

CITY COUNCIL
AGENDA
COUNCIL CHAMBERS
September 6, 1983
7:30 P.M.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. CONSENT CALENDAR:

1. Approve Minutes of August 1, 1983, August 2, 1983 and August 12, 1983.
2. League of Oregon Cities Annual Conference
- ✓ 3. Report on Housing Correction by Building Department

IV. APPOINTMENTS BY MAYOR:

V. REQUESTS FROM FLOOR AND COMMUNICATIONS:

1. Communication from Wilsonville-Tualatin Limousine and Taxi Company regarding Taxi Application

VI. PUBLIC HEARINGS:

- ✓ 1. Continuation of Public Hearing on Brugato/Cain Annexation
2. Continuation of Public Hearing on Growth Management Ordinance

VII. REPORTS FROM CITY MANAGER

1. Report on Library and presentation of Library plans by architect
2. Next City Council Meeting
3. OTT meeting
4. Villa Rd. Bldg.

VIII. OLD BUSINESS:

*Disposal.
n/D alternative*

IX. NEW BUSINESS:

1. Approve Accounts Payable
2. Report on Finances of Newberg Redevelopment Agency
3. Sidewalk Ordinance

X. RESOLUTIONS:

- 83-998
83-999
83-997
1. Resolution approving agreement for Regional Library Services
 2. Resolution authorizing Secretarial Classification Plan
 3. Mike & Linda Warner marriage

XI. ORDINANCES:

- 2129
1. Ordinance prohibiting parking in a certain area of Second Street

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See Al
Blossett

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~~2. Proclamation by Mayor~~

VI. PUBLIC HEARINGS:

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VII. REPORTS FROM CITY MANAGER

1. Report on Library and presentation of Library plans by architect
2. Next City Council Meeting

VIII. OLD BUSINESS:

1. Report on outcome of Newberg/Dundee Disposal Alternatives committee

News notes
3 mo of mfg

TALK P Safety
Path way to Hospital

Said letter to Jane re: Employee parking in their lot.

Memo to Press on Auto w. Dept

Tue 20th

9/10 9:30 County Court House Rm 105 6 yr Hwy Imp Prog

Employee Hospital parking

ORD*

IX.

NEW BUSINESS:

1. Approve Accounts Payable
2. Report on Finances of Newberg Redevelopment Agency
3. Clarification of S. 2nd Ord.
4. Approval of Unicorn's Garden Liquor License

X.

RESOLUTIONS:

1. Resolution approving agreement for Regional Library Services
2. Resolution authorizing Secretarial Classification Plan

XI.

ORDINANCES:

1. Ordinance prohibiting parking in a certain area of Second Street

Memo to
Sect

Word Processor

ACCOUNTS PAYABLE
SEPTEMBER, 1983

9/83

Edison

Al's Family Dining	5.65	Newberg Auto Freight	13.25
AMPS Co.	1,000.00	Newberg Auto Parts	43.23
Astro Media Corp.	14.95	Newberg Family Practice	42.00
Bantam Books	9.69	Newberg Graphic	21.77
Boys' Life	10.80	Newberg Human Resources	1,125.00
Brandt, John	55.00	Newberg Plumbing	31.05
Butler Chevrolet	10.43	Newberg Ready Mix	201.50
Buy-Wise Drug	29.42	Newberg River Rock	20.50
Callaghan & Co.	68.50	Newberg Sand & Gravel	27.50
Camera Quarters	34.58	Newberg Steel	142.21
Chehalem Senior Projects	375.00	Newberg Volunteer Fire Dept.	3,165.00
Chehalem Sr. Citizens Council	1,525.34	Norris Paint	284.00
Chevron	54.95	Northwest Business Systems	251.88
Coast to Coast	276.12	Northwest Law Enforcement	186.72
Consumer's Research	15.00	Northwest Natural Gas	286.76
Copy Office Products	339.36	Nurnberg Scientific	130.97
Crabtree Rock	170.00	Oregonian Publishing Co.	191.40
Crowell Auto Parts	43.28	Pacific Water Works	409.46
Culligan	21.50	Pitney Bowes	59.25
Dents	75.45	Power Rents	278.00
Double G Auto Service	18.36	PGE Co.	15,750.00 *
Empire Uniform	211.84	Ray Bristow Co.	18.27
Ernst Hardware	9.19	Roberts Rent-All	39.00
Ferron Janitorial	778.18	?-Rutherford, Hansen & Mahr	1,793.40 ?
Fisher Electric	69.92	Sanderson Safety Supply	57.49
General Telephone	1,363.21	Schneider Equipment	11.06
Goodyear Tires	15.00	Supplyways	240.00
Greymouse Bookstore	10.70	Tigard Paints	82.00
H. D. Fowler Co.	153.08	Traffic Safety Supply	63.24
?-Halstead's Arboriculture	150.00	Umpqua Research	114.00
Harris Uniform	191.37	Valley Yard Supply	60.00
Highsmith Co.	88.03	W.R. Grace	694.28
Home Laundry	66.80	Waide's Mobil	4.80
IBM Corp.	339.00	Watt Welding Supply	33.10
Johnson Furn. & Hdwe.	153.21	West Publishing	135.00
Ken Moon Water Tapping	1,250.00	Western Auto	80.37
Kida Co.	81.17	?-Western City Magazine	270.00
Krohn's Appliance Center	11.00	Western Paper Co.	34.86
L & L Building Supply	251.44	Western States Fire Apparatus	73.84
?-Lamco Radar Sales	1,315.00	Westside Automotive	82.00
League of Oregon Cities	6.00	Wilson's Restaurant	2.35
Les Schwab Tires	115.80	Yamhill County Clerk	4.00
London's Lawn & Garden	13.20	Yamhill County Sheriff's Office	163.40
Lumbermen's	275.55		
?-Mahr, Terrence D.	132.10		
McGarvey, Len	68.00		
Nap's IGA	7.39		
National Directory	26.95		
National Geographic Society	8.70		
		TOTAL:	38,033.33

RLR
ONE
2000
MS
STH

Monday, 7:30 p.m.

August 1, 1983

A REGULAR MEETING OF THE
NEWBERG CITY COUNCIL

Council Chambers

Newberg, Oregon

The meeting was called to order by Mayor Elvern Hall.

ROLL CALL:

Present:	Maybelle DeMay	John Poet
	Roger Gano	Quentin Probst
	Alan Halstead	Richard Rementeria
	C. Eldon McIntosh	Tommy Tucker

Staff Present:

Michael Warren, City Manager
Alan Barnes, Building Official
Elmer Christensen, Fire Chief
Richard Faus, City Attorney
Herbert Hawkins, Chief of Police
Clay Moorhead, City Planner
Arvilla Page, City Recorder
Robert Sanders, Public Works Director
Doreen Turpen, Librarian

Also Present: Over 50 citizens, half of which were Volunteer Fire Department personnel.

Motion: Halstead-McIntosh to approve the Consent Calendar as follows:

1. Approve minutes of June 29, 1983 and July 5, 1983.
2. Approve proclamation honoring Fire Chief John Paola.
3. Communication for People for Community Health and Fitness thanking Police Department for their assistance.
4. Proclamation honoring the education programs of Renne Intermediate School, faculty, students and their parents.
5. Application of new license for liquor sales by Marsha Trolan and Kay Johnston doing business as Wild Horse Mountain Market.

Motion carried unanimously.

Mayor Hall read the proclamation honoring the educational programs of Renne Intermediate School. Donna Proctor, representing Renne School, accepted the proclamation.

Elmer Christensen was sworn in as new Fire Chief by Mayor Hall. Mayor Hall also presented to Chief Christensen the Fire Chief Badge. Mayor Hall gave the history of the badge which has been worn since Chief Spaulding.

The members of the Volunteer Fire Department and paid Fire Department members present expressed their support of the new Fire Chief and then left the Council Chambers.

Mayor Hall called for requests and petitions from the floor and there were none.

A report on the Old Fashioned Festival was presented by Noreen Mikkelsen. She stated that there were problems during the festival and the Committee now knows where improvements need to be made. The bike race did not turn out as expected, and next year it will be moved back to its old location. She stated that the Committee is still receiving feedback from the merchants.

Mr. Warren presented a report on the traffic counters that were placed during the Old Fashioned Festival. Eastbound traffic totaled 11,917 vehicles and westbound

traffic totaled 11,396 vehicles on Hancock St. and Third St. respectively.

Al Blodgett, owner of Al's Family Dining, located between Hancock and First at Grant St., stated he had received a lot of comments from citizens on Saturday, but indicated that his business was not hurt. In fact, his business was the biggest he had ever had since he opened and he feels that the Old Fashioned Committee did a good job.

Motion: Rementeria-Tucker that a letter be written to the police officers that served during the festival, complimenting them on the good job they did. Carried unanimously.

The problems of clean-up and traffic were discussed by the Council and others present. Councilman Gano stated the traffic problems would need to be addressed before he would again vote for closure of First St. for such a long period. Chief Hawkins agreed there were problems. There were 13 reserves that worked an average of 18½ hours each. Overall it was a learning experience for the Police Department.

