

**City of Newberg
City Council
December 21, 2020**

Meeting held electronically due to COVID-19 pandemic

WORK SESSION –

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

Councilors Present: Mayor Rick Rogers, Councilors: Denise Bacon, Elise Yarnell Hollamon, Stephanie Findley, and Julia Martinez Plancarte.

Councilors Absent: Bryce Coefield, District 5 seat vacant

Staff Present: City Manager Dan Weinheimer, Assistant City Manager Kezia Wanner, City Recorder Sue Ryan, and Finance Director Matt Zook.

WORK SESSION:

Agenda Review – Move Resolution 2020-3712 off the Consent Calendar to New Business.

Financial Reports – No questions.

Council Discussion on 2021 Work Sessions:

The Council discussed Work Session items including:

- Yamhill County Commissioners attend a joint work session to discuss roles and responsibilities.
- Discussion on funding for non-profits.
- A public health update regarding COVID-19.
- System Development Charge calculations and their relationship to master plans.
- Transient Lodging Tax and comparison to other communities.
- Housing Authority and Yamhill County Action Program regarding service numbers.
- Chehalem Parks and Recreation District
- Newberg School District
- Council Goals update, and how creative Department Heads had been incorporating them into their work.
- Sidewalk repairs – currently on the Calendar for February.
- Legislative update
- Council of Governments update.

2020 Wrap Up

CM Weinheimer summarized 2020 accomplishments. This included: the business assistance program, utility assistance program, adaptation of staff jobs while still serving the public during the COVID-19 pandemic, electronic meetings and public engagement, building conversions, Police Department events, online Camellia Festival, Festival of Trees, Urban Renewal, sale of the mill (former WestRock paper mill), greater transparency and

accessibility, better customer service, sidewalk repair program, Public Works projects, equipment replacement, See Click Fix app, Safe Exchange Zone, grants, NeoGov new recruiting software, seismic retrofit, video recording system, evidence storage improvement, Library - Operation Poppins and new signage, updated computer aided dispatch, records management system, and mobile data terminal, recognition, and continuing to serve the public in all of staff's roles.

BUSINESS SESSION:

Councilors Present: Mayor Rick Rogers, Councilors: Denise Bacon, Stephanie Findley, Elise Yarnell Hollamon, and Julia Martinez Plancarte.

Councilors Absent: Bryce Coefield, District 5 seat vacant

Staff Present: City Manager Dan Weinheimer, City Recorder Sue Ryan, Community Development Director Doug Rux,

Meeting called to order at 7:00 p.m.

CITY MANAGER'S REPORT:

Reported during Work Session under annual report.

COUNCIL APPOINTMENTS:

Action: Ratify Mayor's appointments to committees as presented.

Motion: Councilor Bacon

Second: Councilor Martinez Plancarte

Councilor Findley would like to see more transparency in the appointment process. Mayor Rogers said Committee appointments was a topic for a future Work Session. City Recorder Ryan said this was part of the analysis she brought to Council on December 7. Per the Charter and Council Rules, the Mayor made these appointments. The recommendation was to change it to a group of people making the selections. It was coming back in February for discussion.

Vote: 5 Yes 0 No 1 Absent [Coefield, District 5 seat vacant]

CONSENT CALENDAR:

Action: To approve Resolutions 2020-3710, 2020-3703, and 2020-3704.

Motion: Councilor Findley

Second: Councilor Bacon

Vote: 5 Yes 0 No 1 Absent [Coefield, District 5 seat vacant]

PUBLIC HEARINGS:

1. Resolution 2020-3711, Block Grant application

Mayor Rogers opened the public hearing.

Community Development Director Rux gave the staff report. He explained the block grant application which would be used for improvements to manufactured homes in manufactured home parks. The City would be working with the Housing Authority and the Housing Corporation to administer the grant.

The City of Newberg is eligible to apply for a 2021 CDBG from the Infrastructure Finance Authority, a division of Business Oregon. CDBG funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements, primarily for persons with low and moderate incomes.

The purpose of this hearing is for the City Council of Newberg to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of Low and moderate income persons, as well as other needs in the community that might be assisted with a CDBG, and the proposed project.

Darcy Reynolds, Housing Authority, said the grant application was for \$500,000 to provide grants for housing rehabilitation. Grants would be provided for immediate health and safety items. This would help about 50 families in Newberg. She read the requirements for the grant into the record.

