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City of Newberg

City Council

January 19, 2021

Meeting held electronically due to COVID-19 pandemic

WORK SESSION –

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

Councilors Present: Mayor Rick Rogers, Councilors: Denise Bacon, Elise Yarnell Hollamon, Stephanie Findley, Julia Martinez Plancarte, Bryce Coefield, and Mike McBride.

Staff Present: City Manager Dan Weinheimer, City Attorney James Walker, City Recorder Sue Ryan, Assistant City Manager/Human Resources Director Kezia Wanner, and Public Works Project Specialist Karen Tarmichael.

WORK SESSION:

City COVID-19 update:

Public Works Project Specialist Tarmichael gave an update on the modifications made to public buildings, changes in staffing, PPE, use of online resources, communications with other agencies, and other control measures that had been put into place in response to Covid-19. Most of these changes were paid for by CARES Act funding. She discussed vaccine phasing for staff and preparations for reopening. Assistant City Manager Wanner explained the protocols and policies related to Covid that had been put into place.

There was discussion on continuing safety precautions after vaccinations, notification procedures, providing additional leave for staff members to recover from the vaccine, impact on city employees from the disease, sick leave policy for the future, and thanks for the work.

Committee changes discussion:

City Manager Dan Weinheimer discussed the challenges to managing boards and commissions. City Recorder Sue Ryan listed the ideas for improvements to the process.

Discussion: A Council subcommittee, code changes, removing barriers such as meals, childcare, and money off water bills, trouble filling committees, get rid of or combine similar committees, and survey current committee members for ideas. There was consensus to create a subcommittee of the Council. Mayor Rogers and Councilors Bacon and Findley volunteered to serve on the subcommittee with Councilor Yarnell Hollamon as an alternate.

BUSINESS SESSION:

Councilors Present: Mayor Rick Rogers, Councilors: Denise Bacon, Elise Yarnell Hollamon, Stephanie Findley, Julia Martinez Plancarte, Bryce Coefield, and Mike McBride.

Staff Present: City Manager Dan Weinheimer, City Attorney James Walker, City Recorder Sue Ryan, Community Development Director Doug Rux, and Senior Accountant Dan Keuler.

Meeting called to order at 7:05 p.m.

PRESENTATIONS:Audit presentation:

Senior Accountant Dan Keuler introduced the agenda item.

Brad Bingenheimer, Boldt Carlisle Smith [Singer Leewalk], said the annual audit had been completed for the fiscal year ending June 30, 2020. The financial statements presented fairly in all material respects. The overall net position of the City was \$158 million, which was a positive growth. The General Fund did have a decrease. Overall governmental fund balances decreased by \$1.7 million. During the last five years these balances had grown by \$3.5 million. He explained how the utility services increased from the prior year.

The net pension liability for the City's plan was \$13.7 million. This was an increase from 2014 when it was \$9.9 million. The City's share of Oregon PERS liability was currently \$8.8 million. At some point these liabilities had to be funded with contributions by the City. This would mean difficult choices ahead for City management and City Council. The City had complied with local budget law, and the budget had been spent within the appropriation categories that were established for the year. No weaknesses were identified in the internal controls.

Discussion:	Timeframe for funding pension liability, good work on the budget.
Action:	To accept the auditor's report and the comprehensive annual financial statements for the year ending June 30, 2020.
Motion:	Councilor McBride
Second:	Councilor Bacon
Vote:	7 Yes 0 No

Quarterly Chehalem Valley Chamber of Commerce Presentation:

CVCC Director Josh Duder presented the Chamber Visitor Center Quarter 2 Report. 2020 was not good for the Visitor Center as there were only 7 visitors. But the Visitor Center was open every day that they could be open. There was a significant drop in the amount of money that they applied to personnel and overhead. They were down \$20,000 due to paying off tenant improvement fees in Quarter 1. He explained what a Chamber of Commerce was, the services they provided, and their plans for 2021.

