

CITY COUNCIL
AGENDA

I. CALL MEETING TO ORDER ✓

II. ROLL CALL ✓

III. APPROVE MINUTES OF PREVIOUS MEETINGS. ✓

IV. REQUESTS: *Jim Glass*

A. Request from M. Compton RE: Water Hookup

V. PUBLIC HEARINGS:

A. Continuation of Public Hearing on L.O. Gerth Annexation.

B. Request for Alley Vacation by Allen Fruit Co.

VI. COMMITTEE REPORTS:

A. Cable Television Progress from Ordinance/
Legislative Committee.

VII. REPORTS FROM CITY ADMINISTRATOR:

- A. Progress report on various projects by City Administrator.
- B. Report on Anticipated Goals for the City of Newberg.
- C. Report on Committee Meetings for 1981.
- D. Report on Budget Calendar for 1981-82.
- E. Report on Insurance Policies held by the City of Newberg.
- F. Report on General Revenue Sharing.
- G. Report on Tour of Facilities for New Council Members.

VIII. OLD BUSINESS:

A. Report on Additional Audit Fees for Hospital Audit.

IX. NEW BUSINESS:

- ✓ A. Report on Liquor License Renewals.
- ✓ B. Report on Springbrook Plaza Water and Sewer Development Fees on Commercial Space.
- ✓ C. Report on Hospital Bids for Draperies, Cubicle Curtains and Hardware.
- ✓ D. Report on Comprehensive Plan.
- ✓ E. Request and Report for Initiation of Vacation of Alley between 7th & 8th Streets and Chehalem & Willamette Streets. *Larry Robertson*
- F. Report on Notification to Affected Property Owners on Zoning Hearings.
- G. Report on Mandatory Police Department Staff Meetings.
- H. Recommendation for Retention of Marshall & Meyer Bonding Consultants for Bond Issue on Local Improvement Project Numbers 209, 211, 212, 222 and 225.
- I. Recommendation for Hiring of Director Administrative Services.

X. RESOLUTIONS:

- 81-877* A. Resolution authorizing agreement with Chemeketa Co-operative Regional Library Service and the City of Newberg.
- 81-878* B. Resolution authorizing acceptance of Financial Statement for year end June 30, 1980.
- 81-879* C. Resolution authorizing Staff to negotiate for property at Sitka Avenue - Street Improvement Project #213.
- 81-880* D. Recommendation and Resolution from Ordinance Committee on Cable Television.

XI. ORDINANCES

ACCOUNTS PAYABLE
January 1981

281

Allen Machinery	34.87	Newberg Steel	60.93
Al's Drive-In	9.25	Northwest Business Systems	453.27
Associated Janitor	261.64	***Northwest Natural Gas Co.	2,200.00
Barnes & Noble Bookstores	41.93	Northwest Law Enforcement Equip.	441.22
B J's Photo Studio	7.00	John C. Nyberg	655.55
Bennett & Miller	245.00	Oregon Fire Equipment Co.	50.60
Bowman Distribution	5.50	Oregon Supreme Court	2.85
Boyes Janitorial	525.00 ✓	Oxford University Press	32.46
Butler Chevrolet	60.00	Pacific Water Works Supply	566.98
Buy-Wise Drug	46.02	Payless Drug-Store	45.96
C.E. Little Fire Equipment	316.00	Harris Pearson, M.D.	25.00
Case Equipment	34.30	People Magazine	19.50
Chevron USA	30.86	Quality Office Machines, Inc.	17.00
Children's Book Council	8.95	Roberts-Rent-All	24.00
Coast to Coast	181.68	Shannon & Co.	26.73
Consolidated Supply	3,850.28	J. Scott Struckman, M.D.	35.00
Crabtree Rock Co.	595.00	Sunshine Laundry	35.90
Crowell Auto Parts	59.55	Swift & Swift, Attorneys	75.00
Culligan	34.50	Ted's Paint & Wallpaper	7.88
Day-Timers	37.05	Thomas Bouregy & Co.	35.50
Dents	187.30	Unified District Supply Corp.	111.86
Double G Auto	18.75	Valley Contractors Supply, Inc.	62.50
Easterday Supply	41.04	Vogue	18.00
Emerson Industrial Service Div.	985.27	W.R. Grace-The Baker Taylor Co.	547.34
FarmGro Supply	51.60	Water, Food & Research Lab	54.00
Feenaughty ,achinery	389.76	Waterworks Supplies	125.10
Ferguson Rexall Drug	8.52	Western Auto	12.89
Fisher Electric	185.00	Westside Automotive	68.40
Fodor's & McKay	1.73	Wheel Graphics	18.50
Fowler Tire	55.90	William H. Reilly & Co.	3,500.00
Fox Union	20.00	Wilco Fire Equipment Co.	26.30
Gaylord Brothers, Inc.	59.76	Willamette Industries	17.10
General Chemical Co.	76.00	World Press Review	8.00
General Telephone	1,282.25	Ziprint	59.25
Larry Gray, Attorney	38.43	***PGE	12,500.00
Hall's Heating	61.50		
Home Health Education Service	121.85		
Home Laundry	28.70		
Jack Hull	60.00		
IFG Leasing	100.13		
Fred S. James & Co.	172.00		
Johnson Furniture & Hardware	80.52		
Kilham Stationery	82.10		
Laughlin Oil	3,441.82		
Len McGarvey	305.00		
Metro-West Oil, Inc.	185.00		
Meyer Brothers	7.00		
Micro-Tek Industries	36.00		
Midget Motors	4.50		
Miller's Upholstery	40.00		
Nap's IGA	8.50		
Newberg Auto Freight, Inc.	183.72		
Newberg Auto Parts	51.25		
Newberg Drug	15.00		
Newberg Graphic	45.69		
Newberg Lock & Key	12.50		
Newberg Professional Locksmith	15.00		
Newberg River Rock Products	77.00		
		TOTAL:	36,861.04

APB

PLC

JD

CMC
JTL
RKR
MIO

2/28/81

ACCOUNTS PAYABLE
January 1981

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Crowell Auto Parts	59.55	Swift & Swift, Attorneys	75.00
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Fodor's & McKay	1.73	Wheel Graphics	18.50
Fowler Tire	55.90	William H. Reilly & Co.	3,500.00
Fox Union	20.00	Wilco Fire Equipment Co.	26.30
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General Chemical Co.	76.00	World Press Review	8.00
General Telephone	1,282.25	Ziprint	59.25
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Jack Hull	60.00		
IFG Leasing	100.13		
Fred S. James & Co.	172.00		
Johnson Furniture & Hardware	80.52		
Kilham Stationery	82.10		
Laughlin Oil	3,441.82		
Len McGarvey	305.00		
Metro-West Oil, Inc.	185.00		
Meyer Brothers	7.00		
Micro-Tek Industries	36.00		
Midget Motors	4.50		
Miller's Upholstery	40.00		
Nap's IGA	8.50		
Newberg Auto Freight, Inc.	183.72		
Newberg Auto Parts	51.25		
Newberg Drug	15.00		
Newberg Graphic	45.69		
Newberg Lock & Key	12.50		
Newberg Professional Locksmith	15.00		
Newberg River Rock Products	77.00		
		TOTAL:	36,861.04

AGREEMENT FOR CONSULTING SERVICES

WHEREAS, the City of Newberg has delegated to the Ordinance Committee the responsibility of making recommendations to the Council on all matters pertaining to the obtaining and developing franchised CATV services for the City of Newberg; and

WHEREAS, the Committee has been allotted by the City of Newberg a budget of \$5,000.00 to perform this task; and

WHEREAS, the Committee wishes to retain the services of a CATV consultant; and

WHEREAS, the general practice in the industry is for the franchisee to underwrite all cost connected with establishing a franchise; and

WHEREAS, the City of Dundee has expressed an interest in cooperating with the City of Newberg in obtaining and developing franchise CATV services within their city and intends to work towards a joint proposal; and

WHEREAS, George L. Page is a recognized CATV consultant; and

WHEREAS, the Committee met on January 29, 1981, and does recommend that the City retain George L. Page as a consultant.

THEREFORE, it is agreed between the City of Newberg and George L. Page as follows:

1. The City shall obtain Mr. Page for professional assistance in their efforts towards the establishment of franchised CATV services within the City of Newberg.

2. Mr. George L. Page shall furnish professional assistance to the City of Dundee if the City of Newberg and City of Dundee decide to solicit proposals for services on a joint basis.

3. The fee for services shall be based on an hourly rate of \$42.50 per hour. Mr. Page shall account for his time in an accepted professional manner. The following phases of work are established with maximum fees for each phase, however, the work shall be billed on the above stated hourly fee:

Phase One - The development of a comprehensive CATV enabling ordinance; the development of an RFP that fully compliments the enabling ordinance; identification of CATV firms to be solicited for proposals, and selection of media for advertising for demonstration of interest and receipt of an RFP (this includes write-up of the advertisements as well); and the development of a city ordinance for CATV specifications and standards for future construction in subdivision and development projects, i.e. underground installation of facilities, etc.

Maximum fee of \$2,500.00. Maximum out-of-pocket expenses of \$300.00.

Phase Two - Evaluations of proposals received, an identification where proposals must be modified to conform to the City's CATV ordinance and/or FCC standards.

Four proposals or less - maximum fee of \$2,500.00 per proposal.

Five proposals or more - maximum fee of \$2,200.00 per proposal.

Maximum out-of-pocket expenses - \$500.00.

*Make sure
there is a provision
that allows for
whomever gets contract
to pay any additional
expenses*

Phase Three - Development of a CATV non-exclusive franchise ordinance; resolutions; and negotiations with the successful applicant.

Charged on hourly basis but with constant monitoring.

4. The City shall establish an application fee which funds shall be set aside and devoted to the payment of all necessary expenses. The payment of the consultant fees shall have top priority on this fund. The consultant shall receive his payment of fees out of this fund or from the payment by the successful franchisee once the franchise is entered into by the City and the franchisee. It is anticipated that the City will not have to "front" any money beyond the \$5,000.00 already allotted but shall require the consultant to wait until the franchisee reimburses the City for all necessary cost. This provision may be waived by the City in writing.

5. If the City of Newberg and the City of Dundee decide to cooperate in the letting of a franchise, the consultant will render professional services to the City of Dundee pursuant to this agreement with all fees coming under the terms and maximums set by this agreement.

6. This agreement may be terminated at any time by either party. If the City terminates the agreement, the City must pay all fees and expenses of the consultant within 30 days of submission.

This agreement entered into by the City of Newberg and George L. Page CATV consultant this _____ day of _____, 1981.

Recommended by resolution of the
Ordinance Committee on Jan. 29, 1981.

Tommy Tucker
Chairman - Ordinance Committee

George L. Page

Entered into by the authority of Res. No. _____ passed and approved on
February 2, 1981.

Michael Warren - City Administrator

Elvern Hall - Mayor

ACCOUNTS PAYABLE

February, 1981

2/81

Alpha Office Systems	184.00	Newberg Ready Mix	84.75
Audio Group	83.68	Newberg River Rock Products	134.75
B. J.'s Photo	28.94	Newberg Steel	12.80
Baker's TV	3.12	NW Law Enforcement	3.61
Ben-Ko-Matic	190.00	Northwest Natural Gas	1,000.00***
Bennett & Miller	330.00	Nudelman Brothers	169.95
Book Digets	12.00	Nurnberg Scientific	96.07
Brown & Tarlow	275.00	O'Dell's Tire Service	257.71
Boyes Janitorial	525.00	Pacific NW Books	25.52
Burroughs Corp.	721.32	Harris Pearson, M.D.	31.65
Butler Chevrolet	50.00	Popular Electronics	9.97
Buy Wise Drug	95.12	Psychology Today	12.97
C & G Auto	54.00	Portland General Electric	12,500.00***
Case Power & Equipment	27.40	Roberts-Rents	6.00
Chevron USA	54.04	Rowell & Wickersham	201.00
Childrens Press	37.25	Risberg's Trucking	38.51
Chuck Colvin Ford	2.40	Stead & Baggerly	146.51
Coast to Coast	109.91	Streed's Scuba Unlimited	22.00
Crabtree Rock	21.25	Ted's Paint & Wallpaper	11.19
Crowell Auto Parts	69.28	W. R. Grace-The Baker Taylor Co.	171.80
D & K Plumbing	11.15	Waide's Mobil	50.00
Dents	185.35	Water, Food & Research Lab	54.00
Double G Auto	97.50	Waterworks Supplies Co.	149.09
Eugene Concrete Pipe	878.25	Western Auto	8.60
FarmGro Supply	93.60	Westside Automotive	155.46
Ferguson Rexall Drug	4.55	Wilco Fire Equipment Co.	47.40
Flexible Pipe Tool	186.15	Willamette Industries	114.35
Fowler Tire Service	126.54	Yamhill Co. Sheriff's Office	153.60
Fisher Electric	90.31	Ziprint	199.95
Fox Union	125.00		
Gainer's Floral	110.00		
Gaylord Brothers	51.46		
Gerlinger Industries	622.00		
Great Lakes Instrument Co.	47.08		
General Telephone	1,250.00***		
Norman Harper, Attorney	50.00		
Home Laundry	28.70		
IFG Leasing	100.13		
Johnson's Furniture & Hardware	40.13		
Kilham Stationery	81.29		
Klip Stationery	41.05		
J. K. Gill	28.21		
Terrence Mahr, Attorney	150.00		
Mar-Dustrial Sales, Inc.	19.68		
Martin & Wright Paving	170.50		
Meeker Electric	116.64		
Meyer Brothers	35.96		
Mike's Medical Pharmacy	31.40		
Millipore Corp.	30.03		
Mr. C's Camera	8.45		
Nap's	14.73		
Newberg Auto Freight	25.34		
Newberg Auto Parts	16.24		
Newberg Drug	1.40		
Newberg Graphic	281.54		
Newberg Interiors	115.00		
		TOTAL:	24,008.28 23,877.03

ms
JFC
C. MC
RER
ADH



111 WEST FIRST STREET - NEWBERG, OREGON 97132 - PHONE 503-538-4447
Al and Karen Blodgett, Owners

2/8/81

8, Feb. 1981

Dear Mayor Hall

Due to increased work loads in running my business I find it necessary to resign my position as a member of the Citizens Involvement Advisory Committee.

This will be effective 9, Feb. 1981.

It has been a pleasure to serve on this Committee.

Sincerely

Al Blodgett

DATE: January 23, 1981

SUBJECT: Request for Water Hookup by Mr. Compton

The City Attorney has prepared an extensive report on the subject matter, which on page 4 summarizes that Mr. Compton is simply not eligible for water hookup.

I recommend that unless the Council is willing to make many other exceptions for water hookup, and change the ordinance to let people outside the City limits and outside the Urban Growth Boundary participate, request for the water hookup be denied.

Michael Warren
Michael Warren
City Administrator

Enc.

type

MEMORANDUM TO: City Administrator

FROM: City Attorney

DATE: January 22, 1981

RE: Request for Water Hook-up by Dale Compton and
Glenn Compton

1. FACTS. The following portions of the attorney's letter of January 19, 1981 are quoted "... Mr. Dale Compton and his son, Mr. Glenn Compton ... own property just west of the City of Newberg where the Oak Grove Motel once was situated. This property lies outside the city limits of the City of Newberg, however, for many years the Oak Grove Motel had City of Newberg water service to twenty-seven (27) units. The house that is presently located there at the address of Rt. 3, Box 32, Newberg, Oregon, is still serviced by City of Newberg water. The Compton's desire to build a residence behind the old motel property just a few feet away from the water line that is servicing the one remaining unit on the motel property site. Mr. Glenn Compton has applied to the City for permission to attach onto the city lines but has been denied this permission. The Comptons feel that, inasmuch as this property had at one time 27 living units that were serviced with Newberg water and they have never officially relinquished this service, they should be entitled to have one additional residence hooked onto the city water distribution system."

Further facts regarding this situation has been deduced as follows: that the motels referred to in the attorney's letter of January 19th were, apparently, also originally referred to as Compton's Cabins owned by Mr. A. R. Compton. His service was originally provided as part of the Home Acres Water District which was formed to receive service in that area sometime in 1965. The water district dissolved when a good deal of the property involved in that was condemned by the State to expand Highway 99 sometime before October, 1967. Mr. A.R. Compton was the secretary-treasurer of the water district. At the time the water district was dissolved there was still owing to the City for water service the amount of approximately \$325.00.

- ✓ This full amount apparently was never fully paid. In any case, the service was shut off to this water district, thus the service to the other units was relinquished when the water district that originally served them was dissolved. The house that is presently served is near the Sunny Acres Water District and is receiving service through the Sunny Acres Water District as a single unit.

Based on the description of the property in the attorney's letter, this particular area is not only outside of the city limits but also outside of the Urban Growth Boundary. It is believed that this property is on the other side of the bridge towards Dundee.

2. COMMENTARY ON PRIOR POLICY. In the distant past, out of City connections to our water system were encouraged to obtain the water user revenue fees for the City and also to encourage and ultimately, expedite the annexation of the properties involved in receiving such service.

Currently, however, our water system plans include projections for providing water service based on the use of persons within the city limits and also, ultimately, for the provision of service to areas within the urban growth boundary which would ultimately be annexed. However, these projections and plans do not include out of city usage in areas outside of the Urban Growth Boundary. Our water system plans are not geared to extend these services to out of city, out of Urban Growth Boundary areas. Also, in recent years and especially during our recent water shortage, which has since been remedied to a certain extent by our new wells and transmission lines, requests from outside of the city for the extension of service were routinely denied by the previous administrator.

These denials were based on some of the following problems:

- a. That the area outside of the Urban Growth Boundary and outside of the city limits is not included in our service planning for water distribution.
 - b. That if any particular connection was allowed on the basis of financial hardship, etc. there would be a number of other requests for city water services outside of the city limits and outside the Urban Growth Boundary by persons seeking to avoid the well drilling costs, while also avoiding being annexed to the City and thus, they would receive the benefits of the city service without the normal financial benefits to the City of annexation. Several requests of this kind have come up in the past including at least one other area where there would probably be a request for 10 hook-ups immediately.
3. THE CURRENT ORDINANCES. The following ordinances are relevant in this matter:
- a. Our City Water Use Ordinance - Ordinance 1040, passed and approved October 4, 1948, as amended by Section 11A in 1965 and Section 11B in 1978. The following portions of this ordinance are quoted:

"Section 11A. Notwithstanding the provisions of this ordinance relative to water service to users outside the city limits of Newberg, on and after December 1, 1965 no new or additional water connections for the purpose of providing water to a user situated outside the corporate limits of the City of Newberg shall be permitted, save and except such connections as are in use of are ready for use on or before said last mentioned date. No new water users shall be connected to group consumer lines and no new single residential user shall be connected after said last mentioned date. It being the intention that the City of Newberg shall not serve or supply water to any additional users outside the city limits, save and except those then in service or ready for service."

