

CITY OF NEWBERG
CITY COUNCIL WORK SESSION
TUESDAY, DECEMBER 19, 1989

6:00 P.M.

NEWBERG COMMUNITY HOSPITAL
CONFERENCE ROOM A

THE CITY COUNCIL OF THE CITY OF NEWBERG WILL HOLD A WORK SESSION TO REVIEW THE DECEMBER 19, 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 NEWBERG COMMUNITY HOSPITAL IN 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.

JUDGE THOMPSON WILL ATTEND TO DISCUSS WITH THE COUNCIL THE MUNICIPAL COURT OPERATION.

DATED THIS 14TH DAY OF DECEMBER, 1989.

DUANE R. COLE,
CITY RECORDER

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CITY OF NEWBERG
CITY COUNCIL MEETING
DECEMBER 19, 1989
7:30 P.M.
NEWBERG PUBLIC LIBRARY

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. CONSENT CALENDAR:
 - 1. Approve minutes from City Council Work Session on December 4, 1989.
 - 2. Re-Appointment by Mayor of Fonda Schmidt to the Hospital Board.
 - 3. Resolution authorizing the request for quotes and procedures for fixed assets.
- IV. REQUESTS AND COMMUNICATIONS FROM FLOOR: (Limit 5 minutes)
- V. PUBLIC HEARING:
- VI. REPORT FROM CITY MANAGER
 - 1. Report on Periodic Review.
- VII. NEW BUSINESS:
- VIII. OLD BUSINESS:
- IX. EXECUTIVE SESSION:
 - 1. Pursuant to ORS 192.660 (1)(h) relating to pending litigation.

INDEX OF RESOLUTIONS AND ORDINANCES ON THIS AGENDA FOR ACTION:

- 1. Resolution authorizing the request for quotes and procedures for fixed assets.

Tuesday, 6:00 p.m.

December 4, 1989

NEWBERG CITY COUNCIL
MINUTES OF WORK SESSION

Newberg Community Hospital

Newberg, Oregon

Mayor Hall called the work session to order at 6:30 p.m.

ROLL CALL:

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

Staff Present: Duane R. Cole, City Manager

Also in attendance were several guests representing Austin Industries including Joan Austin.

The City Manager reviewed the agenda.

The Mayor advised the Council that the no parking areas requested near Current Electronics and on Deborah Road were at the property owner's request and that there was no opposition.

Under the City Manager's report, the City Manager requested Council input on the Finance Committee meeting. The meeting date was set for December 28, 7:30 p.m., Thursday. The City Manager advised the City Council on the CDBG funding opportunity and that CASA, Yamhill County Housing Authority and the Newberg Human Resource Center would be seeking funding through the City for acquisition and rehab, rehabilitation of non-weatherizable property and transitional housing, respectively. The City Manager advised the Council that staff would be setting up a process for developing public input on the use of CDBG money by the City.

The City Manager advised the Council that it would be time for a workshop in January. The Council, by consensus, indicated that they would like a workshop in late January, preferably a Friday and perhaps part of a Saturday.

Several Council members indicated that the City Manager should write a letter on their behalf to the County thanking the County for coming to Newberg for a meeting with the City. It was suggested that perhaps the City consider developing agenda items for these meetings.

The City manager outlined the Northeast Area Transportation Plan staff report that would be given to the Council. He addressed several issues including the value of the building and the traffic light at Crestview and Springbrook and the lane width. Sonja Rihimaki spoke on behalf of Austin Industries regarding the value of the building and there was a

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City Council Work Session Minutes
December 4, 1989

discussion regarding this value.

The meeting adjourned at 7:15 p.m.

III - 1

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED:

December 13, 1989

MOTION

X RESOLUTION

DATE ACTION REQUESTED:

December 19, 1989

ORDINANCE

INFORMATION

SUBJECT:

Request for quotes to do fixed asset inventory appraisal and management system for the City of Newberg.

RECOMMENDATION:

Pass resolution.

BACKGROUND:

For some time the City of Newberg has needed a Fixed Asset Inventory. We have budgeted this item for a couple of budget cycles but have been unable to get to the project. We are now going to go forward with the project. A Fixed Asset Inventory and Management System does not quite fit into the slot for competitive bids. It is largely a matter of advice from consultants and fits into a personal contract exemption. However, I thought it was best to bring it to the Council and allow them as the Contract Review Board to review the method the Manager has determined he will use to proceed with the project.

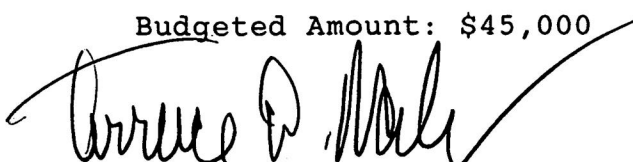
The procedure would be to request quotes, then have the Manager review the quotes, do interviews if he deems necessary, and enter into the agreement. Please note that the resolution allows the Manager to approve the agreement and proceed with the project without having to bring the matter back before the Council.

NOTE: Legally, this procedure does not require advertising.

COST:

Estimated Cost: \$20,000 - \$25,000

Budgeted Amount: \$45,000


TERRENCE D. MAHR, CITY ATTORNEY


DUANE R. COLE, CITY MANAGER

RESOLUTION NO. 89-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWBERG SITTING AS THE CONTRACT REVIEW BOARD APPROVING THE PROCEDURE FOR ENTERING INTO AN AGREEMENT TO ESTABLISH A FIXED ASSET INVENTORY, APPRAISAL AND MANAGEMENT SYSTEM FOR THE CITY OF NEWBERG AND DELEGATING THE AUTHORITY TO THE CITY MANAGER TO ENTER INTO SUCH AGREEMENT.