Mayor Hall commented that he was surprised he was able to move through town as well as he did. He felt that the hot weather affected the crowd Saturday afternoon during the bicycle races.

Mr. Warren called the Council's attention to a communication from Police Chief Hawkins stating his intent to retire December 31, 1983. Mr. Warren stated that Chief Hawkins will be very difficult to replace because of his 31 years of experience.

The Council moved to the request from Terry Mahr to speak on the zone change to Heavy Industrial and Light Industrial on property located between Newberg and Dundee. Mr. Mahr stated that the zone change requests were really two separate zones and two separate parcels. The Heavy Industrial is for the 2 acre parcel only and Light Industrial is for the 25 acre parcel. During circulation of the requests, the two parcels were confused. The request was not for all 27 acres to be Heavy Industrial. The 2 acre parcel is at present a wrecking yard. This is under a conditional use permit and needs the change to Heavy Industrial to improve the parcel. Mr. Mahr requested that the two parcels be referred to a Committee of the Council for review.

Mr. Moorhead, City Planner, commented that he has not yet received a request from the County to reconsider the City's position on the parcels. The LCDC responded to the County with objections to the 25 acre zone change, but not to the 2 acre zone change.

Councilman Gano noted that the letter from the Council indicated that the Council would like the area inside the City developed before approving industrial development outside the City limits.

Mr. Mahr stated that the use on the 2 acre parcel will not change or expand, and the LCDC objection was only on procedures. Also, the motion made by the Council on the 20th was for a long term plan of zoning for the entire area between Newberg and Dundee. Mr. Mahr stated that the County planning staff has a plan for the area, and that he would like for discussion to begin with the City to get the plan moving. The County Comprehensive Plan has the area designated as AF-10 with zoning of very low density residential so that nothing can be done with any of the properties.

Mr. Warren stated that he felt the matter should be referred to the Planning Commission.

Motion: Gano-Halstead that the matter of the zoning of the 25 acre parcel be submitted to the Ordinance Committee for discussion. Carried unanimously.

Communication from George Alexander requesting the City to initiate a community sign ordinance. Mr. Alexander was present and spoke on the issue. He stated that although he is not a resident of the City, he is a local businessman. As a former member of the Citizens Involvement Advisory Committee, he recalled that it was recommended that a community sign ordinance be enacted. Many people probably find the present sign proliferation offensive. The matter was referred to the Chamber of Commerce for a recommendation, but they could not reach an agreement for a recommendation to the City.

Motion: Rementeria-Tucker to refer the matter of the sign ordinance to the Ordinance Committee for review of other cities' efforts and to draw up an ordinance. Carried unanimously.

Mr. Gano stated that when the Chamber reviews a matter they should get input from people other than business owners. Councilman Tucker stated that all businesses should be required to have signs and street numbers.

Mayor Hall noted that Mike Grant, bicycle race coordinator, was now present and asked him to report to the Council. Councilman Gano asked Mr. Grant whether any of the racers were world class or professional and how did the track compare with last year. Mr. Grant responded that there were several professional racers, and in fact, several were from other countries. There was about \$4,000 in merchandise and prizes awarded, and the riders would probably prefer the track used last year. Both tracks have advantages and disadvantages. He felt that the weather definitely affected the number of people that would have watched the race.

PUBLIC HEARING

Continued Public Hearing on the Growth Management Ordinance.

Motion: Halstead-Rementeria to continue the Public Hearing to September 6, 1983. Carried unanimously.

PUBLIC HEARING

A Public Hearing on property located north of Jaquith Park. Jere Jackson, representing Chehalem Park and Recreation District, reported that agreement has not yet been reached but is very close on the property.

Motion: Halstead-Tucker to continue the Public Hearing to September 6, 1983. Carried unanimously.

PUBLIC HEARING

A Public Hearing on a request for a Comprehensive Plan amendment from Medium Density Residential to Commercial and a zone change at 703 Deskins St.

There were no abstentions from the Council.

Mr. Moorhead presented the Staff Report. The matter was reviewed by the Planning Commission and recommended for approval with nine conditions. The approval was by a vote of 5 to 2. Mr. Moorhead located the property for the Council on the assessors tax maps and pointed out the uses of the surrounding properties. The area is mixed use with residential, single family, apartments, mobile home court and industrial.

Proponent: Bruce Jeremiah, applicant for the Comprehensive Plan amendment and zone change, addressed the need for a neighborhood convenience type store at that location. Residents in that area and to the north must travel to 99W to reach any grocery store.

The building presently on the property is very poor and has an extremely short lifespan left. The new building to be built will be of a western or turn-of-the-century design. An island located between Deskins St. and N. College St. that is owned by the State will be landscaped for use as a small park. Mr. Jeremiah compared the number of grocery stores in Newberg with the number of grocery stores in McMinnville and also gave comparisons of this location to his convenience store located in Scappoose, Oregon.

Proponent: Jim Burres, a realtor, pointed out that there are no convenience markets serving north Newberg. One of the concerns voiced at the Planning Commission was about the looks of the business. An area to the north of this location that was designated for a convenience store has never been developed. Petitions have been circulated by the proponents and more signatures have been obtained. The area is a mixed use area and the PUD overlay will control what will go on the site.

Opponent: Phil Smith, 507 N. College St., which is three blocks from the site, presented petitions with 100 signatures to the Council opposing the zone change. Mr. Smith pointed out that in 1978 a zone change was requested at Mountainview and N. College that was denied by the Council for a similar use. Mr. Smith questioned whether the density has changed enough since 1978 to indicate a need at this time for a convenience store. He also questioned the traffic impact statements made by the proponents, and wondered what would be the affect on the adjacent property which is a questionable residence. The same arguments used by the proponents could be used for a service station or a bike store or many other commercial uses.

Tom Tucker questioned the City Planner on the status of the Planned Unit Development on the Coppergold property which contained a commercial area. The City Planner stated that the PUD and zoning is by ordinance and they remain in affect until the ordinance is repealed.

Opponent: Glen Post, 415 N. Colelge, stated he has just purchased property here that was about ready to fall down, that he has now improved it into a very nice piece of property. As a police officer, he stated that he knows a convenience store is a target for police problems, alcohol, etc. The proponents plans do not show locations of signs, dumpster, etc. He stated he had looked for 12 years for the right property, the right neighborhood, and the right town in which to live.

Opponent: Don Bauer, 414 N. College, stated that the Old Fashioned Festival Committee had reported a lot of planning and still a lot of problems. One problem he sees is a future commercialization on N. College St. People do not use trash receptacles even when they are available. He already has to pick up trash in his front yard and also security will be a problem.

Opponent: Mrs. Mabel Stegman, 610 N. College, stated that there is plenty of traffic now and a store in that location will make it worse. None of her neighbors are in favor of the change and have asked her to represent them.

Mr. Moorhead reported that he had received a long distance call from a property owner that is in California who owns property at 735 N. College. The caller stated that there are no sidewalks along N. College and there are a lot of children. Until provision for pedestrians is made it is very dangerous and will create more traffic and noise.

Proponent: Larry Hindman, 210 N. School St., stated he had lived here all of his life and as a child he went to a convenience store located on N. Main St. His children must now cross Hancock St. and First St. to get to a store.

Opponent: Mrs. Bauer, 414 N. College, stated that the Council should look at the petitions from the proponents and opponents and notice the addresses of the signers.

Cross Examination: Mr. Burres asked Mr. Post what was the source of information that convenience stores create criminals. Mr. Post responded that in Multnomah County there is a 90% chance of a robbery at any convenience store. He stated that he is a Multnomah County Deputy. Convenience stores give the criminal an opportunity to practice their trade.

Rubuttal: Mr. Jeremiah stated that his store in Scappoose has been in existence about 25 years and has never been held up. He also stated that some houses are reparable, but this one is not. The trash area is shown in the plans. The area south of the tracks is a very nice Nob Hill area, and the store will help it to stay that way.

The City Planner stated that the State has indicated that they would be willing to let the applicant landscape the small property located between Deskins St. and North College St.

The Mayor closed the Public Hearing.

Councilman Gano stated that he was opposed to the Planning Commission's conditions numbers 2 and 4. This developer should not be bound by the criteria of the Redevelopment agency as to design of the building. The City Planner responded that the applicant actually proposed the western turn-of-the-century theme, and the conditions were placed to insure compliance. Mr. Gano also stated he was opposed to number 8 requiring landscaping of the property not owned by the applicant, and number 9 which was the crosswalk. He questioned whether the City requires developers to paint crosswalks. Mr. Sanders, Public Works Director, stated that crosswalks usually are required after a problem develops. This is foreseen to be a problem at this location. The actual painting would be done by City crews and paid for by the developer.

Mr. Warren, City Manager, pointed out to the Council that neither the Planner nor he have recommended either way on this petition. The conditions placed by the Planning Commission and agreed to or suggested by Mr. Jeremiah are very restrictive.

