

MINUTES
Warrenton City Commission
May 10, 2022
6:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

City Commissioners Present: Mayor Henry Balensifer, Tom Dyer, Mark Baldwin, Gerald Poe, and Rick Newton

Staff Present: City Manager Linda Engbretson, Police Chief Mathew Workman, Finance Director April Clark, and City Recorder Dawne Shaw

Mayor Balensifer requested unanimous consent to add agenda items 7.A – Parks Advisory Board Recommendation, 7.B – Newport Position Letter on the League of Oregon Cities’ Transient Room Tax (TRT) Priority, and 8.B – City Manager Recruitment Update. There were no objections.

CONSENT CALENDAR

- A. City Commission Town Hall Meeting Minutes – 4.26.22
- B. City Commission Meeting Minutes – 4.26.22
- C. Warrenton Community Center Advisory Board Minutes – 3.17.22
- D. Monthly Finance Report – March 2022
- E. Marina Advisory Board Minutes – 2.28.22

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

Newton – aye; Dyer – aye; Poe – aye; Balensifer – aye; Baldwin – aye

COMMISSIONER REPORTS – None

PUBLIC COMMENT

Scott Widdicombe, resident, expressed dissatisfaction with the recent Hammond Library Town Hall and the city manager recruitment. He also noted his newspaper opinion articles.

Cindy Yingst, local business owner, submitted written comments regarding business license fees.

Dennis Faletti, resident, requested the two accessible parking spots at the Community Center be repainted and re-signed. He also requested the automatic door at City Hall be fixed. Mayor Balensifer noted the Commission accepted a recommendation from the Community Center Advisory Board to have the spots repainted. It was noted that staff have made several attempts to have the door repaired and will try again.

In response to Mr. Widdicombe's comments, Mayor Balensifer explained differences between the recent town hall and a previous one. He also noted city manager recruitment requirements.

PUBLIC HEARINGS – None

BUSINESS ITEMS

Mayor Balensifer reviewed the Parks Advisory Board's recommendation to reserve the Quincy and Bessie Robinson Park for a cornhole tournament fundraiser with a beer garden. Police Chief Mathew Workman gave a brief opinion on the event at Commissioner Newton's request. Mayor Balensifer noted an event application will need to be submitted.

Commissioner Baldwin made the motion to approve the board recommendation in whole, as unanimous. Motion was seconded and passed unanimously.

Newton – aye; Dyer – aye; Poe – aye; Balensifer – aye; Baldwin – aye

Mayor Balensifer discussed a letter from the City of Newport. They suggest modifying the allocation of TRT funds from 70% (tourism) and 30% (general) to a 50/50 split. After brief discussion, there was unanimous consent to issue a letter of support.

DISCUSSION ITEMS

Ms. Engbretson distributed and discussed a business license fee comparison with local cities. She noted Warrenton's fees have not been raised since 2007 and the effort to increase critical staffing. Commissioner Newton would like to keep the fees as simple as possible. In the absence of a planner, Ms. Engbretson has been reviewing new business license applications and envisions the work being done by a planning technician. She suggested increasing the base fee by \$5.00 and \$2.00 per employee. Finance Director April Clark gave approximations for additional revenue with different fee increase scenarios. Ms. Engbretson explained how the funds could support positions in the Planning, Police and Fire Departments. Ms. Clark noted the cost-of-living increase and gave a comparison for business license costs in Seaside, Astoria, Warrenton, and Cannon Beach. Mayor Balensifer feels the name "business *license*" is misleading. Discussion followed about the license review process and a lack of consequence for revocation. Mayor Balensifer would like revenue to be set aside for a position that would support businesses, like a fire marshal. Discussion continued. Ms. Engbretson feels the current allocation is not covering the cost to review. Discussion continued. Mayor Balensifer asked for the Commissioners' thoughts. Poe – a rate raise is needed; Baldwin – would support \$75 for 0-4 employees. Brief discussion followed; Newton – would like to call other small cities to gather

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more data before making a decision. He would prefer to per employee fee brackets (0-3, 4-7, 7-10...). Ms. Clark clarified this adds a layer of complication. Discussion continued. Ms. Engbretson noted business licenses renew July 1st; Dyer – the City needs to cover the cost to provide the service. He would like to keep a per employee fee simple. Discussion continued. The consensus was in favor of staff looking at raising the rates including both minimum and per employee, in addition to providing stated needs with the proposal.

Mayor Balensifer noted they are still in discussions with two potential candidates for an interim city manager. Jensen Strategies proposed another search because interested individuals have come forward. Mayor Balensifer asked if the Commission would like to stick with Jensen Strategies and noted the cost. There was consensus for the Mayor to work with Jensen Strategies.

GOOD OF THE ORDER

Commissioner Newton – Discussed for fire extinguisher education for kids, topics from the Bay City League of Oregon Cities meeting including mental health and hacking. He also noted Clatsop Economic Development Resources has an upcoming class for food cost essentials.

Commissioner Dyer – Commented on the need to allocate more funds towards mental health, noting the burden on police officers.

Commissioner Poe – Gave an update on the Columbia River Estuary Study Taskforce meeting.

Mayor Balensifer – Noted the Warrenton High School fisheries fish release on Friday. The public can release salmon into the Skipanon.

Ms. Engbretson – Gave a reminder for the budget meeting on Saturday.

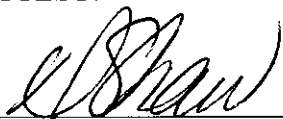
Commissioner Newton – Noted dead Christmas trees make great protection for young salmon.

Commissioner Poe – Noted an eagle dropped a young Chinook salmon in his yard the other day.

There being no further business, Mayor Balensifer adjourned the regular meeting at 6:51 p.m.

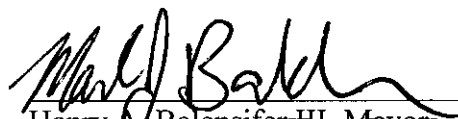
Respectfully prepared and submitted by Rebecca Sprengeler, Deputy City Recorder.

ATTEST:



Dawne Shaw, CMC, City Recorder

APPROVED:


~~Henry A. Balensifer III, Mayor~~
Mark Baldwin, Vice Chair

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