

CITY OF NEWBERG
CITY COUNCIL WORK SESSION MEETING
6:00 P.M., TUESDAY, JANUARY 2, 1990
NEWBERG COMMUNITY HOSPITAL, CONFERENCE ROOM A

THE CITY COUNCIL OF THE CITY OF NEWBERG WILL HOLD A WORK SESSION TO REVIEW THE JANUARY 2, 1990, COUNCIL AGENDA ITEMS. THE COUNCIL WILL NOT MAKE ANY DECISIONS ON THE AGENDA ITEMS AT THE WORK SESSION. THE WORK SESSION WILL BE HELD AT NEWBERG COMMUNITY HOSPITAL, CONFERENCE ROOM A.

THE WORK SESSION WILL BE FOLLOWED BY THE CITY COUNCIL MEETING WHICH WILL BE HELD AT NEWBERG PUBLIC LIBRARY BEGINNING AT 7:30 P.M.

DATED THIS 28th DAY OF DECEMBER, 1989.

DUANE COLE - CITY RECORDER

CITY MANAGER'S REPORT
December 27, 1989

TO: Mayor and City Council

FROM: Duane R. Cole, City Manager



SUBJECT: City Manager Report for December 14 - 27, 1989

MEETINGS ATTENDED

December 14:

Steve Pfeiffer, Sonja Riihimaki, Denny Egner and I met at Austin Industries to discuss the Springbrook District. This was an excellent exchange of information with a land use attorney expert and with Sonja. No issues were resolved, but Mr. Pfeiffer is well aware of the time frames that exist for completing the planning process for the Springbrook District. The difficulty with Oregon land use law is that if a proposal is made which varies from the existing zoning, the time frames for completion become quite lengthy. Staff and Austin Industries, I believe, have a clear idea of the process which will need to occur to develop this area.

Brown and Tarlow Open House.

Public Works Committee Meeting. The Public Works Committee began reviewing the Capital Improvements Program for the water system. At their next meeting they will review the Sewer Capital Improvements Program.

December 15:

Gerome Manufacturing. This was a brief visit as Mr. Shew and I met with Mr. Stoyko and Mr. Gerome.

Art Krueger, PGE representative. Denny Egner and I met with Art to discuss economic development opportunities in the community.

Tour of Smurfit. Those Council members that attended this tour, I believe, found it as beneficial as I did. This was a great opportunity to visit one of our local industries.

December 18:

Economic Development Meeting. This meeting was with the Economic Development department regarding an industry locating in Newberg. Subsequent discussion has indicated that this industry will not locate in the community. Newberg competed well in the process, and the choice was based on

the company's desire to locate closer to existing high-tech industry. The selection process was down to Hillsboro, Oregon, and Roseville, California.

Don Clements. Don Clements and I met for our monthly meeting. Mr. Smith was unable to attend due to illness.

Jim Records, Greg Baker, Denny Egner. Baker Rock Company bought the crushing operation near the Willamette River, near Rogers Landing. Mr. Records and Mr. Baker indicated that they were concerned about the community and wanted to be sure that they were available to participate.

December 19:

Chamber Board.

Employee Dinner Meeting. The annual Employee Dinner is scheduled for January 26, 1990, 6:30 p.m. at the Fire Hall.

Terry Mahr, Becky Manning, Mary Newell, and I had a nice lunch meeting.

City Council Workshop. City Council Meeting.

December 20:

Tom Bay and Bert Teitzel. Mr. Bay works for OMI, and we had a brief meeting regarding the possibility of using OMI as an interim management service for the Treatment Plant. Mr. Teitzel is pursuing this action.

December 21:

Ordinance/Legislative Committee. The Ordinance/Legislative Committee discussed an ethics book that I have compiled. The book includes several articles brought to the City by Mayor Hall and Councilmember Gano from the NLC. It also includes a variety of sample ordinances from throughout the United States. The State law governing conflict of interest and ethics codes will be something that we intend to discuss at the goal setting meeting. That meeting is scheduled for January 19th and 20th.

Gerome Manufacturing. Mike Stoyko, Denny Egner and I visited the manufacturing facility and reviewed some potential ideas regarding expansion of the facility. Staff indicated that we would work within our rules to assist Gerome with their needs.

Library Board. I've been attending the Library Board in order to meet the Board members. Their agendas are full of policy questions and decisions. I also attended the Planning Commission meeting to introduce Denny Egner.

City Manager's Report - December 27, 1989

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December 22:

Public Works Shop - Lunch. This is the annual lunch at the Public Works Shop.

December 27:

Gary Herr and Robert Franz. Regarding the lawsuit filed by Heinzl against the City.

Economic Development Meeting. This meeting is organized to continue discussion of direction for this committee of the Chamber. This committee could play an important role in our efforts to provide economic development opportunities in our community.

MEETINGS PLANNED:

January 2:

City Council Workshop, 6:00 p.m., Newberg Community Hospital.

City Council Meeting, 7:30 p.m., Library.