Councilman Tucker stated that he would like to have it stated somewhere that approval of this request is not a green light for additional commercialization in the area and along N. College. City Attorney, Rick Faus, stated that each case must be judged individually. The City cannot bind future decision making bodies. The City Planner offered the following amendment to the findings of fact of Exhibit A as follows: In approving this request the City Council is not promoting and will not promote strip development along College, Illinois, and Deskins St. consistent with the objectives of the Newberg Comprehensive Plan; and the City Council finds that a need has not been identified to expand this commercial designation to other lands in the immediate area.

Motion: Tucker-Halstead to add the wording proposed by the City Planner to the findings of fact of Exhibit A. Carried unanimously.

Motion: Halstead-Rementeria to read Ordinance No. 2125 by title only as amended above. Motion carried with one Nay - Poet. The ordinance was then read by title only.

Motion: Gano-DeMay to delete items number 8 relating to the landscaping requirement, and number 9, relating to the crosswalk painting from Exhibit B. Motion carried with one Nay - Rementeria.

Roll call on the ordinance as amended: Ayes 5 - Gano, Halstead, McIntosh, Poet, Tucker; Nays 3 - DeMay, Probst, Rementeria. The Mayor then declared the ordinance passed.

REPORTS FROM CITY MANAGER. Mr. Warren reported that there is a meeting scheduled for August 2, at 6:30 p.m. for a joint meeting with the Chehalem Park and Recreation board. There will be a bus trip for the Council on August 12, which is a Friday that begins at 8:00 a.m. and will take approximately one-half of a day. The revised personnel rules have been reviewed by a committee of the employees, and he would like it to be brought before the Ordinance Committee this month. A petition is currently being circulated on rerouting of traffic. It is hoped that 20,000 signatures can be obtained. Mr. Warren reported that he will be absent from the office from August 24 through September 2.

Councilmember Maybelle DeMay left the Council at 10:00 p.m.

OLD BUSINESS: Doreen Turpen, Librarian and Dick Danielson of Danielson, Driscoll & Hess gave a progress report on the Library expansion plan. Five meetings of the committee have been held with the architects, and numerous concerns have been reviewed with several options considered. Some restrictions encountered are the size of the property and the problems of the parking area. The architects have come up with a plan which will be refined at the next meeting of the committee. Mr. Danielson presented drawings of a possible plan. First phase of construction would add some square footage, an elevator and remodel of the present structure. Phase 2 would add additional square footage to the upper level of the first phase. Mr. Danielson also presented a schematic of a possible exterior design which would maintain the appearance of the existing building.

Councilman Rementeria questioned what the impact would be of the sewer line which would be under the expanded building. Public Works Director, Bob Sanders, stated that an attempt would be made to either move the line or to permanentize the line.

NEW BUSINESS:

Motion: Gano-Poet to approve the July accounts payable. Carried unanimously.

Motion: Gano-Halstead to approve the request of Thomas McGinnis to continue employment with the Fire Department with the City past the mandatory age. Carried unanimously.

Mayor Hall appointed Hal Grobey to the Hospital Board to fill a position created by the resignation of Del Ellis and Terry Mahr to the Library Board to fill a vacancy created by the resignation of Ellen Scharff.

Motion: Gano-Rementeria to accept and approve the appointments. Carried unanimously.

Motion: Gano-Rementeria to adopt Resolution No. 83-995 declaring delinquency of certain assessments or debts to the City and declaring amounts due and payable and ordering immediate payment by the owners of said properties and authorizing foreclosure of the City's liens on the property. Carried unanimously.

Motion: Gano-McIntosh to adopt Resolution No. 83-996 waiving competitive bidding for the boring and placement of casing on right-of-way. Motion carried unanimously.

Motion: Halstead-Tucker to read by title only Ordinance No. 2126 granting extension of time to Liberty Cable Co. for a microwave interconnect facilities. Carried unanimously. The ordinance was then read by title only. Roll Call: Ayes 7 - Gano, Halstead, McIntosh, Poet, Probst, Rementeria, Tucker; Nay 0. Absent 1 - DeMay. The Mayor then declared the ordinance passed.

Motion: Gano-Halstead to read by title only Ordinance No. 2127 an update of Ordinance No. 1740 relating to the moving of a building in the City of Newberg. Carried unanimously. The ordinance was then read by title only. Roll Call: Ayes 7 - Gano, Halstead, McIntosh, Poet, Probst, Remetneria, Tucker; Nay 0. Absent 1 - DeMay. The Mayor then declared the ordinance passed.

Motion: Halstead-Poet to read by title only Ordinance No. 2128 correcting tax levy for City of Newberg by \$190. Carried unanimously. The ordinance was then read by title only. Roll Call: Ayes 7 - Gano, Halstead, McIntosh, Poet, Probst, Rementeria, Tucker; Nay 0. Absent 1 - DeMay. The Mayor then declared the ordinance passed.

Motion: Rementeria-Probst to adjourn to Tuesday, August 2, 1983 at 6:30 p.m. at the Almond Tree Restaurant for a joint meeting with the Chehalem Park and Recreation Board. Carried unanimously.

Tuesday, 6:30 p.m.

August 2, 1983

A REGULAR MEETING OF THE
NEWBERG CITY COUNCIL AND
CHEHALEM PARK AND RECREATION BOARD

Almond Tree Restaurant

Newberg, Oregon

After enjoying a fine dinner and good conversation, the meeting was called to order by Bart Murdock, President of the Chehalem Park and Recreation Board. Those present introduced themselves to others in the room.

Present from the City were:

Mayor Elvern Hall

Council members present:

Maybelle DeMay
Roger Gano
Alan Halstead
Eldon McIntosh

John Poet
Quentin Probst
Richard Rementeria
Tommy Tucker

City Staff present:

Micheal Warren, City Manager
Richard Faus, City Attorney
Clay Moorhead, City Planner
Arvilla Page, City Recorder

Park Boardmembers present:

Bart Murdock, Board President
Dave Anderson
Sharon Hatfield
Nina Waters
Mike McBride

Park Staff present:

Jere Jackson, Park Director
Peggy Fletcher
Jim McMaster
Mark Martin
Martin Nicklous

Mr. Murdock stated the Park District had asked for the meeting with the City because the District has wondered if the City Council cares about the Park and Rec. District. The Mayor's Task Force committees and the Council have expressed interest in saving tax payers money which can be accomplished by agencies working together. The Council has recently sustained unanimously issues affecting the Park District.

Mayor Hall stated the District takes care of parks that are owned by the City and is doing a fine job. He gave the history of the lease for the City owned parks. The lease agreement was for a 25 year period. At the time of the lease agreement, the City had a bond issue outstanding for improvements at Hoover Park. The bond issue will be paid this coming fiscal year. The amount of the annual lease payment was calculated to reimburse the City for the bond issue, but over a longer period of time than the actual bond issue. The amount of the annual lease payment is \$865.

Mr. Warren pointed out that the amount of the lease is nearly off-set by a 50% discount on utilities given by the City. The discount totaled \$769 over the past year.

Mr. Jackson described two grants that were recently obtained by the District for improvements in two City owned parks. He stated the City Planner has been looking out

for the interest of the Districts on recent issues where he has taken some criticism Mr. Jackson also described some other instances where the Park District and the City have cooperated with each other.

Council members and Park Board members then discussed plans and priorities for park improvements. It was agreed that several parks need improvements but the funds are just not available to make the improvements desired by everyone. One park that needs attention because of many children and low income families in the area is Scott Leavitt Park. Another park that will need attention is the undeveloped park at Springmeadow. Adjoining property owners have mowed an area of the park and a work party has been organized for this coming Saturday to clear some of the brush so that grass can be planted.

Hoover Park was discussed extensively and several suggestions were made on ways to make it more attractive to all age groups.

Further items discussed were bike paths, the shop area at Hoover Park, the horseshoe club, plans for a weight room and racquet ball courts, plans for Ewing Young Park, additions of land to Jaquith Park, and the need for the Park District and the City to cooperate for the benefit of all the citizens. Mrs. Waters stated that she felt that perhaps the eighteen year old lease agreement should be reworked. The City and the Park District each own portions of Jaquith Park. The lease states that the City is to be consulted on any matters affecting the City-owned parks. This can be very confusing. She suggested that perhaps the District should be given all of the City owned parks. Mayor Hall responded that some of the parks are dedicated and deeded to the City and the City may not be able to give them up. Tom Tucker also said that there may be a problem with the citizens objecting to the City giving up the parks. Jere Jackson pointed out that if a tax limitation measure is passed the Park District might have to give the parks back to the City. On at least one of the previous tax limitation measures there was no provision whatsoever for special districts.

City Manager Mike Warren asked how the City can help and Mr. Jackson responded that the City is helping now with its cooperation.

There was general discussion on how the Park District is generating dollars by donations and grants and the fact that the Park District's share of public land fees has been reduced because of the different taxing rates from the City and Park District affecting the formula.

It was agreed by all that the meeting between the Council and Chehalem Park and Recreation Board and Staff from each agency had been very constructive and interesting and the meeting adjourned at 9:15 p.m.