"Section 11B. Exceptions Due to Hardship. An exception to Section 11A may be granted by the City Council in cases of hardship. The following process shall be used in determining whether the exception shall be granted and the criteria shall be strictly applied with the burden of proof upon the applicant:

1. Eligibility. The applicant must meet the following criteria:
 - a. The new or additional water connection can be used only to supply water to an existing structure and will not be used to allow any new development. ✓
 - b. Annexation of the property upon which the structure is located is not immediately feasible.
2. Hardship Determination. A request for a new or additional water connection shall be accompanied by evidence of the following:
 - a. A genuine hardship exists due to quality or quantity of water for domestic consumption.
 - b. All other alternatives have been investigated and are not economically feasible.
 - c. The dwelling to be served is in close proximity of existing services either private or public and the granting of the additional connection would not overburden existing lines either private or public or overburden the City's water supply.
3. Application for Hardship. A request in letter form for a hardship exception to Section 11A shall be made to the City Council. The request shall be accompanied by a statement and evidence to be used in the determination. The request shall be reviewed and the recommendation made to the Council by the Public Works Committee prior to the Council's consideration of the matter. A granting of the request for the exception can be made by majority of the Council provided that all public conditions stated in paragraph 2 do exist.
4. Conditions of Hardship. Any exception granted shall be subject to the following conditions:
 - a. The owner of the property shall agree to pay the full cost of extending service to the parcel with all services meeting city standards and including all development charges.
 - b. The owner of the subject property agrees to annex to the City at such time as annexation is legally possible and is requested by the City.
 - c. Water shall be for domestic purposes only and no water granted under this exception shall be permitted for agricultural use.
 - d. A written agreement as to the conditions under which the exception was granted shall be recorded on the Yamhill County Deed Records with the applicant paying all fees."

- b. The following relevant portions of the City's Comprehensive Plan, which is Ordinance No. 1967, passed and approved July 2, 1979 which appeared to be implemented by Section 11A and 11B of the above quoted ordinance provide a further restriction under its goals and policies quoted as follows:

Page 23 - Public Facilities and Services Goal. "To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development."

Page 24 - Policies: Sewers and Water. Number 4.
"Sewer and water service shall not be provided outside the city limits except for cases of health hazards, where no other alternative exists, and where property owners agree to annex upon request of the City."

4. STAFF COMMENTARY ON THE ORDINANCES. Under the facts in this matter the request to extend service clearly cannot be granted under Section 11A as that section is quite clear in allowing service to be supplied only if the connection to the particular building was in place on or before December 1, 1965. Since what is contemplated here is new construction, Section 11A does not apply.

Under Section 11B(1) Eligibility. This subsection indicates that a new or additional water connection can be used only to supply water to an existing structure and may not be used to allow any new development. In this case, it is contemplated that this extension be to a new structure, thus, it does not seem to be eligible under section 1a. Under subsection 1b, annexation is not only not immediately feasible, it is impossible because the property lies outside of the Urban Growth Boundary. Thus, if this eligibility subsection 1 means what it says, it does not appear to be possible for the Council to grant this exception even as a hardship.

Under subsection 2, regarding hardship determination, no genuine showing of hardship has been shown at this point and no statements have been made as to whether other alternatives have been investigated which are not economically feasible.

Further, with regard to subsection 3, note should be made of the procedure outlined for making application for this hardship. This section seems to prohibit going directly to the City Council until the request is made in the proper form and gone through by the Public Works Committee.

Further, under the quoted portions of the Newberg Comprehensive Plan, Ordinance No. 1967, it appears that the extension request is not possible because the Comprehensive Plan prohibits such an extension. The Comprehensive Plan would take precedence over any other statutes at this point as the later statute and if interpreted with the existing water service ordinance it only appears that the water service ordinance implements the Comprehensive Plan prohibition.

The relinquishment argument used in the attorney letter of January 19th does not appear to be valid as service was relinquished and in fact the district under which the service was originally provided was dissolved some years ago and the current service to the one unit there is for that one unit only under a new district.

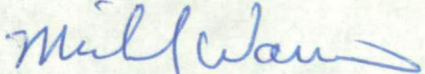
MEMO

TO: City Council DATE: January 29, 1981
FROM: Michael Warren, City Administrator
SUBJECT: L.O. Gerth Annexation

At the last City Council meeting the Council heard Mr. Gerth's attorney Terrence Mahr regarding his request for annexation to the City of Newberg. Attached is a great deal of information on this subject. There is a report from the Planning Director and also a report from the City Attorney, along with a Resolution on this subject matter. It is generally agreed that it is illadvised to annex this property until the identified non-conforming use has been removed, because a nuisance will be expensive for the City to deal with once it is annexed.

At the December 16, City Council meeting it was promised that this material would be removed. The public hearing was continued to tonight's council meeting because that promise was not fulfilled. The Planning Director has informed the City Council that as of January 28, 1981 the materials still have not been removed.

Recommended action: Allow annexation upto contiguous properties containing approximately 4 acres and a zone change of those properties from the County LDR/9,000 to the City R-1 Zone, If and only if the applicant removes all items currently stored on the property to eliminate the non-conforming use of the property prior to the City Council meeting on January 5, 1981.


Michael Warren
City Administrator

MW/bjm

Enc.

YAMHILL COUNTY

Oregon



BOARD OF COMMISSIONERS

January 2, 1981

Honorable Elvern Hall
Mayor
City of Newberg
City Hall
Newberg, Oregon 97132

Re: L.O. Gerth Annexation
Tax Lot 3218AC-1400, 1500

Dear Mayor Hall:

On December 29, 1980, the Board considered the L.O. Gerth Annexation request as referred to us by the City in accordance with the Newberg Urban Area Growth Management Agreement. We concur with the statements made by our planning staff in a letter to Clay Moorhead dated November 25, 1980. We particularly want to emphasize concern No. 4, page 2 of the staff letter.

The Gerth property fronts County Road No. 66 (North Main). If the property is annexed, the county road would become a virtual island within the city limits. It would receive intensified use for which it is not designed. The county is not able to improve the road to the standard necessary to service future development made possible by the annexation.

Therefore, in the spirit of the Newberg Urban Area Growth Management Agreement (Article V Urban Services, Section E Roads, Paragraph (4)),*, the Commissioners support the annexation of the Gerth property with the condition that County Road No. 66 to its intersection with Columbia Boulevard (County Road 58) be annexed as well. Upon annexation of this portion of County Road No. 66, we invite the City to immediately request the County to surrender jurisdiction of the road. If the City Counsel does not wish to annex the indicated portion of County Road No. 66, the Board strongly recommends that the Gerth property not be annexed to the City of Newberg.

Very truly yours,

Ted Lopuszynski

Ted Lopuszynski
Chairman

TL-DB:dlh

*Article V, Section E (4) reads: "...Upon annexation of property, roads adjacent to (and which serve) such property should also be annexed."

PH Postponed to
2-2-81

NOTICE OF A PUBLIC HEARING

ANNEXATION TO THE CITY OF NEWBERG AND WITDRAWAL FROM THE NEWBERG RURAL FIRE PROTECTION DISTRICT; and

ZONE CHANGE (From Yamhill County zone to City of Newberg zone).

NOTICE IS HEREBY GIVEN that the Planning Commission will hold a public hearing on Tuesday, December 16, 1980 at 7:00 P.M. in the Council Chambers, City Hall, Newberg, Oregon, to consider the Land Use issues in connection with the following property:

Applicant: L. O. Gerth/Terrance Mahr, Agent
Request: A request for annexation of a parcel of land approximately 3.98 acres to the City of Newberg; and zone change from County LDR (Low Density Residential) to City R-1 (Low Density Residential) and withdrawal from the Newberg Rural Fire Protection District
Location: N. W. Corner of Main and Pinehurst Drive
Tax Lot: 3218AC-1400, -1500

Any person wishing to speak for or against the above proposals may do so in person or by attorney at the time and place stated above. Also, written testimony will be received at 414 East First Street, Newberg, Oregon prior to the hearing.

In addition, NOTICE IS HEREBY GIVEN that the City Council of the City of Newberg will hold a public hearing on Monday, January 5, 1981, at 7:30 P.M. in the Council Chambers, City Hall, Newberg, Oregon to consider annexation and withdrawal of the above described property and the concurrent zone change request. All registered voters are hereby invited to appear and be heard pursuant to the provisions and laws of the State of Oregon and the Charter of the City of Newberg, Oregon.

For further information, or if you wish to review the file, contact the City of Newberg Planning Department.

Arvilla Page
City Recorder

Publish: December 3 and
December 10, 1980

11
Gene

MEMORANDUM
28 January 1981

TO: Mike Warren, City Administrator

FROM: Clay Moorhead, Planning Director

RE: Gerth Annexation/Zone Change, File No. ANX-4-80/Z-6-80

On December 16, 1980 the Newberg Planning met at their regular hearing time and reviewed a request by L. O. Gerth for annexation of two contiguous properties containing approximately 4 acres and a zone change of those properties from the County LDR/9000 to the City R-1 zone. The applicant was represented by Terrance Mahr, attorney within the City of Newberg. No other persons at the hearing spoke in favor or opposition to the request.

Generally, the Planning Commission accepted the arguments presented by the applicant for annexation and zone change within the City of Newberg and has recommended to the Newberg City Council that such request be approved, provided the Council finds that the findings proposed by the Planning Commission adequately reflect the current status of the subject property. Specifically, the Planning Commission is concerned about the property being annexed as the subject property at the time of the hearing was being used by the applicant to store very large rock, wood, brick, lumber and various housing parts. This particular type of use would be considered contractor's equipment and storage which is authorized only in the City M-1 (Limited Industrial) zoning district under a conditional use permit or under the M-2 (Light Industrial) zoning district as an outright permitted use.

If the City were to annex the subject property with the above described uses thereon, the use would be grandfathered into the City as a pre-existing non-conforming use. In order to alleviate this situation, the applicant, at the time of the hearing, stated that he would remove all items currently stored on the property to eliminate the non-conforming use of the property prior to the City Council meeting on January 5, 1981. At the January 5 City Council meeting the applicant had failed to remove the storage material from the property, and because of that fact, requested that the matter be postponed to the February 2 regular Council Meeting. The applicant indicated that this would be an adequate time period in which to remove the storage materials.

As of the writing of this memorandum the materials have not yet been removed.

The findings as proposed by the Planning Commission would not adequately reflect the current status of the subject property as can be seen by reviewing finding No. 13 in which the Planning Commission has indicated as a fact that the subject property is currently clear of all visual encumbrances which previously caused the area to be a non-conforming use. Again, this finding was established as the applicant had stated that such storage of material would be eliminated prior to the Council meeting in order to eliminate the non-conforming status of the subject property.

As a staff member I strongly advise that this property not be annexed at least until the identified non-conforming use has been removed as the nuisance will be expensive for the City to deal with once annexed.

ORDINANCE NO.

AN ORDINANCE DECLARING CERTAIN TERRITORY ANNEXED TO THE CITY OF NEWBERG AND WITHDRAWN FROM THE NEWBERG RURAL FIRE PROTECTION DISTRICT.

WHEREAS, L. O. Gerth, contract purchaser of the territory hereinafter described and attached as Exhibit "B" has requested annexation into the City of Newberg and withdrawal from the Newberg Rural Fire Protection District; and

WHEREAS, the described territory is contiguous to the City of Newberg; and

WHEREAS, the property owners within the said territory desire the same to be annexed to the City of Newberg in order that said territory may obtain water, sewage disposal and other available utilities and services from the said City and said owners of the said territory have consented in writing to said annexation as provided in ORS 222.120 and ORS 222.170 and that written consent thereto is on file in the office of the City Planner for the said City; and

WHEREAS, the Charter of the City of Newberg does not expressly prohibit the annexation of said territory to said City by the procedure set forth in ORS 222.120; and

WHEREAS, the requirements of Ordinance No. 2012 of the City of Newberg regarding annexation have been met; and

WHEREAS, the City Planner in his staff memorandum to the Planning Commission at their December 16, 1980 meeting did recommend that the territory be annexed into the City subject to certain conditions; and

WHEREAS, on December 16, 1980 the Newberg Planning Commission held a public hearing to consider the land use issues involving the annexation of the said territory and recommends that the said territory be annexed when certain conditions were complied with to be confirmed by the City Planner based on the Findings of Fact which are attached hereto as Exhibit "A"; and

WHEREAS, on February 2, 1981 at the hour of 7:30 P.M. in the Council Chambers of the City Hall of Newberg which was heretofore set as the time and place for public hearing and the City Council through the Recorder of the City did cause Notice of this hearing to be published in accordance with ORS 222.120 and in accordance with Ordinance No. 2012 of the City of Newberg, and the hearing was held; and

NOW, THEREFORE, THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. The City Council adopts the Findings of Fact which are attached hereto as Exhibit "A" and incorporated herein at this point by reference.

Section 2. It is hereby ordered and declared that the property described in Exhibit "B" which is attached hereto and incorporated herein at this point by reference BE AND THE SAME IS HEREBY ANNEXED AND WITHDRAWN FROM THE NEWBERG RURAL FIRE PROTECTION DISTRICT.

Section 3. The Recorder of the City of Newberg is hereby authorized and directed to make and submit to the Secretary of State, Department of Revenue, the Yamhill County Elections Officer and to the Assessor of Yamhill Count, a certified copy of the following documents:

1. A copy of the ordinance.
2. A copy of the written consent of landowners in said territory.

PASSED by the Council of the City of Newberg this 2nd of February, 1981 by the following votes:

Ayes:

Nays:

Absent:

Arvilla Page - Recorder

APPROVED by the Mayor this 2nd day of February, 1981.

Elvern Hall - Mayor

EXHIBIT "A"

FINDINGS -- GERTH ANNEXATION
FILE NO. ANX-4-80/Z-6-80

1. The subject property is currently zoned by the County as LDR/9000 (low density residential).
2. The subject property is designated for low density residential uses on the Newberg Comprehensive Plan and is also located within the Newberg Urban Growth Boundary.
3. The subject property is bordered on the east and south by the Newberg City Limits.
4. The applicant's are requesting a zone change from County LDR/9000 to a City R-1 zone. Both of these two zones are very comparable but fall within different jurisdictions. County LDR/9000 zone has a 9,000 sq. ft. minimum lot size whereas the City R-1 zone has a 7,500 sq. ft. minimum lot size. No significant change would be made in the current zoning of the subject property.
5. The primary purpose for annexation would be to acquire City services including sewer and water which will allow for the further development of the vacant portions of the subject property.
6. City sanitary sewer is located on Main Street and is available upon annexation. The sewer is a 12" main line which was placed upon Main Street approximately 2½ - 3 yrs. ago through a local improvement district. All adjoining parcels within and outside the City Limits have been assessed for the cost of this improvement.
7. City water mains are located along Pinehurst St. which abuts the subject property to the south.
8. The request for annexation was initiated by consent petition of the property owners and does meet the requirements set forth in ORS 222.170.
9. The City has found through previous annexation requests along Main Street that a commitment has been made by the City of Newberg for urban development of those parcels which were assessed for sewer improvements on Main Street. Through authorization of the local improvement district, establishing the sewer line along Main Street, the City has historically anticipated and encouraged development along the newly laid sewer line.
10. The applicant has addressed Goals and Policies found within the Newberg Comprehensive Plan which relate to this request.
11. The subject annexation and zone change is within general conformity of the Goals and Policies found within the Newberg Comprehensive Plan as:

- a. The lands proposed for annexation currently do abut the Newberg City Limits. The annexation would straighten out boundaries and provide for a clear identification of the City Limits Boundary.
 - b. City sewer and water are located abutting the subject site. The City has anticipated urban development of the subject property as an effect of establishing and authorizing the local improvement district for the sewer line now located in Main Street. Sewer, water and transportation systems can be designed within the property in an orderly and efficient manner as these services currently abut the subject property and are currently designed to City standards with the exception of Main Street itself.
 - c. The applicant is requesting a zone which would allow for uses that compatible with those uses found on adjoining lands and complies with the Newberg Comprehensive Plan Map.
12. The subject request is generally consistent with the criteria for evaluation of annexation requests found within the adopted annexation ordinance, with the exception relating to the current need for additional housing.
13. The subject property is currently clear of all visual incumbrances which previously caused the area to be a non-conforming use.
14. The subject request is in conformance to Goal 14 (Urbanization) of the State Goals and Guidelines because:
- a. It is within an adopted Urban Growth Boundary, although not within an acknowledged boundary.
 - b. The property has public services available and would be within the proper line of orderly extensions of these services.
 - c. The property would not over-burden the market place but help insure a reasonable choice by allowing for renovated housing as well as new houses.
 - d. The area is a logical step for urbanizing urbanizable land and does not "skip" an area of urban land which is undeveloped.
15. The subject request is in conformance with Goal 2 (Land Use Planning) of the State Goals and Guidelines because:
- a. The City has established an Annexation Ordinance, a Comprehensive Plan and a Zoning Ordinance which the applicant has addressed and does provide a factual basis for the decisions.
16. The subject request is in conformance with Goal 10 (Housing) of the State Goals and Guidelines because:
- a. The subject property is in conformity with the needs of the community for housing because it meets the needs established by the Comprehensive Plan.

MEMO

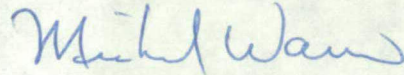
TO: City Council

DATE: January 29, 1981

FROM: Mike Warren, City Administrator

SUBJECT: Request for Street Vacation by Allen Fruit Company.

The attached memorandum from the Planning Director states that a request for a street vacation from the Allen Fruit Company had been brought to the Planning Commission meeting on January 20, 1981. At that time the applicant requested a postponement on the matter. The postponement was granted by the commission to their February meeting. Since no recommendation from the Planning Commission can be received until their February meeting is held, this matter will be postponed until the March 2, 1981 Council meeting.



Michael Warren
City Administrator

MW/bjm

Enc.

MEMORANDUM
28 January 1981

TO: Mike Warren, City Administrator
FROM: Clay Moorhead, Planning Director
RE: Public Hearing on a street vacation for Allen Fruit Company

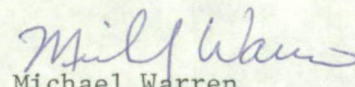
Allen Fruit Company has requested a vacation of that portion of North Street which lies east of Washington Street for a distance of approximately 150 ft. The roadway has an improved surface but provides access only to the Allen Fruit industry. The road does not serve as access to any other property outside the ownership of Allen Fruit. There are various utilities located within and on the right-of-way being requested for vacation. The Planning Commission has postponed action on this matter to the February 17th Planning Commission hearing in order to provide the applicant with the time necessary to determine the status and necessity of the utilities within this public road right-of-way. Since the Planning Commission has not acted on this matter and has postponed this matter to their regular February meeting, a recommendation from the Planning Commission to the Council cannot be made before the City Council's March 2, 1981 hearing. This matter is therefore postponed to that hearing date.

