

NEWBERG CITY COUNCIL MINUTES

REGULAR SESSION

March 20, 2017, 7:00 PM

PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

A work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Bob Andrews, Councilors Denise Bacon, Stephen McKinney, Patrick Johnson, Scott Essin and Mike Corey. Councilor Hayley Delle was absent. Staff present were Joe Hannan, City Manager, Truman Stone, City Attorney, Doug Rux, Community Development Director and Matt Zook, Finance Director.

Mayor Andrews called the meeting to order. An Executive Session was added to the end of the business session pursuant to ORS 192.660(2)(h).

Community Development Director Rux presented on the Transient Lodging Tax ad hoc committee, established in December 2016 with 13 members. The committee had been working on small and large grant programs application packets and criteria. The budget for small grants was \$20,000 and six applications had been received with 5 recommended for approval. They just formed the large grant program and were working on marketing. There was discussion on how applications were weighted against criteria. All of the applicants received at least 60% of the funding requested, and the one they did not recommend to fund was eligible for the upcoming large grant program.

The subcommittees were working on marketing using resources from both the Chamber of Commerce and Travel Oregon. Funds could be spent during a five-year period.

CALL MEETING TO ORDER

The Mayor called the business session to order at 7:00 p.m.

ROLL CALL

Members Present:	Mayor Bob Andrews	Scott Essin
	Stephen McKinney	Denise Bacon
	Patrick Johnson	Mike Corey

Members Absent: Hayley Delle

Staff Present:	Joe Hannan, City Manager	DawnKaren Bevill, Acting City Recorder
	Matt Zook, Finance Director	Truman Stone, City Attorney
	Doug Rux, Community Development Director	
	Jay Harris, Public Works Director	Kaaren Hofmann, City Engineer

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

CITY MANAGER'S REPORT:

City Manager Joe Hannan reported on current activities across the City including speaking with County Emergency Management about a partnership, one-on-one department budget meetings, ADEC regarding future expansion, employee and student training and employee housing assistance, meeting on skinny houses and how they might be used for affordable housing and/or downtown infill, reviewing a draft plan for a City trolley, Future Focus group meeting, attending the Chamber Board meeting, attending the Downtown Coalition Board meeting, holding a Veterans Administration telephone conference, introduction and grant possibilities for Minthorn House and George Fox Museum initiative, meeting the new Cultural Center Director and Board members, meeting with the Mayor and Doug Rux with a prospective business sponsored by Oregon Business, meeting with Newberg Veterans to discuss their idea of installing banners on city owned poles honoring veterans, facilitating a speaking date for Roy Gathercoal regarding challenges of persons in wheel chairs in

Newberg, attending the Mid-Willamette Valley Council of Governments, telephone conference calls related to WCCCA and Dispatch and radio upgrade, attending the Parkway Committee meeting, attending two Chamber Greeters meetings, attending the Villa Road Project progress meeting, following up with US Army liaison for emergency preparedness to seek surplus equipment or funding.

PUBLIC COMMENTS:

Roger Grahn, Newberg resident, spoke on affordable housing. There had not been an affordable apartment as defined by the Affordable Housing Commission in Newberg for quite some time. The biggest reason was because of costs He proposed reducing SDC and permit fees and changing how the fees were paid, such as paying some at the time of the issuance of the permit, paying more at the time of the occupancy certificate, and the balance would be taken out of a percentage of the operating income until it was completely paid.

If it was necessary to charge interest, it should be like the interest in an LID, 1 to 2%. It should be non-transferable and if it was sold, the balance would need to be paid off. There should be a provision that it be paid within 10 years and there should be an exemption from rent control. He would like to develop 60 apartments on Wynooski at the old Lewis Academy site. He explained the costs associated with that development and how it would help him if he could make payments. If affordable housing was a goal, the City was going to have to step up but continuing to raise costs would exclude the people they were trying to include.

Bryan Stewart, Newberg resident, announced the Camellia Festival and Run on April 8. He thanked everyone who worked on the grant. The American Camellia Society would holding their national convention in Newberg. He talked about a plant -- #1007, a camellia that would be known as the City of Newberg Camellia. The State Senate adopted Resolution #26 which recognized Newberg as the official Camellia City of Oregon.

Councilor Bacon asked how they had allowed SDC payments for the apartments on Church Street. CDD Rux would have to research it. City Attorney Stone said there was Code provision to allow SDC payments, but not for permit fees.

NEW BUSINESS: Resolution 2017-3362: Awarding Transient Lodging Tax Small Grant Funds

CDD Rux said last year the Council started the Transient Lodging Tax program and an ad hoc committee. The committee reviewed grant applications in March. Six applications were received: \$2,500 for the Oregon Camellia Society Convention, \$8,000 for the Camellia Festival and Run/Walk, \$1,400 for the Hoover-Minthorn House Museum signs, \$5,000 for the Old Fashioned Festival fireworks, \$7,500 for Light the Fire Benefit, and \$10,000 for Tunes on Tuesday semi-permanent fencing plan. The committee evaluated these applications on March 15. There was a total of \$34,400 requested and \$20,000 in available funding. The committee thought the Tunes on Tuesday proposal could meet the requirements of the large grant program that had been developed. The committee recommended awarding \$2,000 for the Oregon Camellia Society Convention, \$6,550 for the Camellia Festival, \$1,400 for the Hoover-Minthorn House, \$3,500 for the Old Fashioned Festival, and \$6,550 for the Light the Fire Benefit. There was discussion on how the applications had met the match requirement and had met the state definitions for tourism promotion.

