

NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
October 15th, 2018, 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, Mike Corey, Elise Yarnell Hollamon, Denise Bacon, and Stephen McKinney. Staff present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Community Development Director Doug Rux, Finance Director Matt Zook, Police Chief Brian Casey, Human Resources Director Anna Lee, and Library Director Leah Griffith.

Department Head Presentations: Human Resources Director Lee reported on 31 new hires since January 2018. She discussed current recruitments and benefits enrollment. They were in the pooled rate for benefits with CIS right now which kept rates down. She gave an update on union negotiations for COLA. She attended the Chemeketa Community College Job Fair and HR Leadership session at PSU. She planned to attend the NW Public Employees Diversity Conference and would be hosting a supervisor training with a presenter from CIS.

Police Chief Casey said the department had a CJIS audit which went well. He discussed new officers that had recently begun work and a staffing study to look at the department's needs. There was discussion on future staffing to accommodate the growth of the City and the items in the CJIS audit.

Public Works Director Harris said Engineering had been working with Maintenance on the installation and use of Cartegraph software system to track and maintain assets. The interns were working on the ADA ramp assessment. Villa Road opened last month and pavement projects on 4th and Wynooski and 5th Street were almost done. He submitted a Safe Route to School grant for sidewalks around Edwards Elementary. Street sweeping was taking place downtown at night. Operations work included sweeping leaves, grading the gravel roads, and installing a shed at the Water Treatment Plant. He discussed water usage, work on the wells, Dayton Avenue project, Wastewater Treatment Plant projects and maintenance, storm drainage improvements, facilities maintenance, and seismic retrofit update for the Public Safety Building. There was discussion on the North College project, contract sweeper work, transit system upgrades, and keeping leaves out of streets and drains.

Finance Director Zook said they were closing out the books for the fiscal year with the auditors coming soon. He was also working on the Long Range Financial Plan. He discussed potential savings with the new PERS numbers, Municipal Services Assistance Policy change, George Fox intern work on long term forecasts and property tax compression, paying off debt, and Court operations. There was discussion on even pay for municipal statements and court fines.

Library Director Griffith reported on the Library Retreat, Director recruitment, Foundation meeting, Summer Reading Program, fall programs and events, annual Christmas tree lighting, media coverage on the Library of Things, new microfilm reader, and changes to the Newberg Cultural District Board.

Community Development Director Rux reported on building activity, historic preservation projects, affordable housing work, CDBG projects, award of a housing needs assessment grant, committee work, economic development work, tourism work, Butler property Request for Expressions of Interest, grants, Accessory Dwelling Units, Urban Growth Boundary expansion, planning applications, Riverfront Master Plan, Urban Renewal, and future development.

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CALL MEETING TO ORDER

Mayor Andrews called the Business Session to order at 7:10 p.m.

ROLL CALL

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

Staff Present:	Joe Hannan, City Manager	Truman Stone, City Attorney
	Sue Ryan, City Recorder	Brian Casey, Police Chief
	Doug Rux, Community Development Director	
	Matt Zook, Finance Director	Caleb Lippard, Assistant Finance Director

PRESENTATIONS: Chamber Quarterly Report: Shannon Buckmaster, Chehalem Valley Chamber of Commerce, said the first quarter report showed the transition to the new destination marketing organization. She said they could not fully change the budget until they had a contract to replace the current agreement. The Chamber financial year ran from January 1 to December 31, which was different from the City's fiscal year. Councilor Johnson said the number of visitors to the Visitor Center was down compared to last year and the number of web visitors was down as well. Did they know why? Ms. Buckmaster said the numbers were down significantly. Carr Biggerstaff was here to answer more questions.

Carr Biggerstaff, Chamber Board President, explained the discrepancy in the numbers between last year's report and this year's report. They were unsure where the numbers from last year had come from as the report was produced by an outside agency and was not reviewed by the Executive Committee.

Ms. Buckmaster said there was a change in the quarter report as Dundee would not be contributing \$2,500 of Transient Lodging Tax monies to the Chamber. There was a discussion on who the Chamber served, the function of the Chamber in representing Newberg and the surrounding cities, and the new tourism marketing organization.

