

NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
October 2, 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 Andrews, Councilors Patrick Johnson, Scott Essin, Denise Bacon, Mike Corey, Stephen McKinney and Matt Murray. City staff present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Public Works Director Jay Harris, Community Development Director Doug Rux, Library Director Leah Griffith, Information Technology Director Dave Brooks, Police Chief Brian Casey, Finance Director Matt Zook, Human Resources Director Anna Lee, Police Captain Jeff Kosmicki, Police Support Services Manager Mary Newell, and Communication Outreach Specialist Rosa Olivares.

Mayor Andrews called the meeting to order.

Department Head Presentations: CDD Rux reported on project work involving affordable housing, grants, economic development, stormwater and wastewater master plans, population estimates for the comprehensive plan. Annexation work had included approval of the Dutchman Ridge and Veritas applications, and work on regulations for R-3 land on large annexations. The Council approved the Stormwater Master Plan and staff was working on the Wastewater Master Plan. He listed Site Design Review applications in process. He toured A-Dec with the governor, worked on the Bypass MOU which was on the agenda tonight, and a variety of other items. The RFP for the Cameo Theatre was out for the theatre to be added to the national historic register. Work involving SDCs had been done with Habitat for Humanity, and Gracie's Landing.

IT Director Brooks said year to date average the department had closed 442 tickets per month. A new on-call pager service had been instituted. They were working on an Advanced Vehicle Locator program and Use of Force application for the Police Department, software upgrade in the Dispatch Center, building the disaster recovery site, upgrading the Wonderware system for Public Works, and replacing the wireless network at the well field. They would be doing a security upgrade soon and continued to do business analytics work.

Police Captain Kosmicki said from January to present there had been 25,808 calls for service, 2,200 arrests, 967 traffic stops, 6,500 citations, 3,226 written warnings, 4,400 mental calls, 98 suicide attempts, and 14 drug overdoses. He discussed how the department was handling suicide, homelessness, and panhandling calls.

HR Director Lee reported on recruitments and new hires in Public Safety and Public Works. The Public Safety contract had been ratified and was being implemented. There would be a union negotiation meeting tomorrow with AFSCME. She attended conferences. HR was scanning files to have electronic versions, and was working on electronic self-service for employees. She would be rolling out a new employee training seminar on teamwork and customer service. Open benefit enrollment would begin next week.

FD Zook had been securing funding for the WCCCA communications upgrade, equal pay budget billing for utility customers to begin in 2018. The Transportation Utility Fee was now in its second month and generated more than \$100,000 last month. Staff estimated receiving \$1.15 million annually from the Fee. In October they had the least amount of utility shut-offs than in the last four years, only 19 people. Citizens Rate Review Committee started work this week. People could pay online now for Court. There was discussion on the TUF, and utility assistance.

PWSD Harris said Wastewater Treatment Plant had a new chlorine system, and other improvements. Software systems were changing so staff could use I-pads in the field. Trak-it software was working well. He said summer production went well at the Water Treatment Plant, water line flushing during the fall months, the recycled water system was now off-line for the season, and Otis Spring was online. The new office building for

facilities was online now. Exterior repairs and landscape improvements had been made to City Hall. He was working on an ADA study for City Hall and the Library. Villa Road construction began today. Staff was working on a five year pavement maintenance plan. There was discussion on how to fund it.

Library Director Griffith said there were 2,300 participants in the Summer Reading Program. They also gave out free eclipse glasses. Summer Lunch Program had 100 kids per day participating. Remodel of the Circulation Workroom began today. As part of the Library Strategic Plan, library hours had been added and new books and materials had been purchased. This had not happened for a long time. They were still only open 42 hours per week, which was lower than most libraries their size. She would like to add Sunday afternoon hours in the future. They had a good Facebook presence and had completed a technology review. The RFID technology had been added to all of the Library's materials. For 2017 they received \$105,000 in grants. The Library's website, brochures, and signage would be updated and there were several projects to be done. The annual Christmas tree lighting would be December 2.

CALL MEETING TO ORDER

Mayor Andrews called the business session to order at 7:20 p.m. The mayor called for a moment of silence for the communities in Las Vegas affected by a mass shooting and those affected by recent hurricanes.

ROLL CALL

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

Staff Present:	Joe Hannan, City Manager	Truman Stone, City Attorney
	Sue Ryan, City Recorder	Doug Rux, Community Development Director
	Jay Harris, Public Works Director	

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

PRESENTATIONS: City Recorder Ryan gave a brief overview of the changes to Public Records laws passed in the 2017 Legislature. She discussed SB 106 which created a Public Records Advocate position. The purpose of the position was to resolve conflicts between requesters and agencies and to provide training to public agencies. There would be an advisory body that would go along with the position. She then discussed HB 2101 which set up a database to search for exemptions to the public records laws and set up a subcommittee to streamline the laws. SB 481 would change the process for public records requests by setting timelines for responding to requests and exemptions. Requests would be acknowledged within 5 business days of receiving them and would be fulfilled within 10 business days from the acknowledgement. This bill would become effective January 1, 2018. The City's forms would need to be changed to conform and she explained the changes that would be made as well as how the 10 day clock could start and stop under certain circumstances. She would be bringing this back as a resolution to Council on November 6 for adoption. There was discussion on the fees charged for records requests.

CITY MANAGER'S REPORT: City Manager Hannan asked Community Outreach Specialist Olivares to speak. She reported on public information efforts that had been taken regarding the TVF&R annexation and the Bypass event. She thanked Newberg High School group, community members, and staff who had volunteered to help with the event.

