

**MINUTES OF THE NEWBERG CITY COUNCIL
DECEMBER 1, 2003
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING - TRAINING ROOM**

I. CALL MEETING TO ORDER

Mayor Stewart called the meeting to order.

II. ROLL CALL

Bob Andrews	Mike McBride
Roger Currier	Bob Larson
Doug Pugsley	Robert Soppe

Others Present:

James H. Bennett, City Manager
Terrence D. Mahr, City Attorney
Mike Soderquist, Community Development Director
David Beam, Economic Development Coordinator
Barton Brierley, City Planner

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was performed.

PUBLIC MEETING SECTION

IV. PUBLIC COMMENTS

Darlyn Adams, 131 Johanna Court, Newberg, Oregon, presented the Animal Shelter Friends report noting the balance in the fund is \$96,163.02. She added that the Christmas Open House was scheduled for December 13-14. They will be selling home-made goodies. They will have Wine Country beads and jewelry, t-shirts, sweatshirts, etc. Goal for the open house is \$1,200. Brick sales are at \$5,050. Hopes to end the year close to \$100,000. Containers have taken in \$6,400 over the past 3 years. Next board meeting is December 11th. Next general meeting is December 18th where they will be raffling off Christmas baskets and a giant white teddy bear.

V. CONSENT CALENDAR

1. (Item 1 was pulled for discussion under New Business.)
2. Motion to authorize the purchase of a replacement wheel loader on a five year municipal lease-to-purchase plan with a final value of \$111,192.

MOTION: Currier/Andrews to authorize the purchase of a replacement wheel loader on a five year municipal lease-to-purchase plan with a final value of \$111,192. (Unanimous). Motion carried.

NEW BUSINESS

1. (from Consent Calendar)

Motion to fill two Planning Commission vacancies with the most qualified candidates:

Dione Baumer
Steven Dodson
Matson Haug
Louis Larson

Dione Baumer, 121 Lauren Court, Newberg, Oregon, said she wanted to let the Council know she enjoys this type of work. She likes working with the City and the Planning Commission needs a good mix and believes that she would fill this need. Councilor Soppe asked if she had attended the Planning Commission meetings. Ms. Baumer said about 1-2 and she feels they need a broader range of the city representing land use issues. Councilor Currier asked if there were any specific qualities to enhance the meetings. Ms. Baumer said she is not a professional. She is a mother, works here and wants to be involved in seeing the City grow. Councilor Pugsley noted that the land use laws are stiff. Ms. Baumer said that the laws are there to help take everyone's ideas and wants into consideration.

Steven Dodson, 3509 Vittoria Way, Newberg, has lived here for just over 8 years. Newberg is a very livable community. The ability he brings is that he works well on committees. He has great ideas for achieving a common goal on the Planning Commission. Councilor Soppe asked about city committees. Mr. Dodson said he attended PC meetings in Newberg and has had some involvement in other communities. Councilor Currier asked for any unique qualities he would bring to the Commission and enhance it. Mr. Dodson said that a new personality does bring changes. He can see 10 years down the road and has worked with enough committees to navigate the road together to come to a conclusion. Councilor Currier noted the growth factor and asked if he is leaning toward a controlled growth or larger growth for the community like Sherwood. Growth, unless forbidden, will happen. He and his family moved here because of the small town atmosphere. Councilor Larson asked if his job with UPS would interfere with night meetings - possibly only December.

Matson Haug, 1524 Hess Creek Court, Newberg, said he is currently on the Planning Commission and he is proud of what he and the Commission have done. He would like to continue on the Planning Commission. Councilor Soppe asked what he has done in the past couple of years on the PC that stands out as a specific accomplishment. Mr. Haug said that, in general they can meet and come up with a strong consensus. He is proud of this fact. It is not like they think the same way. They bring forth issues and arrive at a good conclusion. Councilor Pugsley noted the transportation workshops bringing out ideas. Mr. Haug said it is good to help promote people to participate. He would like the truck traffic on Hwy 214 and Hwy 240 to come around the city. He is proud of the Council for promoting more public involvement. The more people that understand the Council and the Planning Commission, the better ideas come through.