MOTION: Essin/Corey moved to adopt Resolution 2017-3362, A Resolution awarding Transient Lodging Tax Small Grant funds to the Oregon Camellia Society, Chehalem Cultural Center, Newberg Old-Fashioned Festival, Hoover-Minthorn House Museum owned and operated by the National Society of Colonial Dames of America in the State of Oregon, and Yamhill County Community Action Partnership. (6 Yes /0 No/1 Absent [Delle]).

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Resolution 2017-3361: Master Fee Schedule:

Finance Director Zook said staff assembled the fees except for pass through and franchise fees. The schedule had a standard Consumer Price Index of 2.1 %. Most fees in the resolution would not increase. He asked the Council keep the Public Works fee for the Memorial Park gazebo in the schedule, which had originally been taken off.

MOTION: **Corey/Bacon** moved to adopt Resolution 2017-3361, A Resolution updating the Master Fee Schedule. (6 Yes /0 No/1 Absent [Delle]).

Riverfront Master Plan Update: CDD Rux said the current Riverfront Master Plan was adopted in 2002. New bypass construction now went through the middle and no other work on the plan had been done since 2002. The SP Fiber mill, which was in the area was sold to WestRock, which closed the facility in 2016. The City was working on updating the plan using grant money. Under the current plan the area of the Riverfront Master Plan boundaries were Knight Street as the northern boundary, Chehalem Creek as the western boundary, Wynooski as the eastern boundary and the Willamette River as the southern boundary. To date, the scope of work was finalized with an RFP done for a consultant. The next steps involved establishing committees and there was a year-and-a-half of planning work ahead. The City had been working with other agencies on the mill closure and the impacts to the City planning process. There was discussion on how most of the Westrock mill site was in Yamhill County and not in the City, the grant and work being done using the state money.

TLT destination development and marketing materials: CDD Rux said the committee worked on developing materials for the Destination Development Marketing grants. Future work would include solicitation, committee review and recommendation to Council. \$250,000 was available for this grant program. It could be used for tourist related facilities or marketing. The proposed timeline was to solicit from March 31 until June 30. Matches would be required. For nonprofits, it would be \$1-to \$1 either cash or in-kind. For profits was the same amount but matches had to be cash only. Some items were not available for the TLT funding including salaries, and operating costs. There was discussion on how target markets were identified, staff resources and the evaluation process, refining future frameworks and other suggestions to improve the processes.

Capital Improvement Plan (CIP) presentation: City Engineer Hofmann said the CIP was a five-year program for capital projects of more than \$25,000 that were funded by utility funds. Next fiscal year's projects include: Inflow and Infiltration, 5th Street rehabilitation, Wastewater Master Plan, Wastewater Treatment Plant oxidation ditches, Dayton Avenue pump station, Chehalem wastewater extension, lift station coatings, oxidation ditch rotor replacements, dehydration unit rebuilding, Blaine Street stormwater project, Villa Road improvements, pavement rehabilitation, Crestview Drive/99W to Springbrook Road, College Street bike lanes, sidewalks from Aldercrest to Foothills, LED streetlight conversion, water rights review and reconfiguration, West Illinois fire flow project, Chehalem water extension, seismic resiliency of the Wastewater Treatment Plant, College Street waterline relocation, Water Treatment Plant hypochlorite generator, Well # 8 emergency generator, and maintenance yard improvements.

Staff identified needs through master plans, Council goals, operational needs and regulatory obligations. There was discussion on sidewalks that would be installed on Villa Road, 5th Street, Crestview Drive and College Street; the inflow & infiltration funds from utility bills; and the impact of the Transportation Utility Fee (TUF) if it passed. City Engineer Hofmann said if the TUF passed in April it would be implemented July 1 but this list did not include those projects.

There was additional discussion on the renovation of the Public Works maintenance yard and compost sales.

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COUNCIL BUSINESS: Mayor Andrews announced an American Legion pancake breakfast. He said the Senate Concurrent Resolution #26 to name Newberg the Camellia City was moving forward. Councilor Essin reported on the Parkway Committee.

EXECUTIVE SESSION – ORS 192.660 (2) H

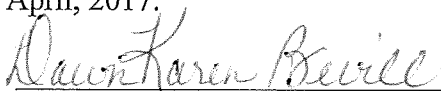
Council entered Executive Session at 8:55 p.m. to discuss pending litigation.

Staff present included City Manager Hannan and City Attorney Stone.

Council exited Executive Session at 9:10 p.m.

ADJOURNMENT: The meeting was adjourned at 9:10 p.m.

ADOPTED by the Newberg City Council this 17th day of April, 2017.


DawnKaren Bevill, Acting City Recorder

ATTESTED by the Mayor this 17th day of April, 2017.


Bob Andrews, Mayor