Friday, 8:00 a.m.

August 12, 1983

AN ADJOURNED MEETING
OF THE CITY COUNCIL

Almond Tree Restaurant

Newberg, Oregon

The City Council convened at the Almond Tree Restaurant at 8:00 a.m. on August 12, 1983.

ROLL CALL:

Present: Maybelle DeMay John Poet
Roger Gano Quentin Probst
Alan Halstead Tommy Tucker
C. Eldon McIntosh

Mayor Elvern Hall

Absent: Richard Rementería

Staff Present: Michael Warren, City Manager
Clay Moorhead, Planning Director
Robert Sanders, Public Works Director

At 8:45 a.m. the City Council got into a van along with the Staff people and toured various areas in Newberg (see attached agenda).

Discussion centered on quality development versus poor development. Such items as improvements, right-of-way, aesthetics, construction, etc. were discussed.

At 11:45 a.m. the City Council returned to City Hall and met at the Velvet Carriage for lunch. Discussion continued along the topics of development and what was needed for Newberg in the future. General consensus was that the staff continue to strive for good development but that public relations and a cooperative attitude were necessary in working with all developers.

The subject of guidelines for developers once they come into the Planning or Public Works office was brought up by the City Council and it was agreed that this should be approved upon for the future. It would be beneficial for all developers to know what is required of them before they begin the project.

The Mayor adjourned the meeting at 2:00 p.m.

Tape

BUS RIDE MEETING
AUGUST 12, 1983

- I. 8:00 a.m. - BREAKFAST AT ALMOND TREE
 - a. Pass out agenda and go over locations.
- II. 8:40 a.m. - BUS TRIP BEGINS FROM CITY HALL
 - a. South side
 - 1. 9th and Charles
 - 2. Andrew St.
 - 3. Senior Citizen Apartments
 - 4. Dog Ridge Road (possible Sewer and Water Plant property)
 - 5. Springbrook Water Line
 - 6. Airpark/Flightways
 - 7. Francis Drive-In Theatre
 - 8. Oak Tree
 - 9.
 - 10.

b. North Side

1. Springbrook - Leo Lane, Park, Townhouses
2. Hess Creek
3. Carol Ann Subdivision
4. Orchard Lane
5. Anne's Addition
6. Buckley Mountainview
7. Everybody's Market
8. Newberg East Joint Venture
- 9.
- 10.

III. 10:30 a.m. STREET OF DREAMS
a. Werth Property

b. Spangler Property

IV. A LOOK AT OUTSIDE OF NEWBERG

a.

b.

c.

MEMO

TO: City Council

DATE: August 15, 1983

FROM: City Manager

SUBJECT: League Of Oregon Cities Annual Conference

The annual conference will be held at the Marriott in Portland November 13, 14 and 15. I have not looked at any room reservations for the City of Newberg because of the close proximity.

I encourage all Councilmembers to attend some or all the sessions. With your busy schedules it is difficult to get the time off of work but if you can attend all the meetings it will provide for some good insight, (good contacts and perhaps some good ideas that we can use in Newberg.)

The League has not asked us for signups at this early date but I bring this to your attention to put on your calendar well in advance. If you do know that you will be able to attend I would appreciate notice for our planning. I will again bring this to you as the League specifies a deadline for notification.



Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council
FROM: City Manager
SUBJECT: Building Department

DATE: August 22, 1983

The Building Department has prepared a report for me that indicates a number of successful efforts in moving blight or hazards from our community.

The following list of houses have been worked on by the Building Department and are now in compliance with City ordinances through the efforts of the Building Department either by removal or repair.

1314 E. Eleventh
609 Sheridan
709 S. Columbia
120 E. Ninth
1309 E. Ninth.
1400 E. Tenth
1519 E. Third
1112 S. Willamette
913 S. Blaine
1215 E. Eighth
1001 E. Sheridan
1015 S. Pacific
908 Deborah Road
419 S. Blaine.


Michael Warren
City Manager

MW/bjm

MEMO TO: Mike Warren, City Manager

FROM: Rick Faus, City Attorney

DATE: August 25, 1983

SUBJECT: Agenda Item IV-1, Communication from Wilsonville/Tualatin
Limousine and Taxi Company regarding taxi application

In October, 1982, Mr. Jerry Rutschman was granted an non-exclusive taxi-cab franchise to operate his taxi service within the city limits of the City of Newberg, under Ordinance No. 1937 of the City. Mr. Rutschman has been providing taxi service since that time, doing business as Newberg Taxi Company. Newberg Taxi Company has been operating all during this time and there have been no problems regarding their service.

Earlier this month Jerry Rutschman transferred the Newberg Taxi Company business to Wilsonville/Tualatin Limousine and Tax Company. Ordinance No. 1837, Section 6, provides that the certificate of public convenience and necessity and taxi driver licenses can be transferred only after consent of the City Council. A background investigation is required by Section 10 of Ordinance No. 1837. This investigation will be completed prior to the Council meeting and, assuming it is favorable, the Council should take action in the form of a motion approving the transfer of the Certificate of Public Convenience and Necessity and taxi-cab driver licenses to the new owner of Newberg Taxi Company, Wilsonville/Tualatin Limousine and Taxi Company.

It appears that the new owners will be able to provide even wider service to this area.

RDF:fj

TAXICAB FRANCHISE APPLICATION
City of Newberg, Oregon

Date 08/05/83

Number _____

BUSINESS NAME: WILSONVILLE-TUALATIN LIMOUSINE & TAXI CO. dba: NEWBERG TAXI CO.
and dba: WILSONVILLE-TUALATIN TAXI CO.

" ADDRESS: 7451 S.W. Coho Ct. Suite#108, Tualatin, OR. 97062

" PHONE NO: Portland area (503)692-5222 Newberg (503)538-1514

Individual ()

Partnership ()

Corporation (X)

List Owners Name and Address if individual.

~~XXXXXX Partner's Name and Address if partnership.~~

" Officer's Name and Address if corporation.

Bernard D. Miller President 2106 N.E. 26th Portland, OR. 97212

David B. Miller Vice-President " " "

Andrew E. Miller Secretary " " "

Earl T. Miller Treasurer " " "

David B. Miller Manager

Make of Autos	<u>PLY/Volvie</u>	<u>PLY/Volvie</u>	<u>AMC/Honnet</u>
Year	<u>1976</u>	<u>1977</u>	<u>1977</u>
Type	<u>4dr S/W</u>	<u>4dr S/W</u>	<u>4dr S/W</u>
Taxi Meter	<u>Electronic taxi meter in all cabs: Gasboy AMCA 40</u>		

Communications

Radio 24hr radio dispatched mobiles w/4chs. with range Long View down thru the valley past Salem.

Telephone Newberg (503)538-1514 Portland Area (503)692-5222



Pickup & Deliveries
Airport Service

Wilsonville—Tualatin Taxi

7451 S.W. Coho Ct.
Tualatin, Oregon 97062

692-5222

LIST OF OTHER AUTOS

Make	OLDS/CUTLASS-DIESEL	PLY/Volvie
Year	1980	1976
Type	4DR/S/W	4dr S/W

Previous experience:

Number of years transporting passengers: 10 years onwenship

Location: PORTLAND AREA

Names: BROADWAY CAB CO. & PORTLAND CAB CO.

Location of Depots: WILSONVILLE-TUALATIN LIMOUSINE & TAXI CO.

dba: WILSONVILLE-TUALATIN TAXI CO. dba: NEWBERG TAXI CO.

Office & Depatch- 7451 S.W. Coho Ct. #108, Tualatin, OR. 97062

Operating Hours Proposed: 24 hours radio dispatched

Fee Schedule Proposed - (attach to this application)

Dark Brown on

Color Scheme: White car w/toplight that is white background red lettering
with two yellow clearance lights on top of toplight.

Insurance Carrier: NATIONAL CASUALTY COMPANY policy# BA-000086

Insurance Agent: ROGERS, FITZWALTER, & POWELL (PORTLAND, OR.)

Policy limits: each person \$100,000 each accident \$300,000 property \$50,000

Policy date: policy period FROM 02/14/83 TO 02/14/84

References: CITY OF PORTLAND, TAXI SUPERVISOR LINDA FRANCINE

RM. 322, CITY HALL

1220 S.W. FIFTH

PORTLAND, OR. 97204 PH.#248-4154



Answer Service

Wilsonville-Tualatin Taxi

Wilsonville-Tualatin
Tualatin Oregon 97062

602-5222

History of Wilsonville-Tualatin Limousine Taxi Co.

Our President has had 15 years of experience of self employment 11 years of which were in the cab business and the management of other people, our Vice President has had experience in retail management and other work experience.

Our company started back in Oct. 1982 is growing very fast we have five cabs and two delivery cars we shall by next year shall be the largest of the small cab companies. our rates are lower than any other company.

RATES

Passenger- \$1.00 for the first 10th of a mile.
\$1.00 for each add. mile.
50¢ for extra passengers.

