

AGENDA  
CITY COUNCIL WORK SESSION  
MARCH 30, 1989  
6:30 P.M.  
NEWBERG PUBLIC LIBRARY  
(This is not a dinner work session)

I. CALL MEETING TO ORDER.

II. ROLL CALL.

III. NEW BUSINESS.

1. Discussion with David S. Hansen, Assistant Director, Water and Wastewater Economics, CH2M Hill, concerning the cost to serve study for sewer and water rates for the City of Newberg.

Mr. Hansen has received the data that he as requested from the City. He is beginning the study for which we entered into an agreement with CH2M Hill to perform for the City. This study shall have long range effects on the sewer and water rates of the City. He wishes to discuss with the Council the methodology, assumptions and other necessary matters he needs to know in order for him provide us the information we requested in our study. The length of the meeting will be approximately one hour.

IV. ADJOURNMENT.

This meeting will be followed by a Finance Committee meeting which will review the general fund budget of the City. All Council members are invited to attend this meeting.

tdm\ws3-30

POLICY DISCUSSION ITEMS

1. Rate Subsidies

- a. Senior citizens
- b. Low income citizens
- c. Industrial or other users important to the economic base
- d. Other

2. Outside User Rates

Options include:

- a. Percentage surcharge
- b. No difference from inside rates
- c. Cost based differential (if justified by costs)
- d. Charge a rate of return

3. Accumulation of Financial Reserves

Options include:

- a. No reserves (beyond EPA required amounts)
- b. Complete system replacement
- c. Fixed dollar amount
- d. Target balance
- e. Other

4. Any other special policies that should be assumed for the purposes of this study.

CITY OF NEWBERG  
COUNCIL WORK SESSION  
MARCH 21, 1989  
6:30 P.M.  
NEWBERG PUBLIC LIBRARY

THE CITY COUNCIL OF THE CITY OF NEWBERG WILL HOLD A WORK SESSION TO REVIEW THE MARCH 21, 1989 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 THE NEWBERG PUBLIC LIBRARY ROTARY ROOM.

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

DATED THIS 17TH DAY OF MARCH, 1989.

TRACIE REMILLARD - CITY RECORDER

Original

CITY OF NEWBERG  
CITY COUNCIL MEETING and  
EXECUTIVE SESSION - ORS 192.660(1)(a) and  
ORS 192.660(1)(e), (f), (j)  
MARCH 21, 1989  
7:30 P.M.  
NEWBERG PUBLIC LIBRARY

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. CONSENT CALENDAR:
  - 1. Appointments by the Mayor of members of the Citizens Review Committee.
  - 2. Resolution on Airport Study Grant
- IV. REQUESTS AND COMMUNICATIONS FROM FLOOR: (Limit 5 minutes)
- V. NEW BUSINESS:
  - 1. Presentation by Colleen Hoss of LGPI concerning interviewing City Manager candidates and interaction between Citizens Review Committee and Council.
- VI. EXECUTIVE SESSION:
  - 1. ORS 192.660(1)(a) - relating to hiring of City Manager.
  - 2. ORS 192.660(1)(e), (f), (j) - relating to loan to RYCO Industries.
- VII. ACTION AFTER EXECUTIVE SESSION:
  - 1. Resolution adopting agreement with RYCO Industries.
- VIII. ADJOURNMENT TO SPECIAL MEETING OF THE COUNCIL ON THURSDAY, MARCH 30, 1989, AT 6:30 P.M., NEWBERG PUBLIC LIBRARY.

INDEX OF RESOLUTIONS ACTED UPON:

- 1. Resolution on Airport Study Grant.
- 2. Resolution adopting agreement with RYCO Industries.

MEMO  
AGENDA: CITY COUNCIL  
MARCH 21, 1989

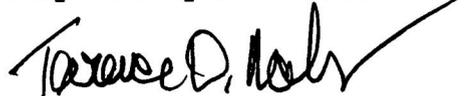
**SUBJECT:** Appointment by Mayor of members of the Citizens Review Committee.

**BACKGROUND:** At the March 6th Council meeting, the Council approved the appointment of a public committee to participate in the interviewing process for selection of the City Manager. We have been contacting the various entities for appointments of persons to serve on the committee. We have met with good responses. An article appeared in the newspaper announcing that we would have public positions available. Attached to this memo is a list of the various organizations and the member they have selected to serve on the committee. The committee will be appointed by the Mayor with consent of the Council.