January 4:

City Facilities Committee, 7:00 a.m., J's Restaurant

January 5:

Employee Party Meeting, 9:00 a.m., City Manager's Office

January 8:

Traffic Safety Committee, 7:00 p.m., Library

January 9:

Chamber Board Meeting

January 10:

Wellness Program Committee, 2:00 p.m., Old Council Chambers

January 11:

PUC Meeting, State Capitol, regarding EAS

Public Works Committee Meeting, 7:00 p.m., Wastewater Treatment Plant

January 16:

Public Safety Committee Meeting

Workshop City Council, 6:00 p.m., (location to be announced)

City Council Meeting, 7:30 p.m., Library

January 18:

Ordinance/Legislative Committee, 7:00 a.m.

Chamber Dinner, 6:00 p.m., Horseless Carriage

January 19:

Don Clements, Wes Smith. This is our monthly lunch meeting at a restaurant not yet named.

City Council Goal Setting, 5:30 p.m., Newberg Community Hospital.

January 20:

City Council Goal Setting (continued)

January 23:

Chamber Board Meeting.

January 24:

Mid-Willamette Risk Management Meeting, 12:30 p.m., Salem, COG.

January 25:

Finance Committee Meeting, 7:00 p.m., City Manager's Office

January 26:

City Manager's Meeting, Noon, Night Watchman Restaurant, Salem.

City Employee Party

GENERAL INFORMATION:

1. Attached to the City Manager's Report from now on will be department reports as received and committee minutes. In the past I have sent these out with the Friday Update, and I believe they are getting lost in the

shuffle. This report will be the focus of minutes and department work reports. I hope to use the Friday Update more for current information and information that focuses specifically on what is happening in the City. By focusing these into the City Manager's Report, there may be more opportunity for questions and comments by the Council.

2. I will be writing a first-of-the-year report that will look back on 1989 and forward into 1990. This should appear shortly after the first of the year.
3. Major work items for me will be looking at our Compensation Plan and educating myself more thoroughly on the budget. In addition, I will be putting together the City Newsletter and will have it ready for Council's review on January 16, 1990.

LIBRARIAN'S REPORT DECEMBER, 1989

PERSONNEL

The Library Clerk's position has been filled. We had 26 applicants and interviewed five of them. Our selection for the position is Rea Stockwell. While her primary work background was in the insurance field, she has many skills that we were looking for. I am finding that her background with building inspections has already helped us as she is familiar with contractors and vendors and ways to communicate with them.

Debbie Ratzloff has begun the cataloging and data entry of the gift books. She will be working an additional ten hours each week and we figure that the project will take 20 - 25 weeks to complete. Volunteer Bonnie Arbogast has offered to do the entry on the fiction that has been backlogged in the storage room. Since she did nearly all of the entry of our paperback collection she is familiar with the ins and outs of fiction codes and cataloging requirements so this will give us a substantial boost. The extra emphasis on cataloging will impact staff who do book processing. We are monitoring that area and may need to put out a call for more volunteers to learn the steps necessary for getting the books ready for the shelves.

Department heads have begun the review of the Personnel Rules. The review process is very thorough, and, consequently, slower than first anticipated, but the product will be improved with the careful scrutiny and good discussions that are occurring.

PROGRAMS

The fifth annual tree lighting was another resounding success. Staff estimates that the crowd was close to last year's estimated 500 but they did not feel the pressures associated with last year's program. More volunteers were utilized this year, including City Manager, Duane Cole, Mayor Elvern Hall, and Ben Erb from the Fire Department. Both storytimes were full and people expressed enjoyment with the addition of the Madrigal singers from George Fox College and the Cinnamon Bear courtesy of Showcase of Flowers.

The Festival of the Trees has once again generated some creative decorated trees. We had twelve entries, but two did not show with their trees. Still, the number of entries has doubled from last year. Votes will be tallied December 14 for the favorite tree

Our next major program will feature Jim Trelease who speaks on the value of reading aloud. To date we have received \$400 from local parent clubs to help underwrite this program. We will continue to solicit funds to cover the expenses. I received a phone call last week from a local resident whose brother is a good friend of Mr. Trelease. The local family is offering to host him and provide transportation to the airport on the day following the program. With Pat Landis's help we have secured Bauman Auditorium for Mr. Trelease's two presentations which are scheduled for February 14.

NEW SERVICES FOR STUDENTS

We have implemented two new services for students. One is a form that a student can take back to school to show that an effort was made to obtain material. The form includes statements that indicate why we were unable to meet their needs. The second service is a free photocopy offer. Students may make up to five copies at no charge for material that they need for reports or school projects. This service was put in to reduce the temptation to tear out pages of books or magazines or to take reference materials. Staff is keeping a tally of the number of free photocopies that are made so that we can determine the financial impact and decide if we can afford to maintain this service. We have received two letters of appreciation from school officials for these new services. (copies are attached)

CITY TEAM BUILDING

The first week of December marked the first time in over a year that we had a full contingent of department heads. Friday, December 8, all department heads met for a full day team building session. It gave us a chance to get better acquainted and discuss the issues facing the City.

