

City of Newberg
City Council
January 17, 2023
Hybrid meeting format

WORK SESSION – Meeting called to order at 6:00 p.m.

Councilors Present: Mayor Bill Rosacker, Councilors Elise Yarnell Hollamon, Mike McBride, Molly Olson, Robyn Wheatley, Derek Carmon, and Peggy Kilburg.

Staff Present: City Manager Will Worthey, City Attorney James Walker, City Recorder Sue Ryan, Community Engagement Graphic Designer Emily Salsbury, Intern Joshua Hren, Police Chief Jeff Kosmicki, Finance Director Kady Strode, Community Development Director Doug Rux, Library Director Korie Buerkle, *and* Public Works Director Russ Thomas.

OATHS OF OFFICE City Recorder Ryan conducted Oaths of Office for Mayor Rosacker and Councilors Wheatley, Carmon, and Kilburg.

COUNCIL BUSINESS The Council discussed Council Committee appointments and the interests of the Council.

There was a brief recess.

BUSINESS SESSION – Meeting called to order at 6:53 p.m.

Councilors Present: Mayor Bill Rosacker, Councilors Elise Yarnell Hollamon, Mike McBride, Molly Olson, Robyn Wheatley, Derek Carmon, and Peggy Kilburg.

Staff Present: City Manager Will Worthey, City Attorney James Walker, City Recorder Sue Ryan, Intern Joshua Hren, Police Chief Jeff Kosmicki, Finance Director Kady Strode, Community Development Director Doug Rux, Library Director Korie Buerkle, and Public Works Director Russ Thomas.

There was discussion regarding starting meetings with prayer.

ELECTION OF COUNCIL PRESIDENT

Action: To appoint Councilor Mike McBride as Council President for 2023

Motion: Councilor Wheatley

Second: Councilor Kilburg

Vote: 7 Yes 0 No 0 Abstain 0 Absent

PRESENTATION

Scott Parker, Executive Director of the Chehalem Valley Chamber of Commerce, discussed key components of the annual report for the Chamber.

Jessica Chanay, Oregon Business Recovery Center, presented on what a business recovery center was, Oregon BRC services, area of service, small business grants, trainings and workshops, and contacting Oregon BRC.

CITY MANAGER’S REPORT

CM Worthey reported on the monthly statistics to the end of November 2022. There was discussion regarding the solar panels location and maintenance.

COUNCIL APPOINTMENTS

Action: To appoint Councilors as discussed during the Work Session.
(Exhibit A)

Motion: Councilor Olson
Second: Councilor McBride
Vote: 7 Yes 0 No 0 Abstain 0 Absent

PUBLIC COMMENTS

Jim Talt suggested scheduling an Executive Session to get an update on all significant legal actions the City was involved in.

CONSENT CALENDAR

Action: Resolution 2023-3880, A Resolution authorizing the City Manager to purchase a Continuous Chain truck and utilize a grant awarded to the City from the DEQ that reimburses the City a minimum of \$682,500; and Resolution 2023-3882, A Resolution accepting the canvass of votes for the December 20, 2022 special election.

Motion: Councilor Yarnell Hollamon
Second: Councilor Olson
Vote: 7 Yes 0 No 0 Abstain 0 Absent

NEW BUSINESS

City Engineer Hofmann explained this was part of Phase 2A of the Bypass. ODOT would be doing the improvements instead of the developer. Public Works Director Thomas said they were in discussions with ODOT regarding utilities.

Action: To approve Resolution 2023-3883, A Resolution to quit claim a portion of the deferred improvement and reimbursement agreement for the property currently owned by ML & SL Investments, LLC. (ODOT Bypass project)

Motion: Councilor Kilburg
Second: Councilor Yarnell Hollamon
Vote: 7 Yes 0 No 0 Abstain 0 Absent

Public Works Maintenance Superintendent Langeliers gave reasons for the amount of the contract.

Action: Resolution 2023-3881, A Resolution authorizing the City Manager to sign a 5 year not to exceed \$5 million fueling contract between the City and Bretthauer Oil Company.

Motion: Councilor McBride
Second: Councilor Wheatley
Vote: 7 Yes 0 No 0 Abstain 0 Absent

Action: To direct CA Walker to look into the issue of starting meetings with public prayer for a future discussion by the City Council at a work session.

Motion: Councilor Olson
Second: Councilor McBride
Vote: 7 Yes 0 No 0 Abstain 0 Absent

Revised application by Good Life Preschool for ARPA monies:

Tiffany Darwich, Good Life Preschool, said they had initially been awarded ARPA funds for a new location, but it was too expensive. They were now proposing to expand their current location.

Action Move to approve the revised application by Good Life Preschool LLC

Motion: Councilor Yarnell Hollamon
Second: No second

Motion failed for lack of a second.

Action Move to deny the revised application by Good Life Preschool LLC

Motion: Councilor Olson
Second: Councilor Kilburg

Discussion:

Councilor Yarnell Hollamon was in favor because it would triple the number of families that could be served, it was in the City limits, and they had a partnership with A-dec. She asked Ms. Darwich about the funding and contractor. Ms. Darwich said they could secure the funding and a contractor. She explained their relationship with A-dec.

