noted the process with non-profits and the 501(C)(3). She continued to note an added section; subsection D. Mayor

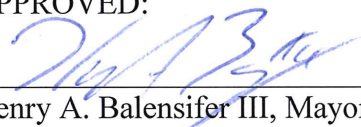
Balensifer noted he understands the purpose of the subsection but he isn't sure it's fair. Discussion continued on vendors at city wide events and non-profits. Commissioner Baldwin noted if a guy selling firewood has to have a license, they should as well. Mayor Balensifer stated he would like to make sure the code explicitly says those one time license fees will be wrapped into the event fee. Discussion continued. Ms. Clark asked for clarification; will the license fee be included in the application fee for the event? Mayor Balensifer stated yes. Ms. Engbretson asked how nonprofit and city events would be handled in that instance. Discussion continued.

Mayor Balensifer asked to make this a discussion item in the regular meeting as the first item; 7A. There were no objections.

There being no further business, Mayor Balensifer adjourned the work session at 6:01 p.m.

Respectfully submitted by Lindsay Duarte, Deputy City Recorder.

APPROVED:

  
Henry A. Balensifer III, Mayor

ATTEST

  
Dawne Shaw, City Recorder