WHEREAS, the City of Newberg has been in need of a Fixed Asset Inventory for some time; and

WHEREAS, the Auditors of the City of Newberg in their audit report consistently mentioned that the City is in need of Fixed Asset Inventory, the need of which has become more acute since the building of the new Wastewater Treatment Plant; and

WHEREAS, the establishment of this inventory is largely a matter of consulting, training of employees and establishing a system that will then be kept up to date by City employees; and

WHEREAS, there are a number of known firms and agencies that deliver these services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Newberg, Oregon, sitting as the Contract Review Board and as Council as follows to wit:

1. The establishment of a Fixed Asset Inventory, Appraisal and Management System will be a job in which a consultant will work in joint cooperation with City personnel; and the consultant will be providing data processing, consulting and training to individuals in procedures to report property transaction and for future updating of the system.
2. This job is largely a personal service contract and as such is exempt from the formal competitive bidding requirements of public contracting law and Ordinance No. 1793 of the City of Newberg.
3. Further, the City Council sitting as the Contract Review Board specifically determines that public interest would best be served, favoritism is not encouraged and competition undiminished by waiving the requirements for competitive bidding because of the following facts:

(a) The matter is largely a matter of personal services in the form of consulting work which requires other matters to be considered besides price.

(b) The City will be working in cooperation with the contractee, and there are a number of firms who have

experience in this area and experience is a very necessary to efficiently complete the project.

(c) A procedure is established which allows for the public interest to be adequately considered and caused to be taken into consideration.

4. The request for quotes and the procedure outlined in that request for quotes are hereby approved by the City and authorized to be used in the selection of the consultant to do the Fixed Asset Inventory, Appraisal and Management System.

5. The City Manager is hereby authorized to enter into the contract with the consultant selected by him to do the job as long as the cost is within the budgetary amount allocated.

DATED this 19th day of December, 1989.

Duane Cole, City Manager

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CITY OF NEWBERG

REQUEST FOR QUOTES
FIXED ASSETS INVENTORY, APPRAISAL AND
MANAGEMENT SYSTEM

The City of Newberg invites you to submit a quote for the project of establishing an inventory, appraisal and development of a fixed asset management system, in accordance with the following requirements.

I. GENERAL INSTRUCTIONS FOR SUBMISSION OF QUOTE

A. All quotes must be submitted not later than Friday, January 12, 1990 at 3:00 p.m. at the following address:

Katherine Tri
Finance Director
City of Newberg
414 East First Street
Newberg, OR 97132

The outer envelope in which the proposals are tendered should be marked "Quote for Fixed Assets for the City of Newberg."

B. Three (3) copies of the sealed quote are required, not to be opened until after the final submission date and hour noted above. These submissions shall become the property of the City of Newberg without obligation.

II. BACKGROUND

The City of Newberg has a population of 11,800. It is governed by an eight member council and elected mayor and is managed by a city manager, assisted by eight department heads.

The City has two enterprise operations, a water utility and wastewater management system. In addition, the City maintains a number of internal operations which provide support services to other city departments. The City provides traditional services as well, police, fire protection and library services. A list of City buildings is attached.

The City's 1989-90 adopted budget equals \$53,163,063.

The City does not have an operational fixed asset management system. The City has some records available, particularly on the wastewater management system which was completed in 1987.

III. GENERAL SCOPE OF WORK

A. Consultant will implement, in joint cooperation with City personnel, a comprehensive fixed asset management system which will provide a verified record of all fixed assets.

B. Consultant will provide an inventory, costing, valuation and the preparation of property accounting records covering land, buildings, improvements other than buildings, machinery and equipment.

C. It is proposed that the City's capitalization threshold will be \$300 with group control.

D. The consultant will be responsible for computerizing this information and will provide report processing services as required by the City. The consultant will make available to the City its computer files and file layout should the City desire to put the information on the City's computer.

E. The consultant will be responsible for training individuals in procedures to report property transactions and for future updating.

F. The consultant will be responsible for providing annual updating services for the perpetuation of the system.

G. The consultant will interface with the City's independent auditors to assure the acceptance of the final work product.

IV. TIMING REQUIREMENTS

The City expects that the report will be completed and delivered no later than June 30, 1990. The consultant should set forth a proposed work schedule and plan to complete all phases. The consultant should plan on concentrating on the water utility and wastewater system first.

V. SELECTION PROCESS

The selection of a fixed assets consultant will be made by the City Manager. In certain circumstances, oral interviews may be required to assist in making the final selection. The City reserves the right to reject any and all quotes in making its selection.

VI. QUOTE REQUEST LIST

The City shall establish a list of persons and/or firms to which they will submit the request for quotes. That list is attached to this request document and may be updated at any time.

VII. MISCELLANEOUS

The City reserves the right to reject any and all proposals and has the right, in its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedure.

Duane Cole, City Manager
City of Newberg

shared\fassets

City of Newberg

BID REQUEST LIST

Bid Item: Fixed Asset System

Name & Address

Date Sent Date Received

American Appraisal Associates
500 N.E. Multnomah
Portland, OR 97232

Business Valuation Research Inc.
200 S.W. Market
Portland, OR 97201

Carl Trowbridge & Associates Inc.
4475 S.W. Scholls Ferry Road
Portland, OR 97225

Marshall & Stevens, Inc.
4380 S.W. Macadam, Suite 440
Portland, OR 97201

Professional Appraisals Research, Inc.
2085 Maple Terrace
West Linn, OR 97068

Valuation Counselors, Inc. .
230 West Monroe Street
Chicago, IL 60606

Consilium
Attn: Per Vaaga
40 Lake Bellevue, Suite 350
Bellevue, WA 98005

Rick Burke
P.O. Box 742
Salem, OR 97308

List of City Buildings

City Hall
Library
Engineering Annex
Fire Station
Newberg Hospital Thrift Shop
Newberg Human Resources Building
Newberg Senior Citizens Building
Newberg Senior Citizens Day Care Building
Garage
Public Works Yard
Water Treatment Plant
 Bridge over Willamette
 2 reservoirs
 5 wells
Sewer Treatment Plant
 Composter

\bldgs

CITY MANAGER'S REPORT

TO: Mayor and City Council

DATE: December 13, 1989

FROM: Duane R. Cole, City Manager

SUBJECT: City Manager's Report for November 30 - December 13, 1989

MEETINGS ATTENDED:

November 30:

Finance Committee. The Finance Committee meeting did not have a quorum but a general discussion was held regarding the information presented by the Finance Department. This included a first quarter report on the financial condition of the City. I look forward to seeing these reports improve in the future.