Mr. Louis Larson, 3220 Juniper Drive, Newberg, noted his experience on the Newberg and Beaverton Planning Commissions following the Comprehensive Plan and the Codes. There are specific plans that he has worked on: downtown rezoning and the waterfront. The PC has tried to get property owners and developers to help balance with the neighbors which are most effected by land use issues. To go beyond what is reasonable as a PC, they look beyond the public

interest of the community. The PC lays the foundation for the decisions of the community. Some projects will have a positive or negative impact depending upon the factors of citizen involvement. Newberg has a possibility of being over-run by the Portland metro area. He is a proponent about keeping Newberg's identity going. New projects can add value to the growth of Newberg. Discussion was held concerning new developments which create a positive effect on economic development. Mr. Larson said that he never missed a public hearing and only missed one public meeting in October. Councilor Currier suggested that anyone who has applied and is not selected may be interested in the ad hoc committee on Newberg's future and to stay involved.

NOMINATIONS:

1. **Soppe/Pugsley** to nominate Matson Haug. (Unanimous). Motion carried.
2. **Currier/Pugsley** to nominate Dione Baumer (2 Yes, 4 No [Larson, McBride, Soppe, Pugsley]). Motion failed.
3. **Larson/McBride** to nominate Louis Larson (4 Yes, 2 No [Currier, Andrews]). Motion carried.

Mayor Stewart announced that Matson Haug and Louis Larson were reappointed to the Planning Commission. Mayor Stewart noted that he would like to have Mr. Dodson and Ms. Baumer apply for other city committees.

VI. PUBLIC HEARING

1. Public Hearing considering the approval of the preparation and submittal of an application for Community Development Block Grant funds for the construction of a Newberg Head Start facility.
(Legislative Hearing)

Economic Development Coordinator David Beam said the proposal to use block grant funds for a permanent facility would be submitted to OEDD. Head Start was started in the mid- 1960's to enhance the education of low income families. The Head Start program in Newberg has been located in temporary facilities, currently the Joyful Servant Lutheran Church which has asked Head Start to relocate. It is to be sited on a piece of land owned by the Austin Family and they will donate the property under two conditions: Head Start to secure funding and have the property rezoned. They are now M-2. They have submitted an RP (residential professional) rezoning application . CASA will be the project manager. CASA is headquartered in Newberg to assist farm workers and families and improve housing facilities. The total package is estimated at \$1.2 million. They would request \$600,000 from CDBG and \$238,000 from USDA rural development and the rest to be received from private foundations. Only city and counties can submit applications such as this. Completion date is January, 2005. Once completed, the City has to retain possession for a period of 5 years to make sure that it meets the goals of CDBG. The proposal date to hand over the property to Head Start would be some time later. They are asking for approval of the grant application and will come back to the Council after the grant is approved.

Councilor Currier asked about the specific location of the property. Councilor Currier asked for better location maps. Mr. Beam said he would provide such information to the Council. Discussion was held concerning the 5 year obligation to enhance the lives of low income residents. Councilor Currier asked about the exact obligation to the City. Mr. Bob May is the Director of CASA and Mr. Eichman is the Executive Director of Head Start.

Bob May, Housing Programs Manager, CASA, 212 E. First Street, Newberg, Oregon. Mr. May said he did the Harvest House homeless shelter in 1990. CDBG requires the City to insure that the building is used to provide a service to low income people. Head Start will carry all necessary insurances and the City is named as an additional insured. They are asking tonight that the City make the application. This is the initial step to inform the public that the City is doing the application. The City is not backing itself into the corner by any means. Mr. May said he has done about 8 applications in Yamhill County and others throughout the state.