Delivery- \$3.00 for first mile. 90¢ each add. mile.
after 9 miles we take we take off the \$3.00.



Pickup & Deliveries
Airport Service

Wilsonville-Tualatin Taxi

7451 S.W. Coho Ct.
Tualatin, Oregon 97062

692-5222

AFFIDAVIT FOR CORPORATION

State of... *Oregon*) Corp) Wilsonville-Tualatin Limousine & Taxi Co.
County of... *Washington*) dba) Wilsonville-Tualatin Taxi Co.
dba) Newberg Taxi Co.

I, David B. Miller being duly sworn depose and say that foregoing information on equipment, experience, insurance, history of our company are correct and true as of the date of this affidavit, I will give written notice of such change or changes to the public officer to this statement is submitted.

David B. Miller - V.P.
(Officer title & signature)

Subscribed and sworn to before me this... *17*... day of... *August*..., 1983

[Signature]
NOTARY PUBLIC

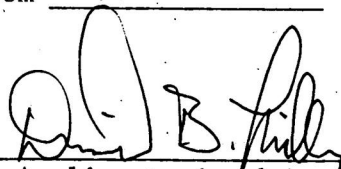
My Commission expires... *10-1-86*

APPLICATION for TAXICAB DRIVER'S LICENSE
City of Newberg, Oregon

Date 08/05/83 No. _____
Name David B. Miller Social Sec. No. 542-92-3907
Address 2106 N.E. 26th Portland, OR. 97212 How Long 15 years
Previous Address _____ How Long _____
Date of Birth 01.21.62 Height 5'11" Weight 170 Sex M
Driver License No. 2857122 State OR
Chauffeurs License No. Same as above State _____
Has your driver's license ever been suspended? NO
Have you ever been arrested for any felony? NO
Have you ever been arrested for a misdemeanor? NO

Work History: (Please start with your present or last position)

1. Firm WILSONVILLE-TUALATIN LIMOUSINE & TAXI CO. Position Held MANAGER/VICE-PRESIDENT
Address 7451 S.W. Coho Ct. Suite #108 From _____ To _____
Tualatin, OR. 97062
2. Firm Fred Meyer Inc. Position Held Journey Man Clerk
Address Portland, OR. From 09/79 To 03/83
3. Firm Awful Bros. #18 Position Held Manager
Address 8100 N.E. UNION AVE. From 08/78 To 09/79
PORTLAND, OR.


Applicant sign here

Subscribed and sworn to before me this 17 ~~05th~~ day of AUGUST 19 83.


NOTARY PUBLIC

My Commission expires: 10-1-86

APPLICATION for TAXICAB DRIVER'S LICENSE
City of Newberg, Oregon

Date 08/05/83 No. _____
Name Stacy Kink Anderson Social Sec. No. 543-72-2637
Address 12410 S.W. Center #85, Beaverton, OR. 97005 How Long 8 month
Previous Address 2016 S.E. 122th How Long 6 month
Date of Birth 06/03/55 Height 5'8" Weight 260 Sex m
Driver License No. 1749484 State OR
Chauffeurs License No. Same as above State _____

Has your driver's license ever been suspended? NO

Have you ever been arrested for any felony? NO

Have you ever been arrested for a misdemeanor? NO

Work History: (Please start with your present or last position)

1. Firm RADIO CAB CO. Position Held OWNER/DRIVER
Address Portland, OR. From 12/80 To present
2. Firm GRAY TOP CAB CO. Position Held OWNER/DRIVER
Address Seattle, WA. From 03/75 To 11/80
3. Firm MAD RIVER INDUST. Position Held Consulant
Address Seattle, WA. From 06/77 To 11/80

Stacy K Anderson
Applicant sign here

Subscribed and sworn to before me this 22 day of August 19 83.

[Signature]
NOTARY PUBLIC

My Commission expires: 7-26-85

APPLICATION for TAXICAB DRIVER'S LICENSE
City of Newberg, Oregon

Date 08/05/83 No. _____
Name Bennard D. Miller Social Sec. No. 542-46-1924
Address 2106 N.E. 26th Portland, OR. 97212 How Long 15 years
Previous Address _____ How Long _____
Date of Birth 08/29/40 Height 5'11" Weight 230 Sex M
Driver License No. 535897 State OR
Chauffeurs License No. same State _____

Has your driver's license ever been suspended? yes

Have you ever been arrested for any felony? no

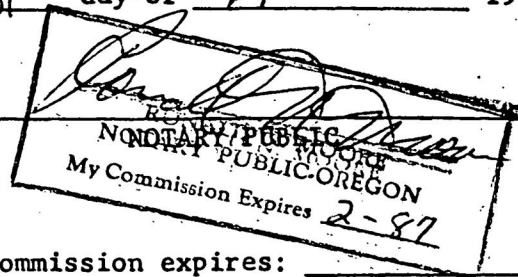
Have you ever been arrested for a misdemeanor? no

Work History: (Please start with your present or last position)

1. Firm WILSONVILLE-TUALATIN LIMOUSINE TAXI CO. Position Held President
Address 7451 S.W. Coho Ct. #108, Tualatin, OR. 97062 From _____ To _____
2. Firm PORTLAND CAB CO. Position Held Owner
Address Portland, OR. From 06/77 To 06/83
3. Firm BROADWAY CAB CO. CO-OP Position Held OWNER
Address Portland, OR. From 1972 To 6/77

Bennard D. Miller
Applicant sign here

Subscribed and sworn to before me this August day of 19 19 83.



My Commission expires: _____

MEMO

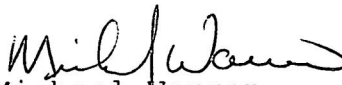
TO: City Council
FROM: City Manager
SUBJECT: Brugato/Cain Annexation

DATE: August 22, 1983

As I write this memo the Chehalem Park and Recreation District has not yet been able to formalize the agreement to purchase the above referenced property. At the last month's meeting the Council was advised by the Park and Recreation District that it was necessary for the Park District to receive a waiver associated with the agreement to purchase in order for the District to apply for grant funds to offset the purchase price of the property. The dilemma is that if the District has an agreement to purchase the property they would usually be disqualified for grant funding as it would be assumed that they would have the resources to purchase the property as per the agreement.

I cannot provide a formal recommendation, at this time. I do expect that the Park and Recreation District will provide a greater explanation relating to the matter at the City Council hearing.

Perhaps I will offer one bit of advice to the City Council regarding this property. It is next to Jaquith Park, our largest park in the City, and it is our only means of expansion of the park. It would be good if we could give every consideration to the Park and Recreation District because, similar to our Comprehensive Plan, the property is looked at as future park land.


Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council
FROM: City Manager
SUBJECT: Growth Management Ordinance

DATE: August 22, 1983

This has been before the City Council a number of times. There has been no major objection because the plant is very near capacity. I know you all indicated general support for the ordinance especially if the language could be redrafted which would allow housing units to be constructed on a first come first serve basis.

After discussing this with developers, home builders and perspective business or industrial employers my concern is that the ordinance could be thought of to be a moratorium. It does provide a very structured approach in authorizing further developments but I fear that the ordinance will effect potential new development.

Several months back Allen Fruit Company negotiated and has now completed a contract to expand their cherry processing line. This could have a fairly substantial impact upon the remaining capacity of the plant. Also there is some interest picking up in other areas of development.

It may be best to simply work hand-in-hand with staff members of the Department of Environmental Quality for future developments within the City over the next few years rather than placing specific growth limitations upon development through this type of ordinance.

SUMMARY: We have the ordinance available if you want to adopt it. The Planner will have additional language which would allow housing units to be constructed on a first come first serve basis available should you want to incorporate this into the ordinance. Obviously you have the freedom to change the ordinance anyway you would like.

RECOMMENDATION: Within the next few months we are going to be moving quickly on the Sewage Treatment Plant with the financial study and hopefully an Assistant City Engineer. My recommendation is to just hold off on this and see how things turn out with development and the Sewage Treatment Plant. We can always bring it back to the City Council at a later date.


Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council
FROM: City Manager
SUBJECT: Library

DATE: August 22, 1983

If you will remember we were hopeful of receiving some matching monies to apply for a grant by September 2. Unfortunately, we did not receive matching monies (although there is hope for the future). So we will not be submitting a grant.

Does this mean all of our efforts have been for nothing? Absolutely not. Cities that have received grants such as Tualatin have done the first step of the process which we have just completed. This step is the schematics and architectural designs or, in other words, a ready to go project.

Our architect, Dick Danielson, will be essentially finished with the work they were contracted to do and I feel it would be proper to present the plans and receive your approval at tonight's meeting.

The architects will have detailed floor plans showing furniture placement, elevation drawings and have undertaken a rendering or perspective drawing that will also be ready by tonight's meeting. The last item was not included in the contract and Mr. Danielson understands that, but felt that it was important at this point.


Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council

DATE: August 19, 1983

FROM: City Manager

SUBJECT: Special City Council meeting

Pacific Economica has been working on the water and sewer financial studies. They are at a point now where they would like to bring this package to the City Council in report form both orally and in writing.