Library. Doreen and I met as she explained to me the CCRLS relationship the Public Library has with Chemeketa Community College. The issue has a long history and I have been studying this history. Doreen's briefing was very helpful for me at a City Manager's meeting the following week since we discussed this issue.

Mid-Willamette Valley Risk Management Group. This was the monthly meeting of the Mid-Willamette Valley Risk Management Group. We discussed claims and the direction of the group. The group split between the City members and non-City members on the direction. The direction agreed to was that the group should seek additional members and expand services as necessary. My agenda at the meeting was to attempt to move the group toward self-insurance. The City of Newberg will probably be here for many years and even setting aside \$5,000 a year would greatly enhance our self-insurance possibilities in twenty years. My hope would be to get the group to envision the possibilities.

December 1:

Roy Lane regarding youth center. Mr. Lane approached me regarding the development of a youth center. He brought in a conceptional drawing of a center which he indicated would include a bowling alley, pool hall center, and other activities for youths. It would also be a counseling center for the younger set and provide full time staffing. Mr. Lane is presenting his concept to the Chehalem Park and Recreation District and when I asked him if he would be seeking funding from the City, he indicated that he would. He indicated that he was seeking a letter from the City supporting the concept. I indicated to Mr. Lane that I would be happy to write him a letter in support of the concept. I assume that Mr. Lane will be back to the City as the budget process gets started.

City Manager's meeting. This is a bi-monthly meeting of the City Managers group. It is enjoyable to live in a location where a City

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Memo to Mayor and City Council
RE: City Managers Report

Managers meeting does not take all day in terms of driving and then meeting.

Dennyce Wheeler. Dennyce and I had a conversation regarding the Northeast Area Transportation Plan. This was an enjoyable conversation as we shared our various ideas for the traffic plan.

December 4:

Bob Youngman. Mr. Youngman dropped in to discuss with me a potential development on the Werth property. We had a nice discussion of the cost to serve the area and the development potential.

Pam Watts, Leadership Newberg. Pam called about the Government Day being held February 14th, Valentine's Day during which the City will have an opportunity to present information to the group regarding our role and function in the community.

City Council workshop at Hospital. City Council meeting at Library.

December 5:

Chamber of Commerce Board of Directors.

Employee Party meeting. The annual dinner is set for January 26 at the Fire Hall.

City Club meeting. I was the presenter at the City Club meeting. This meeting conflicted with the meeting proposed by Wes Smith, School Superintendent, to discuss the drug problem in Newberg.

Don Wimberly, Debbie Cosgrove - Tuality Chemical Dependency Unit. Don and Debbie made a presentation regarding Tuality Hospital Chemical Dependency Unit and I think their services are excellent but they appear to overlap with our hospital services and the Springbrook Institute. I placed the information in the file so that we may have it to refer to if we need their services.

December 6:

Personnel Rules and Regulations Meeting. This was Mr. Mahr's first day back from vacation and so we held a special meeting on the personnel rules and regulations in his honor. The staff made a little more headway going through these personnel rules and regulations together and decided to postpone further deliberations until January due to absences by various members of the staff. The reason we are reviewing the personnel rules and regulations is that it has been approximately eight years since they have been revised and updated. This is giving

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Memo to Mayor and City Council
RE: City Managers Report

all of us the opportunity to review them in detail and freshen our memories on the content and function of the personnel rules and regulations.

Wellness Meeting. The Wellness Committee is doing an excellent job developing programs for the City staff. The committee is looking at some type of health assessment program to be effective in January or February. I am very impressed with the way the committee always considers the cost of items and I believe that the health assessments will be very well provided at an excellent price.

Kim Walish from Stanford Research Institute. Mayor Hall and I met with Kim to discuss the future of higher education in the Newberg area. Kim is working with the Governor's Task Force on Higher Education as a research person. It was an enjoyable exchange as both Elvern and I brought out our concerns for education in this area.

Leadership Newberg Christmas Reception.

December 7:

I did not attend the meeting at the Greenwood Inn in Beaverton for the Community Tourism Development Program. I called Janet Porter and discussed the meeting with her and felt that it would not benefit the City to attend. The Community Tourism Development Program is designed primarily for the smaller cities in Yamhill County and the City of Newberg did not apply or compete for the funds for that reason.

Library Festival of Trees. I believe I handed out many programs and a large number of candy canes. Excellent program by our library staff.

Airport Meeting. The Airport Commission went through twenty three different runway alternatives and selected three general sites. The three general sites are the existing site, a site south of the Automated Farm and a site southwest of Champoeg Park. Now begins the process of comparing the attributes of the sites and developing the final portion of the report. The minutes of the Airport Study Committee meeting are attached to this report.

December 8:

Team Building Meeting at Shilo Inn. The Department Heads and I met in a team building meeting at the Shilo Inn. John Baker attended to facilitate the meeting. We covered our expectations for the day which included some background history from each of us. This was enjoyable part of the day because few of us get to spend time together to discuss these types of personal ideas.

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Memo to Mayor and City Council
RE: City Managers Report

We then worked on developing our philosophy through taking the Thomas Killman Test which is the same test that the Council took. We then discussed the mission or philosophy of the City's. After philosophy, we discussed ground rules or group agreements for working together. We also discussed how to build a happy work place. The final part of the day was spent discussing the goals that the department heads perceive to be as important and some discussion was held on how those relate to the Council goals.

My thinking is that the next step will be to have the Council review the Department Head's work at their January 19th meeting and specifically identify the priorities for the coming year 1990.

December 9:

Bowling Party in McMinnville. Over 100 people attended the City Bowling Party which was hosted by the Wellness Committee. This was a good kickoff event for the Wellness Committee.

December 11:

Chamber Forum. There was an excellent presentation at the Chamber Forum from an individual that works at the Springbrook Institute. Alcoholism is an extremely destructive disease and we should all be mindful of its effects on members of our community.