MEMO

TO: City Council DATE: January 26, 1981
FROM: Michael Warren, City Administrator
SUBJECT: Cable Television

The attached information from the City Attorney are his comments regarding the January 22, 1981 Ordinance/Legislative Committee meeting. The meeting was interesting and certainly informative for everyone present because it discussed some specific details of the process and the implementation of Cable TV in the Newberg Dundee area. As of this date the committee has not formulated any set recommendations for the City Council but they are approaching recommendations in the area of Consulting services.

This committee chaired by Councilman Tucker has worked diligently for quite a while on providing the service to the Newberg residents.



Michael Warren
City Administrator

MW/bjm

Enc.

I. Presentation by Terry Mahr.

1. Based upon investigations into cable franchise activities, it is strongly suggested that a consultant be hired as the process is quite complex.
2. The initial allocation for legal fees and consulting fees by the Council is in the amount of \$5,000.00. It is estimated that the fees will be from \$15,000.00 to \$20,000.00 additional.
3. The two sources for these funds are:
 - a. A non-refundable franchise application fee, usually ranging from between \$1,500.00 and \$5,000.00.
 - b. A provision in the ordinance, the RFP, and the franchise award that the companies with the successful proposal will pay all remaining fees. This is usually done and expected in the trade.

II. Presentation by George L. Page, consultant. The following is an expansion upon the matters Mr. Page covered in his letter of January 20, 1981.

1. A consultant should be employed to do all the detail and ground work in a deliberate way to avoid major problems in the future.
2. Mr. Page presented his fee schedule as outlined in his letter.
3. Time line presented is as follows: (The dates are provided by the writer of the memo as approximate dates, based upon the consultants statements and his estimate that the matter could be complete by mid 1982.)
 - a. March 2, 1981, approximately. After three to six meetings to consider an enabling ordinance and a Request For Proposals, it is possible that these documents could be ready for passage and approval by the March 1981 Council meeting.
 - b. March 20, 1981. Approximately ten days are needed between the time of passage of the ordinance and approval of the RFP to advertise and send letters and invitations for proposals. This period would be completed by March 20.
 - c. June 8, 1981, approximately. All proposals should be in. The estimate was for two to three months, or 75 days from the time of ending advertising and the sending of letters requesting proposals to allow cable companies to adequately respond.
 - d. August 24, 1981, approximately. Completion of the evaluation of proposals by the consultant, the public presentation of the proposals by their proponents and final decision. The estimate was from two to three months for evaluation of the between four and eight proposals expected.
 - e. September 7, 1981 approximately. Negotiations between the successful applicant and the City take approximately one month, including drawing up of franchise and the award, which could occur at the September 7, 1981 meeting.
 - f. March 1982 to July 1982. The installation of the system and the beginning of service expected to take between six months to a year from the date of the award of the franchise.

4. The consultant emphasized the necessity for the committee to study the ordinance carefully because it is what the City will have to live with in the future.
5. The consultant indicated that the average cost for a user, per month, for basic service was \$7.41 nationally, approximately \$7.50 in this area, with this basic service cost expected to be about \$8.00 by the time this franchise would be awarded. The average subscriber with pay services, pays between \$20.00 and \$30.00 per month for cable service. Initial hookup fees are usually free for a 30 to 60 day period. Thereafter, an approximately \$30.00 hookup fee is charged.
6. The franchise fee to the Municipality is set at approximately 3% of revenues.
7. The estimated number of subscribers in the Newberg and/or Dundee area is between 2,000 and 4,000. Based on the approximations above, this would result in a minimum of between \$1,200.00 and \$3,600.00 per month revenues for the City, or \$14,400.00 to \$42,200.00 per year to the City in franchise fees, with potential for growth.
8. An enabling ordinance provides the proper structure in control for a City regarding cable systems.
9. A non-exclusive ordinance was strongly suggested by the consultant, rather than an exclusive one.
10. The City's very much locked in to the letter of the franchise once it is signed.
11. Such features as two-way in a cable system are probably a long way off for a small area like the City of Newberg.
12. The consultant indicated there would be no problem in a joint franchise with Dundee, if that was the desire of the two areas.
13. The consultant indicated that there would probably be no problem with inter-connection between systems, especially with regard to emergency and educational channels, even if different franchises existed, such as between McMinnville and Newberg.

III. Comments by cable television representatives. One representative indicated that while there were 56 plus channels in many systems, in point of fact, there were only between 25 and 26 available now. Also indicated, felt the franchise application fee might be too high. Another representative indicated that as a supplement to any cable effort, the subdivision ordinance of the City should be amended to make any underground utility systems place by a subdivider compatible with cable systems.

IV. Basic questions for committee meeting on Monday, January 26, 1981.

1. Shall the committee approve the hiring of a consultant, and if so, on what terms? If the committee chooses to hire a consultant, there will be a need to request the up-front budgeting of approximately \$10,000.00 to \$15,000.00 more. These costs will be ultimately picked up by applicants in the ultimate franchise fee.
2. Should the City enter into a cooperative agreement with Dundee with regard to the granting of a cable franchise?
3. Other.

MEMO

TO: City Council

DATE: January 23, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Progress Report

In the short time that I have been in the City of Newberg I have had an opportunity to implement some changes that I feel had or will have a positive effect on the operations and progress of the City.

The following items are not listed in any particular order and are certainly not conclusive relative to the changes or new ideas that have been implemented:

1. FRIDAY PACKETS. Not all the City Council members can get in each week to visit City Hall during working hours. They do not have an opportunity to talk to the City Administrator or pickup the mail, reports, etc. that is left for them. To make it more convenient for you, a policeman in making his nightly rounds on Friday evening, will deliver the weekly packets for the City Council members. These packets will be delivered to each council persons home or left in the mail box if you are not there. The purpose of this is of course for better communication with the City Council and to establish a regular delivery of information. Once a month the packets will be the agenda for the following Monday.

2. BUDGET. The fiscal year 1981-82 budget is and has been under preparation. When I came to Newberg I did not have or do I have yet a complete understanding of all the accounts and what has gone into the accounts. Unfortunately, the department heads have not had an opportunity to prepare the budget in detail therefore, they cannot tell me all the items that should be in their budget for the next year. I cannot present a budget to either a Finance Committee or a City Council that is not complete with figures and explanations. Therefore, I have asked the department heads to detail the budgets and substantiate each item that is being requested. There will be more detail in the budget document in each department and the Finance Committee will have access to this detail. They will then be able to see what is being requested by the department heads. The Committee will see what has been eliminated by the City Manager not only on a per dollar basis but also by an item basis.

I have not asked the department heads to put anything in the salary column that will reflect a salary increase until a determination has been made on the union situation.

3. DEPARTMENT HEAD RESPONSIBILITY. The department heads have been given more responsibility and in some cases, managing their departments more completely than ever before. The department heads, I feel have reacted very positively to this change and are relishing the idea of managing even though it requires more creativity and certainly more work on their part.

4. COMMITTEES. As you have probably seen by now, each committee is being assisted by a department head rather than the City Administrator. I simply do not have the time to attend all the meetings, make the agendas, and follow through with the minutes and action items. The main point in having the department heads manage the committee meetings and work as the liaison person is that they are experts in most cases in that particular field and they should have that responsibility. I have asked the department heads, when appropriate to follow through with reports addressed to the City Administrator for the City Council Agenda so that the entire City Council will have the reports that come out of the committee meeting. The difference is the responsibility and expertise is where it should be - with the department heads.

I again feel that the department heads have reacted favorably to this and that the time, amount of work and direction will be spread more evenly and will result in more efficiency.

5. HOSPITAL. I have met with the Hospital Administrator, Mr. Don Elsom. As most of you know, he is a very personable and intelligent individual. I don't feel that I am presumptuous in assuming that we will both work very well together. I can see some very favorable fiscal gains for both the hospital and the City through our joint efforts. Certainly the opportunity exists in purchasing, workers compensation and the telephone system (they are buying their own). We can realize through a cooperative agreement some significant cost savings. The hospital is one of the best resources the City has available. At this time we are not using it to its fullest potential. I am sure I will be discussing this at future meetings but at this time it is a bright star on the horizon.

6. EMPLOYEES. I have met about half to three quarters of the employees working for the City. In my initial meetings with the employees I feel that they have been pleased with the fact that the new administrator has come out of his office and gone to their work sites, and has been concerned with what they are doing. As I mentioned during the interview process, I am employee oriented and I feel employees are our biggest asset. However, some frustrations exist. It apparently stems from not knowing what has gone on in the City and simply not having a communication avenue. I hope to alleviate much of their concern and frustration by having an open door and letting them know that I am concerned with not only their work but their attitude.

7. RETIREMENT. The most prevalent comment I have heard amongst employees is in the area of retirement. The employees in the City do not know how much money they have in the retirement system or even what retirement program they are in. Much of my time in the past two weeks has been spent in unraveling the confusion that lies in this area. I should have it straightened out and explained to the employees within the next three weeks.

8. DEFERRED COMPENSATION. This is the best savings vehicle we have, I feel, in the City except for perhaps retirement. Unfortunately, we are receiving only 8% on the money that is invested in the savings and loan, and we have only 8 employees investing at this time. I have talked to the Bank and they are willing to raise the percentage to 12%, make the quarterly statements more easily understood and provide free services for those employees that take advantage of the deferred income program. I feel that this will be a positive step for the people that are involved, and we will get more employees involved in this very important savings program for their future.

9. STAFF MEETING. I have implemented Thursday, 3:00 P.M. staff meetings for all department heads and have included the library. I get the feeling that the librarian has been, like the hospital, almost a separate entity from the City. The department heads have seemed to enjoy the staff meetings and, from the length of the staff meetings, have benefitted greatly through the discussions. It is not unusual for a department head such as the Police Chief to not know what has gone on or will be going on in Public Works or Planning. It is for this reason that staff meetings are being held and, of course, for me to gather some information on a collective basis rather than on an individual basis.

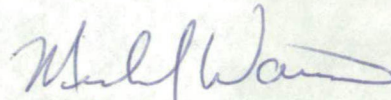
10. INSURANCE. I have looked into all the insurances of the City and have updated where necessary. Since there is a memo on the subject, I will not go into detail.

11. JANITORIAL SERVICE. I feel right now that our janitorial service is not what it can and should be. I talked to the owner of the janitorial service and have found out that there is no contract or agreement that spells out exactly what the janitorial service is suppose to do. I have asked him to submit a proposal which he will do shortly, outlining the days that they will be here, the services that they will provide and the costs for those services. One of two things will happen if we stay with this janitorial service. First, we will receive the same service we are getting but for a much lower price or we will pay about what we are paying now and get a much better service.

There are many more items that I could list but feel that these have highlight in the past two weeks. I have enjoyed meeting the various merchants in the community and getting to know Newberg better. I feel that the staff, at the department head level especially, is very good. They are very well respected by not only the citizens, but by other City Managers and City Administrators in the area. I have explained to the department heads that they can expect a great deal of work in this transition year but they will realize some very rewarding moments as they see the positive changes occur before them.

Progress Report
Page 4
January 23, 1981

I have not had an opportunity to talk to each City Council person at length, but I welcome any comments you have on this memo or on anything that occurs in the City. It is important that you know what I am doing and understand the reasons for the administrative changes. I feel that this is best done by discussions, therefore, if you have time and would like to discuss any of the above or some other ideas, please do not hesitate to come in and see me.



Michael Warren

MDW:fj

MEMO

TO: City Council

FROM: Michael Warren, City Administrator

SUBJECT: GOALS

DATE: January 26, 1981

In my first few weeks in the City of Newberg I have attempted to gather from the City Council and the Citizens the goals that everyone is looking toward for the future of Newberg. I have of course integrated my ideas on the City of Newberg. I will need City Council direction for me to function most efficiently and properly. Your input, suggestions and final determination is not only desired but essential.

I will be contacting the College in the near future to see if they can assist in facilitating two goal setting seminars. First of all, I would like to sit down with department heads and discuss my management philosophy, time use management and goal setting. The department heads have a potential that at this point has been untapped. I feel that it is important that they know how to manage and operate their departments well. Getting to know their City Administrator, priorities and how to function as a team is important. A trained facilitator can bring out many things that will assist along these lines.

I would also like to use a facilitator in discussing the following pages of this memo. It is difficult to gather all nine members of the Governing body together and talk for any length of time. It is important that I know what the Council as a whole sees are the goals for the City of Newberg.

The following represents information I have gathered over the past few weeks and some of my ideas. I am sure that the Council members could add to the list. Perhaps by reviewing the next few pages we can begin to set priorities and I can work toward fulfilling as many of the areas as possible.

1. BUDGET. This item is purposely listed as the first item because it is not only important, but immediate. The budget is a document that details what a City will do for the balance of the fiscal year. Having a budget passed is obviously essential. One goal that I will be working for is the passage of a budget that will not only exceed the 6% but probably exceed the amount requested last year. There are many things that the City of Newberg will need for the future including additional personnel. I know that this is usually a sore point with the community but if we are to move ahead, if we are to plan, if we are to grow then a budget that is representative of the growth and proper planning must be passed.

I will talking to each of the merchants and hopefully forming a good, sound approach to educating the public in not only the budget process but exactly what is in the budget and why it is needed.

2. DESIGN REVIEW. Again on the subject of growth and planning, I feel that it is important that no builder have a blanket on any construction that is to be done in the City. Design review is only on a staff level, but could be brought to a City Council level, on major buildings such as subdivisions and commercial endeavors.

I have asked department heads to work on such things as proposing a stricter zoning ordinance, up to date listing of fees on such matters as building and inspections and the nuisance ordinance. Some of the stricter revisions will be difficult to deal with, but I think that it is important that the City Council see what can be done, see what is recommended, and know that with growth and especially, growth that is not carefully watched comes problems.

3. HEALTH OFFICER. There are many health problems in the City of Newberg like in all small cities. I will attempt to work with the County in providing a Health Officer that will be at our disposal and will be not only an advisor to people on how to clean up their problems but will be able to enforce or recommend an approach for the City to enforce health hazards.

4. BUSINESS LICENSE. Perhaps one area that has been untapped for income to the City is in business licenses. I do not think that it would be popular now but as some of our other goals are met including the revitalization of the downtown area it may be apropos to look toward a business license fee. In any regard we should be prepared to go in that direction.

5. LOW COST HOUSING. I have become somewhat educated in the demands (and I stress demands) of LCDC. I will not comment too much in this area, as I am sure that the Council and citizens are much more frustrated than I am, since they have been working with LCDC for so long. However, my comments in this area are that, if we must put in low cost housing that we insure that the housing is sound, there is plenty of open space and the development will be something that we will all be proud of. We must all remember that the decisions of today will be either the problems of the future or the success of Newberg. I again stress as I have throughout this memo and other memos that our approach be slow, deliberate and very careful.

6. RE-ROUTING TRAFFIC. The citizens and especially the merchants have stated that this is what they feel to be the most pressing problem. There are many things that can be done in this area. Some inexpensive and some prohibitively expensive. I certainly can't solve the problem by myself. If this is indeed the number one priority then I would suggest that we involve the Chamber along with a committee of very prominent people in the City of Newberg (people who know how to get things done) that can lobby the State for grant money, direct the merchants and pacify the effected citizens.

7. CITY HALL. I have heard the horror stories of the rats in the basement of the City Hall and I've seen the depressing offices in the Police Department. I will be contacting various agencies personally to see about receiving some grant money for a new City Hall. I don't want to build the Council's hopes up too high but I will assure the City Council that I will be doing everything possible to gather the approximate \$2.5 million needed for this important project (I have already assumed that this is a priority item).

8. SEWAGE TREATMENT PLANT. I have talked to the employees at the sewage treatment plant and they have stated that it is operating at

or close to maximum already. Obviously, other revisions need to be done on the sewage treatment plant that will allow for a greater capacity to be handled or a new sewage treatment plant needs to be developed. Grant money would be the easiest way to go about doing this, but a bonding issue might also be voted in by the citizens. I will need some ideas and directions from the City Council on this matter.

9. HOSPITAL AND LIBRARY. I have already taken steps to bring the hospital and the library closer to City Hall. The Librarian is a very intelligent and competent individual that has felt alienated. By working with the library staff, I hope to make it a more valuable resource to the community.

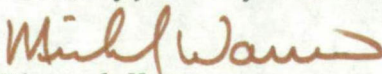
Speaking of valuable resources I consider the hospital an untapped and potentially tremendous resource to the functioning of the City. I have also met with the Hospital Administrator and have found him to be most cooperative. We have tossed around some ideas that will allow for a greater savings on the part of the City and the Hospital, and certainly a better relationship. I think that in the next few years we will see just how helpful the Hospital can be to the City Hall.

10. VOLUNTEERS. The volunteers in this community are really what make the City function. From the City Council to the Commission members and finally to the Volunteer Firemen and Policemen. They have all been unselfish and valuable to Newberg. I would like to work towards a volunteer buffet dinner or banquet that would give appreciation, in a formal sense, to some very dedicated people.

SUMMARY

I have talked to some members of the City Council extensively and some only in passing about what I am doing and what I see. I would like to begin working on some of the major goals such as the Grant Money, but I have found myself involved with day to day problems and unraveling of matters that are concerns of either the employees or the City Council. I have taken one very big step toward freeing up some of my time by, bringing the Hospital closer to City Hall and most importantly creating an efficient and cost savings avenue for the City of Newberg. Specifically this is contacting Mr. Dan Palmer in the Finance Department at the Newberg Community Hospital. He is only the first step but a very important step in reaching many of these goals.

I again stress careful consideration and review of this memorandum and hope that we can discuss it collectively and individually, if any council person would like.


Michael Warren
City Administrator

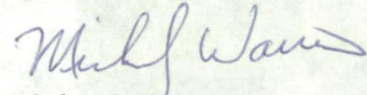
MW/bjm

MEMO

TO: City Council
FROM: Michael Warren, City Administrator
SUBJECT: City meetings

DATE: January 29, 1981

Attached is a list of the meetings to be held from February to December, 1981. As of this date there is still some Committee meetings that are being planned for regular times in the month, but are not included on this particular report.



Michael Warren
City Administrator

MW/bjm

Enc.