Waste Management Annual Report: Dave Huber, District Manager, and Dean Kampfer, Municipal Marketing Manager, gave their annual report (Exhibit A). Mr. Huber discussed Newberg operations and how it included the City of Newberg, eastern portion of Yamhill County, and the City of Dundee. They provided 21 family wage jobs in Newberg. They had surpassed one full year without an OSHA recordable injury and had a 100% employee retention rate. They had started an on-site exercise assistance program and had installed cameras in recycling containers to coach customers on what was recycling. This last year they had focused on quality of service, especially in regard to reducing missed pick-ups and providing consistent routing. They invested \$1.4 million in new trucks for operations. He explained the wet waste from Newberg was going to the landfill in Benton County and a portion went to Arlington. The dry waste was going to the Hillsboro landfill. He gave an update on the new glass residential recycling program that began in April. Since that time they had collected more than 165 tons of glass. There was a 53% participation rate in Newberg.

Mr. Kampfer discussed how yard debris was turned into soil amendment compost. The yard debris diversion rate was 22%. Recycling was transferred to material recovery facilities, and processed into marketable commodities. The residential recycling diversion rate was 21.7% while commercial recycling diversion rate was 29%. Glass recycling was sent to a processing facility, and the diversion rate was 5.7%. All total, the residential diversion rate was 43.7%. There were changes in the recycling markets, especially in the Chinese market and emerging alternative markets. He explained changes of what people were putting in recycling bins, and product packaging. DEQ was studying what the recycling materials should be, the processing, and whether collection systems need modification. They recommended no changes until that process was done.

CITY MANAGER'S REPORT: City Manager Hannan met with potential developers of the Butler property, met with Veterans Administration staff about enhancements to veteran care and a potential clinic in Newberg, met with veterans in the Newberg Mobile Home Park to offer moving assistance, met with the Housing Authority on affordable housing options, met with the School District on fiber and broadband expansion, and helped with ODOT purchase of right-of-way on Fernwood. He said tomorrow was City Club and the topic was elections.

APPOINTMENTS: Housing Needs Assessment Project Advisory Committee:

MOTION: Andrews/Bacon moved to consent to the Mayor's appointment of members to the Housing Needs Assessment Project Advisory Committee for terms beginning October 2018 and ending June 2019: Mike Corey, Jessica Cain, Todd Engle, Charlie Harris, Curt Walker, Rick Rogers, Chuck Sabin, Yanira Vera, Gregg Koskela, Corey Zielsdorf, Keyla Almazan Martinez, Keshia Owens, Kevin Young, Angela Carnahan, Doug Rux, and Mayor of Newberg as ex-officio. Motion carried (7 Yes/0 No).

PUBLIC COMMENTS: Barbara Doyle, Historic Preservation Society, asked the Council to consider installing markers associated with specific sites in the historic district. The markers would be pedestals secured to the sidewalks and would have plaques with an image of the site that was taken in the past and a brief verbal description of the history of the site. They hoped to put in eight markers in the spring of 2019. They would like to put in steel pedestals. She talked to the High School about welding students making the pedestals. A George Fox professor would help format the plaques. Other supplies could be provided by local businesses. They were working on getting the funding. She gave the Council a handout explaining the project (Exhibit B). There was discussion regarding the locations and how some would have to be worked out with ODOT.

The Council took a brief recess.

CONSENT CALENDAR:

MOTION: Bacon/Johnson moved to approve the Consent Calendar: Resolution 2018-3485, A Resolution amending the City Council Guidelines and Rules and repealing Resolution 2015-2308, and Council Minutes for September 4 and September 17, 2018. Motion carried (7 Yes/0 No).

PUBLIC HEARINGS: Ordinance 2018-2840 – Marijuana Dispensary Hours: Mayor Andrews called the hearing to order. He asked for any abstentions, conflicts of interest, or objections to jurisdiction. There were none.