Kathy Tri and Ellen Cooper regarding the budget. We met to discuss the allocations and the budget for 1990-91.

Traffic Safety Commission. I cannot read my agenda because I arrived at 7:30 instead of 7:00 as indicated on the agenda. Even though I was one-half hour late, the Traffic Safety Commission was forgiving and I managed to listen to about half of the issues. Lieutenant Hailey is doing a good job with this commission and they are fairly active in their role of looking at traffic problems around the City. The Church Street issue will be in front of them at their next meeting January.

December 12:

Bert Teitzel regarding City issues. Bert and I usually get together for meetings on specific issues. What we find over time is that there are a lot of issues that we do not get to discuss since we are dealing with specific items. About once every two weeks to four weeks, we get together and talk about all the issues that we do not normally talk about during our other meetings.

Denny Egner. Denny and I talked about the projects that he and I perceive to be important for him to work on during the coming months and years.

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Memo to Mayor and City Council
RE: City Managers Report

Chamber Board Dinner.

December 13:

Chamber Goal Setting.

Rotary Club - Dan Colson, FBI. Thanks to Chief Bishop, I was able to spend a nice day, last September, with Mr. Colson, who is the head of the FBI in Portland. Dan gave an excellent presentation at Rotary on drugs in Portland and it is certainly a problem we all need to pay special attention to in our community.

Mark Johnson, Milliman and Robertson. Milliman and Robertson is the firm that does the actuarial work for PERS and administers retirement plans. The City has used Stonewall Pension Service and I am finding their service somewhat lacking in special attention that I believe the City employees deserve. Kathy Tri has worked with Milliman and Robertson in the past and has found their services to be excellent and geared toward the special needs of a public agency. I will be taking a close look at changing the administration of the plan from Stonewall to an entity that provides better service. Other agencies in the area that have used Stonewall have switched to other plan administrators. This does not effect the investment of the employees funds since that is through the Principal Group. It only effects the administration services that we receive.

MEETINGS PLANNED:

December 14:

Denny Egner, Steve Pfeiffer, Sonja Riihimaki and I will meet at Austin Industries to discuss the Northeast Area Land Use Plan, I would assume.

Open House at Brown & Tarlow.

Public Works Committee. The Public Works Committee will begin looking at the capital improvement program for the sewer and water funds.

December 15:

Smurfit tour at 1:00 p.m.

Roger Veatch, Coldwell Banker, Open House.

December 16:

Bert Teitzel, Open House, 7:30 p.m.

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Memo to Mayor and City Council
RE: City Managers Report

December 17:

Barb Mingay, Open House, 2:00 p.m. to 8:00 p.m.

December 18:

Don Clements and Wes Smith regarding City/School/Recreation District business.

December 19:

Chamber Board.

Employee Dinner meeting.

Lunch Terry Mahr, Mary Newell, Becky Manning and I will go out to lunch that day.

Public Safety meeting. The Public Safety meeting has been cancelled due to lack of business for the December 19th meeting.

December 20:

Tom Bay, OMI and Bert Teitzel. We will be discussing with Tom the operation of the Wastewater Treatment Plant facility. The City has gone through this exercise in the past and I want to revisit this issue to see if we can better serve our residents for a reduction in price.

December 21:

Ordinance/Legislative - 7:00 a.m. at J's

Library Board - 7:30 p.m. at Library

December 22:

I will be leaving on this day for Eastern Oregon to visit my relatives over Christmas. My phone numbers out there are as follows:

Duane R. Cole, Sr. - 503-938-3087

Clinton S. Fanning - 503-276-7453

Call me collect if you need to have my attention to some City business.

December 27:

Economic Development meeting 4:00 p.m. at the Chamber of Commerce.

December 28:

Finance Committee meeting, 7:00 p.m. in City Manager's office.

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Memo to Mayor and City Council
RE: City Managers Report

January 2:

City Council workshop at Hospital at 6:00 p.m.

City Council meeting.

GENERAL INFORMATION:

1. Several department head members have been fighting the fall cold syndrome. Mr. Teitzel missed one day of work with the cold and Chief Bishop has been off more than one day. I am hoping that everyone can be healthy before the Christmas holiday season. It is real disappointing to work hard up to Christmas and then have to stay quiet and inside with a cold during those wonderful Christmas days.

2. I am preparing a booklet to hand out to those Council members that are interested in ethics. Mayor Hall brought back a packet from the National League of Cities and I have a file of ordinances. We will be assembling these for reading by those on Council that have an interest on this issue. My plan was to offer this to the Ordinance/Legislative Committee of the Council for review and comment and perhaps discuss this at the January 19th workshop. Staff will prepare a presentation on this issue for the January 19th workshop.

3. Tentatively, the agenda for the January 19th and 20th City Council workshop would include further discussion of the group agreements, presentation by the City Attorney on conflict of interest rules and laws, a discussion and presentation on the ethics ordinance research effort, and prioritizing our goals after discussing them and refining them. If we get all of this done, we should be extremely proud of ourselves and feel very fortunate. This is a very heavy agenda for parts of two days. I believe, however, that much of it will go very quickly. Terry and I will be handling the responsibilities for facilitating this goal checking workshop.



Duane R. Cole
City Manager

DRC/bjm

Enc.

VI

MEMORANDUM
December 8, 1989

TO: Duane Cole, City Manager
FROM: Denny Egner, Planning Director
RE: Weekly Report

Dec. 4 Worked at The Benkendorf Associates

Dec. 5 Last day at The Benkendorf Associates. Al Benkendorf thanked me for the 5 week transition and I thank the City for providing the flexibility for the transition.

Dec. 6 Attended the Chamber Leadership Conference. Visited Springbrook Middle School, the high school, Edwards School, and George Fox.

Dec. 7 Met with Roger Veatch to discuss the proposed White partition on Villa Road. Access to rear parcels is proposed by easement. The Zoning Ordinance is less than clear regarding the legality of easement access.

