

**City of Newberg
City Council
December 19, 2022
Hybrid meeting format**

BUSINESS SESSION –

Meeting called to order at 6:00 p.m.

Councilors Present: Mayor Rogers, Councilors Elise Yarnell Hollamon, Mike McBride, Jefferson Mildenerger, Stephanie Findley and Peggy Kilburg.

Absent: District 3 vacant

Staff Present: City Manager Will Worthey, City Attorney James Walker, City Recorder Sue Ryan, Administrative Specialist Zaira Robles Muniz, 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.

PUBLIC COMMENTS

Cathy Holbrook, of Sustainable Newberg and Raging Grannies, said she was concerned about loss of trees in Newberg due to development. She asked the Council to form a committee to study the issue. She said there were grants available to help with greenways, tree canopies, and more.

Jim Talt said the signed North Valley Friends Church agreement for ARPA monies was changed from the original proposal. The editing removed reference to the Providence Bridges program. He was concerned about the changes, and asked why the church altered the document. If Providence would not be involved then who would manage the client services at Peace Trail Village. Should the City re-examine the other ARPA MOUs ? He suggested improvements to procedures for legal documents.

Robert Soppe explained the history behind the City's travel policy. He was concerned about the repeal removing process for reasonableness of expenditures such as airfare. He noted that there were amounts listed for mileage and meals. He thanked Mayor Rogers for his service for four years.

There was discussion on the Purchasing Manual having steps for checking travel expenditures. There was discussion on spelling out specific types of airfare. There was discussion on City purchasing cards policy manual ensuring that.

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CONSENT CALENDAR

Action: To approve Resolution 2022-3866, A Resolution awarding the project management; and design and consultant contract to Water Systems Consulting, Inc. (WSC) and authorizing the City Manager to execute all contract documents for the HB 2001 Waterline Improvements Project; Resolution 2022-3876, A Resolution accepting the canvass of votes for the November 8, 2022 General Election; Resolution 2022-3878, A Resolution repealing Resolution 2007-2691; and replacing it with processes in line with the new Purchasing manual and Tyler Technology Incode 10 requisitions process.

Motion: Councilor Findley
Second: Councilor Yarnell Hollamon
Vote: 6 Yes 0 No 0 Abstain 1 Absent [District 3 Vacant]

CITY MANAGER'S REPORT

CM Worthey said in the interest of time, he would not give his report tonight, but it was in the packet if Councilors had specific questions.

COUNCIL APPOINTMENTS

Action: To approve Resolution 2022-3879, A Resolution extending the appointments of Councilor Peggy Kilburg and Councilor Jefferson Mildenberger in accordance with the Newberg City Charter.

Motion: Councilor Yarnell Hollamon
Second: Councilor McBride
Vote: 6 Yes 0 No 0 Abstain 1 Absent [District 3 Vacant]

Action: To approve Committee Appointments including:

Affordable Housing Commission:

Leslie Murray, and student Megan Norton to the Affordable Housing Commission for a term of January 1, 2023 to December 31, 2023.

Budget Committee:

Alex Nichols to the Budget Committee for a term of January 1, 2023 to December 31, 2025.
Student Lily Bizeau to the Budget Committee for a term of January 1, 2023 to December 31, 2023.

Historic Preservation Commission:

Charles Watson to the Historic Preservation Commission for a term of January 1, 2023 to December 31, 2025.
Bob Woodruff to the Historic Preservation Commission for a term of January 1, 2023 to December 31, 2025.

Library Advisory Board:

Sharee Adkins to the Library Advisory Board for a term of January 1, 2023 to December 31, 2025

Planning Commission:

Kriss Wright to the Planning Commission for a term of January 1, 2023 to December 31, 2023.

Student Avery Hansen to the Planning Commission for a term of January 1, 2023 to December 31, 2023.

Michael Griffiths to the Planning Commission for a term of January 1, 2023 to December 31, 2024.