**RECOMMENDATION:** Mayor appoints the committee with consent of the Council. The Council should instruct the City Manager to come back at the April 3rd Council meeting with a resolution amending your previous resolution concerning the procedure for hiring the City Manager by incorporating the Citizens Review Committee into the process.

**COST:** Not applicable.

Respectfully submitted:



Terrence D. Mahr  
Acting City Manager

TDM/bjm

Enc.

CITIZEN REVIEW COMMITTEE

KIWANIS - Dennis Lewis

CHAMBER OF COMMERCE - Kathleen Macken

ROTARY CLUB - Don Skei

NEWBERG LIBRARY BOARD - Pat Landis

NEWBERG COMMUNITY HOSPITAL BOARD - Fonda Schmidt

PLANNING COMMISSION - Jack Kriz

SCHOOL DISTRICT BOARD - Fred Casey

PARK & REC BOARD - John Brittain (Mike McBride)

CITY CLUB - LeRoy Benham

RURAL FIRE DISTRICT - John Fawcett

SENIOR CITIZEN - Ethel Yergen

CITIZEN AT LARGE - Brian Love

MEMO  
AGENDA: CITY COUNCIL  
MARCH 21, 1989

**SUBJECT:** FAA Grant to Study Sportsman Airpark.

**BACKGROUND:** The City has been working with the FAA to obtain funds to study the Sportsman Airpark. Bert Teitzel has been working on this and has met with the FAA a couple of times to get their grant proposal in proper order. That grant proposal is in proper order. Once that is done they work on a very short time frame. I have been in contact with the Legal Counsel for the FAA Region and have been working out the details. We are anticipating that we will receive a grant offer very shortly which will require that we accept it no later than March 31, 1989. In conversation with them, in order to avoid some type of special meeting, they will accept this resolution authorizing me to accept the grant when it comes on behalf of the City.

**RECOMMENDATION:** Pass resolution so that we can accept the grant in a timely fashion.

**COST:** There are some matching funds to the City with an approximate cost of \$8,000.

Respectfully submitted:



Terrence D. Mahr  
Acting City Manager

TDM/bjm

Enc.

RESOLUTION NO.

RESOLUTION APPROVING THE SUBMITTAL BY THE CITY OF NEWBERG FOR FEDERAL ASSISTANCE (A GRANT) TO DO AN AIRPORT PLANNING PROJECT, AUTHORIZING THE CITY TO ACCEPT SUCH ASSISTANCE WHEN OFFERED AND AUTHORIZING THE CITY MANAGER PRO-TEM TO SIGN ACCEPTANCE ON BEHALF OF THE CITY.

WHEREAS, the City of Newberg has been working with the Federal Aviation Administration for the purpose of obtaining Federal Assistance to do a study concerning the Newberg Airport Planning Project; and

WHEREAS, the City has submitted a Federal Assistance application to the FAA; and

WHEREAS, the City is anticipating that the FAA will offer the Assistance (grant) to the City of Newberg.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newberg as follows:

1. That the City does approve the Federal Assistance application for the study of the Newberg Airport Planning Project from the Federal Aviation Administration, a copy of the application is attached hereto as Exhibit "A".
2. The City is authorized to accept such assistance when offered by the FAA and expend the \$8,000 as the City matching funds.
3. The City authorizes the City Manager Pro-Tem, Terrence D. Mahr to act as their agent for purposes of this process and to accept such offer on behalf of the City of Newberg.

ADOPTED by the City Council of the City of Newberg, Oregon this        day  
of March, 1989.

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Tracie Remillard - City Recorder

# FEDERAL ASSISTANCE

EXHIBIT "A"

1. TYPE OF SUBMISSION (Mark appropriate box)

NOTICE OF INTENT (OPTIONAL)

PREAPPLICATION

APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER

a. NUMBER

b. DATE Year month day

19 89 3 10

3. STATE APPLICATION IDENTIFIER

NOTE TO BE ASSIGNED BY STATE

b. DATE ASSIGNED Year month day

19

Leave Blank

4. LEGAL APPLICANT/RECIPIENT

a. Applicant Name City of Newberg

b. Organization Unit Dept. of Public Works

c. Street/P.O. Box 414 E. First St.

d. City Newberg

e. County Yamhill

f. State Oregon

g. ZIP Code. 97132

h. Contact Person (Name & Telephone No.)