BUDGET PACKETS

We have received our budget packets for FY 1990/91. The budget calendar calls for those to be back to the Finance Director on January 12 so you will have copies to review at our January meeting. There are some changes in the process this year, most notable being that we are starting the process with an allocation of funds, rather than an open ended amount. The library has an allotment of \$231,032 which is approximately 2% above this year's budgeted amount. I will have further information on the budget at our meeting.

LIBRARY FRIENDS

The Library Friends have scheduled their annual meeting for 11 a.m. to 1 p.m. on Tuesday, January 23. They will be electing officers for the coming year, summarizing their activities for the past year, and discussing needs for the library. The meeting will include a potluck and is open to the public.

Two members of the Friends have recently suffered severe health problems. "Stretch" Aho had surgery in late November and while he is coming in to use our photocopy machine it may be some time before he is able to resume his volunteer work. His wife, Henrietta, is scheduled for surgery in January when he recovers enough to be able to assist her. Helen Holman had a heart attack this past weekend and is at this time in the intensive care unit at Newberg Community Hospital. She was one of our helpers at the tree lighting program. We really miss these regulars.

LIBRARY USE CONTINUES TO RISE

Our November report shows one of the biggest jumps in circulation that we have had since we first opened the remodeled library. The November circulation is 27% greater than that for 1988. The number of reference questions answered continues to be significant. It was somewhat lower than the same time last year, but I think that is due to a change in how we are counting our electronic mail requests. If those are added in to this year's figure we are more than 30% higher than last year.

CCRLS ISSUES

The librarians in CCRLS and the Advisory Board have been dealing with reimbursement issues and criteria for new libraries. We have looked at the statistics that are kept by the automated system and have agreed on a method for calculating use of libraries by non-residents. This will enable us to switch from reimbursement by the number of library cards issued, to reimbursement that is based on the number of items circulated. This switch will enable those libraries whose collections are being used to receive an appropriate proportion of the funds that are available.

At the request of the Advisory Committee a subcommittee of librarians has developed criteria for the admission of any new libraries to the system. The subcommittee has recommended that new libraries be provisional members until they reach a level of service as defined in the Oregon Library Association's Standards for Public Libraries. The recommendation was approved by the PYM librarians and introduced at this month's Advisory Committee meeting. It will be discussed more fully at the January meeting. The City that most likely would be immediately affected would be the City of Kaiser. They have recently developed a volunteer run library in response to the City of Salem's policy for charging Kaiser residents for library cards.

TO: DUANE COLE, City Manager
 FROM: DOREEN TURPEN, Library Director
 SUBJECT: LIBRARY STATS; November, 1989
 DATE: December 11, 1989

CIRCULATION		REFERENCE	
Adult Books	4,020	In-house (adults)	371
Children's Books	3,779	In-house (children's)	105
Periodicals	538	Phones (adults)	60
Records/Cassettes	171	Phones (children's)	2
Pamphlets	50	SUBTOTAL	538
Cameras	1		
Videos	104	Referrals	9
Checked out to other libraries	44	Materials (adults)	693
Renewals	310	Materials (children)	472
		TOTAL	1165
		DAILY RECEIPTS	
Borrowed from:		Copies	\$163.56
OSL	34	Fines	509.65
ILL	9	Non resident Cards	432.20
CCRLS	376	Lost Materials	77.91
TOTAL	9441	Miscellaneous	33.20
		TOTAL	\$1216.52
Free Prints	46	MEETING ROOM USAGE	
children's	39	Austin Room	26
E-Mail	379	Rotary Room	17
	+43	TOTAL	43

MEMORANDUM
December 15, 1989

TO: Duane Cole, City Manager
FROM: Denny Egner, Planning Director
SUBJECT: Weekly Report - December 11-14

Dec. 11 Continued the process of organizing files and library.

Talked to John Harris (538-7101) about cable TV service. He wasn't served by the builder and wants the City to enforce the provisions of its franchise agreement requiring service to new houses.

Talked to Marla Carter (538-4952) about a travel trailer that she wants to park in the street over Christmas. I told her she was limited to 48 hours but that it was unlikely anyone would force her to move it unless there was a complaint.

Went to the Chamber Forum.

Talked to Mary Puskas about annual Chamber awards.

Dec. 12 Reviewed Newberg Internal Medicine plans with Bert. Identified problems related to parking and access onto 99W and Villa Road. Called Rory Antis of R.A. Gray (538-0477) to set up meeting on Wednesday.

Met with Dexter Clark (642-2531 X630/Home 640-2201) of Baker Rock to discuss riverfront property (Tax Lot 100). Baker Rock has an offer on the property and wants to build a new office on upland property out of floodplain. Land is planned Industrial but outside the City limits. I said land is currently designated properly and under County jurisdiction. Permits would be required from the county. I said we may recommend denial based on the proposed Riverfront District. If the Riverfront District is implemented, gravel operations would be a non-conforming use.