I would like to set up a special meeting for September 19, 20 or 21 from 7:30 to 10:00 p.m.. Your consent on a convenient day would be appreciated so that I can let Pacific Economica know well in advance.


Michael Warren
City Manager

MW/bjm

MEMO

TO: City Council

DATE: August 22, 1983

FROM: City Manager

SUBJECT: Finance Redevelopment Report

Attached is a copy of the financial report which has been published in the Newberg Graphic. It is required that the Redevelopment Agency provide a financial report to be published annually at this time and to present this report to the governing body of the local jurisdiction. The report is pure speculation at this point because there is no money and we have not received any word from the County to date on what we will be getting.


Michael Warren
City Manager

MW/bjm

Enc.

NOTICE

FINANCIAL REPORT OF THE NEWBERG CENTENNIAL REDEVELOPMENT COMMISSION, AN URBAN RENEWAL AGENCY OF THE CITY OF NEWBERG, OREGON.

The Newberg Centennial Redevelopment Commission received \$38,633 during the 82-83 fiscal year by incurring indebtedness as authorized under ORS 457.440(6). The Commission received no money under ORS 457.440(4). This money was used to prepare and adopt the Newberg Centennial Redevelopment Plan, an urban renewal plan created under the provisions of ORS Chapter 457; and to support staffing costs for the Newberg Centennial Redevelopment Commission, the urban renewal agency empowered to implement the plan.

The Newberg Centennial Redevelopment Commission has estimated that \$72,000 from tax increments as provided under ORS 457.440(4) and up to \$300,000 of indebtedness incurred under ORS 457.440(6) may be received during the 83-84 fiscal year.

Estimated revenues for fiscal year 1983-84: taxes \$72,000; interest on investments \$1,000; loan \$338,633; total resources \$411,633. Proposed expenditures: personal service \$14,056; material and supplies \$2,700; interest expense \$6,000; meeting travel expense \$1,000; contractual services \$6,000; loan repayment \$38,633; improvements \$300,000.

The above are estimates only and no formal action has been taken to obtain any indebtedness for projects or improvements. The actual figures will be determined once the revenue amounts as authorized under ORS 457.440(4) have been received.

A budget setting forth the purposes and estimated amounts for which the monies will be received under ORS 457.440(4) and from indebtedness incurred under ORS 457.440(6) are to be expended during the 83-84 fiscal year has been completed and is available for inspection in the office of the Newberg Planning Department.

Since this urban renewal plan was adopted in December, 1982 there is no financial impact on the tax rate for the preceding year for all taxing bodies identified within the Newberg Centennial Redevelopment Plan Urban Renewal Boundary.

The financial report required by the agency under ORS 457.460 has been prepared and is on file with the City of Newberg and the Urban Renewal Agency and may be viewed at the office of the Newberg Planning Department, 414 E. First Street, Newberg, Oregon. The information contained within this statement is available for all interested persons to view.

PUBLISH: August 17 & 24, 1983

RESOLUTION NO.

A RESOLUTION APPROVING INTERGOVERNMENTAL CONTRACT FOR REGIONAL LIBRARY SERVICES BETWEEN THE CITY OF NEWBERG AND CHEMEKETA COMMUNITY COLLEGE DISTRICT FOR THE TERM FROM JULY 1, 1983 TO JUNE 30, 1984.

WHEREAS, the Mayor, City Manager and Librarian have reviewed the intergovernmental contract for regional library services to be entered into between Chemeketa Community College District and the City of Newberg; and

WHEREAS, it is recommended that the City of Newberg through its established public library facility enter into this agreement with Chemeketa Community College District to provide the services set forth in their agreement for the fiscal year 1983-1984.

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

1. That the Mayor and City Recorder are authorized and directed to execute the agreement on behalf of the City of Newberg.
2. A copy of the agreement is attached to this resolution and made a part hereof as Attachment No. 1.

ADOPTED by the City Council of the City of Newberg this 5th day of September, 1983.

Arvilla Page - City Recorder

INTERGOVERNMENTAL CONTRACT FOR REGIONAL LIBRARY SERVICES

THIS AGREEMENT, made and entered into by and between Chemeketa Community College District, a community college established pursuant to Chapter 341 of the Oregon Revised Statutes, hereinafter referred to as the "COLLEGE" and the City of Newberg, an Oregon municipal corporation, hereinafter referred to as the CITY,

WHEREAS, the CITY, by resolution of its governing body has participated with the COLLEGE for the past six years in the Chemeketa Cooperative Regional Library Service, an intergovernmental public library service to residents of Yamhill County, hereinafter referred to as the "SERVICE"; and

WHEREAS, the second year of a three-year serial tax levy to finance the SERVICE from July 1, 1983 to June 30, 1984 was approved by the COLLEGE District voters on September 21, 1982;

WHEREAS, the most economical and effective provision of the SERVICE has been demonstrated to be through contract with established public library facilities; and

WHEREAS, the COLLEGE and the CITY are each willing and able to provide part of the SERVICE as hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto and by virtue of the authority granted by the provisions of Chapters 190 and 357.451 of the Oregon Revised Statutes, the parties hereto mutually agree as follows:

ARTICLE I: Duties and Responsibilities of the Parties

A. The Duties and Responsibilities of the COLLEGE shall be as follows:

1. Provide for fiscal and administrative management of the SERVICE.
2. Maintain (a) the Chemeketa Regional Library Service Advisory Committee, hereinafter referred to as the "CCRLS ADVISORY COMMITTEE", through which recommendations on policies of the SERVICE can be expressed, and (b) an ongoing liaison with the PYM Library Association (or their designated executive committee) through which recommendations on procedures and their implementation can be expressed. Exhibit "A" as attached, includes the present membership of the CCRLS Advisory Committee.

4. Provide regular courier service between the participating libraries.
5. Provide free reciprocal borrowing privileges to patrons of the SERVICE, subject to the existing rules and procedures of the COLLEGE library.
6. Provide a monthly accounting of all expenditures under this program to the CCRLS Advisory Committee.

B. The Duties and Responsibilities of the CITY shall be as follows:

1. Provide free borrowing privilege to card holding residents of the COLLEGE District subject otherwise to the existing rules and procedures of the Newberg library.
2. Provide reference and information services to patrons of the participating libraries in cooperation with the COLLEGE and the other participating libraries.
3. Provide for the regular participation of the Newberg library director in meetings of the Polk, Yamhill and Marion librarians and as may be necessary in meetings of the CCRLS Advisory Committee.
4. Provide an accounting to the COLLEGE's Service Coordinator of the number of the CITY's 1983-84 non-resident library cards issued on a quarterly basis.
5. Pay to the COLLEGE the sum of \$3,300 by January 15, 1984 as payment for participation in the SERVICE in lieu of taxes since Newberg is outside the area taxed to provide this SERVICE.

ARTICLE II: Time of Performance

This contract shall commence July 1, 1983 and shall terminate on June 30, 1984.

ARTICLE III: Amendments

This contract may be amended only by joint agreement of the parties herein.

ARTICLE IV: Termination

Either party may terminate this contract upon the other party's material breach of any of the terms and conditions hereof, by giving written notice of termination to the other party at least sixty days in advance of the effective date of termination. Cure of the breach by the party in default within the sixty day period shall void the effect of the termination date.

Upon termination or expiration of this contract, the CITY shall assist the COLLEGE by delivering all necessary records or materials needed for the SERVICE to be continued in an orderly manner.

IN WITNESS WHEREOF, the COLLEGE has, by direction of its Board of Education, caused this contract to be signed in its name by its President; and the CITY, by resolution of its City Council, has caused this contract to be executed the same by its Mayor, this _____ day of _____, 19____.

CITY OF NEWBERG

CHEMEKETA COMMUNITY COLLEGE

Mayor

WE Segura

President

Doreen H. Durpen

Library Department Head

Lowell Ford

CCRLS Coordinator

City Attorney

Vivian Blum

College Attorney

Approved as to form:

Approved as to form:

City Recorder

Attest:

EXHIBIT A

CCRLS ADVISORY COMMITTEE

Lay Members:

John McLurg
Polk County

Ann Evers
Yamhill County

Howard Smith
Marion County

Richard Lutz
Marion County

Harry Engel
Polk County

Martha Stewart
Yamhill County

Ex-Officio Members:

Kay Grasing
Oregon State Library

Alan Hershey
Mid-Willamette Valley
Council of Governments

Donna Carver
CCRLS Secretary

Lowell Ford
Coordinator, CCRLS
Chemeketa Community College
PO Box 14007
Salem, OR 97309
399-5119

Professional Members:

George Happ
Salem Public Library

Linda Sprauer
Woodburn Public Library

Norman Sams
Dallas Public Library

Doreen Turpen
Newberg Public Library

Keith Harker
Chemeketa Community College Library

MEMO

TO: City Council
FROM: City Manager
SUBJECT: Job Classification Plan

DATE: August 18, 1983

If you remember back to the budget I discussed this with the City Council and the Budget Committee. Cascade Employers Association has assisted us greatly with the Personnel Rules and now I am moving onto the next step of the process which is a job classification plan for the City of Newberg.