CDD Rux gave the staff report. This was a proposal to modify hours of operation for retail and medical marijuana facilities. The current hours in the Municipal Code were 9 a.m. to 8 p.m. and the request was to extend hours to 10 p.m. He explained the history of operating hours. Newberg's hours were shorter than what the State Administrative Rule allowed. They looked at how it related to pharmacies. The Planning Commission recommended approval. He explained changes to be made to the footnotes.

Proponents: Anthony Stuart, applicant representative, said there would be a negligible impact to the City to make this change. There were no criminal in regard to marijuana facilities in town. There were signatures from local, and out of City residents favoring this change. By adopting it, the City would not be different from most of the operations within the State who were open until 10 p.m.

Opponents: None; Undecided: None. Mayor Andrews closed the public hearing. CDD Rux stated staff's recommendation was to adopt the ordinance.

MOTION: Corey/Bacon moved to waive the second reading of the ordinance. Motion passed (6 Yes/1 No [McKinney])

MOTION: Corey/Bacon moved to approve Ordinance 2018-2840, An Ordinance amending the Newberg Municipal Code, Title 15, Development Code for marijuana retail and dispensary hours of operation to be read by title only. Motion carried (6 Yes/1 No [McKinney]).

NEW BUSINESS: Resolution 3502 – Municipal Services Assistance Policies

Assistant Finance Director Lippard said the Utility Assistance Program had been in effect since 2008. It was for those who were low income, military, or for those who needed assistance to get them through a temporary hardship to avoid termination of water services for non-payment. Previously the program was only offered August to June. One of the changes was to make it available all year. Vouchers would only be available to each customer once every three billing cycles or once every six billing cycles for those who received monthly financial assistance credits. Another change was to increase the amount of monthly assistance credits to \$15 for those who only had water, and to \$25 for those who had water and sewer. The current program was for active military, but staff was proposing to extend the program to veterans as well. Previously the program was only available to single family residential customers and that had been changed to all residential customers, even if their names were not on the bills. The program was first come, first serve. There was \$20,000 in the budget for the program. YCAP received \$9,000 of that money. Staff was asking for \$5,000 to non-profits, \$4,000 to monthly low income financial assistance program, and \$2,000 to active duty/veterans program.

Mayor Andrews asked how economic need was demonstrated. AFD Lippard explained the qualifications for the low income monthly assistance. It was not applicable to the active duty/veterans program. Councilor Johnson stated he served on the YCAP board. He asked if \$2,000 would be enough for the military assistance program. AFD Lippard explained it would only allow six people to use the program for a year.

Mayor Andrews asked the City Attorney if he would have a conflict of interest as he was a veteran. CA Stone said there were exemptions within the ethics statute that were related to a potential or actual conflict of interest when it was the decision of a larger group and the person was just one of the group, however there was no definition for the size of a larger group. Mayor Andrews also was an ex officio member of the Citizens Rate Review Committee who reviewed and approved these changes. He would abstain from the vote. Councilor McKinney was worried about it not being applicable to all veterans and that it was not enough money to meet the needs. AFD Lippard clarified it was available to all veterans, and agreed it was constrained by the dollar amount.

MOTION: Bacon/Johnson moved to approve Resolution 2018-3502, A Resolution to adopt the Municipal Services Assistance program policies. Motion carried (6 Yes/0 No/1 Abstain [Andrews]).

Resolution 3503 – Use of EDRLF funds for Urban Renewal study: CDD Rux said the Economic Development Revolving Loan Fund was adopted in 1998. The Council could revise the guidelines in order to accommodate business activities in Newberg. He explained previous changes. Staff was proposing to use funds for an Urban Renewal study. This was an option for funding improvements to downtown and/or the riverfront. If the feasibility study proved to be positive, and the Council moved forward with creating an Urban Renewal District, the Urban Renewal program would repay this fund. This aligned with Council's goals and priorities. There was discussion on talking to the City's partners about tax compression and what Urban Renewal funds could be used for.

