

MINUTES
Warrenton City Commission
Work Session – August 24, 2021
5:30 p.m.
Warrenton City Hall - Commission Chambers
225 S. Main
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:30 p.m.

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

Excused: Mark Baldwin

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

City Manager Linda Engbretson noted a packet she put together for the mid-year progress update on the 2021 City Commission Goals. She stated she asked all departments to weigh in on what they are doing to address the goals.

Staffing: Ms. Engbretson discussed increasing efficiencies to reduce workload. She noted increased hours, updated job descriptions, and new staff. She stated her number one recommendation in regards to critical staffing for the next budget year would be human resources. Discussion followed about the need for HR. She also noted the need for code enforcement and nuisance abatement. Both positions would be overhead that all departments would pay a part of. She noted it does not make sense to dedicate a fulltime police officer to code enforcement. Discussion followed. Ms. Engbretson stated she does not support the conversion of the 12th police officer position to a fulltime code enforcement position. Mayor Balensifer noted code enforcement is needed but feels an HR person is a higher priority. Discussion continued on HR needs.

Revenue: Ms. Engbretson continued to discuss revenue options, noting the City is looking for ways to increase revenue. She noted staff are actively pursuing grants and researching additional or increased fees. North Bend's fee increase charter amendment was noted. Ms. Engbretson noted Building Inspector Christian Jensen is researching increases to homestay and vacation rental inspection fees and updates to the rules and regulations.

Commissioner Newton compared the staff to population ratio of Warrenton Fire Department and Astoria Fire Department. Ms. Engbretson discussed the success of the volunteer sign-up on-call program. It was noted the WFD will not be getting a fire marshal. Mayor Balensifer asked Ms. Engbretson her priorities for additional staff. Ms. Engbretson noted HR is a top priority. If she could add two staff it would be HR and a Planning Tech depending on the new Planner's preferences. Discussion followed about contracting out some planning work. Discussion followed about code enforcement.

Communications: Ms. Engbretson noted there has been increased public notice and use of social media. She noted the Fire Chief's public education and Facebook live on burn restrictions. She noted discussion with the press to feature articles about different departments. She also noted the "budget in brief" from Finance Director April Clark. Mayor Balensifer stated he loved it and request it be printed and posted in the City Hall lobby each year. Ms. Engbretson discussed implementing an annual update to Marina users on repairs and fee changes.

Ms. Engbretson noted the upcoming RFP (Request for Proposals) for handyman services.

Unfinished projects: Ms. Engbretson noted Public Works Director Collin Stelzig applied for additions funds for the Hammond waterline. Mayor Balensifer asked about the status of the project. Mr. Stelzig gave an update, noting the design is moving forward but the consultant recommends waiting due to increased material costs. He discussed funding. Mayor Balensifer asked if Fritz is being unresponsive. Mr. Stelzig stated he has not responded. Ms. Engbretson noted the Urban Renewal projects for downtown and the marina are in the works. She stated she is trying to hire staff. She noted the effort to update, streamline, and create efficiencies. She noted Mr. Jensen and Building Official Van Wilfinger have been working on revamping the development review process flow chart and are planning to have another contractor meeting.

Mayor Balensifer asked about a leasehold on the Lincoln ballfield in Fort Stevens. Ms. Engbretson briefly discussed the history and noted it will be looked into. Mayor Balensifer noted it could be parking overflow for the Marina or something else nonpermanent.

Ms. Engbretson noted the RFP for realtor services to assist the City with the disposal of property.

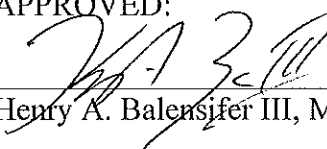
Commissioner Newton commented on the number of things moving forward. Discussion followed about ARPA (American Rescue Plan Act) funding.

There being no further business, Mayor Balensifer adjourned the work session at 5:58 p.m.

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

ATTEST:

Dawne Shaw, CMC, City Recorder

APPROVED:

Henry A. Balensifer III, Mayor