--1981--

--CITY OF NEWBERG--

FEBRUARY

2 Council
10 CIA Committee
17 Planning
23 Traffic Safety Commission
24 Hospital Commission

AUGUST

3 Council
11 CIA Committee
18 Planning Commission
24 Traffic Safety Commission
25 Hospital Commission

MARCH

2 Council
10 CIA Committee
17 Planning Commission
23 Traffic Safety Commission
24 Hospital Commission

SEPTEMBER

7 Council (HOLIDAY)
8 CIA Committee
15 Planning Commission
22 Hospital Commission
28 Traffic Safety Commission

APRIL

6 Council
14 CIA Committee
21 Planning Commission
27 Traffic Safety Commission
28 Hospital Commission

OCTOBER

5 Council
13 CIA Committee
20 Planning Commission
26 Traffic Safety Commission
27 Hospital Commission

MAY

4 Council
12 CIA Committee
19 Planning Commission
25 Traffic Safety Commission (HOLIDAY)
26 Hospital

NOVEMBER

2 Council
10 CIA Committee
17 Planning Commission
23 Traffic Safety Commission
24 Hospital Commission

JUNE

1 Council
9 CIA Committee
16 Planning Commission
22 Traffic Safety Commission
23 Hospital Commission

DECEMBER

7 Council
8 CIA Committee
15 Planning Commission
22 Hospital Commission
28 Traffic Safety Commission

JULY

6 Council
14 CIA Committee
21 Planning Commission
28 Traffic Safety Commission
29 Hospital Commission

TO: City Council

DATE: January 27, 1981

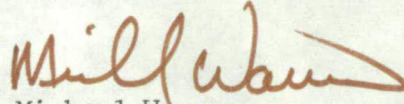
FROM: Michael Warren, City Administrator

SUBJECT: Budget Calendar

The attached Budget Calendar describes various dates all leading upto the eventual election on the City Budget, May 19, 1981.

The way the Budget Calendar is prepared is to work backwards from the election date and stay within the State prescribed time limitations. In other words the dates on this Budget Calendar must be adhered to in order to not only meet the date of election but also meet the requirements of the State.

A special thanks to Arvilla Page for contributing her time on a weekend to prepare the Budget Calendar.



Michael Warren
City Administrator

MW/bjm

Enc.

1981-82

BUDGET CALENDAR

1/5/81	Monday	Distribute Budget Preparation Packet to Department Heads.
2/5/81	Thursday	Return Proposed Department Budget to City Administrator
2/18/81	Wednesday	Publish Notice of Revenue Sharing Proposed Use Hearing.
2/25/81	Wednesday	Publish Notice of Budget Meeting (No later than)
3/2/81	Monday	Revenue Sharing Proposed Use Hearing (10 days after Published Notice)
3/11/81	Wednesday	Meeting of Budget Committee (Must pass Committee by 3/17/81)
No later than 3/17/81	Tuesday	Council Determines Levy and Approves Resolution Calling for Special Election. (Special meeting could be after Committee approves.)
3/18/81	Wednesday	Notify Election Office of Primary Election Ballot Title.
4/15/81	Wednesday	Publish Budget Summary and Hearing Notice.
4/22/81	Wednesday	Publish Supplemental Notice.
5/4/81	Monday	Public Budget Hearing.
5/6/81	Wednesday	Publish and Post Notice of Special Election.
5/13/81	Wednesday	Publish and Post Notice of Special Election.
5/19/81	Tuesday 8:00 A.M. to 8:00 P.M.	Special Election Authorizing Tax Levy Outside 6% Limitation.
6/1/81	Monday 7:30 P.M.	City Council Receives Canvass of Votes and Makes Appropriations and Levies Tax.
7/6/81	Monday	Tax Levy Certified to County Assessor.
7/8/81	Wednesday	Publish Notice of Availability of Budget Summary.

for
Info.
file

January 15, 1981

TO: City Council
FROM: Michael Warren, City Administrator
SUBJECT: Insurance

At the January City Council meeting the City Council requested a report on the volunteer insurance for the fire department. The following is a comprehensive listing and explanation of the insurances the City of Newberg carries for employees, equipment, etc.

I have broken the Insurances into two categories - General and Employee.

GENERAL:

1. GENERAL LIABILITY AND AUTO INSURANCE. Cost of this insurance is \$31,400. It can be broken down as follows:
 - a. General Liability - \$10,160.
 - b. Construction Equipment - \$926.
 - c. Tort policy (Oregon Law) - \$2,421.
 - d. False Arrest Liability - \$5,360.
 - e. Auto Fleet and Liability and Physical Damage - \$9,275.
 - f. Umbrella Policy - \$3,271.

The General Liability Coverage has a limit of \$2,500,000 and \$300,000 on each occurrence. It is first dollar coverage except on the auto damage and in that case there is a \$250 deductible. The policy is with Rushlow-Busch Insurance Company out of Hillsboro and expires September, 1981.

2. PROPERTY/FIRE INSURANCE. The coverage is with Buckley Insurance Agency and is a blanket coverage on all buildings and personal property, owned by the City of Newberg. The exception is the new construction on the hospital and the water bridge. It is a \$1,000 deductible coverage. The cost to the City is \$6,373 for a three year period or \$2,100 per year. The total amount of coverage is \$5,910,000 which includes the contents of the hospital. (See #7) Vandalism is also covered under this policy.

3. FIRE/PROPERTY INSURANCE ON DWELLING ON S. HOWARD. This is also handled by the Buckley Insurance Agency in Newberg. The coverage is for \$12,000 and the cost is \$33 a year. There is a \$1,000 deductible also on this coverage.

4. EMPLOYEE BLANKET BOND. The Buckley Insurance Agency covers the City of Newberg. All employees are covered with a \$5,000 policy and the Recorder, Personnel Clerk and City Administrator has \$25,000 coverage. The cost to the City is \$626 for three years or \$200 per year, for the blanket bond coverage. The policy expires November, 1981.

5. VOLUNTEER FIRE INSURANCE. This policy is with Hagen-Hamilton Insurance in Newberg and provides \$50 a week indemnity for a maximum of 104 weeks. The cost to the City is \$396 for three years. It covers 50 volunteer firefighters and will expire in April, 1983.

6. BOILER COVERAGE. The policy is with Hurford Insurance in Newberg. The cost to the City is \$1,879 for one year. It covers all the air tanks, hot water storage tanks, shell and tube heat exchangers, deep well pump units, centrifical pump driven by electrical motor units, switch gears, switch panels, etc. It is a \$100,000 limit per accident with no deductible and there is a 100% replacement cost. The policy expires July 1, 1981.

7. The Hospital has its own liability coverage along with a policy for the existing construction. These policies expire March, 1982.

8. I am currently looking into the coverage for the bridge south of the Pulp Mill which will carry the water line. This would come under our current fire property coverage.

EMPLOYEE INSURANCE:

1. BLUE CROSS MEDICAL INSURANCE. The employee has an opportunity to choose between two plans. Plan III is paid for by the City 100%. Plan IV which is a higher coverage is paid in part by the employee. The cost to the City for this coverage is exactly the same as what Blue Cross charges for Plan III that is: Single - \$31.60 per month; Double - \$79.50 per month; Family - \$95.70 per month. The cost for this insurance to the City on a per month basis is \$67,000 with employees picking up an additional \$2,100 for Plan IV.

2. BLUE CROSS OPTICAL. Blue Cross charges the following rates which is paid for 100% by the City: Single - \$1.70 per month; Double - \$2.80 per month; Family - \$3.75 per month. Cost to the City for this coverage is approximately \$1,100 per year.

3. BLUE CROSS LIFE INSURANCE for \$10,000. The cost is \$4.45 per month per employee. The cost to the City is approximately \$300 per month or \$3,600 per year.

4. BLUE CROSS DENTAL. 100% paid by the City and the cost is: Single - \$9.50 per month; Double - \$18.25 per month; Family - \$32.15 per month. Cost to the City is \$15,365 per year.

5. S.A.I.F. This is the workers compensation coverage for coverage of all the employees. The cost to the City is about \$41,000 per year. This coverage provides a portion of an employees salary paid to the City if he or she is hurt on the job.

6. RETIREMENT. The City was with P.E.R.S. but approximately 10 years ago transferred to Bankers Life. The reason for this was a better coverage for less dollars. The City contributes 17% of an individuals salary to the plan for future benefits. The cost to the City is \$175,000 per year.

7. SOCIAL SECURITY. The employee pays just over 6% of his salary towards Social Security. The City also contributes for each employee at a 6.65% rate. This amounts to approximately \$65,000 per year.

I hope this gives the City Council a better idea of not only the cost of all the insurances but the type of coverage the City has in the many different areas.

Pursuant to the request that initiated this report the volunteer fireman that was hurt on the job was told by the personnel clerk to go to Hagen-Hamilton and pickup the forms and fill them out. There was a lapse of time between that discussion and the time the volunteer fireman went to the insurance agency. He then took a long time to return the forms according to the agent. He also signed in the wrong place. After that he returned the forms with another signature to the doctor, rather than the hospital. Eventually though the forms were processed and the volunteer fireman received his check according to the agent, on January 13 or 14, 1981.



Michael Warren
City Administrator

MW/bjm

DATE: January 15, 1981

FROM: City Administrator *mw*

TO: City Council

SUBJECT: General Revenue Sharing

On December 28, 1980, President Carter signed a bill that authorized the continuation of the Revenue Sharing program for three more years. This was done on an entitlement basis, at the current dollar level of \$4.6 billion annually. The key part of that bill is that State participation in the program is not included in 1981 but authorization is provided for the States to received some money in 1982 and 1983. A condition attached to State participation is that States must return to the Federal Government an amount of funding from categorical grants equal to the amount they received in Revenue Sharing Funds. Oregon's Governor has already announced that the State of Oregon is unlikely to take Revenue Sharing Funds under those circumstances. This will mean that any assistance the State of Oregon provides for the City of Newberg will be scrutinized much closer than in the past because the State obviously will not be receiving as much funds from the Federal Government as in the past.

Revenue Sharing program for local governments will be almost identical to the program which has existed since passage of the 1976 amendments to the Revenue Sharing law. Since Revenue Sharing is an entitlement program the funds for local government should be fairly stable over the next three years. Later however, the fight for GRS renewal, promises to be every bit as tough as the 1980 efforts. Continual communication with Oregon's Congressional Delegation is needed to insure that municipalities receive Revenue Sharing funds in the future. It would seem appropriate for the City of Newberg to recognize the efforts of our congressman and send letters acknowledging their success in thanking them for their support.

MEMO

TO: New City Council Members DATE: January 26, 1981
FROM: Michael Warren, City Administrator
SUBJECT: Tour of the Facilities

A tour of all city owned facilities has been arranged for Friday, February 6, at 1:30 P.M. This tour is for the new city council members that would like to see our facilities and meet some of the employees that work at those facilities. Let's plan on meeting in my office at 1:30 P.M. and the Public Works Director will be our tour guide. If you can't make it please let Becky or myself know, otherwise we will be expecting you.

Michael Warren

Michael Warren
City Administrator

MW/bjm

MEMO

TO: City Council

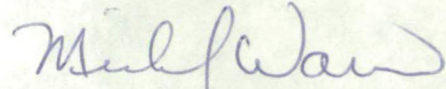
DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Audit for Hospital

At the last City Council meeting the City Council briefly discussed the increase in the audit fees by John Montgomery Auditing Firm for the Newberg Community Hospital. The increase in fees is due primarily because the auditing firm has done constructive accounting work and not just auditing for the hospital. The cost for the additional auditing fee will be absorbed by the hospital.

Recommended action: Approve payment of \$2,100 additional auditing fee.



Michael Warren
City Administrator

MW/bjm

Enc.

NEWBERG COMMUNITY HOSPITAL

MINUTES, BOARD OF COMMISSIONER'S MEETING, NOVEMBER 25, 1980, 7:00 P. M.
HOSPITAL CONFERENCE ROOM

At 7:10 P. M. Mr. Hurford called the meeting to order.

MEMBERS PRESENT: Mr. Hurford, Mr. Plews, Mr. Dolan, Mrs. Ostlund, Mr. Smith, Mr. Wilson and Dr. Kern.

MEMBERS ABSENT: Mr. Tarlow, Mr. Anderson

EX-OFFICIO: Mr. Elsom

GUESTS PRESENT: Warren Simpson, Justine Pfeiffer, Gerald Manley, Kathy Bernards, John Montgomery, Ellis Finch, M. D., Elizabeth Harney and John Hausner.

OLD BUSINESS:

CONSTRUCTION UP-DATE: Mr. Simpson gave a report of construction completed to date and proposed construction for the next few weeks. The only item that seems to be delaying the project is arrival of the interior doors and exterior windows. Mr. Simpson reported that we had received bids for electrical site work on the exterior of the building for parking lot and signage lighting. Two bids were received. They are as follows: Fisher Electric, \$7,576.00 and Meeker Electric, \$6,176.00. Mr. Simpson reported that both bidders had met the specifications and recommended that the low bid from Meeker Electric be accepted. It was moved by Joe Plews to accept the bid from Meeker Electric for electrical site work, seconded by Don Wilson, question was called for. The motion passed unanimously.

NEW BUSINESS:

FISCAL YEAR 1980 AUDIT: The audit report was presented by Kathy Bernards and A. John Montgomery. The audit report had been reviewed in detail by the Finance Committee as noted in their minutes. Mrs. Bernards reviewed highlights of the Management Letter for the Board of Commissioners. Mrs. Bernards noted that the hospital has received a "clean" opinion from the auditors, one of the first times in recent years that we have received a clean report. Mrs. Bernards pointed out in her report that there were several items of concern that management was working on. This included consolidating patient accounts on a guarantor system, establishing an on-site filing system and batching, transmitting and filing supporting documents in the data processing department, conducting more orderly and timely filing procedures and supporting documents for the accounts payable and processing general ledger reports in a more timely manner. She noted that all previous recommendations in the management letter had been corrected or information supplied satisfactory to the auditors. The Finance Committee has reviewed the basic Audit report line by line and will be reporting back to the Commission next spring.

Mr. Dolan reported that due to the extensive amount of time spent by the auditors due to inadequate storage and filing space as well as some of the difficulties encountered, the Finance Committee would recommend to the Commission that the Commission recommend an increase in the audit fee of \$2,100 be paid to the auditors for fees for fiscal year 1980. Motion was seconded by Mr. Smith and passed unanimously.

DECORATING
SCHEME:

Mr. Elsom introduced Gina Ward and Marcie Althaus from Hospital Building and Equipment Company who presented the color schemes and furniture, wall murals, etc. and the decorating plan. All members of the commission were apprised of the new color schemes and approved the decorating plan as presented. Ms. Althaus noted that a detailed plan would be available for the hospital for use after the building project was over so that items such as paint and wall coverings could be completely matched in the future.

TERMS OF BOARD
MEMBERS:

The terms of Mr. Anderson, Mr. Tarlow and Dr. Kern on the Hospital Commission were brought before the Board. It was moved by Joe Plews and seconded by Virginia Ostlund that the Mr. Tarlow, Mr. Anderson and Dr. Kern be recommended for reappointment to the Hospital Commission by the Mayor with the concurrence of the City Council. The motion passed unanimously.

REPORTS FROM
COMMITTEES:

Mr. Elsom presented the new Hospital Auxiliary By-Laws for approval by the Board. There was some discussion and it was moved by Virginia Ostlund that the By-Laws as presented be approved. Seconded by Mr. Smith and passed unanimously.

EXECUTIVE COMMITTEE:

Mr. Hurford reviewed the Executive Committee minutes of November 14th and November 21st and showed the construction budget which was attached to the minutes for the Board's information. He noted that the Executive Committee had approved the bid of Space Labs for ICU/CCU monitoring equipment and reviewed the other minor change orders as approved by the Executive Committee. Minutes of the Executive Committee are on file.

FINANCE COMMITTEE:

Mr. Dolan reviewed the remainder of the Finance Committee's report which considered the accounts receivable reports and cash flow reports. Mr. Elsom noted that the days of revenue in A/R continues to decrease and as of the end of October had dropped to 87.5 days from a high of October '79 of 138.7 days. Mr. Hausner mentioned that there was one error on the cash flow report as submitted for the month of January but it would be incorporated and presented at the next meeting.

JOINT CONFERENCE COMMITTEE:

Mr. Plews reported on the Joint Conference Committee meeting which was held that morning. There was discussion of utilization of Newberg Community Hospital by Newberg physicians. The discussion also centered upon whether Newberg Hospital is used by our visiting consultants in lieu of other hospitals that may be more convenient to them. There was also some discussion concerning Dr. Inman and Holman's plans to open an office in Dr. Abbott's medical complex in the spring of next year. Mr. Elsom stated that we would ask the radiologists to go on separate billing at the beginning of this next fiscal year. The only other item of discussion involved the movement of foreign trained into Newberg. Mr. Plews reported that the overall discussion was good and a lot of information transpired between members of the Medical Staff and Board Members concerning these subjects. There were no recommendations or conclusions.



*Audit for increase
\$ 2100*

Postpaid
RECEIVED
DEC 22 1980

NEWBERG COMMUNITY HOSPITAL
501 VILLA RD. NEWBERG OREGON 97132 (503) 538-3121

CITY OF NEWBERG, ORE.
BOARD MEETING, TUESDAY, DECEMBER 23, 1980, 7:00 P. M., HOSPITAL CONFERENCE ROOM

A G E N D A

1. Call to Order Mr. Hurford
- () Approved
() Amended 2. Review of Minutes (attached) Mr. Hurford
a. Regular Meeting, Nov. 25, 1980
3. Old Business Mr. Simpson
a. Construction Progress Report
4. Report from Committees Mr. Hurford
a. Executive Committee (Minutes Attached)
(1) December 5, 1980
(2) December 19, 1980
- b. Finance Committee (Minutes Attached) Mr. Tarlow
(1) A/R Report
(2) Cash Flow
(3) Credit Policy
- RECOMMENDATION: The Credit/Collection Policy be revised,
as attached, to authorize the imposition
of a finance charge for accounts with self
pay balances after 90 days.
- () Adopted
() Denied
() Returned to
Committee
- c. Joint Conference Committee Mr. Plews
(1) Renewal of Anesthesia Back-up Contract
- d. Fund Development Committee (Minutes Attached) Dr. Kern
5. New Business Mr. Hurford
6. Administrator's Report Mr. Elsom
a. Dr. David Larson, Ophthalmologist to begin practice
January 6, 1981.
7. Reports from the Floor Dr. Finch
a. Chief of Staff Mrs. Haugen
b. Assistant Administrator, Medical Services
8. Report from Medical Staff Executive Committee Dr. Finch
(EXECUTIVE SESSION)
a. Appointment to Provisional Staff
William DeVol, M. D., General Practice
9. Adjourn

*Dec 14
Just make
copies of Vert
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FUND DEVELOPMENT COMMITTEE:

Dr. Kern presented the Fund Development Committee report which stated that we have received \$19,950.00 towards the Murdock Charitable Trust matching grant. Dr. Kern reported that the steering committee was working on obtaining other donations to use towards matching the Murdock Trust.