Attached are job descriptions on the Public Works Secretary, the Planning Secretary, Permit Clerk, Senior Accounting Clerk, Legal Secretary, Secretary to the City Manager, Municipal Court Clerk and Utilities Clerk. In some cases, job title and description was very important to the individuals. Prior to this study being done we had a group of employees called Clerk Typists. This was not necessarily an accurate description (at least in title) of their jobs. Some of the employees have been asking for a job description for a number of years so that their titles can more accurately reflect their duties.

Almost the entire job description was done on an objective basis by the individual from Cascade Employers, after discussions with the people in the job and the Department Heads. I have added the policy statement at the bottom of the page and language regarding job attitude. Also the ranges have been changed to more accurately reflect the job after a comparison was done by Cascade Employers Association with other cities. In almost all cases the range went slightly higher while in one case the range went slightly lower.

The morale emanating from the completion of the job descriptions has been very good. We will now move onto other groups of individuals and in the next six months bring the job descriptions before you for final approval. It is my hope that at the end of that time we will have a comprehensive book that accurately reflects the job descriptions of all employees.


Michael Warren
City Manager

MW/bjm

Enc.

RESOLUTION NO.

A RESOLUTION OF THE CITY OF NEWBERG ADOPTING A NEW SECRETARIAL CLASSIFICATION PLAN BY AMENDING CERTAIN OF THE "PERSONNEL RULES AND REGULATIONS" TO REFLECT THE PLAN FOR ALL SECRETARIAL AND CLERK EMPLOYEES OF THE CITY OF NEWBERG.

WHEREAS, the City Manager on behalf of the City Council of the City of Newberg has discussed with employees, department heads, and Cascade Employers Association the development of job descriptions and classifications for secretarial and clerk employees; and

WHEREAS, it is necessary that the job descriptions and range classifications for secretarial and clerk employees be adjusted in accordance with the revised descriptions and ranges developed by Cascade Employers Association and city staff; and

WHEREAS, Ordinance No. 2041, Section 3, provides that the Personnel Rules and Regulations adopted under said ordinance may be amended, altered or modified by resolution of the Council of the City of Newberg.

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

1. That the secretarial classification plan, including job descriptions and salary range classifications, which are attached hereto as Exhibit A and made a part hereof at this point by reference, are hereby adopted and the Personnel Rules and Regulations are hereby amended to include the secretarial classification plan.

ADOPTED by the Council of the City of Newberg, Oregon, this 6th day of September, 1983.

Arvilla Page - City Recorder

EXHIBIT A

CITY OF NEWBERG

Sr. Accounting Clerk

Range 110

M

DEFINITION:

Under direction of Finance Officer; performs accounting duties, financial reporting, and payables.

DISTINGUISHING CHARACTERISTICS:

Responsible for varied and complex duties in financial operations of City which require a high degree of accuracy, balancing of cash figures, computation of interest, record keeping, purchasing procedures and problem solving. An ability to supervise and direct other employees is essential in this position.

TYPICAL DUTIES: (May include but not limited to)

1. Performs complicated tasks involving accounting of financial reports, cash from other departments and received over the counter, and balancing to ledgers.
2. Prepares billings and accounts receivable, approves check requests and petty cash on occasion. Types vouchers and processes checks on computer.
3. Assists and may supervise payroll, cash balancing, budget preparation, purchasing and utilities operation.
4. Supervision of other department employees.
5. Balance working fund and payroll fund checking accounts.
6. Order office supplies.
7. Must present strong positive image of City and department to the public and fellow employees.

MINIMUM QUALIFICATIONS:

Knowledge, Skill and Ability: Knowledge of basic finance and accounting. Knowledge of standard office practices, business machines, computer and calculators. Typing ability of 50 wpm (net). Ability to be accurate with computations and knowledgeable in purchasing. Ability to work without supervision and direct others.

Experience and Training: Minimum of three years experience in finance, accounting, or related field. Two years experience in supervision and management. Graduation from high school is required and coursework in accounting and finance is preferred.

It is the policy of this City to have all employees cross-trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all-encompassing.

CITY OF NEWBERG

Secretary to City Manager

Range 103

C

DEFINITION:

Under direction, performs clerical and secretarial work within the City Manager's office. May perform similar responsibilities, under direction, for other departments.

DISTINGUISHING CHARACTERISTICS:

Responsible for varied clerical and secretarial duties which require a high degree of manipulative skills and general knowledge of City operations. Accessible information is frequently sensitive and confidential in nature. Direction received from the City Manager.

TYPICAL DUTIES: (May include but not limited to)

1. Performs secretarial duties for the City Manager: prepares correspondence, maintains and schedules appointments, attends meetings and takes minutes when assigned, screens callers and visitors and responds to questions as appropriate.
2. May maintain personnel files and benefit/payroll records. Informs new employees of benefits, enrolls as appropriate. May assist with recruitment and selection processes. Performs some payroll activities.
3. May supervise or prepare City Council agenda packet tasks.
4. Prepares various month-end and statistical reports as required. Compiles information for City publications.
5. Performs mail-related duties.
6. May supervise other secretarial employees on occasion.
7. Performs typical job duties and specially assigned duties in a manner that demonstrates strong leadership and keen knowledge of the City.
8. Must present strong positive image of the City and department to the public and fellow employees.

MINIMUM QUALIFICATIONS:

Knowledge, Skill and Ability: Considerable knowledge of standard office practices, business English, spelling, composition and arithmetic. Ability to effectively communicate, both orally and in writing. Ability to operate a variety of office machines, including word processing equipment and dictaphone. Typing ability exceeding 80 wpm (net) and shorthand at 100 wpm with maximum 5% error. Ability to work harmoniously with other employees and use tact when dealing with the public. Incumbent must be able to maintain the confidentiality of information. Incumbent must have ability to work independent of direction for long periods of time, personality, job attitude and skills that are exemplary and set example for other secretaries.

Experience and Training: Minimum of four year's experience performing secretarial or advanced clerical duties; or any satisfactory equivalent combination of experience and training.

It is the policy of this City to have all employees cross-trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all-encompassing.

CITY OF NEWBERG

Legal Secretary

Range 103

C

Definition:

Under direction, performs administrative and secretarial work for the City Attorney.

May perform similar responsibilities, under direction, for other departments.

Distinguishing Characteristics:

Responsible for varied and complex secretarial duties within a legal environment which require a high degree of manipulative skills, general knowledge of City operations, ordinances, and legal research and procedures. Accessible information is frequently sensitive and of a confidential nature. Direction received from the City Attorney.

Typical Duties: (May include but not limited to)

1. Performs secretarial duties for the City Attorney; prepares correspondence, maintains and schedules appointments and court dates, screens callers and visitors and responds to questions as appropriate.
2. Maintains numerous records, files and filing system; subject index, chronological, tickler, City contracts, and ordinance books.
3. Acts as secretary, on occasion, to committees assigned to City Attorney's office; schedules meetings, notifies members, prepares agenda and necessary packets (when assigned) and prepares minutes.
4. Assists Recorder, Finance Department and Secretary to City Manager with various responsibilities.
5. Prepares correspondence and files for Municipal Court.

Must present strong positive image of City and department to public and fellow employees.

Minimum Qualifications;

Knowledge, Skill and Ability: Considerable knowledge of standard office practices, business English, spelling, composition and arithmetic. Excellent typing ability exceeding 80 wpm (net) and shorthand at 100 wpm with maximum 5% error. Ability to operate a variety of office machines, including word processing equipment and dictation equipment. Ability to effectively communicate, both orally and in writing. Ability to work harmoniously with other employees and use tact when dealing with the public. Ability to perform routine legal research. Incumbent must be able to maintain the confidentiality of information. Incumbent must have ability to work independent of direction for long periods of time, personality, job attitude and skills that are exemplary and set example for other secretaries.

Experience and Training: Minimum of three years' secretarial experience, preferably in a legal office. One year secretarial/business school coursework beyond high school preferred or any satisfactory equivalent combination of experience and training.

It is the policy of this City to have all employees cross-trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all encompassing.

CITY OF NEWBERG

Utilities Clerk

Range 103

G

DEFINITION:

Under direction, performs clerical and accounting work for the Utilities Department.

DISTINGUISHING CHARACTERISTICS:

Responsible for a variety of clerical and accounting duties which require a fairly high degree of manipulative skills and general knowledge of the City and Utilities Department functions and operations. Accessible information may be sensitive in nature. Supervision received from the Utilities Director.

TYPICAL DUTIES:

1. Verifies water meter readings. Prepares and mails billing statements. Receives and posts payments.
2. Prepares utility-related reports and past due notices for action.
3. Performs Receptionist duties for Department, responding to questions and referring citizens to appropriate individuals.
4. Performs a variety of accounting duties, i.e., posting, balancing, verifications.
5. May assist with Accounts Payable.
6. Must present strong positive image of City and department to the public and fellow employees.