Met with Mike Murphy of Lumberman's. Lumberman's wants to expand to the south into an area zoned R-3. I told him I would probably not give him a favorable staff recommendation but I would give the Planning Commission and City Council a report that examined both positive and negative aspects of the decision. I told him I would support a text amendment to allow building supply stores within the C-2 zone. Lumberman's exists as a non-conforming use.

Met with Sonja Riihimaki and the Austins. I was told about the history of the firm and their interest in land development.

Dec. 8 Attended the team building workshop.

MINUTES OF A MEETING
OF THE AIRPORT STUDY COMMITTEE

Thursday, 7:30 P.M.

December 7, 1989

Newberg City Hall

Members Present: Tom Edwards, Roger Gano, Eldon McIntosh,
Sonja Riihimaki, Mike Sturdevant

Members Absent: Hal Grobey, Rick Rementeria, Earl Smith

Staff Present: Duane Cole, City Manager
Ronita Siefken, Public Works Secretary
Bert Teitzel, Director of Public Works

Others Present: Rob Norton, CH2M Hill
John Shute, CH2M Hill
Mike Soderquist, CH2M Hill

Chairman Eldon McIntosh opened the meeting.

Bert Teitzel stated that the consultant, CH2M Hill, is now in the second phase of the feasibility study for the airport. The second phase consists of site selection, and CH2M has been looking at various sites in the vicinity. The intent is to come up with two or three sites to study in depth in addition to Sportsman Airport.

Rob Norton of CH2M stated that this meeting would be a work session. CH2M identified twenty-three conceivable areas. They also developed a rating system which they used in narrowing the site choices. However, at this meeting they desired the Committee's input on the sites to be studied in depth.

John Shute of CH2M gave some of the background on the site selection process, and the criteria used to narrow the choices. These criteria included being in the flood plain, undesirable topography, limited site access, lengthy travel time from central Newberg, lack of room for future expansion, and poor runway orientation. These criteria eliminated about half of the sites. Mr. Shute handed out the Preliminary Site Selection Matrix, a Site Selection Study Outline, and a brief explanation of the advantages and disadvantages of the sites that rated the highest. Mr. Shute also showed the Committee a video he had made of some of the sites.

After viewing the video and lengthy discussion by the Committee and the consultants, two sites were chosen, designated as No. 10 and No. 13, to be looked at in depth by the Consultants. During the process of elimination, the sites were rejected that might possibly have a conflict with air traffic pertaining to the McMinnville Airport. Also eliminated were sites that could negatively impact Champoeg State Park.

Mr. Norton stated that CH2M would begin immediately to check the ownership of the sites, and proceed with the in-depth study of the sites. A preliminary report will be prepared and presented to the Committee for their review in January.

Meeting adjourned.

VI

MINUTES
PUBLIC SAFETY MEETING
November 21, 1989
1:00 p.m.
Newberg Police Department Conference Room

PRESENT: Donna Proctor, Chairperson
Joe Young, Councilman
Elvern Hall, Mayor
Duane Cole, City Manager
David Bishop, Police Chief
Elmer Christensen, Fire Chief
Betsy Umfleet, Executive Secretary
Bert Teitzel, Public Works Director

ABSENT: Jack Nulsen, Co-Chairman
Roger Gano, Councilman
Terry Mahr, City Attorney

1. The meeting was called to order by Chairperson Donna Proctor.
2. Reports from Other Committees
 - A. None
3. Continuing Business
 - A. Church Street

The state is looking at making this street one way. The next step is to notify the property owners to schedule a hearing. Duane Cole thought it could be discussed at a traffic safety meeting. They are recommending it go one way south so people will not cross the street.

- B. Ordinance regarding trucks parking in residential areas

Duane Cole thinks we need to change our definition of truck. The ordinance should be cleaned up to eliminate pick up trucks. We need to have something that is easy to enforce. Joe Young wondered if we should issue permits to park in residential areas. Duane said this would be possible and there would be a fee for this permit. Motorhomes would be a concern. We would like this to apply to them as well, as they can be just as dangerous as trucks. Duane Cole will be checking on the ordinance regarding this matter.

4. New Business

A. Use of Police Vehicles

Officers who live in the City are taking their police vehicles home. This is a spin off of the police department's community policing program. We have had numerous positive responses and very few complaints. We have been working towards this goal for quite a while. We were very fortunate when two cars were purchased from state surplus. (One vehicle and half of another were purchased by the reserves and the other half of the vehicle was purchased by Dennis Manning.)

These vehicles are only used for police business. The car is maintained and equipped by the officer.

The purpose of taking police vehicles home is that when a patrol car is parked at a residence, that residence becomes a mini precinct. Studies have shown that the visibility of patrol cars is a great deterrent of crime for a one mile radius.

The payback of taking the cars home is saving lives and the quick response time to emergency situations. By having the patrol cars visible, burglaries have been reduced 27%.

The City of Newberg's crime has increased 6.9%, Portland has increased 4.2% and the state had a decrease of 1%. Our only decrease has come in the area of burglaries. Our clearance rate is 70%.

5. Reports from Staff

A. Speed study on 219

In April, Bert Teitzel and Lt. Hailey met with the State Highway Division to discuss some concerns. One of the concerns was the speed on 219 (Hillsboro Highway) the state has done a speed study for us. They recommended putting a 35 mph transitional zone to Aldercrest, which is about half way between the railroad tracks and Mountainview Drive.

At the other side of 219 (St. Paul), they recommended extending the length of the 45 mph zone past Second Street. After the state does the speed study, the City has 60 days to respond with recommended changes. If they receive no response, it will go into effect as it is.

The Public Safety Committee recommended that the 35 mph zone be extended to Crestview Drive on the north side. On the south side, we would like it extended past the First Assembly of God Church driveway.

B. Items from Traffic Safety

1. No Parking zone at Current Electronics

Current Electronic initiated this request. They would like parking eliminated on the curve. The Committee felt it may also be a good idea to extend it to the fire hydrant. It was recommended that this be brought to the City Council.

2. Deborah Road

It was recommended that parking be eliminated by the shopping center and eliminate parking near the stop sign. It was recommended that this be brought to the City Council.

3. No Bicycle, skate or skateboard sign


The committee liked these signs. It was recommended that this also be brought back to the City Council.