Met with Brent Bishop of Great Northwest Management (241-1525) who was doing research on establishing a 120-150 unit retirement center on C-2 and R-1 land east of the Springbrook shopping center. I said that it would be permitted outright in the C-2 zone as group housing and would require conditional use approval in the R-1 zone. Retirement centers are not specifically listed in the Zoning Ordinance.

Bert, Terry and I met with Yamhill County officials to discuss County action on the City's Springbrook Transportation Plan. Based on our existing UGB Management Agreement a decision for the area outside the City limits requires review by a joint City/County committee. Rather than form the committee, it was

generally agreed that we should implement the proposed new management agreement which would give the City authority for all planning within the UGB.

Met with Duane Cole to discuss Planning Department projects.

Dec. 13

Met with Ken Andrews and Rory Antis to discuss the Newberg Internal Medicine Development. Bert Teitzel and Larry Anderson attended the meeting. Ken and Rory agreed to develop a new site plan which included a re-designed entrance onto Highway 99W along with improvements to the easement serving Villa Road. This site plan will include notations regarding the number of parking spaces allocated to the Medici development.

Completed the agenda for the December 21 Planning Commission meeting.

Prepared a memorandum on Periodic Review for City Council and Planning Commission.

Met with Allyn Brown regarding the minor partition at the Newberg Internal Medicine development. Allyn stated that all of the conditions of the preliminary approval will be satisfied by Friday of this week. He requested that final approval of the partition be made on Friday if possible. I stated that we would attempt to meet that timeline.

Attended the weekly staff meeting where the proposed budget development process was discussed.

Met with Ryan Duffy and Roosevelt Wattford of BP Oil Company (916-631-6978) regarding a proposed service station at the northwest corner of Springbrook and Highway 99W. Bert Teitzel also attended the meeting. The representatives of BP Oil were informed that the drainage pipe through the site would need to be relocated to the west and that access to Highway 99W required State Highway approval. The City will require access to be as far west as possible. The Zoning Ordinance requires a minimum of 180 ft. of frontage. The proposed site has 174 ft. of frontage on Highway 99 and frontage along the curve. Together the frontage is over 180 ft.

Dec. 14

Prepared a memorandum regarding building supply stores in the C-2 zone for the Planning Commission

Along with Duane Cole, met with Sonja Riihimaki and Steve Pfeiffer at Austin Industries to discuss the proposed Springbrook District. We discussed timing with Periodic Review and timing of the proposed transportation plan.

Terry Mahr and I met with Dick Brown to discuss Quail Meadows II subdivision. Issues discussed included requirements that

subdivider's builders pre-wire homes and dig trenches for cable TV, bonding requirements for maintenance of utilities, and street light standards.

Met with Marv Dunn (656-6804) regarding the final partition map for the Newberg Internal Medicine site. Allyn Brown attended the meeting and we discussed easement descriptions. Marv agreed to redraft the map and the easement descriptions, to define parcel 2 as an access, parking and utility easement.

Attended the reception for Brad Berry at Brown and Tarlow.

Dec. 15

Prepared staff report for Planning Commission regarding access to parcels via easements.

Met with Chuck Sterns, Yamhill County Clerk, to discuss revised precinct lines.

Talked to Bob Rindy, DLCD Field Rep., regarding LCDC Maintenance Grant FY 90-91. Mr. Rindy indicated that he would be funding Periodic Review projects. He said the grant total would be approximately \$5,000.

Talked to Art Shew regarding Gerome Manufacturing issues.

Had a lunch meeting with Duane Cole and Art Krueger (PGE).

Toured Smurfit with Department Heads and City Council members.

MEMORANDUM
December 22, 1989

TO: Duane Cole, City Manager
FROM: Denny Egner, Planning Director
SUBJECT: Weekly Report - December 18-22

Dec. 18 Met with Rory Antis of R.A. Gray to discuss a revised site plan for the Newberg Internal Medicine Development. John Raineri, Engineering Dept., attended the meeting. The new site plan included a revised access onto Highway 99W and depicted the access easement and parking spaces between the 7-11 and the pharmacy. I told Rory that I would prepare an approval letter that included suggestions related to access improvements onto Vila Road past the 7-11 and pharmacy. Following the meeting I met with Bert Teitzel to discuss the proposed access. We determined that ideally the driveway approach should be reconstructed and parking spaces for the pharmacy should be eliminated, but that at this point in the review process, requiring those improvements would be unrealistic. Rather it was suggested that the developer install traffic buttons and striping to define the accessway.

Met with Dr. Greg Skipper. We initially discussed the Newberg Internal Medicine site. I explained the problem related to access onto Villa Road. He said he would work with the pharmacy owner to improve access.

Dr. Skipper and I discussed a potential site for the C.S. Lewis Community School. He identified a site on the SE corner of College and Bell Road. I explained that site development would require an amendment to the Urban Growth Boundary and annexation. Bert Teitzel explained that sewer service could be provided with a septic tank and pump for an individual service line.