Layne Quinn to the Planning Commission for a term of January 1, 2023 to December 31, 2025.

Rate Review Committee:

Shelley Reimer to the Rate Review Committee for a term of January 1, 2023 to December 31, 2025.

Traffic Safety Commission:

Dan Kizer, Michael Rossman, and Dan Carpenter to the Traffic Safety Commission for a term of January 1, 2023 to December 31, 2025.

Motion: Councilor Yarnell Hollamon

Second: Councilor Findley

Vote: 6 Yes 0 No 0 Abstain 1 Absent [District 3 Vacant]

DISTRICT 3 Candidate Interviews

CM Worthey reviewed the process. He said the white paper was for Councilors was questions and for notes (Exhibit A), and the canvas paper was the ballot sheet (Exhibit B).

Jacob Baker: He said he would have the time to attend the meetings, had a lot to learn, and would attempt to get to up to speed. He said he was a teacher, which involved clear communication on many levels. He talked about decisions he had made as a teacher. He defined character as doing what you said you would do. He explained how teachers resolve conflict when they disagree on areas including tardiness and classroom content. He had served on a committee at his school about Positive Behaviors, and volunteering to help lead the committee to fill a void. He found his main contribution to be energy.

Glenn Cloyd: He said his employer supported him being on the City Council, and the time that would be needed to fulfill the responsibilities. To learn the process would be learning as quickly as possible. His communication skills stemmed from his background in high tech maintenance, he tried to find someone doing something right. His job involved making decisions involving safety and poor job performance by someone that threatened others' safety. He defined character as honesty, and role modeling as being an example to others. You have to see others point of view thoroughly before making a final decision. His experience on a committee was with the State of Oregon.

Jennifer Bean: She said her schedule would allow her time to attend the meetings, and was good with time management. Her communication skills included work with accounting companies involving both negotiations and purchasing. She liked to listen to people and getting to know those in her community so everyone could collaborate. Her decision making

experiences involved changing jobs and decisions made related to that. She felt character should involve speaking openly and honestly depending upon what the decision involved. Her interactions involving disagreement were to talk with individuals one-on-one aside from a group and trying to reach a compromise. Her experience serving on a committee included the secretary of Citizens Rate Review Committee. She learned a lot about the municipal rates, and plans to build a new water treatment plant.

Molly Olson: She said coming up to speed on topics take time. She said from her experience on both Budget and Urban Renewal committees she knew a lot about those areas but others such as the city pension plan and affordable housing she did not. She said the only way was to do the homework on reading past council packets. She said she was retired so there was no conflict with a job. Her experience with listening skills included time on the Budget Committee when working with a group so both verbal skills and simplifying things helped. She had been a program, and engineering manager. Her decision making process was about laying out your goals, your options, the consequences of what you were going to do. Her personal standards and character were demonstrated by integrity as her highest value. She used an example from Budget Committee when she felt members of the committee including Council had to be told no as she dealt with the situation not the person by shutting down what she felt was not a budget committee discussion. Her experience serving for 5 years on a committee was on a Providence Advisory Committee that ran a program focused on addiction. She had been involved with the Downtown Coalition as President of the Board. She had also chaired the City Budget Committee.

John Moore: He said his employment allowed him flexibility to do that where he set his own hours. His communication skills experience included as an engineer in the pharmaceutical industry running and scheduling tests, and in the Navy for 8 years as a lead petty officer on a submarine that involved coordinating and controlling flow of many people. His decision making experience involved testing audits for drugs. Standards involved accountability from his experiences with verifying drugs were safe and security standards on submarines. It was important to focus on facts not opinions when conflicts came up with others. It was important to be collaborative when working with other groups. His experience serving on a board was on the rugby team in the Navy putting on a tournament each summer.