REPORT FROM THE MEDICAL STAFF:

Dr. Finch reported that there were no items to be presented from the Medical Staff.

REPORT FROM THE BOARD CHAIRMAN, ESTES PARK CONFERENCE:

Mr. Hurford stated he would report on that at next month's meeting.

ADMINISTRATOR'S REPORT:

Mr. Elsom asked all members of the Commission to reserve December 19th for the annual Christmas Party.

He reported that the hospital had hosted the Auxiliary members for a tour of the new construction and had refreshments in honor of the work the Auxiliary has contributed towards our existing building. All items of equipment donated by the Auxiliary were marked with red ribbons and bows and it was quite impressive to all members of the staff as well as the Auxiliary to see the large number of items that had been donated.

Mr. Elsom announced that George Fox College had presented the first "Good Neighbor Award" to Mr. Ernie Smith for all of his years of careful supervision of the College site and construction.

EXECUTIVE
SESSION:

Under the provisions of ORS 192.660 Mr. Hurford called for an Executive Session to consider the credentials in appointments of members of the Hospital's Medical Staff.

After the conclusion of a general discussion in Executive Session, it was moved by Joe Plews and seconded by Virginia Ostlund that Jack Blumberg, M. D. vascular and general surgeon, be advanced from provisional to courtesy staff. Motion passed unanimously. It was moved by Dr. Kern and seconded by Joe Plews that Joseph Pulito, M. D., general surgery, be advanced from provisional to courtesy staff. Motion passed unanimously. It was moved by Joe Plews and seconded by Ernie Smith that John B. Shima, M. D. be appointed to the provisional staff. Motion passed unanimously. It was moved by Don Wilson and seconded by Joe Plews that Benjamin Wilson, M. D. be appointed to the provisional staff. Motion passed unanimously. It was moved by Virginia Ostlund and seconded by Dr. Kern that Gary A. Roberts, M. D. be appointed to the provisional staff. Motion passed unanimously. Dr. Shima, Wilson and Roberts are residents at the U of O who are working the 11 P. M. to 7 A. M. shift in the Emergency Room.

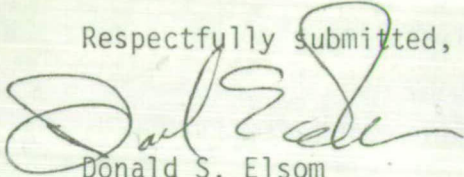
PERSPECTIVES
ON QUALITY
ASSURANCE:

Mr. Hurford pointed out that the JCAH standards on Quality Assurance are attached to these minutes and asked that all Board members review them. Dr. Finch and Mr. Elsom and other staff members will be developing a plan for the Hospital to comply with the Quality Assurance Standard of the JCAH during the next year.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:05 P. M.

Respectfully submitted,



Donald S. Elsom
Administrator

DSE:jp

NEWBERG COMMUNITY HOSPITAL

MINUTES, EXECUTIVE COMMITTEE, DECEMBER 5, 1980, 7:00 A. M., HOSPITAL
CONFERENCE ROOM.

MEMBERS
PRESENT:

Mr. Hurford, Chairman, Mr. Plews, Mr. Tarlow, Mr. Elsom, Mr. Simpson

GUESTS
PRESENT:

Mr. Brightling, First National Bank

Mr. Elsom reviewed the change orders that have been approved by Administration which are as follows:

- a. #83 addition of a wall mural to the x-ray waiting room \$176.00.
- b. #84 Wall mural for the dining room \$237.00
- c. #86 Change in the Pediatric Window \$ 59.00

Mr. Simpson outlined the change order that we recommended rejecting concerning the addition of ceramic tile and vinyl wainscoting in the public restrooms. Mr. Simpson felt the price was too high for this addition. HBE quoted a price of \$3,313.00. It was of concern to members of the Board that if this were a really needed addition, perhaps we should explore adding vinyl wainscoting in the public areas at this particular cost.

Other change orders to be discussed were:

- a. Unforeseen soil conditions.

Mr. Simpson outlined the request from HBE that we authorize a change in the contract for unforeseen soil conditions in construction of the parking lot. Total cost estimated to be \$1,109.00. Mr. Simpson has written HBE a letter stating that we do not believe this is a legitimate add on cost.

- b. Modifying the existing main entrance.

Mr. Simpson felt that \$2,600.00 was an excessive price to consider for addition of the requirement of the fire marshall to bring the existing front entrance into code requirements. He stated that we could ask them to do it on a time and material basis. He will be investigating this further.

The phone system bids were reviewed and the cost advantages of Independent Communications Systems Limited, being the low bidder were considered. We also considered the statements concerning warranty and service during that particular period. Mr. Plews moved that we accept the low bid of Independent Communications, seconded by Mr. Tarlow and passed unanimously. Mr. Hurford mentioned that these items had been discussed at the City Council meeting and the City Council authorized the Hospital Executive Committee to study the bids and award the contract. The City Council authorized the Hospital to either purchase or lease the system. Mr. Brightling was present and stated that First National Bank would be investigating various leases and installment purchase options. He would be getting back with the Administrator during that afternoon. He pointed out that the Hospital he felt was restricted in lease payments so that the effective interest rate would not exceed 10%.

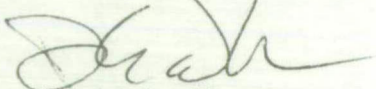
We may not be able to lease at this time for less than that rate and so we would defer an installment contract at a later date, perhaps next spring when the money market stabilizes more.

Mr. Simpson pointed out the condition of our existing roof. He stated that the general condition of the roof was very poor and we had been experiencing a large amount of leaks where the ceiling has been removed by the contractor. There are two options essentially available to us. First of all, we could temporarily repair the roof and patch it in hopes to get through until next spring, at which time we would then go in and completely re-do the roof. There are sections of the roof that require total renovation to stop the leaks. Secondly we could contract right now at this time to re-do the roof. Mr. Simpson will be getting different proposals and cost estimates from companies and we will evaluate this further at a later date.

Mr. Elsom presented additions and deletions and changes to the equipment budget which showed total net changes of a decrease in the equipment budget of \$1,770.00.

There being no further business, the meeting was adjourned. Following adjournment members of the Executive Committee spent a brief amount of time examining the roofing conditions and progress to date in the new building construction.

Respectfully submitted,



Donald S. Elsom
Administrator

DSE:jp

Newberg Community Hospital

FINANCE COMMITTEE, DECEMBER 18, 1980, 7:00 A. M. , HOSPITAL CONFERENCE ROOM

PRESENT: Don Tarlow, Chairman, Bill Dolan, Dr. Stan Kern, Joe Plews, Don Elsom and John Hausner.

The minutes of the November 24, 1980 meeting were approved as distributed.

A/R Report: Total revenue for the month of November, 1980 amounted to \$357,328. Total receipts amounted to \$306,201. Ending accounts receivable for the month of November amounted to \$967,208.

Average daily revenue moved up approximately \$420 from prior month and average daily revenue in accounts receivable dropped approximately 1 day additional. The decrease in average daily revenue in accounts receivable is mostly the function of an increased average daily revenue rather than cash collections.

Mr. Hausner expressed goals of reaching average daily revenue in accounts receivable of less than 80 days by January of 1981 as stated on the prior management plan. He also indicated that additional desires would be to keep average daily revenue in accounts receivable in the less than 70 day range or equal to or less than the HSA peer group 6 statistics as provided by Monitrend and Blue Cross.

OLD ACCOUNTS RECEIVABLE REPORT: November month ending, the old accounts from prior to conversion receivable balance presently amounts to \$34,103 of which \$29,136 are in contract accounts, showing an approximate \$2,000 reduction from prior ending balance on the old accounts receivable.

Mr. Tarlow requested a side by side comparison, month to month, for future finance meetings together with the amounts of the reduction that were due to bad debt write offs and those amounts due to collections.

CASH FLOW: The cash flow statement from operations indicated a total receipts from all sources being \$314,351 and total disbursements of \$296,000 with ending cash balance of \$55,000. It was also indicated a revision downward of expected cash receipts from accounts receivable for the months of December, January and February to more accurately reflect the potentials from receivables liquidation. Based on the revised cash flow projections, and best estimates of disbursements, there will be a possible negative cash balance appearing sometime in the month of March 1981. Possible solutions for this short fall of cash reserves were discussed and recommendations to resolve those are indicated in the finance priority list attached together with the amendments to the credit policy.

CASH FLOW CAPITAL IMPROVEMENT FUND: Mr. Elsom presented the cash flow statement for the Capital Improvement Fund and indicated that at present he feels comfortable with his projections and disbursements but as delays or changes occur either due to construction progress this statement will change possibly in February and March periods.

NEW BUSINESS: The investment schedule of the Capital Improvement Fund was presented and of note continued upward pressure in the interest market have allowed us to reinvest

funds in the Capital Improvement Fund for yields as high as 17½% and with future maturities on other instruments an extended times with the construction project greater yields will be able to be accomplished.

REVISED
CREDIT
POLICY:

Mr. Hausner presented a revision in the existing credit policy instituted on October 23, 1979 and made recommendations that effective February 1, 1981 that a finance charge on 1½% per month on the unpaid balance after 90 days be invoked on patient balances. Supporting information and reasons for this recommendation are attached. The Finance Committee reviewed the recommendations and support information and recommended approval by the Hospital Board of the change in the Credit/Collection Policy of the Hospital.

MANAGEMENT
PLAN:

(Finance Priority List.) Mr. Hausner then reported a priority list requested and discussed at the prior Finance Committee meeting to the members of the Finance Committee. Projections now indicate that complete, timely financial statements will be available by the January Finance Committee meeting through November of 1980 and current monthly financial statements will be presented in each future finance committee meeting for the month previously closed.

It was also reported that departmental management reporting for the first 6 months of 1981 will be provided to and reacted by the individual department managers before the February 1981 Finance Committee meeting.

Mr. Hausner also reported that the accounts payable sub-system check writing feature for accounts payable was going on line this week and would drastically reduce staff time in processing bill paying and would hopefully increase timeliness of payments to vendors. Also discussed was a plan of action to complete the guarantorization of accounts receivable on patient accounts by March of 1981 to eliminate multiple statements to families in our service area.

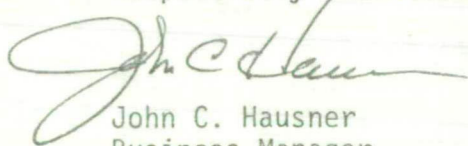
Mr. Elsom reported that we will be required to a preliminary hospital budget for the City by January 7 of 1981 which will coincide with their accounting priorities.

As noted before the revised credit and collection policy would be implemented February of 1981 as one of the functions in improving the cash condition of the hospital. Also reported was that we would begin the departmental level hospital budget for FYE '82 on February 1 and will have the completed budget presented to the hospital finance committee in April and to the Board for the April Board meeting.

On approval of the 1982 budget, the proposed rate changes will be forwarded to SHPDA for their review and approval and if so approved will be implemented on June 1, 1981. Also planned is a wage and salary adjustment on the basis of budget information to be implemented July 1, 1981.

Finance Committee adjourned approximately 9:00 A. M.

Respectfully submitted,



John C. Hausner
Business Manager

JCH:jp



NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG OREGON 97132 (503) 538-3121

ACCOUNT RECEIVABLE REPORT

	<u>JUNE</u> <u>1979</u>	<u>JULY</u> <u>1979</u>	<u>AUG.</u> <u>1979</u>	<u>SEPT.</u> <u>1979</u>	<u>OCT.</u> <u>1979</u>	<u>NOV.</u> <u>1979</u>
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NET REVENUE	186,323	206,668	173,370	205,469	196,135	211,440
A/R RECEIPTS	111,239	177,999	136,812	104,694	171,607	191,827
GROSS A/R	716,002	742,008	787,193	912,216	945,432	968,706
AVERAGE DAILY REVENUE	6,769	6,933	6,820	6,760	6,818	7,001
*AVERAGE DAILY REVENUE IN A/R	105.7	107.3	115.4	134.9	138.7	138.3
MONTHLY NET COLLECTION RATIO	59.7%	86.1%	78.9%	51.0%	87.5%	91.0%
	<u>DEC.</u> <u>1979</u>	<u>JAN.</u> <u>1980</u>	<u>FEB.</u> <u>1980</u>	<u>MARCH</u> <u>1980</u>	<u>APRIL</u> <u>1980</u>	<u>MAY</u> <u>1980</u>
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NET REVENUE	251,735	224,333	230,087	245,226	257,680	267,754
A/R RECEIPTS	221,452	299,381	225,515	273,647	260,735	303,534
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NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG OREGON 97132 (503) 538-3121

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NEWBERG COMMUNITY HOSPITAL
OLD ACCOUNTS RECEIVABLE REPORT

Total A/R Sept. 1979 \$912,216

Days of Revenue in A/R 134.9

Total A/R Over 365 Days from Dis-
charge \$78,312

Days of Revenue Over 365 Days Old
10.52

PAYOR MIX

Blue Cross	\$ 1,784
Champus	\$ 986
Misc. Ins.	\$ 8,449
Medicare	\$ 2,355
OPS	\$ 1,238
Self pay	\$44,160
BALANCE AFTER	
Medicare	\$ -0-
SAIF	\$ 256
Welfare	\$ 5,013
VIP	\$ -0-
Motor Vehicle	\$12,457
Mail Return	\$ 1,614
CLS	\$ -0-
Contracts	\$ -0-
Suits	\$ -0-

Total \$78,312

Total A/R Nov. 1980 \$967,209

Days of Revenue in A/R 86.8

Total A/R Over 720 Days from
Discharge (ie, amount remaining
of prior period 365 Day Old
Accounts) \$34,103

Days Of Revenue Over 720 Days Old
3.06

PAYOR MIX

Blue Cross	\$ -0-
Champus	\$ -0-
Misc. Ins.	\$ 402
Medicare	\$ (3)
OPS	\$ -0-
Self pay	\$ 626
BALANCE AFTER	
Medicare	\$ 336
SAIF	\$ -0-
Welfare	\$ 2,588
VIP	\$ -0-
Motor Vehicle	\$ -0-
Mail Return	\$ 417
CLS	\$ 822
Contracts	\$29,136
Suits	\$ (221)

Total \$34,103

CASH FLOW STATEMENT (OPERATIONS)

SEPT 1980 thru FEB 1981

	Sept (Act)	Oct (Act)	Nov (Act)	Dec (Act)	Jan (Act)	Feb (Act)
Beginning Cash	40,483	35,426	38,190	55,814	78,802	10,802
<u>Receipts</u>						
Collection of A/R	279,029	321,144	306,201	330,000	325,000	325,000
Misc. Revenue	9,476	7,989	8,150	8,000	6,000	6,500
3rd Party Settlement	----	----	----	49,988	----	----
Subtotal	288,505	329,133	314,351	387,988	331,000	331,500
Transfer from savings	110,000	----	----	----	----	----
Transfer from CIF	----	----	----	13,318 (1)	----	----
Total sources of cash	398,505	329,133	314,351	401,306	331,000	331,500
<u>Disbursements</u>						
Payroll (Net)	100,272	103,692	104,317	105,000	159,000	105,000
A/P	128,668	207,677	167,409	200,000	200,000	190,000
Loan Payment	15,000	15,000	----	30,000	15,000	15,000
Capital Equipment	----	----	----	13,318 (1)	----	----
Bond Reserve	----	----	25,000	25,000	25,000	25,000
Bond Payment	159,622	----	----	----	----	----
Miscellaneous	----	----	----	5,000 (2)	----	----
Total Disbursements	403,562	326,369	296,726	378,318	399,000	335,000
END CASH	35,426	38,190	55,814	78,802	10,802	7,302
LGIP Reserve	2,568	3,046	28,072	53,072	78,072	103,072

(1) Auxillary Donation
FYE 79-80 Capital Equipment
(2) Liability Claim

NEWBERG COMMUNITY HOSPITAL
CAPITAL IMPROVEMENT FUND
CASH FLOW STATEMENT
Oct 80 to March 81

	Oct 80	Nov 80	Dec 80	Jan 81	Feb 81	Mar 81
<u>Beginning Cash Balance</u>	2,959,893	2,808,934	2,640,291	2,498,736	2,263,686	1,657,636
<u>Receipts</u>						
Paid on Pledges	17,547	866	21,000	5,200	5,200	4,200
Donations	15,740	366	250	250	250	250
Interest Received	18,577	114,640	8,000	14,000	11,000	11,000
Loan Repayment	15,000	--	30,000	15,000	15,000	15,000
<u>Total Cash Receipts</u>	66,864	115,872	59,250	34,450	31,450	30,450
<u>Disbursement</u>						
Construction Management Services	2,470	--	5,200	2,500	2,500	2,500
General Contractor-Architect(HBE)	210,621	279,741	188,946	240,000	560,000	150,000
Equipment/Systems	--	--	6,659	15,000	45,000	165,000
Other/Miscellaneous	4,732	4,774	--	10,000	30,000	45,000
Contingency	--	--	--	2,000	--	8,000
<u>Total Cash Disbursements</u>	217,823	284,515	200,805	269,500	637,500	370,500
<u>Cash Balance</u>	2,808,934	2,640,291	2,498,736	2,263,686	1,657,636	1,317,586
<u>Less Cumulative Retainage to G. C.</u>	59,785	90,867	111,861	135,861	137,000	137,000
<u>Cash Available</u>	2,749,149	2,549,424	2,386,875	2,127,825	1,520,636	1,180,586

NEWBERG COMMUNITY HOSPITAL

INVESTMENTS (CAPITAL IMPROVEMENT FUND)

As of December 10, 1980

Bank	No.	Amount	Type	Interest	Maturity	Total
First Federal Savings	2	\$100,000.00	Jumbo Savings Certificate	12%	Dec 22, 1980	\$200,000.00
U. S. National Bank	5	100,000.00	U. S. Bank Savings Cert.	13.625%	Jan 9, 1981	500,000.00
The Commercial Bank	1	450,000.00	Certificator of Deposit	17.5%	Jan 9, 1981	450,000.00
First National Bank	1	800,000.00	First Investment Cert.	14%	Feb 9, 1981	800,000.00
First Federal Savings	1	500,000.00	Jumbo Savings Certificate	12.15%	Apr 10, 1981	500,000.00
OR State Gov. Pool	1	11,820.00	State Gr. Inv. Pool Various	11.98%	None	11,820.00
U. S. National Bank	1	14,950.00	Checking Account	0	None	14,950.00

\$2,476,770.00



NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG, OREGON 97132 (503) 538-3121