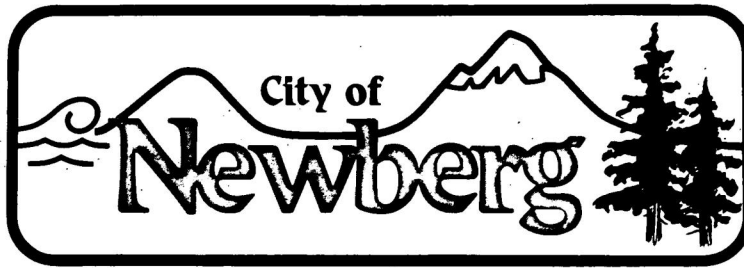
4. Truck Parking on Hancock

It was felt that this subject needed further review.

The meeting adjourned at 2:05 p.m.

Respectfully Submitted,


Betsy Umfleet
Executive Secretary



Planning Department
(503) 538-9421

414 E. First St.
Newberg, Oregon 97132

MEMORANDUM
December 13, 1989

TO: City Council and Planning Commission
FROM: Dennis Egner, Planning Director
SUBJECT: Status of Periodic Review

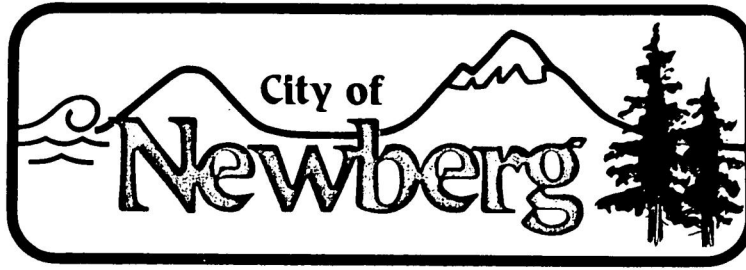
*Reviewed by
Dennis R. Cole
City Manager*

According to DLCD Field Representative Bob Rindy, Newberg now has the distinction of being the City that has been in Periodic Review longer than any other community. Upon examination of the City's Periodic Review files, it is easy to understand why the process has taken so long. With Periodic Review, the City undertook a number of controversial planing projects which were to be included as part of updating the Comprehensive Plan. The Staff approach to Periodic Review was to present information to the Planning Commission and Council and have the Council table items so they could be adopted when all Periodic Review information was completed. Unfortunately, this process has resulted in significant delays. Proposed Periodic Review projects and their current status are listed below:

<u>Project</u>	<u>Status</u>
1. UGB Amendment - Werth/May	CC/Tabled
2. Riverfront District	Staff Review
3. Historic Ordinance & Site Designations	CC/Tabled
4. Comp. Plan Policies	CC/Tabled
5. Urban Growth Boundary Management Agreement	Staff Review
6. Public Facilities Plan	CC/Tabled

In order to bring a timely end to Periodic Review, DLCD has proposed that all unnecessary planning projects be deleted from Periodic Review. To do this, a new Periodic Review document will be developed that addresses only the State requirements and excludes certain extra issues such as the proposed Urban Growth Boundary Amendment and Riverfront District. In essence, Periodic Review requires communities to update plans and implementing ordinances to accommodate changes in State law and State agency programs. By simplifying the Periodic Review process, we propose completion of the process by May 1990. Following adoption of the Final Periodic Review Order, we will begin the process of amending the UGB to include additional industrial land and to develop a Riverfront District. A schedule of the proposed adoption process was forwarded to DLCD and is enclosed for your review. Also enclosed is the most recent correspondence with DLCD regarding Periodic Review. If you have any questions about this information, please don't hesitate to call me.





Planning Department
(503) 538-9421

414 E. First St.
Newberg, Oregon 97132

MEMORANDUM
November 30, 1989

TO: Bob Rindy, DLCD Field Representative
FROM: Dennis Egner, Planning Director
SUBJECT: Periodic Review Schedule

As you are aware, preparation of the City of Newberg's Periodic Review Order has been a lengthy process. Unfortunately, recent turnover in planning staff at the City has not helped expedite the process. I begin full-time work as the City Planning Director on December 6th and hopefully will be able to guide the City to a relatively quick conclusion to Periodic Review. The following schedule outlines the process necessary to complete Periodic Review. Based on your advice, I have decided to exclude the proposed Urban Growth Boundary amendments from the Periodic Review adoption process. In addition, I have excluded issues that are not specifically identified in the original Periodic Review notice or letters from DLCD. Separate schedules are proposed for these work tasks.

A. PERIODIC REVIEW SCHEDULE

From 1987 to 1989, numerous elements of the City's Periodic Review Order were developed and presented to the Planning Commission and City Council. The staff approach to Periodic Review was to present information to the Council and have the Council table items so they could be adopted when all Periodic Review material was completed. Unfortunately, this approach resulted in significant delays due to unresolved issues such as Airport Overlay Zoning, an Historic Resources Ordinance, and a new Urban Growth Boundary Management Agreement. The only issue that was required as a part of Periodic Review was the Historic Resources Ordinance. The following schedule responds to the issues identified in the October 20, 1989 letter from Susan Brody and, as noted above, specifically excludes the proposed UGB amendment.

Periodic Review Schedule

January 1990

Revise Periodic Review Order to exclude UGB amendments, to incorporate manufactured housing concerns, and to include Public Facilities Plan elements. Prepare plan amendments and implementing ordinances to accompany the



Home of Old Fashioned Festival

VI - 1

Periodic Review Order. Begin process of completing Historic Resources ESEE analysis.

- February 1990** Planning Commission review of Periodic Review amendments, plan amendments and implementing ordinances. Continued work on an ESEE analysis. Conduct a workshop with the Planning Commission and City Council regarding historic resource protection.
- March 1990** City Council review of Periodic Review amendments, plan amendments, and implementing ordinances. Continued work on Historic Preservation issues with City Council and Planning Commission.
- April 1990** Planning Commission hearing on adoption of an Historic Resources Inventory and Historic Resources Ordinance. Planning Commission Hearing on final Periodic Review amendments, etc. Continued work with Council regarding historic resource issues.
- May 1990** City Council final hearing and final adoption of Periodic Review Order and related ordinances including Historic Resources Inventory and Historic Resources Ordinance. Submittal of Final Order and ordinances to DLCD.