Gabrielle Humlie: She said her schedule allowed her the time to serve. Her communication skills experience included as a dietitian having to work with people to change their diet using active listening skills to motivate people. She had served in several leadership roles during the past few years. Her decision making experience involved hard decisions with referrals such as children where Child Protective Services may need to be involved. Those types of decisions impacted others lives especially families. Her character involved integrity including the referrals doctors would send to her. She felt she earned it through making decisions that reflect personal values. To handle disagreements she used an example with a former co-worker that promoted veganism with patients where she pointed out her co worker had crossed a boundary. She said you can't get anywhere in conflict where you don't respect the other person. Her experience on a committee included serving on a work related one where she presented research to change a policy that was not fair.

Scott Bontrager: He said he was quick to pick up things, and could learn through research. His family supported his being on the City Council, and his employers at Beaudry's Woodworking as his role was flexible. His communication skills included serving on a quality assurance team that went through changes needing to explain technical information and respond to customers. He said decision making experience involved working as a scrum master for the A-Dec development team when he began work there. He said he decided to point out the faults in what he saw as scope creep in their process. He felt character and integrity were two sides. Character was how you broadcast to others. Integrity was who you were behind closed doors when no one was watching. For conflicts, he said to not let something fester because it would only get worse so have the conversation and be straight with someone. His committee experience involved a committee with George Fox University to sponsor a hack-a-thon to draw in youth. He facilitated conversations among people who began without knowing each other, connecting them, and taking away knowledge.

The Council scored the candidates, took a brief recess while staff compiled the scores. Mayor Rogers announced Molly Olson had been chosen to fill the District 3 Vacancy. He asked for a motion.

Action: To move to appoint Molly Olson to the District 3 vacancy.

Motion: Councilor Yarnell Hollamon

Second: Councilor McBride

Councilors thanked everyone for applying and choosing to help the community through their participation.

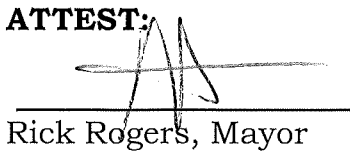
Vote: 6 Yes 0 No 0 Abstain 1 Absent [District 3 Vacant]

Council and staff thanked the Mayor for his service.

Meeting adjourned at 8:05 p.m.


Sue Ryan, City Recorder

ATTEST:


Rick Rogers, Mayor

Councilor's name _____

Interview questions

Q1. Each applicant signed the application form, which included the statement, "I have sufficient time to devote to this responsibility and will attend the required meetings if appointed." How do you envision coming up to speed in this position, and how will you successfully add this responsibility to your current schedule?

Q2. How have you needed to use strong communication skills – written, oral and listening – in your current or past experience?

Q3. What types of decisions are you required to make in your job, and please share one of the toughest decisions you've had to make – either personal or work related?

Q4. How would you describe high personal standards of character, and how do you consistently demonstrate this trait to those you work and/or live with?

Q5. Please tell us how you interact with coworkers or those with whom you have personal relationships when you disagree with them on a topic or issue.

Q6. Would you please tell us about any experience you have had serving on a board, a committee, as a volunteer, or in a government position, including your role?

The other side of this page has been provided for you to score each question for each candidate, or in some other way record your preferences.

- This sheet will **NOT** be used as the final ballot but **WILL** become part of the public record.
- The final ballot is the other bit of paper it is canvas colored.
- You will use the canvas colored ballot to capture your top five candidates by ranking them from 5 down to 1.

Note taking grid

Candidate Name	Q1	Q2	Q3	Q4	Q5	Q6	Overall Score / opinion
Dan Carpenter							
Gabrielle Humlie							
Glenn Cloyd							
Jacob Baker							
Jennifer Bean							
John Moore							
Molly Olson							
Scott Bontrager							

Candidate name	Assigned Score
	5
	4
	3
	2
	1

Enter candidate names into the list above in the correct order.

Your preferred candidate will get 5 points.

Your least preferred candidate will get the lowest score.

Only score up to five candidates.