FACT SHEET TO SUPPORT INTEREST CHARGES

SELF PAY , BALANCES AFTER INSURANCE, AND CONTRACTS	\$ 236,914
ASSUME CURRENT RATE OF INTEREST 18% loss interest income	\$ 85,289
Interest income as the result finance charges on outstanding balances at a rate of 1½% per month on outstanding balance	\$ 46,951
Interest income from cash flow of timely payment	\$ 54,803
Total lost income from cash flow and finance charges	\$ 101,754

Self pay revenue percentage by department ranked in order

Department	%
Emergency room	22%
Ambulance	20%
C.S.	17%
X-Ray	15%
Obstetrics	15%
Physical therapy	14%
Laboratory	12%
Delivery room	11%
Pharmacy	11%
I.V.	11%
I.C.U.	11%
Anesthesia	11%
Nursery	10%
O.R.	9%
Med/Sug	8%
EKG	7%
Resp therapy	4%
Recovery Room	1%



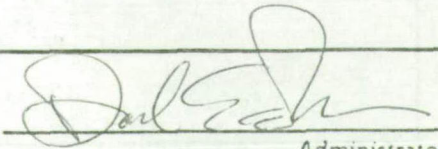
NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG, OREGON 97132 (503) 538-3121

FINANCE PRIORITY LIST

1. Timely Financial statements
 - A. JULY 1980 to management by 12/19/80
 - B. AUGUST 1980 by 12/26/80
 - C. September 1980 by 1/02/81
 - D. October 1980 by 1/09/81
 - E. November 1980 by 1/16/81
 - F. December 1980 by 1/23/81
 - G. January 1981 by 2/13/81
 - H. February 1981 by 3/13/81
 - I. March 1981 by 4/13/81
 - J. April 1981 by 5/13/81
 - K. May 1981 by 6/15/81
 - L. June 1981 by 7/14/81
 - M. First pre-audit Y/E by 8/01/81
2. Department management reporting for first six months FYE81 current by 2/81
3. Functioning A/P subsystem (A/P check writing)
4. Guar* 90% complete by 3/81
5. 1982 City budget by Jan 7, 1981
6. Revised Credit and collection policy implimented by 2/81
7. Correction of projected cash flow short fall indicated in March 1981
Budget
8. Preparation of FYE 82 (operations) to begin 2/1/81
Presentation to Hospital Finance Committee
Approval of FYE 82 Budget by Hospital Board April 1981
9. Proposed rates to SHPDA by 5/1/81
10. Impliment New rates 6/1/81
11. Wage and Salary Adjustment implimented 7/1/81

NEWBERG COMMUNITY HOSPITAL POLICY

SUBJECT Credit/Collection Policy	NUMBER	PAGE <u>1</u> OF <u>2</u> PAGES
1. Introduction: Newberg Community Hospital is a municipal hospital doing business under the direction of the City of Newberg and the Newberg Community Hospital Commission. 2. It will be the policy of Newberg Community Hospital to extend credit to all patients who present themselves for care at Newberg Community Hospital without regard to race, creed, color, national origin or financial status. As a public agency entrusted with the medical care for the community of Newberg and the surrounding area, it will be the policy of this hospital not to refuse services to any party presenting themselves in need of urgent or priority care either through the Emergency Room or being referred to the hospital by a private practicing physician having admission privileges to the hospital. The hospital in providing certain specific services, such as obstetrics, elective care or routine diagnostic testing may require deposits or advance payment consistent with sound business procedure. 3. It will be the policy of the hospital to institute a credit policy consistent with good business judgement to protect the interest of the city and the tax payers of Newberg. Under most circumstances all balances on accounts are expected to be paid within 30 days. 4. When patients express difficulty in meeting their financial obligations to the hospital, it will be the policy of Newberg Community Hospital to request payment on accounts consistent with the patient's individual ability to pay. 5. It will be the policy of this hospital to present on a monthly basis to each patient, a statement of account showing all charges, payments, adjustments, credits and ending balance excluding those patients covered by the Adult and Family Services Division of the Department of Human Resources (Oregon Welfare) and The State Accident Insurance Fund (SAIF) and its private equalants. 6. It will be the policy of Newberg Community Hospital to provide an itemized, final bill to each patient seen at Newberg Community Hospital within an appropriate time following discharge from the hospital. (This excludes State Accident Insurance Fund patients and Welfare patients.)		
EFFECTIVE <u>10/23/79</u> UNTIL <u>10/31/80</u> REVISED		 Administrator

503-F-1079

7. It will also be the policy of Newberg Community Hospital to make appropriate contacts to those patients whose balances remain delinquent after 90 days from discharge from the hospital and follow an established collection procedure. The administrator or business office manager shall have the authority to place accounts with a collection agency or use other resources appropriate to a particular case to liquidate the account. Appropriate measures should include but not be limited to the use of small claims court, wage garnishments, assignments and other attachments.
8. Credit terms: It will be the policy of Newberg Community Hospital to extend a time payment plan not to exceed 24 months on any patient balances that are remaining after the first statement. The extended payment plan will ~~not~~ include a finance charge (include a finance charge of 1½% per month on the outstanding balance after 90 days from discharge or 18% per year). It will be the responsibility of the business manager of Newberg Community Hospital or his designee to review all accounts on a monthly basis whose payment habits are inconsistent with their best paying ability.

If the Business Manager has evidence that the party owing the balance to the hospital has not made a meaningful, consistent or reasonable effort to liquidate his account at the appropriate time, the patient account will be placed with a reputable outside collection agency for them to enforce collection. If the account is placed with a collection agency and assigned to them, the full extent of consumer credit laws and collection laws will be provided to the collection agency in their attempt to collect the account. This would include the use of small claims court, wage garnishments, assignments and attachments.
9. Adjustments and write offs: The administrator or business office manager will have the authority to place with collection agencies or write off patient accounts with balances up to \$5,000.00. Accounts to be placed with a collection agency in excess of \$5,000 or to be written off to charity, or uncollectible accounts will require the approval of the Finance Committee of the Hospital Commission.
10. It will be the policy of Newberg Community Hospital to abide with all current and future federal and state regulations concerning debt collection and credit reporting laws and implement and design procedures within their credit and collection policy to be consistent with these requirements and statues.



NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG, OREGON 97132 (503) 538-3121

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Newberg Community Hospital

501 Villa Road

(503) 538-3121

Newberg, Oregon 97132

December 15, 1980

The monthly meeting of the Fund Development Committee of the Newberg Community Hospital Commission was held in the office of the Development Director on Monday, December 15th, at 7:30 A. M. Those present were Virginia Ostlund, Andy Anderson and Milt Robins.

The minutes of the previous meeting were approved as written and the latest report of Campaign Income was presented and discussed.

This report showed that the Fund Drive has now reached \$575,265.25 in pledges and one-time cash contributions. A total of \$148,212.34 has been received as payment on pledges and \$50,331.10 has been received in cash donations. Interest received on the above amount totals \$18,294.73. It was reported that some of the original Steering Committee of the Fund Drive were going to meet on Friday, December 19th, to discuss the possibility of contacting various businesses and individuals in the area who have not made a contribution.

At the present time pledges and one-time cash donations of over \$20,000 have been received to apply against the Murdock Grant of \$25,000. Since August 10, 1980 (the date the Murdock letter was received) and additional \$2,075 has been received and the Development Office has requested letters from these donors stating that these funds are to be used to purchase equipment for the Coronary/Intensive Care Unit and then could be used as matching funds.

It was decided that an entirely different approach to raise funds should not be pursued until the Fund Drive had been completed.

As there was no further business, the meeting was adjourned around 8:25 A. M.

Respectfully submitted,

Milt Robins

MEMO

TO: City Council

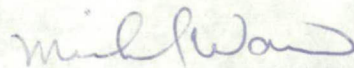
DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Liquor Licenses

The liquor license renewal applications listed below are going to be going before the Public Safety meeting on January 30, 1981. As of the date of this memo the meeting has not been held but it is not anticipated that any renewal application will be denied. The Chief of Police will be able to report on the meeting at tonight's City Council meeting and explain the recommendations of the Public Safety Committee.

1. The Barn Door, 2810 Portland Road.
2. Ye Olde Pizza Shoppe, 2515 Portland Road
3. Eden Gate Restaurant, 2805 Portland Road
4. Safeway Store #366, 1510 E. First St.
5. Plaid Pantry Market, 1012 E. First St.
6. Abby's Pizza Inn of Newberg, 1913 Portland Road
7. Nap's Super Market, 112 E. First St.
8. The Shaw's, 1819 Portland Road
9. Newberg Thriftway, 114 N. Everest
10. Springbrook Thriftway, 1140 N. Springbrook St.
11. Bowman's Restaurant, 400 E. First St.
12. Kozy Korner, 115 N. Main
13. 9th Street Grocery, 1210 E. Ninth St.



Michael Warren
City Administrator

MW/bjm

MEMO

TO: City Council

DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Springbrook Plaza Water and Sewer Development Fees

The Public Works Director's report on this subject is, as usual very fair. The City of Newberg has continually taken a stance that I feel is almost to the point of bending over backwards for developers. It is very admirable for Mr. Gaunt to ask for a reduction in fees for this company because very frankly he has nothing to lose. In this particular case the Public Works Director has pointed out all the fees and the requirements that are either built into our Ordinances or agreed upon before the project ever began. The Public Works Director has also recommended that the sewer tap fees of \$2,100 be eliminated since the developer has brought the lines to each building under the previous building of the shells and the City did not have any cost associated with connecting. There are I'm sure many cities that would still require the developer to pay the fees because the money will go toward such things as a desperately needed new Sewage Treatment Plant.

It should be remembered that developers are asking for the privilege of coming to a city to develop and to, in the end, make money off that develop^{ment}. A developer can walk away from his project and not have to live with the results of development as a whole upon that particular city. In Newberg's case the results will eventually be a new Sewage Treatment Plant, additional Policemen, additional Firemen, continual resurfacing of the roads because of more people, additional Administrative services and library services, etc.

I fully realize that develop^{ment} is needed and wanted in the City of Newberg but exceptions cannot be made or waived on fees. These fees are very important to the continual functioning of the City.

Recommended action: That all fees be paid except for sewer tap fees.


Michael Warren
City Administrator

MW/bjm

Enc.

MEMORANDUM
29 January 1981

TO: Mike Warren, City Administrator
FROM: Bob Sanders, Director of Public Works/City Engineer
RE: Report on Springbrook Plaza Water and Sewer Development Fees on Commercial Space.

Since last month's Council meeting I have talked with Mac Gaunt of Mercury Development regarding the fees for the commercial space in Springbrook Plaza which he is finishing for tenants.

Mr. Gaunt's position is that he has paid for a portion of several off-site improvements and feels he should not have to pay any further development fees for the completion of the remaining commercial space in the Plaza. Two specific items which he participated in the improvement cost of are the traffic signal and storm drainage on Springbrook St.

After reading through the file on the storm sewer, I have concluded that the storm sewer improvements required of Mercury Development were reasonable and the cost distribution between the City and the developer was fair.

With respect to the sewer and water fees, at the time the Plaza was built much of the smaller buildings were constructed as a shell (walls and roof) to be finished off as tenants were obtained. At that time the connection fees and development fees were based on the way the plans were received and the developer was advised that as the shops were finished, revised or additional connection and development fees would be determined. Apparently Mr. Gaunt has not understood this matter.

There are four buildings with 21 different tenant addresses involved with fees in question. The fees are calculated on the basis of one sewer tap fee (\$525) for each separate building, a \$500 sewer development fee for each equivalency (6 openings to the sewer is 1 equivalency) for a total of 12 equivalencies and a \$350 water development fee for each of the 12 equivalencies. The water service fee has been paid for each of the four buildings. The total fees amount to \$12,300 with \$10,200 of this in water and sewer development fees. Mr. Gaunt has asked to cut the development fee in half.

As you know, the development fees are essential to the development of each system to provide services to a development like this and to continue service to developing areas, hence, the Council should not jeopardize the already low development fees by lowering them on specific projects.

Page 2
Development Fees

I have recommended to the Public Works Committee that the development fees should not be changed and that the sewer tap fees (\$2,100) be eliminated since the developer has brought the lines to each building under the previous building of the shells and the City did not have any cost associated with connecting. I also recommended that as a condition of eliminating the tap fees, the developer must install the sidewalk on Highway 99W adjacent to the development as marked on the original approved building plan.

The State has been working on Springbrook St. for quite some time and now that it is completed, Mercury Development can continue the sidewalk on Highway 99W.

The Public Works Committee, as they will report in Council, approved my recommendation.

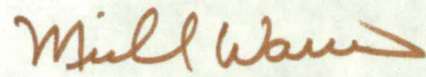
TO: City Council

DATE: January 27, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Hospital Bid

The attached information from the Hospital Administrator is self-explanatory. I recommend the rewarding of the bid for draperies, cubicle curtains and hardware to Robinhood Industries.



Michael Warren
City Administrator

MW/bjm

Enc.



NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG, OREGON 97132 (503) 538-3121

type
RECEIVED

January 19, 1981

JAN 27 1981

CITY OF NEWBERG, ORE
OFFICE OF RECORDER

Mike Warren
City Administrator
414 East First
Newberg, Oregon 97132

Dear Mike:

I have attached our competitive bidding analysis/comparison sheet for the purchase of draperies, cubicle curtains and hardware for the hospital building project. All applicable portions of the local bidding law have been complied with. The Hospital Executive Committee has awarded the bid to Robinhood Industries, the low bid for a total of \$14,926.00. The Hospital Commission recommends that the City Council, acting as the contract review board, ratify this action at the next regularly scheduled City Council Meeting..

Complete specifications and copies of all bids received are on file in the purchasing office of Newberg Community Hospital.

If you have any questions on this matter, please don't hesitate to contact me.

Sincerely yours,

Donald S. Elsom
Administrator

DSE:jp

enc.

NEWBERG COMMUNITY HOSPITAL

BUILDING PROJECT COMPETITIVE BID ANALYSIS

BID OPENING DATE: January 9, 1981

BY: *[Signature]*

WITNESS: *Betty Zwell*

ITEM (S) DRAPERIES, CUBICLE CURTAINS AND HARDWARE

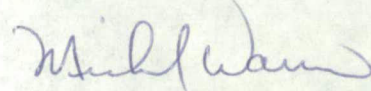
HOSPITAL SPECIFICATIONS	QTY	BUDGET	SUPPLIER 1	SUPPLIER 2	SUPPLIER 3	SUPPLIER 4
TO FURNISH AND INSTALL WINDOW TREATMENT, CUBICLE CURTAINS AND HARDWARE AS PER SPECIFICATIONS. (See attached)		\$ 11,775.00	12-500 Commercial Window Coverings	Robinhood Industries	American Hospitex	
			\$ 23,450.00	\$ 14,926.00	\$ 16,850.00	
Alternate Cubicle Curtains			\$ 1,796.00	Included in Above Figure	\$ 7,456.00	
		TOTAL	\$ 25,246.00	\$ 14,926.00 - (250.00) \$ 14,676.00	\$ 24,306.00	
JOB REFERENCES: SEE ATTACHED				Deduct \$250.00 for alternate option Bond to be submitted 1/19/80 as per page section GC page 5 of 7 of specifications		

2
XX

MEMO

TO: City Council DATE: January 29, 1981
FROM: Michael Warren, City Administrator
SUBJECT: Status of Newberg's Comprehensive Plan

The report from the Planning Director indicates where we are with our Comprehensive Plan. The Planning Director has done an excellent job in working on the plan and is merely updating the City Council.



Michael Warren
City Administrator

MW/bjm

Enc.

Page 51

MEMORANDUM
28 January 1981

TO: Mike Warren, City Administrator

FROM: Clay Moorhead, Planning Director

RE: Status of Acknowledgement of the Newberg Comprehensive Plan

The City of Newberg is currently under a continuance order issued by the State Land Conservation and Development Commission relating to the acknowledgement of the Newberg Comprehensive Plan. The final deadline for submission of our plan with revisions is April 6, 1981. The final proposed amendments to the Newberg Comprehensive Plan are nearly complete. As they become completed in draft form they will be mailed to all members of the CIAC, Planning Commission and City Council for their review. The revisions made to the Comprehensive Plan were based upon population projections of 27,000 people. In doing so, other revisions were also necessary within the Inventory document which is adopted along with the Newberg Comprehensive Plan.

The main factors involved with calculating the land needs for the community under the revisions proposed would include:

- A. the 27,000 population figure
- B. elimination of a 30% vacancy factor
- C. elimination of expected surrounding county populations for commercial and industrial classification
- D. adjustment of the housing mix percentages as they relate to low density, medium density and high density residential areas and adjusting economic figures to reflect employees per acre of industrial and commercial land rather than tying the commercial and industrial lands to a percent acreage based upon total population of the community

By utilizing these factors, the proposed land needs analysis for the City is basically justified as currently shown on the Newberg Comprehensive Plan Map with the exception of the residential areas. The justification proposed at this time would indicate that there is a deficiency of R-3 zoned land by approximately 32 acres and a deficiency of R-2 zoned land by approximately 63 acres. It is proposed that some lands lying within the R-1 district may be converted to balance out the deficiencies in the R-2 and R-3 districts. This matter is scheduled for review before the CIAC on February 10 at 7:30 P.M. in the Council Chambers and again before the Planning Commission on February 17 at 7:00 P.M. in the Council Chambers. The matter is proposed for Council action on March 2, 1981.

Basically, no urban growth boundary amendments are recommended at this particular time primarily to the time constraints involved and the inability to predict how the State Land Conservation and Development Commission may review our plan. Approximately 200 acres will be left as a deficiency until the proposed plan update is completed. Upon acknowledgement of the present Comprehensive Plan, an update will be initiated.

MEMO

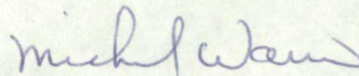
TO: City Council

DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Vacation of an Alley

The applicant has requested that the City Council initiate the vacation of an alley which is located between Seventh and Eighth Streets and Chehalem and Willamette Streets. By having the City Council initiate such vacation such action does not bind the City Council to approve such action when it comes back to the City Council, under the Public Hearing process. I recommend that the City Council initiate such action and decide at the Public Hearing whether or not the vacation should be approved.



Michael Warren
City Administrator

MW/bjm

Enc.

Y. Rep...

MEMORANDUM
28 January 1981

TO: Mike Warren, City Administrator

FROM: Clay Moorhead, Planning Director

RE: Request for Council to initiate a vacation of an alley

The standard procedures for vacation of an alley is for an applicant to request that the City Council initiate a vacation on a particular piece of property. The Council has the option to initiate or not initiate such vacation. The vacation can also be initiated by an applicant, however, the requirements set forth in the Oregon Revised Statutes relating to vacations is much simpler to process if the matter is initiated by the City Council. Historically the standard procedure used for vacations is to have the applicant request that the City Council initiate such vacation. Once a vacation is initiated by the City Council, the applicant then pays the appropriate vacation filing fees and the public hearing process is established through the Planning Commission and Council Hearings for a final determination. A request is being made for the City Council to initiate a vacation of an alley way which is located between 7th and 8th Streets and Chehalem and Willamette Streets and would abut Tax Lot 5000 and 4900 only. By having the City Council initiate such vacation, such action does not bind the City Council to approve such action when it comes back before the City Council under a public hearing process. The City Council will have the full ability to approve or deny such request through the later hearing process.