Councilor Andrews asked what CASA stands for: Community and Shelter Assistance. He asked if they have done other projects: about 600 housing units and community buildings in Hillsboro. They tend to get involved in Head Start and similar activities that help low income. Are there no other facilities in Newberg that could meet their needs? They are looking for a permanent space.

Michael Eichman, Executive Director, CASA, 800 E. Second Street, McMinnville, Yamhill County, said they have reviewed rental options and the most unserved community in Yamhill County is in Newberg The Joyful Servant Lutheran Church has been a God send. But they have outgrown their relationship. Councilor Andrews asked if the CDBG is available for an existing building through the Block Grant program. Discussion was held concerning generating income through administrative services and other related fees. Discussion was held concerning the USDA loan of \$238,000 that would be repaid over 40 years at 4% which can be serviced on a monthly basis.

Councilor McBride discussed the City being the pass-through vehicle to do the application and would the City be required to pay utility and similar bills. Mr. Mahr said we have worked with CASA before: once to build the senior center (CPRD) and the Harvest House. They did work with CASA to manage the funds. If they could not repay the loan at all, the City could step in and own the structure.

Councilor Soppe said, with any default, the City could take possession. Where is the funding once the building is built. Mr. Eichman said that funding comes from federal grants that run Head Starts throughout the country. Oregon Department of Education will also help funding. They anticipate growth in the community and would have ability to expand. They are presently serving students.

Councilor Larson asked about providing decent housing, buying rentals. Mr. May said they are building new multi-family housing around the state where there is a need for farm labor housing. Discussion was held concerning farm workers having a decent place to live. The community recognizes the needs for quality housing where farm workers and are treated with dignity. Habitat for Humanity is not the same. The housing for CASA is done by a non-profit like the Housing Authority, a long term loan with a reduced interest rate.

Councilor Pugsley asked the value of the property donated by the Austins: \$250,000. He likes the design. Mr. Eichman said the building is designed to lower utility costs and have an energy efficient building. Mr. May said that he was anxious to get involved with this project because the design will lend itself to use for other community buildings. It heats with residential hot water and a heat exchange unit.

Councilor Currier said that they have conquered the flooring problems with concrete flooring. The suspended floors create heated air that flows into the building and goes through a long tube so the air coming into the building is pre-heated. Councilor Currier addressed stale air being conducive to mildew. Mr. Eichman said that fresh air is circulated through the building to address that problem.

Tape 1 - Side 2:

Councilor Soppe asked about the alignment to Crestview road. Mr. May said they are not encroaching into that area. The road shows what the City is working on with the master transportation plan.

Councilor Andrews asked Mr. Beam about residual costs the City may have to absorb. Mr. Beam said staff will be overseeing the general contractor and that Head Start and CASA will be submitting reimbursement requests for costs and required to do a single audit for the project. Mr. Beam said that with the CPRD Central School project accounting and auditing costs have been reimbursed. This would be a new grant not otherwise awarded or approved. They are just asking to proceed with the application. Mr. Beam, said once approved, they will come back with the grant. Mr. May said that CASA will write the grant, to be reviewed by the City and approved.

Councilor Currier inquired about the building of the facility known as the Harvest House. This was a refurbishing project/house purchased by CASA.

Mr. Beam said it was staff's recommendation to approve.

MOTION: Larson/ Pugsley to approve the preparation and submittal of an application for Community Development Block Grant funds for the construction of a Newberg Head Start facility. (Unanimous). Motion carried.

BUSINESS MEETING SECTION

VII. CONTINUED BUSINESS

None.

VIII. NEW BUSINESS

1. **Resolution No. 2003-2485** authorizing the City Manager to enter into an agreement with the State of Oregon to exchange \$204,811 Federal Funds for \$192,522 State Funds.

Mr. Dan Danicic, City Engineer, said each year federal money is routed through the state to smaller cities to use on transportation programs. The projects these funds could be used for are the Northen Arterial and Haworth/Springbrook intersection improvements. Request is to authorize the CM to sign agreement to be approved by ODOT. Any projects will be back to the Council for contract awards. They follow state contracting rules.