5. EMPLOYER IDENTIFICATION NUMBER (EIN) 93-6002221

6. PROGRAM (From CFDA) AIP

a. NUMBER 2 | 0 | 1 | 0 | 6

MULTIPLE

b. TITLE AIP

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)

Newberg Airport Planning Project

8. TYPE OF APPLICANT/RECIPIENT

A—State  
B—Intrastate  
C—Substate  
D—County  
E—City  
F—School District  
G—Special Purpose District  
H—Community Action Agency  
I—Higher Educational Institution  
J—Indian Tribe  
K—Other (Specify):

Enter appropriate letter  E

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)

Newberg, Yamhill County

10. ESTIMATED NUMBER OF PERSONS BENEFITING

15,000

11. TYPE OF ASSISTANCE

A—Basic Grant  
B—Supplemental Grant  
C—Loan  
D—Insurance  
E—Other

Enter appropriate letter(s)  A

12. PROPOSED FUNDING

a. FEDERAL	\$ 72,000 .00
b. APPLICANT	8,000 .00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. Total	\$ 80,000 .00

13. CONGRESSIONAL DISTRICTS OF:

a. APPLICANT 1

b. PROJECT 1

15. PROJECT START DATE Year month day

19 89 4 1

16. PROJECT DURATION Months

12

18. DATE DUE TO FEDERAL AGENCY Year month day

19 89 3 15

14. TYPE OF APPLICATION

A—New  
B—Renewal  
C—Revision  
D—Continuation  
E—Augmentation

Enter appropriate letter  A

17. TYPE OF CHANGE (For 14c or 14e)

A—Increase Dollars  
B—Decrease Dollars  
C—Increase Duration  
D—Decrease Duration  
E—Cancellation  
F—Other (Specify):

Enter appropriate letter(s)

19. FEDERAL AGENCY TO RECEIVE REQUEST US Department of Transportation

a. ORGANIZATIONAL UNIT (IF APPROPRIATE) FAA

b. ADMINISTRATIVE CONTACT (IF KNOWN) Don M. Larsen

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER

c. ADDRESS

Seattle Airports District Office  
7300 Perimeter Road S. Seattle, WA 98108

21. REMARKS ADDED

Yes  No

22. THE APPLICANT CERTIFIES THAT

To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE

b. NO, PROGRAM IS NOT COVERED BY E.O. 12372  OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

23. CERTIFYING REPRESENTATIVE

a. TYPED NAME AND TITLE Terrence D. Mahr, City Manager Pro-Tem

b. SIGNATURE



24. APPLICATION RECEIVED 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN

a. AWARDED

b. REJECTED

c. RETURNED FOR AMENDMENT

d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE

e. DEFERRED

f. WITHDRAWN

28. FUNDING

a. FEDERAL	\$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	\$ .00

29. ACTION DATE Year month day

19

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

30. STARTING DATE Year month date

19

32. ENDING DATE Year month date

19

33. REMARKS ADDED

Yes  No

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted in accordance with OMB Circular A-102. It will be used by Federal agencies to obtain applicant certification that states which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process have been given an opportunity to review the applicant's submission.

## APPLICANT PROCEDURES FOR SECTION I

Applicant will complete all items in Section I with the exception of Box 3, "State Application Identifier." If an item is not applicable, write "NA." If additional space is needed, insert an asterisk "\*", and use Section IV. An explanation follows for each item:

- | <i>Item</i>   | <i>Item</i>   |
|---|---|
| 1. Mark appropriate box. Preapplication and application are described in OMB Circular A-102 and Federal agency program instructions. Use of this form as a Notice of Intent is at State option. Federal agencies do not require Notices of Intent.                                      | (a revision or augmentation under item 14), indicate only the amount of the change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 12a—amount requested from Federal Government. 12b—amount applicant will contribute. 12c—amount from State, if applicant is not a State. 12d—amount from local government, if applicant is not a local government. 12e—amount from any other sources, explain in Section IV. |
| 2a. Applicant's own control number, if desired.   | 13b. The district(s) where most of action work will be accomplished. If city-wide or State-wide, covering several districts, write "city-wide" or "State-wide."   |
| 2b. Date Section I is prepared (at applicant's option).   | 14. A. New. A submittal for project not previously funded.  |
| 3a. Number assigned by State.   | B. Renewal. An extension for an additional funding/budget period for a project having no projected completion date, but for which Federal support must be renewed each year.  |
| 3b. Date assigned by State.   | C. Revision. A modification to project nature or scope which may result in funding change (increase or decrease).   |
| 4a-4h. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of applicant, and name and telephone number of the person who can provide further information about this request.                                    | D. Continuation. An extension for an additional funding/budget period for a project with a projected completion date.   |
| 5. Employer Identification Number (EIN) of applicant as assigned by the Internal Revenue Service.   | E. Augmentation. A requirement for additional funds for a project previously awarded funds in the same funding/budget period. Project nature and scope unchanged.   |
| 6a. Use Catalog of Federal Domestic Assistance (CFDA) number assigned to program under which assistance is requested. If more than one program (e.g., joint funding), check "multiple" and explain in Section IV. If unknown, cite Public Law or U.S. Code.                             | 15. Approximate date project expected to begin (usually associated with estimated date of availability of funding).   |
| 6b. Program title from CFDA. Abbreviate if necessary.   | 16. Estimated number of months to complete project after Federal funds are available.   |
| 7. Use Section IV to provide a summary description of the project. If appropriate, i.e., if project affects particular sites as, for example, construction or real property projects, attach a map showing the project location.  | 17. Complete only for revisions (item 14c), or augmentations (item 14e).  |
| 8. "City" includes town, township or other municipality.  | 18. Date preapplication/application must be submitted to Federal agency in order to be eligible for funding consideration.  |
| 9. List only largest unit or units affected, such as State, county, or city.  | 19. Name and address of the Federal agency to which this request is addressed. Indicate as clearly as possible the name of the office to which the application will be delivered.   |
| 10. Estimated number of persons directly benefiting from project.   | 20. Existing Federal grant identification number if this is not a new request and directly relates to a previous Federal action. Otherwise, write "NA."   |
| 11. Check the type(s) of assistance requested.  | 21. Check appropriate box as to whether Section IV of form contains remarks and/or additional remarks are attached.   |
| A. Basic Grant—an original request for Federal funds.   |   |
| B. Supplemental Grant—a request to increase a basic grant in certain cases where the eligible applicant cannot supply the required matching share of the basic Federal program (e.g., grants awarded by the Appalachian Regional Commission to provide the applicant a matching share). |   |
| E. Other. Explain in Section IV.  |   |
| 12. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included. If the action is a change in dollar amount of an existing grant  |   |

## APPLICANT PROCEDURES FOR SECTION II

Applicants will always complete either item 22a or 22b and items 23a and 23b.

- |  |  |
|--|--|
| 22a. Complete if application is subject to Executive Order 12372 (State review and comment). | 22b. Check if application is not subject to E.O. 12372.              |
|  | 23a. Name and title of authorized representative of legal applicant. |

## FEDERAL AGENCY PROCEDURES FOR SECTION III

Applicant completes only Sections I and II. Section III is completed by Federal agencies.

- |  |  |
|--|--|
| 26. Use to identify award actions.   | will contribute. 28c—amount from State, if applicant is not a State    |
| 27. Use Section IV to amplify where appropriate.   | 28d—amount from local government, if applicant is not a local govern-  |
| 28. Amount to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions will be included. If the action is a change in dollar amount of an existing grant (a revision or augmentation under item 14), indicate only the amount of change. For decreases, enclose the amount in parentheses. If both basic and supplemental amounts are included, breakout in Section IV. For multiple program funding, use totals and show program breakouts in Section IV. 28a—amount awarded by Federal Government. 28b—amount applicant | ment. 28e—amount from any other sources, explain in Section IV.        |
|  | 29. Date action was taken on this request.                             |
|  | 30. Date funds will become available.                                  |
|  | 31. Name and telephone number of agency person who can provide mor-    |
|  | information regarding this assistance.                                 |
|  | 32. Date after which funds will no longer be available for obligation. |
|  | 33. Check appropriate box as to whether Section IV of form contain-    |
|  | Federal remarks and/or attachment of additional remarks.               |

Section I Item 7

The Newberg Airport Planning Project will consist of the following tasks:

- A. Needs assessment and demand forecast.
- B. Site selection and preliminary environmental evaluation.
- C. Prepare a Master Plan.
- D. Prepare an environmental assessment.