MEMO

TO: City Council DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Notification to Property Owners Regarding Zoning Hearings

The attached report from the Planning Director explains what would happen if the City Council would pass an ordinance that would require notices to all of the possibly affected property owners of any zoning changes or hearings. It is obvious from the report which involves such matters as time, cost and liability that such an ordinance would really not be practical or even feasible for any city. I suggest that no ordinance or regulation be passed binding the City for liability purposes and that the City Council take a posture of instructing the Staff to notify those people in a neighborhood or area that may be affected by a zoning change or hearing through the most practical method possible. Of course the City would continue publishing notices and complying with laws on such matters, but to stretch it to an extent that would be as costly as the one described would be unreasonable. I'm sure upon the City Council's instructions the Staff will make every effort to extend beyond the letter of the law and notify the people by mail or even through leaflets in the immediate area whenever it is practical.

Michael Warren
City Administrator

MW/bjm

Enc.

21

MEMORANDUM
28 January 1981

TO: Mike Warren, City Administrator

FROM: Clay Moorhead, Planning Director

RE: Proposed ordinance to require notice of all (Legislative) zoning hearings to affected property owners.

At the City Council's regular meeting in January a motion was made and passed directing the City Attorney to prepare ordinance language for submission to the City Council on February 2, 1981 which would require individual property owner notice on all legislative land use actions. There are two main factors why this particular requirement has not been implemented thus far.

1. The cost involved in such a notice requirement can be extensive depending on the number of applications and the type of applications involved. Recently the City has undergone a legislative zone change request which affected or had a potential effect on all lands within the R-1 and R-2 zoning districts. This request was to provide testimony and input relating to whether or not mobile homes can be permitted as an outright permitted use within the R-1 and R-2 districts. The ultimate outcome was that the City Council deleted mobile homes from the R-1 zoning district.

Under the proposed ordinance that has been requested by the City Council it would have been required that all property owners within the R-1 and R-2 districts be provided individual property owner notice of such request. From review of tax record information there appears to be over 2,000 properties that could potentially have been affected by such a request. Provided time were even available, it would take approximately 2 days to identify and locate the various tax lot numbers associated with properties within this district. It would again take another 1-2 days to convert these tax lot numbers to computer account numbers, as the only accurate way of retrieving current ownership information relating to properties is to retrieve such information from County Assessor's computer files.

Once the tax lot numbers are converted to computer account numbers, it would take approximately 1 day to type and list these property account numbers for submission to the County Assessor's office. The County Assessor's office has advised me that such information may consume up to 4 man-days at the County level which would be charged directly back to the City. They further advised that a notice of this size could take from 1-2 months to complete the project depending upon the priorities at the County Assessor's office at the time that the request for notice is submitted.

The County Assessor's office will also charge a minimum of 20¢ per name per property from the computer file and another 20¢ per name per property for envelope addressed stickers. It can be assumed that there could also be approximately ½ day involved in transportation time back and forth to the County Assessor's office. It would then be necessary to provide the notices to all property owners involved at 4¢ per copy, along with stamps at 15¢ per copy and envelopes at 2¢ per copy.

One additional day would be necessary in order to stamp and mail the notices. Based upon this information, the actual cost for printing and mailing notices relating to such a request could range from \$1,600 to \$2,000 for this one request. Again, because of the time constraints placed upon current staff levels and the priorities of the County Assessor's office, it could take as long as two months to prepare such a notice.

Often times it is within the best interest of the community to be able to act quickly on some issues. This notice requirement would bind down the City to the time constraints of the notice requirements on all legislative action. A generalized zoning amendment could affect every parcel within the Newberg City Limits. There are nearly 4,000 properties within the current City Limits which could thus be involved through notice requirements.

2. The second primary reason why this action has not been initiated thus far is that once the ordinance is in effect, it is legally binding upon the City. The opportunity for error when writing down 2,000 numbers by hand can be fairly significant. In the event that the City does not properly notify even one individual, the hearing can be overturned for failure to follow the administrative procedure set forth by the City and State ordinances. This would be opening up the door, so to speak, to any individual feeling aggrieved by any decision by the Council as all that individual would need to do is to carefully review the notice list associated with the various zoning districts to find an error in one individual property.

In addition, the ordinance indicates that all property owners effected by the decision shall be notified. Once a land division has taken place, either legally or illegally, it takes from 6 months to one year for that information to appear in the assessor's records provided the transaction has been recorded. This problem may leave another potential avenue for an appeal by an aggrieved individual.

An appeal of a request of the City Council relating to a land use request would most normally go before the Land Use Board of Appeals (LUBA). Such an appeal process is very expensive from the standpoint of the City. I would suggest that you request input from the City Attorney relating to potential cost associated with this type of an appeal. Again, time constraints are also a very big factor as the City Attorney probably does not have time to work on LUBA appeals on a regular basis.

RECOMMENDATION

As a planner, I feel it is important to provide adequate notice to allow people to be informed about land use requests. Certainly through the current process all quasi-judicial actions will require individual property owner notice. Legislative actions require general notice to be submitted which generally takes the form of a notice found within the newspaper. When a legislative type of land use request is to be initiated, all attempts to notify such individuals should be made. If such a request is limited to a small number of property owners, it may be possible to provide individual notice depending upon the magnitude of the change contemplated. It may further be possible to post signs in an area which may be affected by a legislative zoning change as people driving to and from an area may see such a notice and then become aware of the hearing process. Posting signs in an area which may be subject to a legislative zoning change will be a lot less inexpensive and may provide the same response as an individual property notice. It is recommended that every effort should be made to provide more localized notice for legislative zoning requests. Such a notice should probably take the form of specially painted City notice signs which provide information relating to land use requests and directing individuals to contact the Newberg Planning Department for further information. These signs could be posted generally within the area subject to a change. It is anticipated that the notice signs can provide the same type of generalized response as the City may otherwise receive from individual property owner notice. The cost of printing and posting these signs would be significantly less than the proposed form of notice.

If the City Council decides to adopt the ordinance relating to the notice requirements, it will then be necessary to review and revise the Newberg Planning Department budget accordingly.

MEMORANDUM TO: Mike Warren, City Administrator

FROM: City Attorney

DATE: January 27, 1981

RE: Amendment to the Newberg Zoning Ordinance No. 1968
to Require Individualized Notice to Property Owners
of Hearings on Legislative Decisions which have the
Effect of Up or Down Zoning the Various Zoning Districts
within the City.

1. A draft ordinance amendment is being submitted, a copy of which is attached to this memorandum. This ordinance amendment is contemplated to be discussed at the City Council meeting on Monday, February 2, 1981. Additional comments will be supplied by the Planning Department.
2. This amendment would exceed the requirements of the law for legislative decisions in the State of Oregon. Currently, this type of decision is considered legislative and published notice in the newspaper once or twice prior to any initial hearing is all that is required in Newberg as well as in all other jurisdictions in the State. Thus, the passage of this notice requirement requiring personal notice to all owners far exceeds the notice requirement under the laws of the State of Oregon.
3. I can see some real difficulties with this contemplated change in terms of the rights that might accrue to a person that was not properly noticed under this ordinance amendment, i.e. someone who was not noticed that had a small parcel within the entire zoning district. If there is failure to notice that one person or one small piece of property, the entire zone change could be thrown out by the Land Use Board of Appeals or the courts on the basis of the lack of notice. Further, it seems that there would be an enormous cost in both money and time involved in the preparation and actual sending of notice in such cases.
4. The potential for error when dealing with noticing an entire district would be high enough that nearly all legislative decisions by the Council would be placed in jeopardy, resulting in increased litigation, uncertainty and the reversal of land use decisions made by the City.

RECOMMENDATION: If the recommendation of the City Attorney were asked for in this instance, I would recommend against any change in the notice requirements as they currently exist for such legislative decisions. To my knowledge we would be the only jurisdiction in the State of Oregon, regardless of size, that has or would have such a personal notice requirement for legislative decisions. Since there is no legal requirement that notice be any stricter than it currently is and since other jurisdictions have wisely avoided the legal complications and practical complications of giving personal notice, such decisions I would strongly recommend that we avoid these potential complications to not pass the above proposed amendment.

RDF:fj

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 1968, THE ZONING ORDINANCE OF THE CITY OF NEWBERG, PASSED AND APPROVED JULY 3, 1979, AS AMENDED, TO ADD A NOTICE REQUIREMENT FOR HEARINGS ON LEGISLATIVE DECISIONS WHICH INCREASE OR DECREASE THE PERMITTED USES OF PROPERTY WITHIN AN ENTIRE ZONING DISTRICT OR DISTRICTS.

WHEREAS, it has been determined that it would enhance the planning program of the City of Newberg to increase the notice requirements for legislative hearings on amendments to the zoning ordinance which increase or decrease the permitted uses within an entire district; and

WHEREAS, the Council in consideration of the matter has determined that the present requirements for notice shall be substantially increased in up or down zoning situations which affect an entire district; and

WHEREAS, the Council has determined that as required by Section 800 of Ordinance No. 1968 that it would be in the best interests of the public health, safety and general welfare that the said ordinance be amended to impose an increase in notice requirement.

NOW, THEREFORE, THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. Ordinance No. 1968, the Zoning Ordinance for the City of Newberg, passed and approved July 3, 1979, as amended, is hereby amended to add a new section to read as follows, to-wit:

Section 286. Notice Requirement for Hearings on Legislative Decisions. Where a legislative change is contemplated in the Newberg Zoning Ordinance which has the effect of increasing or decreasing the permitted uses of all property within an entire zoning district or districts every primary owner within the affected district or districts shall be provided with notice of the initial legislative hearing on any measure resulting in such increase or decrease according to the following requirements:

1. Notice shall be published at least once in a newspaper of general circulation within the City of Newberg at least 10 days prior to any initial hearing.
2. In addition, a primary owner, who is defined as the person or persons designated by the current microfiche Yamhill County Tax Rolls available at the Yamhill County Assessor's Office as the primary owner of the taxable property within the district, shall be sent written notice of the legislative hearing to the last address listed on the microfiche Yamhill County Tax Rolls available at the Yamhill County Tax Assessor's Office. This notice shall be sent by first class mail at least 10 days prior to any initial legislative hearing on the matter of increasing or decreasing the permitted uses of all property within the entire district zoned.

3. This notice requirement applies only to hearings which are legislative in nature that involve the increase or decrease in the permitted buildings or uses upon all property within an entire zoning district or districts.

PASSED by the Council this 2nd day of February, 1981 by the following votes:

Ayes:

Nays:

Absent:

Arvilla Page - Recorder

APPROVED by the Mayor this 2nd day of February, 1981.

Elvern Hall - Mayor

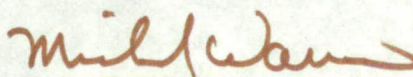
TO: City Council
FROM: Michael Warren, City Administrator
SUBJECT: Police Department Staff Meetings

DATE: January 27, 1981

Once a month the Police Chief calls a mandatory staff meeting for all police personnel. This meeting lasts anywhere from one to two hours. In the past the people have not been compensated for any of the time spent at the staff meetings. This is a correct procedure for those people that are on duty, but for those people that are off-duty and must come during their "night" I feel it is not fair.

I have talked to the Chief regarding the costs and of course this item was not in the current year's budget. I do feel that from past experience that this does create a morale problem because of the requirement by the City for no compensation. It will cost somewhere between \$400 and \$550 per month to compensate all the people for this requirement. The Chief of Police feels the meeting time can be cut down somewhat because of the new training bulletins that are printed and distributed to all Police personnel. Nevertheless staff meeting is an important aspect of the operation of the Police Department and it is necessary not only for information but for safety purposes.

It is my recommendation that the City provide comp time for the balance of this fiscal year and that this item be approved in next years budget for reimbursement for the comp time received in the 1980-81 budget and for all future mandatory meetings.



Michael Warren
City Administrator

MW/bjm

MEMO

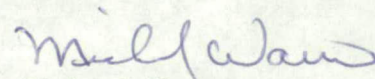
TO: City Council

DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Bond Issue on Local Improvements

Attached information explains the necessity of hiring a bond consultant to prepare the prospectus immediately. We are sitting on \$1.2 million warrants that should be turned into bonds as soon as possible. I recommend that we hire the firm of Marshall and Meyer, represented by John McCarthy of Seattle, Washington to move as rapidly as possible in getting the necessary information ready for the bond market.



Michael Warren
City Administrator

MW/bjm

Enc.

702

MEMORANDUM TO: Mike Warren, City Administrator

FROM: City Attorney

DATE: January 27, 1981

RE: Consultants for Bond Issue on Local Improvement
Project Numbers 209, 211, 212, 222, and 225.

1. As you know, the City is preparing to sell local improvement (bancroft) bonds for the five L.I.D. projects numbered above, amounting to a total sale of approximately \$1,200,000. The bonding attorneys, Rankin and McMurtry, have already been contacted regarding this work prior to the present City Attorneys coming onto the job and they are working on the legal requirements of the bond issue. However, as in the past because of legal requirements and practical necessities, the City needs to retain a bonding consultant to put together the prospectus for this issue and do all other background work and handle the sale of these bonds.
2. Marshall and Meyer, represented by Mr. John McCarthy of Seattle, Washington has been retained in the past by the City to handle the bond consulting work for it's issues. A prospectus for the costs of handling this issue will be supplied and attached to this memorandum. It is expected that this fee will be under the cost of the City to use other consultants because Marshall and Meyer has handled a previous bond issue of the City in the recent past and their prospectus and background work are quite nearly up-to-date with regard to the financial status of the City.
3. The resolution submitted is in general in nature to allow the City Administrator to contract with parties other than Marshall and Meyer if that seems to be advantageous. Besides the Marshall and Meyer prospectus, also attached to this memorandum is a brief memorandum of our conference with Marshall and Meyer wherein Mr. McCarthy indicated the possible time frames in the issuance of these bonds.

RDF:fj

RESOLUTION NO.

WHEREAS, the City of Newberg has authority under its ordinances and state law to finance local improvements by bonding; and

WHEREAS, the City needs to employ a bonding consultant to assist and advise the City in the preparation and marketing of the bonds; and

WHEREAS, it is necessary and advantageous to the City to acquire a financial consultant to provide services for the issuance of bonds covering the financing of five local improvement district projects, numbers 209, 211, 212, 222 and 225.

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

1. The agreement to employ a bond consultant is an agreement for personal services and not subject to the Public Contracting and Purchasing Laws.

2. The Mayor and City Administrator are hereby authorized to execute the agreement on behalf of the City to employ the firm of Marshall and Meyer as bond consultant for the issuance of local improvement bonds covering Local Improvement District Project Numbers 209, 211, 212, 222 and 225.

3. The fee for the bond consultant shall be at the most reasonable rate not to exceed the sum of \$2,850.00.

ADOPTED by the Council this 2nd day of February, 1981.

Arvilla Page - Recorder

RESOLUTION NO.

WHEREAS, the City of Newberg has authority under its ordinances and state law to finance local improvements by bonding; and

WHEREAS, the City needs to employ a bonding consultant to assist and advise the City in the preparation and marketing of the bonds; and

WHEREAS, it is necessary and advantageous to the City to acquire a financial consultant to provide services for the issuance of bonds covering the financing of five local improvement district projects, numbers 209, 211, 212, 222 and 225.

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

1. The agreement to employ a bond consultant is an agreement for personal services and not subject to the Public Contracting and Purchasing Laws.

2. The Mayor and City Administrator are hereby authorized to execute the agreement on behalf of the City to employ a bond consultant for the issuance of local improvement bonds covering Local Improvement District Project Numbers 209, 211, 212, 222 and 225.

3. The fee for the bond consultant shall be at the most reasonable rate not to exceed the sum of \$

ADOPTED by the Council this 2nd day of February, 1981.

Arvilla Page - Recorder

MEMO

TO: City Council

DATE: January 28, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Director of Administrative Services

The attached job description describes one of the first steps in bringing the City and the Hospital closer together. Currently the Chief Accountant for the Hospital, Mr. Dan Palmer is working full-time solely for the Hospital. On February 15, the Hospital will have a need for Mr. Palmer's services on a part-time basis. This is primarily due to the fact that he has done an excellent job in a short tenure there (since November 10, 1980) and has finished his bookkeeping project.

The Hospital Administrator and I have talked about how the City and the Hospital can combine services and personnel in an effort to save money for both entities. One of the ideal areas is to have someone that is involved in administration and finance on a shared basis. The theory being that he will work toward combining savings in such areas as insurance, payroll, computer, purchasing, etc. It is my belief that Mr. Palmer can save his salary many times over within a year's period.

The background on Mr. Palmer is as follows: graduation from High School in 1969, two years in the Navy, four years at Oregon College of Education, one year in the Seminary, one year at Portland State, three years at Littold, Brenner and Bengenheimer, Auditing Firm, and of course he has worked at the Hospital. He has a C.P.A., and in my opinion is a self-motivated and bright individual. Mr. Palmer has been involved in municipal auditing and is acquainted with the budgetary process for municipalities.

The Director of Administrative Services for the City of Newberg will be a very valuable addition that will allow for consultation by the Finance Director on budgetary and finance matters. Also, he will act as an excellent resource person in cash flow, billings, on water and sewer, purchasing and audit compliance.

It is my recommendation that we hire the Director of Administrative Services, beginning February 15, 1981.

Michael Warren
City Administrator

MW/bjm

Enc.

DIRECTOR OF ADMINISTRATIVE SERVICES

GENERAL STATEMENT OF DUTIES:

Shall consult with Finance Director on budgetary and finance matters. Shall act as resource person for department heads. Shall act as Administrative Assistant to the City Administrator.

SUPERVISION:

Works under the general supervision of the City Administrator. Shall exercise working supervision over employees where assigned by the City Administrator.

EXAMPLE OF PRINCIPLE DUTIES:

Assist the Finance Director on the preparation of the budget and all financial management. Including record keeping, cash flow statements, financial statements to the City Administrator and the City Council, water and sewer billings and any and all other financial matters.

Assist in the preparation of the annual tax levy documents.

Prepares the financial summary and documents as necessary for tax levies and bonding.

Help assist the Finance Director with payroll and retirement.

Responsible for insurances held by the City of Newberg.