Project Details:

1. Approximately \$12 million in CDBG funds will be awarded to Oregon non-metropolitan cities and counties in 2021. The maximum grant a city or county can receive for a Housing Rehabilitation project is \$500,000.00. If the City of Newberg is awarded a 2021 Housing Rehabilitation CDGB, it would make up to \$500,000.00 available during fiscal years 2021 thru 2023 to provide grants to owners of manufactured homes in parks throughout the project's region that includes the city limits of Newberg, McMinnville, and Dayton.
2. The range of activities that may be carried out with these funds includes but is not limited to:
 - A. Lead and asbestos testing, treatment, and abatement.
 - B. Inspections, assessments, repairs and replacements of: private septic tanks, drain fields, water lines, sewer lines, and wells.
 - C. Improvements necessary to meet the needs of person with disabilities, or reasonable accommodation requests.
 - D. Construction rehabilitation, reconstruction, or improvements to upgrade substandard: electrical, plumbing, roofing, siding, insulation, windows and doors, heating systems, hot water heaters, dry rot repairs, and weatherization.
 - E. Purchase and installation of permanent fixtures such as: light fixtures, and built in appliances.
 - F. Grant Administration and Management.

3. It is estimated that the full \$500,000.00 in grant funds will be used to benefit at least 120 persons, of whom 100% will be low or moderate income.

4. The proposed activities of this project is not likely to result in the displacement of any persons or businesses. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low and moderate income housing which is demolished or converted to another use will be replaced.

CDD Rux said staff recommended adoption of the resolution.

Public Comments: None

Mayor Rogers closed the public hearing. He disclosed that he worked for Habitat for Humanity who often did manufactured home repairs.

Discussion: There was discussion regarding the need for these grants.

Action: Resolution 2020-3711, A Resolution supporting the submission of a 2021 Rehabilitation Community Development Block Grant to the Business Oregon by the Housing Authority of Yamhill County and the Yamhill County Affordable Housing Corporation on behalf of the City of Newberg, and appointing Community Development Director Doug Rux as Project and Environmental Review Certifying Officer and Authorized Signer for the 2021 Newberg Housing Rehabilitation Grant Project.

Motion: Councilor Findley

Second: Councilor Bacon

Vote: 5 Yes 0 No 1 Absent [Coefield, District 5 seat vacant]

NEW BUSINESS:

1. Resolution 2020-3712 School District IGA – CARES Act funding

Action: To approve Resolution 2020-3712, A Resolution authorizing the City Manager to execute an Intergovernmental Agreement (IGA) with Newberg School District for the disbursement of CARES ACT funding.

Motion: Councilor Findley

Second: Councilor Martinez Plancarte

Vote: 4 Yes 0 No 1 Abstain [Rogers] 1 Absent [Coefield, District 5 seat vacant]

2. Briefing on Housing Needs Analysis

CDD Rux said this was an update to the 2019 Housing Needs Analysis [HNA] to address the Buildable Lands Inventory and population forecast. Consultant ECONorthwest worked with

an ad hoc committee. The HNA showed a deficit in high density residential and medium density residential. This would return to Planning Commission, then to Council for adoption of final report.

3. Briefing on Economic Opportunities Analysis

CDD Rux discussed the virtual open house and survey, survey results, redevelopment of the mill site, employment growth, and public and semi-public land needs. There was a surplus of commercial land and a deficit of industrial land.

4. Resolution 2020-3709

Mayor Rogers said this regarded City legal services. Under the Charter, Council appointed the City Attorney. The Council had chosen to use an outside firm instead of in-house counsel. He, Councilor Findley, and Councilor Bacon interviewed three firms and recommended signing a contract with Miller Nash Dunn & Graham.

CM Weinheimer said regarding the amount paid, the budget for the last 5 years on average had been \$525,000. That was the threshold they would be trying to stay under. This would also improve the breadth of the representation. Councilor Bacon thought this would provide a more transparent number in the budget every year. Councilor Findley agreed. She thought this firm was a good fit with the Council Goals and working with staff. It would be a team that could offer everything they needed in a cost effective and expeditious manner.

Public Comment: Robert Soppe, Newberg resident, submitted written comments [Exhibit A].

Mayor Rogers said this would be a three-year contract. The City had the right to terminate the contract for any reason at any time.

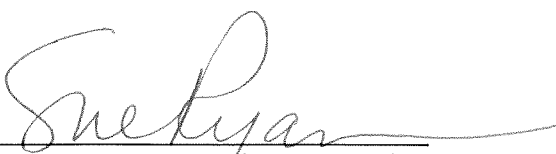
Action:	To approve Resolution 2020-3709, Legal Services contract award to Miller Nash
Motion:	Councilor Bacon
Second:	Councilor Yarnell Hollamon
Vote:	5 Yes 0 No 1 Absent [Coefield, District 5 seat vacant]

Meeting adjourned at 7:50 p.m.

ATTEST:



Rick Rogers, Mayor



Sue Ryan, City Recorder