B. ISSUES RELATED TO PERIODIC REVIEW

Certain issues are related to Periodic Review and were originally proposed to be a part of Periodic Review but in order to simplify the approval process, the issues will be addressed apart from Periodic Review. The issues include the Urban Growth Management Agreement and Airport Zoning.

Related Issues Schedule

- Jan.-Feb. 1990** Meet with County staff to discuss Urban Growth Management Agreement. Meet with State Aeronautics Division to discuss airport issues.
- March-April 1990** Prepare draft Urban Growth Management Agreement. Review airport location study that is currently ongoing and funded by the FAA. Council will hold hearings and make a decision about airport plans.
- May-June 1990** Conduct Planning Commission and Council hearings regarding Management Agreement and Airport Zoning.

C. UGB AMENDMENTS

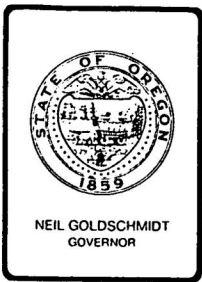
As part of Periodic Review, the City included Urban Growth Boundary Amendments to add about 670 acres for industrial and residential purposes at the southeastern portion of the City. The proposal included the development of a new Riverfront Development district. The amendments will be excluded from Periodic Review.

UGB Amendment Schedule

May 1990 Revise proposed UGB Amendments

June-July 1990 Conduct hearing for UGB Amendment at Planning Commission.

July-Aug. 1990 Conduct hearing and adopt UGB Amendments at Council level.



Department of Land Conservation and Development

1175 COURT STREET NE, SALEM, OREGON 97310-0590 PHONE (503) 373-0050

October 20, 1989

James Reitz, Associate Planner
City of Newberg
414 E. First St.
Newberg, OR 97132

Dear Jim:

The department has reviewed the proposed periodic review order which the city recently submitted. The submittal is excellent and is responsive to most of the requirements in the periodic review notice. We have several remaining concerns which are discussed below.

Newberg received notice of periodic review in December of 1985. We believe that a significant amount of work remains to be done before the city can successfully complete the process. We urge you not to begin additional projects such as the Bell Road UGB expansion that would further delay completion of periodic review.

Historic Resources

The city has designated 31 historic landmarks and has considered 184 other sites. The proposed order states:

"The survey found 184 possible historic buildings and sites. None of these have as yet been identified in the Plan as historic resources and protected through the provisions of a preservation ordinance."

It is our understanding that the city is not proceeding with the identification of historic sites until completion of the Yamhill County court case. Cities generally require a long period of time to designate historic resources. The city should be working on this task now, rather than waiting for the completion of this case. There may be some sites among the 184 listed that are not significant for reasons unrelated to the court case. We see no reason to delay this lengthy evaluation step while the court case is underway.

The department and State Parks have previously commented on the city's historic landmarks ordinance. These comments remain the same since there have not been any changes to the ordinance. Also, the list of historic landmarks must be adopted by ordinance. Any process for deleting resources from the list must at least provide for notice to the department and an opportunity to appeal.

Manufactured Housing

The city projects a 12% share of the new housing market for manufactured housing (Proposed Order, page 15). The acknowledged plan projects a 20% share (page 120). The order does not contain supporting information to justify this reduction, particularly when the trend in the state has been for an increasing share.

ORS 197.480 and HB 2863, as passed by the 1989 Legislature, require cities to plan for manufactured housing in mobile home parks and on lots outside of manufactured housing subdivisions as a needed housing type. A copy of HB 2863 is attached. Under this statute, the city must project the percentage share for mobile home park spaces and manufactured housing "infill" lots. Land sufficient to meet the projected need must be planned and zoned to allow manufactured housing under clear and objective standards.

Public Facilities Plan

The city has recently completed water, sewerage, and storm drainage master plans. These plans must be submitted to the department for review. The proposed order, on pages 16 through 19, lists public facility projects by reference from these master plans. In addition, the order references highway projects from the comprehensive plan and ODOT's Six Year Highway Improvement Program. The city must adopt the project list as part of the comprehensive plan. As discussed in our letter of October 16, 1989 the project list should include only transportation projects located inside of the UGB, based on traffic levels predicted by the comprehensive plan and UGB location.

The city has proposed an urban growth boundary amendment (see below). The city must include this area in the public facilities plan.

Urban Growth Boundary (UGB) Amendment

The city proposes to expand the UGB by 654 acres to accommodate additional residential and industrial land (see Attachment 1). For the reasons discussed below, we believe that the city has not justified the area proposed. As Bob Rindy indicated in his conversation on October 13th, we will arrange a meeting to discuss this issue in the near future.

The need for more residential land in the UGB has not been justified in the periodic review order. The order states (page 8) that actual population growth has been significantly

less than was projected in the comprehensive plan. The city population for 1990 estimated by Portland State University is 11,700 people. The plan projected 18,200 people. The proposed order states, "The city finds that there is no need to revise the projections at this time except to push back the Plan end date to the year 2010." The proposed order also shows in Table I that there is a surplus of land available for residential use.

The city might justify some additional land for industrial use based upon the first two factors of Goal 14 (need). The revised comprehensive plan states (page 27) that 378 additional acres of industrial land are needed. The city must submit findings under Goal 14 to justify the 378 acres. The acreage proposed for inclusion within the UGB must be consistent with the need justified in the plan.

For your information, we note that the city may continue its final periodic review hearing for up to six months without authorization by the department. The city must provide notice to commenters, objectors and the department if the hearing is continued more than thirty days. Longer extensions require the Director's approval pursuant to OAR 660-19-045 and OAR 660-19-060(5). Within twenty days of its final decision, the city must submit four copies of the final order and all amendments to the plan and implementing regulations which are referenced in the order.