Responsible for general supervision of purchasing and may assign day to day operation of purchasing to a clerk.

Responsible for other administrative duties as assigned by the City Administrator.

QUALIFICATIONS, EXPERIENCE and TRAINING:

Minimum of three years experience in municipal finance with a City, County or governmental agency or auditing firm. Working knowledge of the principles, methods and practices of municipal finance, budgeting and accounting. Working knowledge of management procedures, practices and methods. Should have strong supervisory skills and ability to get along with others. Should have ability to direct and review work of financial and accounting activities.

Ability to meet successfully with department heads, other public officials and the general public.

Must have no less than three years experience in responsible administrative capacity. A degree in accounting, business administration or related field and additional professional education in business, finance, public administration or related field.

MEMO

TO: City Council

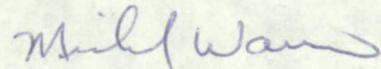
DATE: January 29, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Chemeketa Cooperative Regional Library Service

For the past four years the CCRLS and the City of Newberg have worked together providing library service for the City of Newberg residences. This service is in lieu of taxes and a flat fee is charged. That fee is \$3,000 per year with payment due in January, 1981.

The City of Newberg of course has a commitment to library services with the building and the staff at the library. A copy of the agreement is attached. Recommended action, pass resolution authorizing the City to enter into an agreement with CCRLS.



Michael Warren
City Administrator

MW/bjm

Enc.

RESOLUTION NO. 81-877

WHEREAS, the Mayor and City Administrator have reviewed the Intergovernmental Contract for Regional Library Services to be entered into between Chemeketa Community College District and the City of Newberg; and

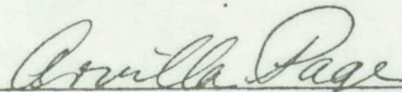
WHEREAS, it is recommended that the City of Newberg, through its established public library facility enter into this agreement with Chemeketa Community College District to provide the services set forth in the agreement.

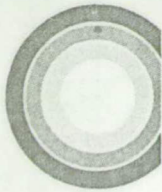
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, Oregon, as follows, to-wit:

1. The Mayor and the 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 thereof as Attachment Number 1.

ADOPTED by the Council of the City of Newberg, Oregon, this 2nd day of February, 1981.


Arvilla Page - City Recorder



RECEIVED

Chemeketa Cooperative Regional Library Service

P.O. Box 14007, Salem, Oregon 97309

November 25, 1980

NOV 26 1980
CITY OF NEWBERG, ORE
OFFICE OF RECORDER

Myrland Gilbert
414 E. First St.
Newberg, OR 97132

Dear Mr. Gilbert:

Enclosed is the inter-governmental contract for Regional Library services for the fiscal year 1980-81. This is a renewal of the services and agreement that Newberg and CCRLS have participated in the last four years.

There is one change in the contract that has extended benefits from issuing non-resident library cards. In other words, when Newberg gives library services to people outside the city limits, the library is reimbursed for the costs of that service.

We have already made one quarterly payment to your library and feel that these funds will make the contract more equitable. If you would please have both copies signed and return the original to us, we will formalize an already existing relationship. If you have any questions, please call me at 399-5119.

Sincerely,

Lowell Ford
Coordinator of Regional Library

LF:ps
Enclosure

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 ORS 341, hereinafter referred to as the "COLLEGE" and the City of Newberg, an Oregon municipal corporation, hereinafter referred to as NEWBERG,

WHEREAS, NEWBERG, by resolution of its governing body has participated with the COLLEGE for the past four 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, a one-year operating tax levy to finance the SERVICE from July 1, 1980 to June 30, 1981 was approved by the COLLEGE District voters on March 25, 1980;

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.
3. Coordinate an audio visual service by providing rented or purchased audio-visual programs.

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 NEWBERG 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 Newberg's 1980-81 non-resident library cards issued on a quarterly basis.
5. Pay to the COLLEGE the sum of \$3,000 by January 15, 1981 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, 1980, and shall terminate on June 30, 1981.

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, NEWBERG 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 NEWBERG, by resolution of its City Council, has caused this contract to be executed the same by its Mayor, this _____ day of _____, 19____.

CHEMEKETA COMMUNITY COLLEGE

By: Arthur Bennie
President

CITY OF NEWBERG

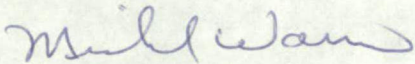
By: Elven Hall
Mayor

Attest: Arnella Page
City Recorder

MEMO

TO: City Council DATE: January 29, 1981
FROM: Michael Warren, City Administrator
SUBJECT: Financial Statement for June 30, 1980.

At the last City Council meeting the City Council received the financial statements and additional information for the year end June 30, 1980. This was completed by John Montgomery Certified Public Accountant. The attached resolution authorizes the acceptance of said statement. Recommended action, pass resolution.


Michael Warren
City Administrator

MW/bjm

Enc.

RESOLUTION NO.

WHEREAS, under the provision of Section 24 of Ordinance 1558, repealed effective December 17, 1980 and Section 6 of Ordinance No. 2041 which became effective December 17, 1980 of the City of Newberg, Oregon, the Council is empowered to appoint an auditor and by resolution provide for the duties and compensation of such auditor; and

WHEREAS, the Council of the City of Newberg pursuant to its power under the above referenced ordinances passed at its regular meeting on May 13, 1980 Resolution No. 80-835 which authorized the employment of A. John Montgomery, Certified Public Accountant, of McMinnville, Oregon as auditor of the City of Newberg, Oregon with such audit to comply with requirements of ORS Chapter 297 and all other applicable statutes of the State of Oregon; and

WHEREAS, a contract between the City of Newberg and A. John Montgomery, Certified Public Accountant of McMinnville, Oregon was entered into pursuant to Resolution No. 80-835 on May 13, 1980 to conduct said audit of the accounts and fiscal affairs of the City of Newberg, Oregon for the period beginning July 1, 1979 and ending June 30, 1980; and

WHEREAS, said audit report has been completed within the time allowed by the said contract and has been submitted to the City by A. John Montgomery, CPA of McMinnville, Oregon.

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

1. That the audit by A. John Montgomery, CPA, entitled "City of Newberg, Oregon-Report on Examination of Financial Statements and Additional Information for the Year Ended June 30, 1980" is hereby accepted by the Council of the City of Newberg.

2. That the City Recorder and Finance Officer is hereby directed to deliver copies of the above accepted audit report to the appropriate parties as required by the ordinances of the City of Newberg and the statutes of the State of Oregon.

ADOPTED by the Council at a regular meeting this 5th day of January, 1981.

Arvilla Page - Recorder

ATTEST:

Elvern Hall - Mayor

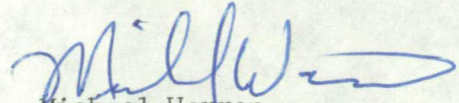
X B

MEMO

TO: City Council DATE: January 29, 1981
FROM: Michael Warren, City Administrator
SUBJECT: Eminent Domain Sitka Avenue Street Improvement Project #213

At a previous City Council meeting the City Council approved a street extension of Sitka Street to Hwy 99W. The information and resolution attached from the City Attorney is a preliminary step in the acquisition of that corner by condemnation proceedings.

Recommended action: Pass resolution as first step in acquisition of a small portion of Sitka Avenue Street Improvement Project #213.


Michael Warren
City Administrator

MW/bjm

Enc.

Tape

MEMO TO: Mike Warren, City Administrator
FROM: City Attorney
DATE: January 29, 1981
SUBJECT: Eminent Domain Proceedings on a Small Portion of
Sitka Avenue Street Improvement Project No. 213

1. The Council has previously approved this particular street extension project which is an extension of Sitka Street from its present dead end to Highway 99. All property except for a small corner which is the subject of the above resolution has been acquired. This piece of property is a very small corner piece which was not originally acquired the year before last because it was not believed to be needed. Since that time, the engineering on the project has been reviewed and it is believed that this corner piece is needed to provide an adequate and safe corner sweep or corner angle for access onto the street from Highway 99.
2. The City is currently involved in litigation with the owner of the rest of the property in that area and while this corner piece has been attempted to be used as part of the settlement negotiations of that law suit. Because this project is expected to start construction in April or May, it is necessary for the City to begin the condemnation process with regard to that corner piece in case it is not included in any final settlement. This resolution is a preliminary step in the acquisition of that corner by condemnation proceedings, and does not necessarily lock us into condemning the corner piece if it can be acquired through the pending settlement negotiations.

RDF:fj

RESOLUTION NO.

WHEREAS, under and by virtue of the provisions of Section 4, Chapter 2 and Section 39, Chapter 9 of the Charter of the City of Newberg, Oregon, said City is authorized to acquire property within or without the corporate limits of the City for any City purpose in fee simple or any lesser interest or estate by purchase, gift, devise, lease or condemnation and under and by virtue of the provisions of Section 38, Chapter 9 of said Charter, it is provided that any necessary taking of property for the City by condemnation shall be determined by the Council and be declared by resolution of the Council describing the property and stating the uses to which it is to be devoted; and

WHEREAS, under and by virtue of the provisions of the Oregon Revised Statutes, Chapter 223, the City of Newberg is authorized to acquire by the exercise of the power of eminent domain under Oregon Revised Statutes, Chapter 35 and other laws of the State of Oregon, real property or any right or interest therein for the purpose of public or municipal use or for the gneral benefit and use of the people within or without said City including but not confined to providing an adequate public street system for the use of said City and persons within and without said City; and

WHEREAS, at its meetings on April 2, and April 29, 1979, the Council of the City of Newberg directed the City Staff to proceed with improvements to and extensions of Sitka Avenue through Sitka Avenue Improvement Project No. 213 for the expansion of the City's public street system as referred to below; and

WHEREAS, in the opinion of the Council of the City of Newberg, the interests in real property hereinafter described in attached Exhibit A are necessary for the purpose of providing an adequate and expanded public street system for the use of said City and persons living within and without the corporate limits of said City and for the general health, safety, use and benefit of the people of said City of Newberg.

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

1. That the Council of the City of Newberg, Oregon, has and does hereby find and declare that the interests in the real property hereinafter described are necessary for the purpose of providing an adequate and expanded public street system for the use of said City and persons living within and without the corporate limits of said City and for the general health, safety, use and benefit of the people of said City of Newberg.
2. That the location, construction, operation, maintenance, repair, improvement, laying out and extension of the public street system for which the interests in the real property hereinafter described is required and is being taken is necessary in the public interest and that the public street system has been planned, designed, located and will be constructed in the manner which will be most compatible with the greatest public benefit and the least private injury or damage.
3. That the interests in real property to be acquired by the City of Newberg as aforesaid are more particularly set forth and described in Exhibit A attached hereto and by reference incorporated herein.

4. That the surveys and descriptions of said real property therefor made hereby are approved by the Council of said City of Newberg, the Council has and does hereby order and direct that the descriptions set forth in Exhibit A above referenced to be used and employed in the preparation of necessary deeds of conveyance or necessary court proceedings.

5. That the City of Newberg and its attorneys be and they hereby are authorized, requested and directed to attempt to agree with the owners and other persons in interest, if any there be, in the real property as hereinabove described in Exhibit A with respect to the compensation to be paid for the acquisition of interest in said real property and damage to remaining property, if any there be, and in the event that the interest in said real property hereinabove described in Exhibit A cannot be acquired by agreement it is hereby ordered that the attorneys for the City of Newberg be and the same hereby are directed and authorized to commence and prosecute to a final determination such proceedings as may be necessary and appropriate to acquire the necessary interest in said real property described in Exhibit A and all necessary rights therein for the purpose herein stated and that upon filing of such proceedings, possession of the said real property and interest therein may be taken immediately.

6. That upon the trial of any suit, action or proceedings instituted for the purpose of acquiring by condemnation or otherwise, the described real property in Exhibit A or any interest therein the said attorneys acting for and in behalf of the City of Newberg are hereby authorized to make any stipulation, agreement or admission in connection with any trial or court proceedings or negotiations appertaining to or prosecuted for the acquisition of said real property or the interest therein as in their judgment may be for the best interests of the City of Newberg and/or the property owners.

ADOPTED by the Council of the City of Newberg, Oregon this 2nd day of February, 1981.

Arvilla Page - Recorder

EXHIBIT A

Fee simple interest in the real property described as follows, to-wit:

Beginning at the Southwest corner of that property described in Film Volume 113 Page 1659 of Yamhill County Deed Records, Yamhill County, Oregon; said point also being a 1" iron bar at the Southeast corner of that property surveyed in County Survey P-6098; thence N 65° 24' E along the North line of Highway 99W 33.00 feet to the "TRUE POINT OF BEGINNING" thence N 00° 26' E parallel to the West line of aforementioned Film Volume and Page 15.95 feet; thence Southeasterly along the arc of a 10 foot radius curve left 20.22 feet (Chord bears S 57° 05' 01" E 17.13 feet) to a point on the North line of Highway 99W; thence S 65° 24' W 15.95 feet along the North line of Highway 99W to the point of beginning.

Above described tract being 58 square feet in area.

Exhibit A - Ordinance No.

MEMO

TO: City Council DATE: January 30, 1981

FROM: Michael Warren, City Administrator

SUBJECT: Cable TV

There are three documents attached to this memorandum. The first document is a resolution of the ordinance committee that recommends to the City Council the hiring of George L. Page as consultant pursuant to the terms and conditions of the agreement.

The second document is a resolution developed by the attorney for the ordinance committee that allows for the retention of professional services to the ordinance committee and that those professional services would be furnished by Mr. Page under terms of an agreement.

The third document is another resolution prepared by the attorney for the ordinance committee that allows for the application fees to be paid by applicants submitting a proposal for the franchise rights for the City of Newberg and/or the City of Dundee, and that the cost for submitting a proposal is \$2,000 that is non-refundable.

It is my opinion that any city needs professional consulting services for any complicated matter such as awarding a franchise to a Cable Television Company. Certainly the resolution that establishes the \$2,000 fee for all applicants is not only reasonable but will help with offsetting the fees for a consultant and any other related expenditures. If it is at all possible to lower the costs in any one area the City should pursue that avenue as long as it does not interfere with the efficiency or the quality of choosing and installing a cable system in Newberg.

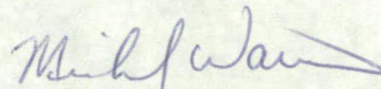
Without an agreement to review it is difficult to comment on the Consultant fees. The consultant explained that it could range as high as \$15,000 for his fees and that would be for a total review from the beginning stages. The City of McMinnville has done a great deal of research and they even have an enabling ordinance that has been prepared by the same consultant. That enabling ordinance would not apply 100% to the City of Newberg but would, because of the closeness of the two communities at the very least be very similar. In other words part of the work has been done for the City of Newberg already. Prior to any recommendation by this office I would have to see the agreement with the consultant and look at exactly where the effort was going to be made for his consultation services. There should also be some sort of dollar amount as a maximum and a specific amount on a time and effort basis.

Page 2

Memo - Cable TV

Finally within that agreement there should be a time schedule that would allow for the project to be completed on schedule and his services not to be prolonged over a long period of time.

The date of this memo is just before the City Council packets are going out and there may be an agreement that has been reviewed by the Committee and perhaps they can report on it. But if this is not the case, I cannot recommend that the City Council take action on an agreement that has not been seen by the City Council.



Michael Warren
City Administrator

MW/bjm

Enc.

RESOLUTION NO.

WHEREAS, the Ordinance Committee has met on January 29, 1981, and has considered the matter of application fees by applicants wishing to enter into a franchise with the City for establishing CATV services for the City of Newberg; and

WHEREAS, the Ordinance Committee has consulted with their consultant, Mr. George L. Page concerning this matter; and

WHEREAS, the Ordinance Committee has recommended to the City Council that the application fee for submitting a proposal to furnish CATV services to the City be \$2,000.00 per proposal.

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

1. The application fee to be paid by any applicant submitting a proposal to enter into a franchise with the City of Newberg to furnish CATV services for the City of Newberg and/or the City of Dundee shall be \$2,000.00.
2. This application fee is non-refundable and the City must use the application fee to defer all cost incurred in establishing the franchise.

Dated this _____ day of February, 1981.

Arvilla Page - City Recorder

RESOLUTION NO.

WHEREAS, the Ordinance Committee of the City of Newberg has been delegated the responsibility of making a recommendation to the Council concerning obtaining and developing a franchise for CATV services within the City of Newberg; and

WHEREAS, the Committee is in need of professional services in making decisions about this franchise; and

WHEREAS, Mr. George L. Page is a recognized professional consultant in this area; and

WHEREAS, at the meeting of the Committee on January 26, 1981, a discussion was held concerning the retaining of Mr. Page and at the meeting of January 29, 1981, a resolution was passed recommending that the Council retain Mr. Page as a consultant to the Committee; and

WHEREAS, the City of Dundee has expressed interest in obtaining and developing a franchise for CATV services within their city; and

WHEREAS, Mr. Page will furnish services to both cities pursuant to the agreement; and

WHEREAS, the services of Mr. Page shall be reimbursed by the franchisee as a cost incurred by the City in letting the franchise.

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

1. Mr. George L. Page is retained to furnish professional assistance to the Ordinance Committee in obtaining and developing a franchise for CATV services within the City of Newberg.

2. Mr. Page, under the terms of the agreement, will furnish professional assistance to the City of Dundee if the City of Dundee decides to pursue a franchise for CATV services on a joint basis with the City of Newberg.

3. The Council of the City of Newberg authorizes the Mayor and City Administrator to execute on behalf of the City the "Agreement for Consulting Services" which is attached to this resolution and by this reference made a part thereof.

Dated this ____ day of February, 1981.

Arvilla Page - City Recorder

RESOLUTION NO.

WHEREAS, the Ordinance Committee of the City of Newberg met on January 29, 1981, and discussed the terms and conditions of hiring George L. Page CATV consultant for professional assistance in obtaining and developing a franchise for CATV services within the City of Newberg; and

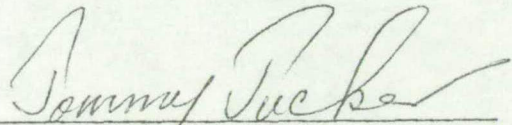
WHEREAS, by motion on January 26, 1981, the Ordinance Committee did decide to hire George L. Page pursuant to his letter proposal of January 20, 1981, with necessary clarifications.

NOW, THEREFORE, BE IT RESOLVED by the Ordinance Committee as follows:

1. The Committee has reviewed the proposed agreement between the City of Newberg and George L. Page consultant and hereby incorporates that agreement as part of this resolution.

2. The Committee recommends to the Council of the City of Newberg that it hire George L. Page as consultant pursuant to the terms and conditions of the agreement.

Dated this 29 day of January, 1981.


Tommy Tucker
Chairman - Ordinance Committee