Councilor Andrews said he is confused that in the body of the agreement, item 5(E) (page 40), regarding the availability of the funds past July 1, 2005. Mr. Danicic said that the State only guarantees the funds are available until July 1, 2005 and may not be available after that time.

Councilor Currier addressed the Haworth-Springbrook road improvements. He hopes that it will be better for Safeway customers coming into the property at a 4 way stop. They had some problems getting Safeway to do something with the intersection. Mr. Danicic addressed the 4 way stop. Springbrook Plaza hired a traffic analyst to work on the Springbrook light. Councilor Currier addressed a staging area coming up to the 4-way stop. He questioned Kittleson's numbers that appear to be outdated by 4-5 years.

Councilor Soppe asked how much construction has already been completed and what is proposed for the future?. What is the 15-25% different between the federal and state contracts? Mr. Bennett said that the federal costs are higher because of the costs of complying with federal regulations. That is why we do the exchange.

Councilor Pugsley asked if this is always done. The 15% barely makes up the difference. Mr. Bennett said these are federal highway dollars. If you switch them for state dollars, you can use them for other projects.

MOTION: Pugsley/Currier to Adopt Resolution No. 2003-2485 authorizing the City Manager to enter into an agreement with the State of Oregon to exchange \$204,811 Federal Funds for \$192,522 State Funds. (Unanimous). Motion carried.

2. **Resolution No. 2003-2486** establishing the Ad-Hoc Committee on Newberg's Future.

City Planner Barton Brierley presented the staff report. We are reaching a point where we need to examine the urban growth boundary (a vision of the future in 20 years). The City's UGB has not changed significantly. It is time to look at where we need to be in the future. They propose creation of a citizen ad hoc committee that will make recommendations to the Council. The committee would look at big picture issues - whether to change the UGB/URA and how and where it should occur. They have a decision making process that goes through NUAMC. They are proposing a committee of 10-12 people.

Councilor Larson said that, once the committee is established, it should take about a year and then be disbanded.

Councilor Currier asked about including Friends of Yamhill County and 1000 Friends. He did not see them listed there. He said they can be included if the Council wanted. Mayor Stewart said that with advertising, we are getting a pool of candidates which will be approved by the Council. Mr. Mahr said the ad hoc committee is appointed by the Mayor. Discussion was held concerning self - selection or appointing members to the committee. Councilor Andrews said that there may be an effort to recruit rather than just wait to see what we get.

Councilor Soppe addressed ad hoc appointments to be approved by the Council not just the Mayor. Mr. Brierley said they have set up a Newberg Downtown Redevelopment Committee which is a standing committee. The cable committee was an ad hoc committee. The Newberg

Animal Shelter Friends is also an ad hoc committee. The Council rules were last adopted in April, 2000 and can be revised.

Councilor McBride said that the two applicants that were not appointed to the PC should be invited to apply.

Councilor Andrews asked if the mayor has the prerogative to identify the Chair/Vice Chair? Could we delegate to the committee the right to appoint the chair? Councilor Currier said the leadership can direct the committee in a certain way. Mr. Mahr said the Council rules state that the mayor will appoint the Chair/Vice Chair. The language in paragraph 4 will be corrected to reflect the rules of the Council.

MOTION: Larson/McBride to adopt Resolution No. 2003-2486 establishing the Ad-Hoc Committee on Newberg's Future as corrected. (Unanimous). Motion carried.

IX. EXECUTIVE SESSION

None.

X. ADJOURNMENT

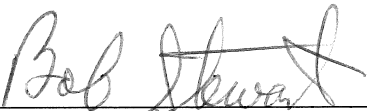
MOTION: Larson/McBride to adjourn at 8:20 p.m. (Unanimous). Motion carried.

ADOPTED by the Newberg City Council this 20th day of January, 2004.



James H. Bennett, City Recorder

ATTEST by the Mayor this 22 day of January, 2004.



Bob Stewart, Mayor