
**City of Newberg
City Council
June 17, 2019**

WORK SESSION

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

Councilors Present: Mayor Rick Rogers, Councilors: Patrick Johnson, Mike Corey, Elizabeth Curtis Gemeroy, and Elise Yarnell Hollamon.

Councilors Absent: Denise Bacon, Stephanie Findley.

Staff Present: City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Police Chief Brian Casey, Community Development Director Doug Rux, City Engineer Kaaren Hofmann, Engineer Brett Musick, Information Technology Director Dave Brooks.

Topic: Work Session – Redundant Water Supply.

City Engineer Hofmann introduced presenters Brian Gunter of Murray Smith, and Ronan Ignolia of GSI. Mr. Gunter explained the Water Master Plan recommendations for redundant water supply. He gave an overview of the City's water system, reasons for water redundancy, comparison to other jurisdictions, and current risks. He discussed potential criteria they could use in the process and emphasized the criteria needed to reflect the community's values. Mr. Ignolia discussed local and regional supply alternatives to consider.

Discussion: The Council discussed vulnerabilities in disaster situations, redundant sources, and water subcommittee formation.

Topic: Council Committees Update

Councilor Johnson reported on the Mid-Willamette Valley Area Commission on Transportation, and Parkway Committee.

Councilor Yarnell Hollamon reported on Newberg Housing Solutions, and Visit Newberg.

Councilor Curtis Gemeroy discussed the new Environmental Consciousness Task Force.

Mayor Rogers said the Council Goals Meet and Greet would be held on July 22. Housing Newberg would meet on July 16. He then reviewed public records laws, especially in relation to texts on cell phones.

Discussion: The Council discussed whether or not they should have City cell phones to conduct City business. There was consensus to bring the item back on July 1.

City Manager Report: City Manager Hannan reported on his activities including broadcasting Council meetings, meetings with the veterans group on banner locations, Downtown Coalition Board meeting on project issues and SDC complaints, working with IT on a methodology for downloading text messages, and speaking with potential City Manager applicants.

Discussion: The Council discussed SDC fee complaints and current policies. Mayor Rogers reported on the meeting with WestRock regarding the possibilities if the property was sold.

BUSINESS SESSION

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE – CITY MANAGER’S REPORT- PRESENTATIONS:

Meeting called to order at 7:10 p.m.

Councilors Present: Mayor Rick Rogers, Councilors: Patrick Johnson, Mike Corey, Elizabeth Curtis Gemeroy, and Elise Yarnell Hollamon.

Councilors Absent: Denise Bacon, Stephanie Findley.

Staff Present: City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Community Development Director Doug Rux, Police Chief Brian Casey, Planner Cheryl Caines, Planner Keshia Owens, Information Technology Director Dave Brooks, Planner Keith Leonard, Korie Buerkle (Library), Community Engagement Specialist Rosa Olivares, Police Support Services Manager Mary Newell, Library Director Leah Griffith, and Finance Director Matt Zook.

PRESENTATIONS:

1. Presentation – Recognition of retiring Library Director Leah Griffith.

Mayor Rogers read a proclamation declaring June 20, 2019 as Leah Griffith Appreciation Day and presented it to Ms. Griffith.

Ms. Griffith expressed her appreciation to the City for the opportunity to serve Newberg for 27 years.

COUNCIL APPOINTMENTS:

1. Appointment of Kriss Wright to the Newberg Planning Commission for a term effective immediately to December 31, 2019.
Action: Approved appointment.
Motion: Councilor Curtis Gerneroy
Second: Councilor Corey
Vote: 5 Yes, 2 Absent [Bacon, Findley]

ACTION ITEMS- Consent Calendar

1. a) Resolution 2019-3556, A Resolution approving new designs and replacement of the existing downtown banners with new winter and spring banners.

b) Resolution 2019-3570, A Resolution accepting a 2019 Certified Local Government (CLG) grant from the State Historic Preservation Office.

- Action: Approved consent calendar items as presented.
Motion: Councilor Johnson
Second: Councilor Corey
Vote: 5 Yes, 2 Absent [Bacon, Findley]

PUBLIC HEARINGS:

1. Resolution 2019-3568, Troodle Partition.

Mayor Rogers opened the public hearing. No declarations of ex parte contacts, conflicts of interest, bias, or abstentions by the Council or objections to jurisdiction. Hearing procedures read by City Attorney Stone.

Staff Report: Senior Planner Caines said this was a proposed partition on NE Bell Road. The site was in the Urban Reserve area. No utilities served the site, and it could not currently be annexed. It would be a six lot subdivision between the two parcels with a shared access road. Staff thought the application met the criteria and recommended approval.

Proponents: MacKenzie Davis, representing the applicant, concurred with staff's findings.

Opponents: None

Mayor Rogers closed the public hearing. Legal announcement read by CA Stone.

Action: Approve Resolution 2019-3568, A Resolution recommending that Yamhill County approve a proposed partition on NE Bell Road, Yamhill County Tax Lot No. 3209-010000.

Motion: Councilor Corey
Second: Councilor Yarnell Hollamon
Vote: 5 Yes, 2 Absent [Bacon, Findley]

2. Resolution 2019-3569 - TriTech Software Systems contract

Mayor Rogers opened the public hearing. No declarations of conflicts of interest or abstentions by the Council.

Staff Report: IT Director Brooks said this would upgrade the City's TriTech software to the latest version. The sole source was due to the City already being a customer of this vendor, and paying an upgrade fee instead of going through the RFP process for a new vendor. Staff recommended approval.

