

MINUTES
Warrenton City Commission
Work Session – January 11, 2022
5:00 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:00 p.m.

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

Staff Present: City Manager Linda Engbretson, Finance Director April Clark, Public Works Director Collin Stelzig (Zoom), Planning Director Scott Hazelton, Police Chief Mathew Workman, and City Recorder Dawne Shaw

Mayor Balensifer stated he is participating in this work session as he will not be applying for the City Manager position.

Erik Jensen (Zoom) and Amelia Wallace (Zoom), of Jensen Strategies reviewed the City Manager candidate profile and hiring procedures. Mr. Jensen noted ORS 192 requires the profile and procedures be adopted after holding a public review, which they have had, in order to hold executive sessions to discuss candidates. Mr. Jensen explained the profile development process through a series of interviews with 4 commissioners and 6 staff. He also noted 16 staff members and 22 community members participated in the online survey, and there were 5 participants in the virtual public input meeting. He reviewed the position profile (Appendix A).

Mayor Balensifer noted there are multiple state highways that run throughout the city, in addition to Hwy 101, as well as Ridge Road, which is a county road. Brief discussion continued about working with other jurisdictions.

Commissioner Baldwin feels the profile is too extensive and could exclude potential candidates. Discussion followed. Mayor Balensifer asked what the market looks like for city managers. Mr. Jensen noted the profile is the ideal candidate; no one will have all of these qualities – but some will have most. He stated they typically get 2 dozen applicants with 10 semifinalists. He noted the pool is getting a little diluted right now. Discussion followed on the salary and what would attract candidates. Mayor Balensifer asked several questions about the review process.

Mr. Jensen reviewed the hiring procedures (Appendix B). Mayor Balensifer discussed the importance of an Oregon Government Ethics Commission check. Mr. Jensen agreed and continued explaining the hiring procedures. He reviewed the schedule which includes adoption of the candidate profile and hiring procedures at the January 25 meeting.

Mr. Jensen discussed the potential issues with the salary, noting it is much more competitive. He discussed their evaluation. He noted the average city manager salary in today's dollars is \$123,377 based on 2018 numbers for cities with populations 3,000-10,000. North Coast cities averaged out at \$101,000 in today's dollars. He noted the salaries of comparable cities averaged out at \$136,500. He noted a 2001 study by HR Compensation Consultants that looked at salaries from 13 cities and 2 counties in Oregon; the mid-point salary is \$122,500. He noted Warrenton is lower than the averages and recommended advertising at a range of \$110,000 – \$140,000. Brief discussion continued about staff compensation and budget. The Commission agreed on the recommended salary range.

There being no further business, Mayor Balensifer adjourned the work session at 6:02 p.m.

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

APPROVED:


Henry A. Balensifer III, Mayor

ATTEST:


Dawne Shaw, CMC, City Recorder