There was discussion regarding how the Chamber, Downtown Coalition, and Visit Newberg would work together and use of Transient Lodging Tax funding.

CITY MANAGER'S REPORT:

City Manager Weinheimer reported on Finance Department assistance interviews and selection of Merina & Company (new interim Finance Department), informational meetings with Miller Nash (new legal firm), Council Work Sessions, Police Chief search, meeting with the School District's Hispanic parent group, and meeting with the Equity Task Force.

Discussion: Completion timeline for Diversity Equity and Inclusion report, Police Chief recruitment and timeline.

PUBLIC COMMENTS: None – Rachel Brown had signed up but did not show.

PUBLIC HEARINGS:

1. Resolution 2021-3717, Rain Dance Vineyards application

Mayor Rogers opened the public hearing. He called for any abstentions, bias, ex parte contacts, or objections to jurisdiction. There were none.

CDD Rux gave the staff report. He said the County received an application for a conditional use and design review to turn the residence on Zimri Drive into a wine tasting room. The Council would provide a recommendation to the County, and the County would complete the land use process. He explained the minor modifications and additional required parking. The Council had to determine if the proposed activity would preclude future urbanization of the parcel. Staff concluded that it would not and recommended approval.

Mayor Rogers closed the public hearing.

Applicant: Ken Austin, Jr. said they wanted to move the tasting room into the home and there would be a lot of outdoor space for people to enjoy the scenery.

Public Testimony: None

Discussion: Future plans for the County roads when they were brought into the City

Action: To approve Resolution 2021-3717, A Resolution recommending Yamhill County approve a proposed winery and tasting room at 3004 NE Zimri Drive, Yamhill County tax map & lot R3209 02500.

Motion: Councilor Findley

Second: Councilor Yarnell Hollamon

Vote: 7 Yes 0 No

NEW BUSINESS:

Chehalem Parks and Recreation District (CPRD) Connect Oregon grant support request
CDD Rux said this was to support a grant for CPRD with Connect Oregon to build a segment of trail from Industrial Park Way to River Street. There was a required 30% match with unidentified funding source.

Paul Agrimis, Greenworks, said CPRD coordinated with ODOT during the design of Phase 1 of the Bypass so they could make these connections and be ADA accessible. This was the culmination of long term planning and a desire to connect Newberg to Dundee in the future. The trail would provide safe routes from neighborhoods to employment areas.

Councilor McBride asked about the match amount. Mr. Agrimis said it would be split between the City and CPRD. CDD Rux said the City did not have excess funds for the match. Casey Creighton, of CPRD, said this was an important trail for Newberg. They were reaching out to the County, and looking for other funding options. CPRD did a lot for the community. This was worth pursuing. He asked the City move forward with the funding if possible.

CDD Rux said the grant application was due February 1st. As they were working on the Transportation System Plan and Urban Renewal Plan trying to identify what projects they might fund. This proposed project was a component of that, but those decisions would not be made for months. The letter supported the application. The issue left unresolved was the match component.

There was discussion on:

- Timing of the grant
- Possibility of City funding or not.
- Use of System Development Charge (SDC) funds.
- Use of Transient Lodging Tax (TLT) funds.
- Eligibility of use of specific funds.
- Support for letter but concern over committing funds as not budgeted.

Action: To have the Mayor sign and forward the Newberg-Dundee Bypass Trail – Phase 1 2021 Oregon Communities Paths grant support letter to the Chehalem Park and Recreation District as amended to say the City would work with the District to identify matching funds.

Motion: Councilor McBride
Second: Councilor Coefield
Vote: 7 Yes 0 No

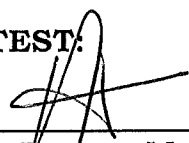
COUNCIL BUSINESS:

Council Committee Reports – Mayor Rogers watched the MLK Day celebration put on by the Cultural Center. The show was great.

Meeting adjourned at 8:33 p.m.


Sue Ryan, City Recorder

ATTEST:


Rick Rogers, Mayor