Councilor Olson did not support the location. She wanted the childcare to be for Newberg residents. Councilor McBride agreed the funding should be used for Newberg. He thought YHCO or Dundee had money they could give for the project. Councilor Kilburg also thought the money should be kept in Newberg. Councilor Carmon also did not support the project. Mayor Rosacker thought ARPA funds should be used for the good of all the City. He did not support the project.

Councilor Yarnell Hollamon said this was a Newberg business and there was no place to expand in Newberg. It would be difficult to recruit new employees without childcare options.

Councilor Kilburg asked about the impact if the funds were used for the Water Treatment Plant instead. Finance Director Strode said the Water Treatment Plant project was still a couple years out and costs continued to go up. They were trying to save as much money as they could and not raise rates.

Vote: 6 Yes 1 No [Yarnell Hollamon] 0 Abstain 0 Absent

Council Retreat 2023 discussion:

CM Worthey discussed the process for setting Council Goals at the 2023 Council Retreat. A handout had been emailed earlier in the day to the Council (Exhibit B).

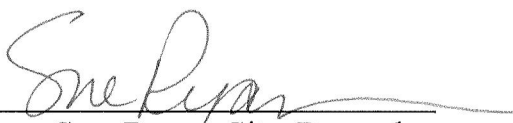
Action : To approve the proposed course of action for the City Council Retreat on February 18

Motion: Councilor Kilburg
Second: Councilor Olson

Vote: 7 Yes 0 No 0 Abstain 0 Absent

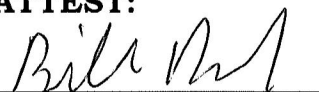
City Recorder Ryan discussed the 2023 Master Calendar for the City Council.

Meeting was adjourned at 8:25 p.m.



Sue Ryan, City Recorder

ATTEST:



Bill Rosacker, Mayor

2023 Council Committee Assignments

City Committee	Type/ Meeting Information	Councilor assigned
Affordable Housing	City – Standing -Quarterly	Councilor Yarnell Hollamon
Budget Commission	City – Spring of each year State mandated	N/A
Citizens Rate Review Commission	City – Standing- Biennial	Councilor Kilburg – Ex officio
Historic Preservation Commission	City – Standing – Quarterly	Councilor Wheatley – Ex officio
Library Board	City – Standing – 3 rd Thursday monthly	N/A
Newberg Urban Renewal Agency	NURA – as needed	Chair – Councilor Mildenberger Vice Chair – Councilor McBride
Planning Commission	City – Standing – 2 nd Thursday monthly	Councilor Olson – Ex officio
Traffic Safety Commission	City – Standing – Quarterly	Councilor McBride – Ex officio
SDC Council Subcommittee	Council Subcommittee	Mayor Rosacker, Councilors Olson & McBride
Regional Government	Type/ Meeting Information	Representative
LOC Mayors Coalition	Regional	Mayor Rosacker
MWVCOG Board	Regional	Councilor McBride
MWVCOG Rural Strategies	Regional	Councilor Carmon
MWACT	Regional	Councilor Carmon
<i>YHCO Transit Authority</i>	<i>Regional/ 4th Thursday quarterly Jan/April/July/October</i>	<i>Still held by Julia Martinez Plancarte – see email from YHCO</i>
YHCO Parkway Committee	Regional 3 rd Thursdays monthly	Councilor Yarnell Hollamon
NUAMC – YHCO & City IGA	Regional	Mayor Rosacker Alternate: Councilor Carmon
Formal IGAs or MOUs	Type/ Meeting Information	Representative
CVCC Board	Partner -Visitor Center services	Councilor McBride – Ex officio
Taste Newberg	Partner – Tourism Marketing services	Councilor Yarnell Hollamon
Newberg Cultural District	Partner – Cultural District Quarterly	Councilor Wheatley

Council Retreat 2023: A Proposed Course of Action

Situation

The date of February 18 has been found to work for everyone for a council retreat. Clearly with an 86% new council (if we look back to seven months ago) it is time to draft new council goals that match the mandate delivered by the recent electoral results. It would be better operationally if this occurs prior to the budget meetings as the new goals will help inform fiscal decisions coming in that process.

Mission

To develop a new package of council goals with dispatch, but also with due care. Structurally, highly effective council goals would:

- Be strategic in nature (not day to day items we would do anyway)
- Be relatively few so as to be focused (the list can be periodically reviewed or refined)
- Have tactical objectives (the current goals are sadly deficient in this regard)

Execution - overview

The following is a suggestion for how we could achieve a set of council goals fairly rapidly but with a formal process, with speed but with precision.

A process was suggested by the CM that was traditional and well tested. The CM asked for suggestions for an alternative process by January 17th 2023 and none were received.

As part of this suggested process the CM reminded council that if they desire any of the existing goals to be kept councilors "need only suggest them for inclusion via this process".