Proponents: None
Opponents: None

Mayor Rogers closed the public hearing.

Action: Approve Resolution 2019-3569, A Resolution authorizing an exemption to the solicitation method and authorizing a sole source procurement to TriTech Software Systems, a Central Square Technologies, LLC Company, for a Public Safety CAD/Mobile/RMS software upgrade.

Motion: Councilor Curtis Gerneroy
Second: Councilor Corey
Vote: 5 Yes, 2 Absent [Bacon, Findley]

3. Order 2019-0039 - Public Safety Fee Amendment

Mayor Rogers opened the public hearing. No declarations of ex parte contacts, conflicts of interest, bias, or abstentions by the Council or objections to jurisdiction. Hearing procedures read by CA Stone.

Staff Report: Finance Director Zook gave a history of the fee and the allowed reasons for adjusting it. The current CPI had been discontinued. Staff recommended replacing it with the Western Region CPI. It would generate an additional \$8,000 annually to the fee. Staff recommended approval.

Proponents: None
Opponents: None

Mayor Rogers closed the public hearing. Legal announcement read by CA Stone.

Action: Approve Order 2019-0039, An Order amending Order No. 2014-0035, which established a Public Safety Fee (PSF) in the amount of Two (\$2.00) Dollars per Residential Meter Equivalency (RME) per Month for the purpose of funding Two Communications Officer Positions, by Replacing the Discontinued Consumer Price Index with a New Index.

Motion: Councilor Corey
Second: Councilor Curtis Gemeroy
Vote: 5 Yes, 2 Absent [Bacon, Findley]

NEW BUSINESS:

1. Resolution 2019-3571 Easement – Oak Meadows II
Staff Report: Community Development Director Rux said due to the development of the area that this easement led to nowhere and he recommended releasing what was left.

Action: Approved Resolution 2019-3571, A Resolution authorizing the City Manager to release a pedestrian easement on Lot 1 of Oak Meadows II (Parcel 2 of PAR-17-002).

Motion: Councilor Corey
Second: Councilor Yarnell Hollamon
Vote: 5 Yes, 2 Absent [Bacon, Findley]

2. Urban Growth Boundary – next steps
Staff Report: Senior Planner Caines explained the new Division 38 Urban Growth Boundary expansion process. It did not work for the City. An advisory committee recommended the City take whatever action necessary to increase the amount of land available for high density housing including up zoning low density. They also recommended rezoning some commercial land be rezoned to medium density residential.

Discussion: The Council discussed:
* Next steps
* Housing Needs Analysis
* UGB expansion process.

3. Utility Assistance Policy – amended process

Staff Report: Finance Director Zook presented. This was an amended Municipal Services Assistance policy recommended by the Citizens Rate Review Committee.

Action: Approved Resolution 2019-3574, A Resolution to adopt the Municipal Services Assistance Program Policies as amended.
Discussion: The Council discussed the limited amount of funds for veterans.

Motion: Councilor Curtis Gemeroy
Second: Councilor Corey
Vote: 5 Yes, 2 Absent [Bacon, Findley]

4. City Manager Recruitment Subcommittee

Staff Report: City Recorder Ryan presented. She discussed the additions that had been made to the subcommittee's role. CA Stone explained why these were legally sufficient.

Action: Approved motion to direct the City Manager recruitment subcommittee to review available interim candidates and set a date for the subcommittee to meet/interview the top candidates.

Motion: Councilor Corey
Second: Councilor Curtis Gemeroy
Vote: 5 Yes, 2 Absent [Bacon, Findley]

5. Resolution 2019-3577 CMPT recruitment processes

Staff Report: CR Ryan presented. She discussed the procedures that had been created for hiring a City Manager Pro Tem. CA Stone explained why these were mostly legally sufficient, the exception was Number 3 about the Executive Session component. He did not think these procedures were absolutely legally necessary.

Discussion: The Council discussed:

- The procedures
- Public Meetings Law

Action: The Council did not vote on the Resolution, and decided by consensus that it was unnecessary.

6. City Manager Recruitment request for proposals

Staff Report: CR Ryan presented. This would begin the solicitation process for City Manager recruitment firms. Staff would work with the subcommittee to finalize the RFP for publication by June 28.

Discussion: The Council discussed:

- * Public relations.

Action: Approved Resolution 2019-3578, A Resolution initiating an RFP Process for City Manager recruitment.

Motion: Councilor Curtis Gemeroy

Second: Councilor Yarnell Hollamon

Vote: 5 Yes, 2 Absent [Bacon, Findley]

COUNCIL BUSINESS

Councilor Curtis Gemeroy stated the PFLAG Newberg Chapter had asked her about flying the Pride flag during the month of June.

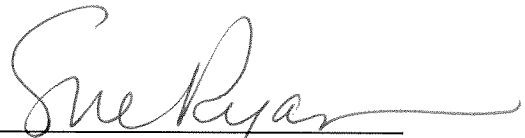
Discussion: The Council discussed:

- Processes
- Flag policies

Councilor Johnson reported on recent car crashes on McKay Road, and the need to complete the Bypass.

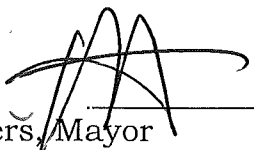
Mayor Rogers said there was community support to create a tree ordinance. The City Manager Recruitment subcommittee would meet on June 20.

Meeting adjourned at 8:50 p.m.



Sue Ryan, City Recorder

ATTEST:



Rick Rogers, Mayor