Bert Teitzel and I discussed the White minor partition on Villa Road. Bert suggested that a flag lot be required and that an overall master plan for partitioning the site be submitted.

I went to lunch with Roger Gano. We discussed a wide variety of issues including Urban Growth Boundary amendments, periodic review, historic preservation, and the proposed Austin Industries Springbrook District.

Duane Cole and I met with Gary Baker and James Records, representatives of Baker Rock (642-2531). We discussed Baker Rock's plans to continue gravel operation along the Willamette River. We also discussed growth in the community and the proposed Riverfront District.

Dec. 19 Prepared the findings of fact approving the Lorrin White partition on Villa Road. Also prepared a letter notifying Mr. White of the

approval. The letter was delivered to Mr. White and Roger Veatch.

Met with Roy Powell regarding a parcel on Highway 99W zoned C-2. I provided Mr. Powell with parking requirements for office and retail uses in that zone.

Met with Dick Brown of Parkwest Properties, Paul Cline of TCI, Mike Conway of TCI, and Terry Mahr to discuss the obligations of developers in providing cable TV service to new development as required in the existing franchise agreement and City ordinance. It was generally agreed that the requirements of the ordinance are unrealistic, given the fact that only 50-60% of new homes are connected to cable TV in Newberg. Terry Mahr stated that he would either prepare an amendment to the ordinance and franchise agreement or would devise another method of waiving the developer obligation.

Met with J.D. Baker of the Friends Church (538-7880). Mr. Baker stated that the Friends Church is seeking a site for a new office building. The site they had identified is located on Fulton, between Fulton and Cherry Street adjacent to Fulton. The site is zoned R-2. I told Mr. Baker that he would need a zone change to R-P Residential Professional to use the site as an office. I provided Mr. Baker with a zone change application and a copy of the zone change criteria.

I talked with Duane Brittell, architect for George Fox College, and informed him that he would need a height variance for a proposed dorm building for which he is developing plans.

Delivered the minor partition letter to Lorrin White and explained the conditions of approval. I told him that a survey would need to be completed by Dec. 29 in order to complete the partition for this year.

Attended the City Council meeting and provided the Council with a status report on Periodic Review.

Dec. 20

Completed an interview for the Newberg Graphic.

Attended a department head meeting and relayed information about the meeting to the Planning Staff.

Met with Mike Hailey to discuss enforcement issues.

Attended the City Christmas party.

Talked with Bob Rindy, DLCD field representative, about the City's 1990-91 LCDC planning assistance grant request. Mr. Rindy informed me that DLCD was willing to provide \$6,150 to assist the City with five projects related to periodic review. Specifically, dollar amounts will be provided as follows:

Urban Growth Boundary Management Agreement:	\$1,200
Historic Preservation Ordinance:	\$1,890
Preparation of the Final Periodic Review Order:	\$1,060
Development Code Amendments Related to State Requirements	\$1,000
Adoption of USFWS Wetland Inventory	\$1,000
	\$6,150

Mr. Rindy stated that half of the funds would be provided in January and half would be provided upon completion of periodic review. The City was given eight months in which to complete periodic review.

Dec. 21

Met with Jim Ringseth to discuss development of property on North Main Street. Mr. Ringseth represents the Newberg Open Bible Church, who owns the property. The church board was interested in partitioning 4 lots along off of the parcel while reserving a 60 ft. right-of-way to the main body of the parcel. The church is interested in eventually building ball fields and a new church building on the site. I explained that creating 4 lots would require a subdivision approval. He indicated he would consider developing only two lots. I said that any development of the property would require improvements similar to improvements that would normally be required under subdivision approval. The timing of improvement installation was a critical concern to Mr. Ringseth. I stated I would talk with Bert Teitzel about deferring certain improvement costs.

I spoke with Jim Musellino and Marc Willcuts about property zoned M-2 on the west side of Highway 219. Mr. Musellino was interested in partitioning a piece of property and developing a small industrial park. The proposal would involve two partitions and the eventual creation of four lots. I stated that the approval would require a major partition and half street improvements along the northern portion of the property. I told Mr. Musellino and Mr. Willcuts that I would talk with the Public Works Director regarding the half street improvement.

Duane Cole and I met with Mike Stoyko of Gerome Manufacturing. Mr. Stoyko gave us a tour of the plant and we discussed his proposed expansion plans. He wants to put an 80 by 120 ft. addition onto the plant. He mentioned that a previous expansion occurred 3-4 years ago and the City granted him a variance on parking requirements. I said that I would need to review the previous file and get back with him.

Bert Teitzel, Ronita Siefken and Barb Mingay met to discuss coordination following the departure of Ronita. We agreed that Bert should employ Tabrina McPherson for four hours a day as a replacement. I informed Bert that if office coverage became a problem, we would request that he put a part-time person in for the additional four hours.

Dec. 22

Attended the Planning Commission meeting.

Completed a first draft of City newsnotes.

Continued the process of reorganizing the office.

Talked to Keith Fredrickson of the Graphic about the Planning Commission meeting.

Reviewed the final plat for Quail Meadow II subdivision.