Execution – suggested timeline

1. A goal setting method, either this one or some other one suggested by council will be approved as an added agenda item for the 17th of January.
2. Each council member will email the CM and CC the city recorder (for records retention purposes) between one and four suggestions for city strategic goals. See Appendix A below "strategic versus tactical" goal setting. Don't forget that this could be 28 goals to sift through.
3. The CM will compile them by similarity into one list. For example, if one councilor suggests "improving Newberg roads", and another councilor suggests "reducing the number of pot holes" the CM would combine them into something like:

Improve Newberg Road surfaces and seek to reduce the number of pot holes that are prevalent in the winter time.

4. On February 18 the CM will set up on the walls of the Public Safety Training room the following things:

City Manager Worthey handout 2023-0117

- A. Print outs of all of your emailed goal suggestions.
- B. A poster showing the combined suggestions - if some similarities are found from submissions.
- C. A ready supply of sticky notes and writing materials.

5. Starting at **9am** in the PSB training room on **Saturday February 18th 2023** the group will look over the list of possible goals but no voting will take place. This is a public council work session. The voting will need to wait for a council business session. We can however discuss the goals to see if any clearly lack support. If any lack support the sponsor could choose freely to withdraw the suggestion.

6. Objective setting time. Using sticky notes council members will write possible tangible tactical objectives that staff can work towards to accomplish the goals. Please use block capitals for legibility.

Ideally councilors will each place 1 to 2 sticky notes under each goal, listing an objective.

For example, if there is a possible goal of:

Improve Newberg Road surfaces and seek to reduce the number of pot holes that are prevalent in the winter time.

A possible objective on a sticky note might read:

Seek to increase the number of staff FTE's on road maintenance.

7. Break for lunch (pizza will be provided). During the break staff will look at the sticky notes and see if any can be combined in the same way as goals were combined. They will use a marker to note the objectives in a more legible size.

8. After lunch Staff will display the combined objectives or objectives under each goal. Once again, no voting will occur. We can however discuss the objectives to test the waters on consensus. Once again, a highly unpopular objective could be withdrawn by its sponsor.

The retreat will then end having done its work very well.

Execution – At a future council business session date TBD

The final list will be drawn up for discussion at the next available council session. At that session the list will be introduced as new business.

First, Mayor Rosacker will be able to raise the question “Does any councilor not approve of any goal on the list”? Any councilor can and should then propose a motion to try to remove a goal from the list. Obviously, if a goal is voted down its linked objectives will also be redacted.

After these votes are completed, Mayor Rosacker can then raise the question “Does any councilor not approve of any objective on the list”? Any councilor can and should then propose a motion to try to remove any objective from the list.

Lastly, he might raise the final set of questions around semantics “Does any councilor desire to suggest different language for any goals or objectives on the list”?

When these rounds of voting are complete, changing or redacting one item at a time (to allow staff to keep good minutes), the mayor will then be able to call the final vote in this way:

“Would any councilor like to move to repeal the existing council goals and replace them with the 2023 council goals as amended by the voting record from this evening”?

We will then have new council / city goals.

Administration and logistics

One of our Admin. Assistants Audrey Smith has kindly volunteered to take minutes at the retreat.

Ten (10) sets of sticky notes will be on hand with a supply of pens.

Four (4) non-permanent markers will be available for note taking.

A poster containing the draft printouts of all of your emailed goal suggestions.

A poster showing the suggestions combined draft goals.

White boards will be used to note final goal / objective clusters.

Domino’s pizza sufficient to feed nine personnel will be delivered to PSB at 1pm, the pizza will contain a mix of cheese, sausage and vegetable slices.

Soda and water will be available.

Appendix A - Strategic Versus Tactical Goal Setting

The creation of a strategic goals list is a very important step for a new city council because it sets the agenda for lots of staff work that follows. Ideally it should give staff concrete objectives to march towards. A quick trip back in time may be valuable at this juncture. The last two strategic goal setting efforts both ended with suboptimal products. Specifically, the current goal list, while about the right length to provide focus, utterly lacks clearly listed objectives under each goal. Given that an expensive consultant was used to produce this document this output must be seen as very poor.

Staff cannot interpret the will of council without **strategic goals** and **tactical objectives**. The previous council goals that I saw from before 2020 went to the other extreme and followed a pattern I have seen elsewhere. They were not truly strategic goals but instead a long laundry list of tactical items many of which staff would have done anyway, even if no goals were in place.

How then can we strike the balance?

Council **strategic goals** are city wide goals. They should be inspirational and wide in scope. They should not have specific actions embedded in them. Specific actions are either for staff to figure out or part of tactical objectives if significant. For example:

The city should work to preserve our water systems from damage = **strategic**.

The city should run a campaign every fall on leaf pick-up procedures, the city should campaign to discourage flushing wipes down the toilet, the city should encourage residents to do locates properly before digging = **tactical** these are objectives or staff mission not goals.

Here are examples of strategic goals other cities have used:

- The city will seek to pay off its existing debts by X year
- The city will seek to ensure all its main sidewalk sections are in good repair
- The city will seek to attract new employers to provide family wage jobs
- The city will simplify and modernize its planning processes
- The city will increase its level of customer service
- The city will find ways to increase energy and water efficiency