MEMO  
AGENDA: CITY COUNCIL  
MARCH 21, 1989

**SUBJECT:** Presentation by Colleen Hoss

**BACKGROUND:** Colleen Hoss is the person from the Local Government Personnel Institute which is the organization that the League of Oregon Cities uses to screen our applications for the City Manager position and conducts the background checks. Ms. Hoss has agreed to come to the meeting (she will also be at your work session at 6:30) and discuss with you the function of the public committee. She will also give tips on interviewing techniques and the do's and don'ts of interviewing. She will give some advice on the most useful process to use that will make both the public committee and your work most effective. The public committee will be meeting with you and Ms. Hoss after your work session.

According to our schedule of progress on the City Manager process, the LGPI will be through with the background checks on March 24, 1989. Ms. Hoss has indicated that she is confident that they can meet that deadline. I will be distributing that material as quickly as possible.

Respectfully submitted:



Terrence D. Mahr  
Acting City Manager

TDM\bjm

CONFIDENTIAL MEMO  
AGENDA: CITY COUNCIL  
MARCH 21, 1989

CONFIDENTIAL

**SUBJECT:** Executive Session - Relating to Ryco Industries

**BACKGROUND:** As you will recall, at our February 28th meeting I discussed with you the loan situation with Ryco Industries. Based on that discussion I have proceeded with arrangements with that industry. Our policies for the economic revolving loan fund and the authority granted in the resolution seems vague concerning certain aspects of this arrangement. I will be going over the terms and conditions of the loan in the executive session and then asking you to authorize the agreement by resolution, thus covering all bases concerning the authority question.

As you might recall, in the spirit of the policies for the EDRF, the Manager is given authority similar to that of a loan officer to insure that the fund can operate in a business-like fashion. I have exercised that authority while keeping you fully informed. I do not anticipate any surprises in the arrangement. I think you should review it as a completed transaction, not as a negotiation phase of the arrangement.

I will also be discussing with you some needed amendments to the EDRF policy. As I mentioned above, the policy seems to be vague concerning certain aspects, i.e., interest and what is to be done after the City expends funds to protect its collateral position. I have investigated some alternatives to give us more latitude. Further, I think some changes would help us meet our goal of facilitating industries to locate and be successful in business while insuring that our funds are committed to any one business the least amount of time. I think a discussion of these ideas followed by a later meeting concerning the necessary amendments will be helpful to the fund. This loan provides a good factual basis for the discussion. I think the discussion will not take longer than fifteen to twenty minutes.

Respectfully submitted:



Terrence D. Mahr  
Acting City Manager

TDM/bjm

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RESOLUTION NO. 89-

A RESOLUTION APPROVING THE EXPENDITURE OF ECONOMIC DEVELOPMENT REVOLVING LOAN FUNDS, APPROVING THE CITY ENTERING INTO THE DEBT RESTRUCTURING AGREEMENT WITH RYCO MANUFACTURING, INC., AN OREGON CORPORATION, AND DAVID M. RYAN AND SHERRY L. RYAN, AS INDIVIDUALS, AND GIVING THE AUTHORITY TO TERRENCE D. MAHR AS MANAGER PRO-TEM TO SIGN THE AGREEMENT ON BEHALF OF THE CITY OF NEWBERG.

WHEREAS, the City has an Economic Development Revolving Loan Fund which the Council has adopted by resolution certain policies governing the operation of that fund; and

WHEREAS, the Economic Development Revolving Loan Fund policies provide that the City Manager has the authority to expend funds in order to protect the City's collateral position; and

WHEREAS, it was necessary for the City to expend Economic Development Revolving Loan funds in order to protect its collateral position concerning loans the City had through the Economic Development Revolving Loan Fund to Ryco/Ryans and the loan that Newberg State Bank (was assumed by Key Bank) had with Ryco/Ryans; and

WHEREAS, after the City had spent such funds it was necessary for the City to restructure the loans in order to provide an opportunity for Ryco/Ryans to operate the business and provide jobs and services to the citizens of the community; and

WHEREAS, the Economic Development Revolving Loan Fund policies do not specifically address the restructuring of such loans.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, Oregon, as follows, to-wit:

1. The Council specifically authorizes the expenditure of the Economic Development Revolving Loan funds in this matter in order to protect the collateral position of the City.

2. The City is authorized to enter into the Debt Restructuring Agreement which is attached hereto and marked as Exhibit "A" and by this reference incorporated.

3. The Council authorizes Terrence D. Mahr, Manager Pro-Tem, to execute the agreement on behalf of the City.

ADOPTED by the City Council of the City of Newberg, Oregon this 21st day of March, 1989.

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Tracie Remillard - City Recorder

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