Spoke with Allyn Brown about the Newberg Internal Medicine partition. I told him that resolution of the parking problem with Medici would not be required as a condition of the partition but would be required prior to any final occupancy permit being issued for the clinic. I also spoke with Russ Lawrence, the surveyor for the partition, who expressed concerns about Newberg's survey requirements. I told him that compliance with State law requirements for surveying would be satisfactory.

Met with Mick Sinerude of Norris, Biggs and Simpson, who was interested in property near Flightways Industrial Park. The property is currently zoned C-2 Community Commercial. Mr. Sinerude is interested in a zone change to Light Industrial. I told him that the process would take 2-3 months to complete. The property is designated on the Comprehensive Plan as MU Mixed Use.

Traffic Safety Minutes
December 11, 1989
Library 7:00 p.m.

1. Call to Order:..... 7:02 p.m.

2. Attendance: Doris Brandt
Andy Anderson
Glenn Benedict
Russ Pack
Bob Weaver
Richard Meyer

3. Staff Personal Present:
City Manager, Duane Cole
Publics Works Director, Bert Teitzel
Police Department, Lt. Larry Hailey

4. Guests: None

5. Continuing Business:

A. Recommendation regarding pedestrian hazards around the post office:

The Post Master had been contacted by Lt. Hailey during which time, the Post Master advised that he was quite willing to work with Traffic Safety and bring about improvement. He would consider satellite drive up boxes. Traffic Safety felt that this was a good idea and has requested that contact be made out at the Springbrook Plaza to determine if one may be located there. Lt. Hailey will be meeting back with the Post Master and will make arrangements to meet with a representative from Springbrook Merchants to determine their position on this potential improvement. It was felt that by developing a satellite drop box for drive up mail traffic, that much of the congestion around the current drop box could be alleviated. This item will be placed back on the January Traffic Safety agenda.

B. Recommendation regarding stop sign at Ninth St. and Center St.:

Russ Pack gave a report regarding his observations and study in the area. After discussion, Traffic Safety moved to place a stop sign at this intersection stopping southbound Center St. traffic.

C. Reports:

1. Tree trimming program: Bert Teitzel advised that the maintenance department has been trying to trim for sign visibility obstructions, but otherwise no trimming program has been budgeted. Traffic Safety was made aware of how the current visibility obstructions are being handled via PR contacts from the Police Department, and then any continual problems are then referred to the Public Works at which time, they will send a crew out to trim the obstructions.
2. Ridgeview Mobile Home sign obstructions at Columbia and College St. :
On checking the sign, it was determined that the sign created no visibility problems for a standard vehicle and that taller vehicles (trucks, buses, etc), after stopping, had sufficient room for visibility prior to reaching the lane of travel.

D. Hazardous sidewalks - what is being done:

Currently, problems relating to sidewalks are being handled on a case by case complaint basis according to a report given by Public Works Director, Bert Teitzel. The Public Works Director is attempting to develop a program, utilizing an explorer post to do sidewalk safety surveys and inspections. Concerns in this area will continue to be monitored by Traffic Safety.

E. City Ordinance on Stored and Abandoned Automobiles:

Traffic Safety was made aware of the current problem with the city ordinance that required five delinquent citations prior to the vehicle's being eligible for a police tow. Sample ordinances are being obtained from other cities that streamline the process for dealing with the abandoned and stored vehicles. In addition, Traffic Safety was made aware of a December 12th class being conducted by the Department of Motor Vehicles on dealing with these problems and that information obtained and the sample ordinances will be sent to Traffic Safety members prior to the next meeting. This item will be placed back on the Traffic Safety Agenda for January.

6. New Business

A. Church St. - One way southbound traffic:

Public Works Director, Bert Teitzel gave a report on the efforts to eliminate the left turns coming off of Church St. One potential solution was to consider establishing a one-way street from Church out to Villa Rd.

Traffic Safety Commissioners voiced some concern regarding the business the Rocket and Shell gas stations receive from Hwy 219 incoming from the St. Paul direction. It was determined that a letter would be sent to property owners in the area to invite them to the next Traffic Safety meeting, where their thoughts and ideas can be expressed. Traffic Safety felt that another potential option for eliminating the problems at Church St., would be to close Church St. This item will be placed back on the January Traffic Safety agenda.

B. Safety Belt Initiative:

Information was discussed that had been received from the Oregon Life Belt Committee regarding the high cost of not using seatbelts. After discussion, Traffic Safety moved to support the Life Belt initiative and to indicate so, by writing a letter of support to the Oregon Life Belt Committee from the Newberg Traffic Safety Commission.

7. Business From the Floor:

Concerns were voiced about the lack of a sidewalk on Villa Rd. adjacent to the office of Dr. Kern. Persons walking this area are now forced to either walk on an unpaved area or on the street. This item will be reviewed and placed back on the Traffic Safety agenda for January.

Also discussed from the floor were the use of unauthorized car lots, or car lots that are being operated on unimproved lots. The areas of concern are Third and 99W, First and River St. (northwest corner), and the lot located on the NW corner of Springbrook and 99W.