MINIMUM QUALIFICATIONS:

Knowledge, Skill and Ability: Working knowledge of standard office practices, business English, spelling, composition and arithmetic; knowledge of standard bookkeeping methods; skill in typing (minimum 45 wpm net); ability to work harmoniously with other employees; ability to use tact in dealing with the public; and ability to operate data processing equipment; ability to work independent of direction for long periods of time.

Experience and Training: Minimum of three year's experience in office work including bookkeeping; or any satisfactory equivalent combination of experience and training. May require specific experience in or exposure to Utilities Department functions.

It is the policy of this City to have all employees cross-trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all encompassing.

CITY OF NEWBERG

Municipal Court Clerk

Range 103

G

Definition:

Under direction, processes charges which are filed with the Court and performs a variety of clerical duties to ensure efficient operation of the municipal court.

Distinguishing Characteristics:

Responsible for varied administrative and clerical duties which require a fairly high degree of manipulative skills, general knowledge of City operations and ordinances, Court procedures and bookkeeping methods. Utilizes a high degree of public relations and communication skills in dealing with Court patrons. Direction received from City Recorder and, during Court sessions, Municipal Court Judge.

Typical Duties: (May include but not limited to)

1. Prepares Court docket or calendar of cases to be called; verifies calendar with Judge and attorneys; sends notices of cases to appropriate persons; prepares and maintains all case files and examines documents to ensure compliance with laws or Court procedures.
2. Organizes necessary documentation for Court appearances and assists Municipal Judge in Court proceedings. Receives and records fines and bail and maintains appropriate journals. May involve some collection duties.
3. Transcribes/composes letters, reports or other material from dictation or other means.
4. Sets up and maintains departmental files, indexes and registers; researches information in City and Court records and files; compiles requested data for use of supervisor; prepares special reports as requested.
5. Serves as Receptionist for Municipal Court; answers phones, greets visitors and responds to inquiries.
6. May assist Utilities Clerk and/or Accounts Payable as assigned.
7. Assists in maintaining fiscal records and with typing of budget.

.. Must present strong positive image of City and department to public and fellow employees.

Minimum Qualifications:

Knowledge, Skill and Ability: Working knowledge of standard office practices and business English, spelling, composition and arithmetic; knowledge of standard bookkeeping methods; ability to work harmoniously with other employees; and use tact in dealing with the public; ability to type a minimum of 50 wpm (net) and accurately operate a calculator or 10-key. Experience in working with computer is desirable. Incumbent must have ability to work independent of direction for long periods of time.

Experience and Training: Minimum of three years' experience in office work, with direct public contact, including bookkeeping experience or any satisfactory equivalent combination of experience and training. May require specific experience in or exposure to Court proceedings.

CITY OF NEWBERG

Planning Secretary

Range 101

G

DEFINITION:

Under direction, performs clerical and secretarial work for the Planning Department. May perform similar responsibilities, under direction, for other departments.

DISTINGUISHING CHARACTERISTICS:

Responsible for varied clerical and secretarial duties which require a high degree of manipulative skills and general knowledge of City operations and Planning functions. Accessible information may be sensitive in nature. Direction received from the Planning Director.

TYPICAL DUTIES: (May include but not limited to)

1. Prepares information packets and reports, takes and distributes minutes, schedules meetings and notifies members for various planning-related commissions.
2. Gathers information and prepares various reports, projects and correspondence as requested. Maintains all planning files.
3. Maintains records for various licensing requirements and prepares approved licenses.
4. Processes proper notification for public hearings.
5. May participate in physical surveys to insure compliance with zoning and other ordinances.
7. Must present a strong positive image of the City and department to the public and fellow employees.

MINIMUM QUALIFICATIONS:

Knowledge, Skill and Ability: Working knowledge of standard office practices, business English, spelling, composition and arithmetic. Ability to effectively communicate, both orally and in writing. Ability to work harmoniously with other employees and use tact when dealing with the public. Ability to use various office machines, including word processing equipment and dictaphone, typing ability of 80 wpm (net) and shorthand at 100 wpm with maximum 5% error.

Experience and Training: Minimum of three year's office experience including secretarial duties or any satisfactory equivalent combination of experience and training. May require specific experience in or exposure to planning functions.

It is the policy of this City to have all employees cross-trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all-encompassing.

CITY OF NEWBERG

Public Works Secretary

Range 101

G

Definition:

Under direction, performs clerical and secretarial work for Public Works Department.

May perform similar responsibilities, under direction for other departments.

Distinguishing Characteristics:

Responsible for varied and complex administrative, clerical and secretarial duties which require a high degree of manipulative skills and general knowledge of City and Public Works functions and operations. Accessible information is frequently sensitive and sometimes of a confidential nature. Direction received from Public Works Director.

Typical Duties: (May include but not limited to)

1. Transcribes/composes letters, reports or other material from dictation or other means.
2. On behalf of supervisors and other Public Works personnel, maintains frequent contact with public and private officials; receives callers; arranges appointments/interviews as directed; provides detailed information to answer questions as necessary.
3. Sets up and maintains departmental files, indexes and registers; researches information in City records and files; compiles requested data for use of supervisor or other Public Works staff; prepares special reports as requested.
4. Assists in maintaining fiscal records and preparation of budget.
5. Prepares material for and takes minutes of meetings as requested.

Must present strong positive image of City and department to public and fellow employees.

Minimum Qualifications:

Knowledge, Skill and Ability: Working knowledge of standard office practices and business English, spelling, composition and arithmetic; working knowledge of modern practices and methods of office management; skill in taking and transcribing shorthand, either by dictation or by office machines; ability to work harmoniously with other employees and use tact in dealing with the public; ability to operate word processing equipment, desirable. Should be able to type a minimum of 80 wpm (net) and shorthand at 100 wpm with maximum 5% error.

Experience and Training: Minimum of three years' experience in office work, including secretarial experience of a progressively responsible nature; or any satisfactory equivalent combination of experience and training. May require specific experience in or exposure to Public Works functions.

It is the policy of this City to have all employees cross trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all encompassing.

CITY OF NEWBERG

Permit Clerk

Range 101

G

Definition:

Under direction, performs clerical work for the Building Inspection Department.

May perform similar responsibilities, under direction, for other departments.

Distinguishing Characteristics:

Responsible for varied and complex clerical duties which require a fairly high degree of manipulative skills, a general knowledge of City operations and specific knowledge of building codes and permit requirements. Direction received from the Building Official.

Typical Duties: (May include but not limited to)

1. On behalf of supervisor and of other Building personnel, maintains frequent contact with public and private officials, receives callers; arranges appointments/interviews as directed; provides detailed information to answer questions as necessary.
2. Provides specific interpretation of building codes to callers as appropriate. Issues building permits after authorization from Building Official according to standard procedures insuring all necessary information is complete. Receives permit fees and maintains records of receipts.
3. Sets up and maintains departmental files, indexes and registers; researches information in City records and files; compiles requested data for use of supervisor or other Building staff; prepares special reports as requested.
4. Assists in maintaining fiscal records and typing of budget.

Must present strong positive image of City and department to public and fellow employees.

Minimum Qualifications:

Knowledge, Skill and Ability: Working knowledge of standard office practices and business English, spelling, composition, and arithmetic; knowledge of standard book-keeping methods; ability to work harmoniously with other employees and use tact in dealing with the public; ability to operate dictation equipment and type a minimum of 50 wpm (net) and accurately operate a calculator or 10-key.

Experience and Training: Minimum of two years' experience in general office work, preferably including exposure to building codes and construction terms; or any satisfactory equivalent combination of experience and training. May require specific experience in or exposure to Building Department functions.

It is the policy of this City to have all employees cross trained and ready to work for and with another department when needed and/or directed. This job description is designed to give general information and is not all encompassing.

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 902 OF THE CITY OF NEWBERG PASSED AND APPROVED MARCH 25, 1940, AS AMENDED, BY PROHIBITING PARKING IN A CERTAIN AREA ON EAST SECOND STREET.

WHEREAS, the Traffic Safety Committee and Public Safety Committee have both met and do recommend that parking at a certain location on East Second Street be prohibited due to its inadequacy for the parking of a vehicle.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

1. That Ordinance No. 902 of the City of Newberg, Oregon, passed and approved March 25, 1940, as amended, be and the same hereby is amended by adding a new section to be known as Section 60, which reads as follows:

"Section 60. It shall be unlawful for any driver or other person in charge of motor vehicle, bicycle or any other vehicle of any description to park the same on the following described portion of East Second Street within the corporate limits of the City of Newberg, Yamhill County, Oregon:

On the north side of East Second Street from a point beginning 96 feet east from the Northeast corner of the intersection of South College Street and East Second Street and extending in a easterly direction from this point for 12 feet 6 inches."

2. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

PASSED by the Council of the City of Newberg, Oregon, this 5th day of September, 1983 by the following votes:

Ayes:

Nays:

Absent:

Arvilla Page - City Recorder

APPROVED by the Mayor this 5th day of September, 1983.

Elvern Hall - Mayor