I hope these comments are helpful to you in completing your periodic review. If you have any questions or comments on the substance of this letter or periodic review procedures, please contact Bob Rindy at 373-0067, or Jim Hinman at 373-0088.

Sincerely,


Susan Brody
Director

SB:JH/deb
<pr>

Attachment: HB 2863

cc: Yamhill County Planning Director
Henry Markus, EDD
Al Cook, State Parks
Don Miner, OMHA
PR Files (BR, JH, TMC, GW, Lib, LR, Ptld)

I

A-Engrossed House Bill 2863

Ordered by the House April 4
Including House Amendments dated April 4

Sponsored by Representatives DWYER, D. JONES, YOUNG, BAUMAN, BUNN, BURTON, CALHOON, DOMINY, EDMUNSON, FORD, HOSTICKA, HUGO, KOTULSKI, McTEAGUE, MINNIS, NORRIS, PETERSON, ROBERTS, SAYLER, SOWA, WEHAGE, Senators BRADBURY, BROCKMAN, BUNN, J. HILL, L. HILL, HOUCK, KENNEMER, KERANS, KINTIGH, OTTO, ROBERTS (at the request of Oregon Manufactured Housing Association, Oregon State Tenants Association, League of Oregon Cities, United Seniors of Oregon)

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

Directs that needed housing within urban growth boundary be permitted in one or more zoning districts or in overlay zones. Allows, as "needed housing," mobile home parks and manufactured housing meeting design and placement standards specified by local government. Provides that provisions regarding manufactured homes apply January 1, [] 1991, or next periodic review, whichever comes first.

A BILL FOR AN ACT

1
2 Relating to manufactured housing, creating new provisions; and amending ORS 197.303 and 197.307.

3 **Be It Enacted by the People of the State of Oregon:**

4 **SECTION 1.** ORS 197.303 is amended to read:

5 197.303. (1) As used in ORS 197.307, until the beginning of the first periodic review of a local
6 government's acknowledged comprehensive plan, "needed housing" means housing types determined
7 to meet the need shown for housing within an urban growth boundary at particular price ranges and
8 rent levels. On and after the beginning of the first periodic review of a local government's ac-
9 knowledged comprehensive plan, "needed housing" also means:

10 (a) Housing that includes, but is not limited to, attached and detached single-family housing and
11 multiple family housing for both owner and renter occupancy; *[and manufactured homes; and]*

12 (b) Government assisted housing; [.]

13 (c) **Mobile home parks as provided in ORS 197.475 to 197.490; and**

14 (d) **Manufactured homes on individual lots planned and zoned for single-family residential**
15 **use that are in addition to lots within designated manufactured home subdivisions.**

16 (2) *[Paragraph]* Paragraphs (a) and (d) of subsection (1) of this section shall not apply to:

17 (a) A city with a population of less than 2,500.

18 (b) A county with a population of less than 15,000.

19 (3) A local government may take an exception to subsection (1) of this section in the same
20 manner that an exception may be taken under the goals.

21 **SECTION 2.** ORS 197.307 is amended to read:

22 197.307. (1) The availability of affordable, decent, safe and sanitary housing opportunities for
23 persons of lower, middle and fixed income is a matter of state-wide concern.

24 (2) Many persons of lower, middle and fixed income depend on government assisted housing as
25 a source of affordable decent, safe and sanitary housing.

NOTE: Matter in bold face in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted.

1 (3) When a need has been shown for housing within an urban growth boundary at particular
2 price ranges and rent levels, needed housing shall be permitted in [a zone or zones] one or more
3 zoning districts or in zones described by some comprehensive plans as overlay zones with
4 sufficient buildable land to satisfy that need.

5 (4) Subsection (3) of this section shall not be construed as an infringement on a local govern-
6 ment's prerogative to:

7 (a) Set approval standards under which a particular housing type is permitted outright;

8 (b) Impose special conditions upon approval of a specific development proposal; or

9 (c) Establish approval procedures.

10 (5) In the areas identified by the needs analysis conducted under subsection (3) of this
11 section, a jurisdiction may adopt any or all of the following placement standards, or any less
12 restrictive standard, for the approval of manufactured homes located outside mobile home
13 parks:

14 (a) The manufactured home shall be multisectional and inclose a space of not less than
15 1,000 square feet.

16 (b) The manufactured home shall be placed on an excavated and back-filled foundation
17 and inclosed at the perimeter such that the manufactured home is located not more than
18 12 inches above grade.

19 (c) The manufactured home shall have a pitched roof, except that no standard shall re-
20 quire a slope of greater than a nominal three feet in height for each 12 feet in width.

21 (d) The manufactured home shall have exterior siding and roofing which in color, mate-
22 rial and appearance is similar to the exterior siding and roofing material commonly used on
23 residential dwellings within the community or which is comparable to the predominant ma-
24 terials used on surrounding dwellings as determined by the local permit approval authority.

25 (e) The manufactured home shall be certified by the manufacturer to have an exterior
26 thermal envelope meeting performance standards which reduce levels equivalent to the per-
27 formance standards required of single-family dwellings constructed under the state building
28 code as defined in ORS 455.010.

29 (f) The manufactured home shall have a garage or carport constructed of like materials.
30 A jurisdiction may require an attached or detached garage in lieu of a carport where such
31 is consistent with the predominant construction of immediately surrounding dwellings.

32 (g) In addition to the provisions in paragraphs (a) to (f) of this subsection, a city or
33 county may subject a manufactured home and the lot upon which it is sited to any develop-
34 ment standard, architectural requirement and minimum size requirement to which a con-
35 ventional single-family residential dwelling on the same lot would be subject.

36 [(5)] (6) Any approval standards, special conditions and the procedures for approval adopted by
37 a local government shall be clear and objective and shall not have the effect, either in themselves
38 or cumulatively, of discouraging needed housing through unreasonable cost or delay.

39 **SECTION 3.** Notwithstanding the provisions of ORS 197.303 (1) relating to periodic review, the
40 requirements of ORS 197.303 (1)(d) apply on January 1, 1991, or a jurisdiction's next periodic review,
41 whichever comes first.