MOTION: Johnson/McKinney moved to approve Resolution 2018-3503, A Resolution authorizing the City Manager to expend \$100,000 from the Economic Development Revolving Loan Fund (EDRLF) for the purpose of conducting an urban renewal feasibility, urban renewal plan development and public outreach. Motion carried (7 Yes/0 No).

Affordable Housing Work Program Priorities: CDD Rux said Council provided direction to staff in September to add to the list of affordable housing issues an evaluation of manufactured home parks. There was also a list submitted by Housing Newberg that the Council wanted staff to work on as well as new legislative funding and reporting requirements in order to do this work. Due to limited staff time, he asked what the priorities were for affordable housing.

CM Hannan suggested the manufactured home parks be lower on the list and to keep as priorities the four items from the Housing Newberg list. Councilor Bacon said had the manufactured home park issue come up while Housing Newberg was working on their list, it would have been a higher priority. She thought they needed to look at the list and decide what of those things would really make a difference in the future. Councilor McKinney said there was no immediate need to work on the manufactured home parks and concurred with staff's direction. Councilor Bacon said 10 years ago the City was going to do something about it, but had waited until something happened. They were repeating the cycle of putting it on the back burner.

Councilor Johnson thought adding a Construction Excise Tax would assist them the most as it would help developers create projects for lower income. He was in favor of leaving the priorities where they were. Councilor Corey was in favor of leaving the priorities as they were. Mayor Andrews suggested sending it back to Housing Newberg to see what they thought.

Resolution 3506 – Hulet Avenue Building Permit Refund: CDD Rux said the Nave family who had an issue with a plumbing permit, and they wanted a refund. It was up to Council to decide. The concern was the length of time it took to get the permit issued. Typically it was an over the counter process, but the permit software system could not accept online payments during that period. The contractor needed to pay in person or mail in payment. The application had been submitted by fax while staff was in training. Work was delayed. The applicant was upset about the inconvenience, and the contractor losing time. Options for Council were to deny the refund, refund all of the fees, or refund some of the fees. There was discussion regarding the details of the situation.

MOTION: Bacon/Johnson moved to approve Resolution 2018-3506, A Resolution denying the refund of building fees for plumbing repairs at 905 N. Hulet Avenue. Motion carried (6 Yes/1 No [McKinney]).

Resolution 3528 - Development Code amendment initiation for exempting military banners from current sign code requirements:

CM Hannan said there was a veterans group that had been working on putting banners around town. The Code allowed them to be put on private property and there was a fee. They were requesting that the Code be changed to exempt them from obtaining a sign permit and paying the fees. That required a code amendment initiation from the Council. There was discussion regarding the content of the signs and unintended consequences, making the process easier for veteran groups, and how ODOT had different regulations for banners.

The Council took a brief recess.

MOTION: Bacon/Corey moved to approve Resolution 2018-3508, A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code, to exempt military banners from obtaining sign permits and waiving the Type IV Development Code Text Amendment Fee. Motion carried (7 Yes/0 No).

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COUNCIL BUSINESS:

MOTION: Andrews/Bacon moved to appoint Councilor Yarnell Hollamon as the Council representative to the Cultural District Board and TLT Committee. Motion carried (7 Yes/0 No).

Councilor Bacon announced training for Juliette's House on October 31.

Councilor Essin gave a Transit Committee meeting update and discussed how a new committee needed to be formed for the new STIF funding.

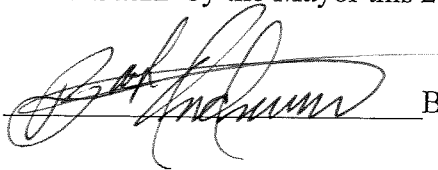
Mayor Andrews announced the Local Government Dinner on November 15. There would be a CPRD joint meeting on November 13. There was a meeting on Measure 105 tomorrow at 1st Presbyterian Church.

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

ADOPTED by the Newberg City Council this day of November 19th, 2018.


Sue Ryan, City Recorder

ATTESTED by the Mayor this 21st day of November, 2018.


Bob Andrews, Mayor