CM Hannan said the Oak trees were down on Villa Road and staff would look into how the wood could be used. An Emergency Preparedness Fair would be held October 21. He met with the State Forestry representative regarding possible tree preservation programs. He attended several events and meetings. He asked for topics to discuss with the School Board at the upcoming joint meeting.

CONSENT CALENDAR:

MOTION: Corey/Bacon moved to approve the Consent Calendar including convening the Citizens Rate Review Committee and instruct the committee to begin the rate review process under the authority as described in Newberg Municipal Code 2.15.130, and that the committee meet on October 5, 2017 and set a schedule to accomplish the tasks and Council Minutes for August 24, 2017. Motion carried (7 Yes/0 No).

NEW BUSINESS: Resolution 2017-3413, Support for DLCD Technical Assistance Grant
CDD Rux said the City received a DLCD grant in 2015 to start the Urban Growth Boundary expansion process. They required a resolution in support. Staff planned to submit the application by the end of the week. They were going to request \$75,000 to take the next steps.

MOTION: Bacon/McKinney moved to adopt Resolution 2017-3413, A Resolution supporting and authorizing staff to submit an application to the Department of Land Conservation and Development for a Technical Assistance Grant for planning project assistance – Urban Growth Boundary (UGB). Motion carried (7 Yes/0 No).

Resolution 2017-3414, ODOT MOU for Springbrook Road Access:

CDD Rux said ODOT agreed to do the permitting for driveways on Springbrook Road under the 2016 agreement. This year ODOT began discussions with the City on temporary jurisdictional transfer of Springbrook Road to ODOT. Some challenges were emergency access onto the Bypass as Springbrook was designated as an expressway. The City agreed not to require a public hearing if ODOT would amend the IGA. This MOU outlined what both agencies' intentions. The City's intent was to grandfather in all of the existing driveways and ODOT would give them permits. For the undeveloped properties they could apply to ODOT for a permit and both ODOT and the City would review the applications. There was discussion on how residents would access the road and jurisdictional issues.

MOTION: McKinney/Corey moved to approve Resolution 2017-3414, A Resolution approving a Memorandum of Understanding OR 18: Newberg-Dundee Bypass for access to Springbrook Road. Motion carried (7 Yes/0 No).

City Building Seismic Hazard Evaluation: PWS Director Harris said consultants did a high level seismic analysis of City facilities. Each building was rated for safety, anticipated damage, and how long it would take to recover. The rating was 1 as the lowest and 5 as the highest. There were no 5 stars, no 4 stars, and a few 3 stars. Recommendations for bringing the facilities up to standard included: A more detailed analysis with cost estimates, Design work for Public Safety this year and budgeting money in the future, the Water Treatment Plant next and replacing the maintenance facility in 2021. The Wastewater Treatment Plant was not an immediate need. If sewer went into the Willamette River it would not be an unusual issue during an earthquake. City Hall was designed at a medium seismic level and it might not be that expensive to upgrade it to the highest level. The Library would most likely be a near or total loss in an earthquake, especially the old Carnegie portion. There was discussion on retrofitting costs for City buildings, especially the Water Treatment Plant, wells and pipes, seismic upgrade grants, and the effects of an earthquake in Newberg.

2016 Newberg Strategic Tourism Plan Review:

CDD Rux reviewed the Plan which designated what the Transient Lodging Tax would be used for. The three elements in the plan were destination development, destination marketing, and organizational structure. An ad hoc committee had worked on the small grant program and destination development marketing grant program, a marketing subcommittee, and worked on a trolley concept from the mill site to downtown. He explained the TLT budget expenditures and revenues. This plan related to the fourth pillar of the Economic Development Strategy regarding tourism and related to the implementation of the Downtown Improvement Plan.

2007 Springbrook Master Plan Review:

CDD Rux said this document included a master plan, development agreement, and Comprehensive Plan and zoning changes. The project built before the recession was the Allison Inn and Spa. Other developments had been on hold. Springbrook Properties was selling 261 acres of their holdings. There were still some outstanding conditions of approval that needed to be met. There were also differences in the new Transportation System Plan and Water Master Plan. Staff was currently updating the Wastewater Master Plan. The City would need to work with whoever purchased this property about needed adjustments. The development agreement would expire in 2023. There was discussion regarding the future plans for this property.

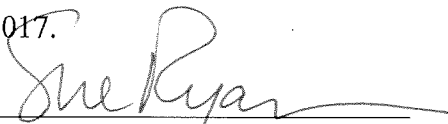
COUNCIL BUSINESS:

Councilor Essin reported on Yamhill County Transit Authority. He showed maps of McMinnville's and Newberg's transit routes. He had been told the City did not have the ridership needed to make improvements, but he had explained there was not the ridership due to the layout of Newberg's routes, poorly placed bus stops, and lack of bus shelters. It did not run often enough and did not go to places people wanted to go. The Transit Authority was proposing to increase vehicle registration fees to get more funding. At the next meeting the Transit Authority was going to come back with a plan to improve Newberg's system if the vehicle registration fee increase was passed.

There was discussion on low ridership in town, need for marketing the bus system and for better bus stops, and not putting more City resources into a failing system. Councilor Essin recommended the Transit Authority come to a meeting and discuss this issue further with the Council and to support the vehicle registration fee increase.

ADJOURNMENT: The meeting was adjourned at 9:15 p.m.

ADOPTED by the Newberg City Council this 6th of November, 2017.


Sue Ryan, City Recorder

ATTESTED by the Mayor this 8th day of November, 2017.


Bob Andrews, Mayor