Meeting Adjourned 8:00 p.m.

MINUTES OF A MEETING
OF THE PUBLIC WORKS COMMITTEE

Thursday, 7:30 P.M. Wastewater Treatment Plant December 14, 1989

Members Present: Alan Halstead, Donna McCain, Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, City Manager
 Bert S. Teitzel, Director of Public Works

OLD BUSINESS:

Bert Teitzel gave a report on the status of the discussions with Ashbrook-Simon-Hartley (ASH) on the repair of the composter. The City has received a draft agreement from ASH, which Staff is preparing a response for. Mr. Cole stated that he felt there are four areas of disagreement, and he felt these could be worked out. There was a motion by Jack Nulsen, second by Donna McCain, to recommend to the Council at their January 16, 1990 meeting, that if ASH has not signed an acceptable agreement with the City by that date, that the Council authorize legal action be taken to repair the composter. Motion carried.

Bert Teitzel announced that Ronita has resigned effective December 29, 1989.

NEW BUSINESS:

Bert Teitzel gave a brief presentation on what a Capital Improvement Program (CIP) consists of and how the Committee will be involved in developing the CIP. Attached is an outline of that presentation.

Improvements to the water system were discussed and Mr. Teitzel went through the attached list of water system projects to be included in the CIP. The consensus of the Committee was to accept these projects as explained, and include them in the CIP.

The following is a list of items that the Committee members discussed and asked staff to look into.

1. On Monday, December 11, the water at Renne School had a bad taste to it.
2. The highway sign which faces east on Hwy. 219 at Villa Road does not say "City Center".
3. The hedge at Towne and Country Motel is creating a site obstruction for vehicles entering the highway.
4. The septic tank at the house on the southeast corner of Meridian and Crestview has a bad odor during wet weather conditions.
5. The birch trees at the intersection of Meridian and Crestview are causing a visual clearance problem.

Public Works Committee
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6. The storm drain at the intersection of Meridian and Sierra Vista has steam coming out of it at times.

Meeting adjourned.

CAPITAL IMPROVEMENT PROGRAM
REVENUE AND EXPENDITURES

I. REVENUE

- A. Utility Rates
- B. System Development Charges
- C. Developer Cost
 - 1. Oversize Policy
 - 2. Up Front Cost
- D. Bonds
 - 1. General
 - 2. Revenue
- E. Gas Taxes
- F. General Taxes

II. EXPENDITURES

- A. Water
- B. Sewer
- C. Storm Sewer
- D. Streets
- F. Facilities
 - 1. City Hall
 - 2. Senior Center
 - 3. Fire Station
 - 4. City Garage
- G. Parking

III. C.I.P.

- A. Capital Budget
- B. Five Year Plan
- C. Future Needs

Tuesday, 6:00 p.m.

December 19, 1989

CITY OF NEWBERG
CITY COUNCIL
WORK SESSION MINUTES

Newberg Community Hospital

Newberg, Oregon

Mayor Elvern Hall called the meeting to order at 6:25 p.m.

ROLL CALL:

PRESENT: Roger Gano Jack C. Nulsen
 Alan Halstead Donna Proctor
 Donna McCain Tommy Tucker
 C. Eldon McIntosh Joe Young

STAFF PRESENT:

Duane R. Cole, City Manager
Terrence D. Mahr, City Attorney
Judge Robert Thompson

Judge Thompson gave a presentation on the operation of the Municipal Court. He indicated that the court had a minor backlog of 90 days and that the staff and he were working on eliminating this backlog during the coming months. Judge Thompson suggested that the Municipal Court business was increasing and that it had actually doubled since 1979. Judge Thompson indicated that there was a need for updating the computer system used by the Court Clerk. City Manager Duane Cole indicated that City Staff was researching updating the Court Clerk computer system software.

The Council had a variety of questions for the judge including whether the City should have a night court. Judge Thompson answered that the Council would need to balance the cost and everything else with having the night court. Judge Thompson indicated that by not having night court, many people send in the bill and do not attend court. He indicated there may be additional costs surrounding the operation of a night court.

The Council questioned the Judge on whether or not assignment of essays to juveniles was a good idea. The Judge said that it was standard practice but it is not done anymore. He said the last legislature made a new law and that punishment may be an essay but the driving violation must be reported. He said that in some instances he still assigns an essay and that he does read them and sends them back if they are copied from the Driver's Manual. The Judge also indicated that the City has good leverage to collect traffic fines. Unpaid fines result in progressively punitive actions by the Department of Motor Vehicles.

Judge Thompson indicated that the practice of not fining the person the full amount of bail is based on the circumstances, attitude and all of those things surrounding the individual case. The Judge said he has a print-out of the driving record and if there are numerous offences he

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is less inclined to reduce the bail. Terry Mahr, City Attorney indicated that attorneys eliminate several charges to get the individual to plead guilty to one charge. This saves the City money by eliminating many court costs and does not jeopardize the validity of the court system.

The Council asked whether or not there was anything the Judge could use. The Judge indicated that the facilities were acceptable at the Library, although he could use a nice courtroom, new computer program, and that the case load keeps growing which may mean court will increase to two days each week. This would require an additional part time person each week to handle the flow.

Terry Mahr indicated that there are alternatives to the existing court and that is officers could cite everything into McMinnville District Court. This would be probably not cost effective, however, because we would not control the docketing. Judge Thompson arranges the court schedule so that one officer tries all of his cases on the same day. The City also has the opportunity to discuss with the Judge certain important enforcement areas such as crosswalks downtown.


The Council suggested that the Judge and Council meet together at least once a year to discuss the operation of the court.

The City Manager reviewed the agenda briefly and the Council adjourned to the ~~the~~ Council meeting at 7:10 p.m.

drc\wsm12-19

MEMORANDUM
December 28, 1989

TO: City Council

FROM: Duane Cole, City Manager 
Dennis Egner, Planning Director

SUBJECT: 1990 Community Development Block Grants

The State Economic Development Department has begun the application process for the 1990 Community Development Block Grants. The block grant program offers financial assistance for a variety of projects including public works, housing, community facilities, and technical assistance. The grant program is designed to assist communities in meeting the needs of low income residents. The State awards grants on a competitive basis and the maximum available for a single grant is \$500,000. A local government can only sponsor one project per application cycle. For this reason, it is important to carefully select a project which is supported and needed in the community.

Staff has been approached by three local agencies who have requested support of their programs. The agencies and projects include:

- Yamhill County Housing Authority - Housing Rehabilitation
- CASA - Farmworker Housing
- Newberg Human Resources Center - Homeless Shelter

Other agencies such as the Senior Center may wish to have projects considered. In addition, certain public works projects may also benefit lower income residents. The Council will need to hold one public hearing to consider the various projects prior to making a final application. Final applications are due between February 19 and March 2. A final hearing by the Council should be scheduled for the first meeting in February. We are introducing the issue at the January 5 meeting to provide the Council with the opportunity to discuss any City projects that might be proposed.

The Economic Development Department is conducting an application workshop on Thursday, January 11 at the State Capitol at 9:30 AM. This workshop will outline the application requirements, funding limits, new public notice requirements and other information about which projects may qualify. Planning staff will be attending the workshop and will be able to provide the Council with clear guidelines as to which projects may qualify for grant funds.

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED:

December 27, 1989

DATE ACTION REQUESTED:

January 16, 1990

_____ MOTION

_____ RESOLUTION

_____ ORDINANCE

X INFORMATION

SUBJECT:

County Road Advisory Committee.

RECOMMENDATION:

The Mayor and Council will need to consider a recommendation to the County Board of someone to serve on the County Road Advisory Committee.

EXPLANATION:

1. Eldon McIntosh served on the County Road Advisory Committee prior to being named to the City Council. Councilman McIntosh has resigned his position on the County Road Advisory Committee and has suggested that someone from the City fill his position.
2. The County Road Advisory Committee advises the County on road projects and works directly with Public Works Director Bill Gilley. The County Road Advisory Committee meets on the second Thursday of each month at 7:00 p.m. at the County Extension Hall, near Public Works. The individual recommended for the position does not have to be from the City Council. There are thirteen members on the Committee, and as many as two to three should be from the east end of the county. Councilman McIntosh indicated that he was the only member from the east side.

FISCAL IMPACT:

The City would not have any direct fiscal impact from this position. An individual on the Committee, however, could voice the City's concerns for projects in this area.

SUBMITTED BY



DUANE R. COLE, CITY MANAGER

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED:

December 27, 1989

DATE ACTION REQUESTED:

January 2, 1990

_____ MOTION

_____ RESOLUTION

_____ ORDINANCE

X _____ INFORMATION

SUBJECT:

City Council Goal Setting.

RECOMMENDATION:

Staff has no recommendation. This is simply a discussion item for the Goal Setting Session.

INFORMATION:

The City Council has requested quarterly Goal Setting and Checking sessions. The next session is scheduled for January 19th, 5:30 p.m., Newberg Community Hospital, and possibly on January 20th, if necessary.

The tentative agenda for the Goal Setting Session is as follows:

Conflict of Interest (Ethics)

There has been discussion on the Council of conflict of interest provisions. I felt it might be interesting to have a presentation by the City Attorney on this subject so we are all clear on the laws and regulations regarding this area.

Review of past Goal Setting Session

Review of Group Agreements

Review of Department Head Retreat

Set Direction for April Goal Setting and Checking Session

The Mayor and City Council are to be commended for their commitment to this process. I certainly encourage any input you may have on the agenda and items to be discussed.

FISCAL IMPACT:

The City Manager and City Attorney will be leading the Goal Setting Checking Session, and a consultant will not be retained. The cost of this session will be the price of dinner and breakfast, which will be provided by the Hospital.

SUBMITTED BY



DUANE R. COLE, CITY MANAGER