
City of Newberg

City Council

April 20, 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: Gene Piros, and Julia Martinez Plancarte, Patrick Johnson, Denise Bacon, Stephanie Findley, and Elise Yarnell Hollamon

Staff Present: City Manager Dan Weinheimer, City Attorney Truman Stone, City Recorder Sue Ryan, Community Engagement Coordinator Lacey Dykgraaf, Finance Director Matt Zook, Community Development Director Doug Rux, and Senior Engineer Brett Musick.

PRESENTATIONS:

Community Engagement Coordinator Dykgraaf explained her current duties, the City's response to Covid-19 including information on webpages and engagement on social media, translation of the information into Spanish, calendar and digital community engagement, and how she would be working on the community visioning goals in the coming year.

Councilor Bacon, Johnson, and Findley gave compliments on her work.

CITY MANAGER'S REPORT:

City Manager Weinheimer reported on his activities including a focus on community connections, and transitioning from the Covid-19 stay at home order. He reminded everyone not to flush wipes down the toilet as they were causing issues with the pipes. He discussed Library use and programs, Public Works projects and maintenance, Wastewater Treatment Plant experiencing average demand even with more people at home, getting rid of the large compost pile at Public Works, IT taking increased help desk requests, Police taking increased theft and car prowling calls and catching up on training, Finance completing the BERG program where 62 grants were given out, continuing the Support Local Challenge program where over \$9,000 in credits had been issued, releasing the proposed 2020-21 budget, Community Development managing programs for economic development, Riverfront Master Plan implementation, city committee meetings, how eight proposals were received for the RFP for an executive search company for three department head positions, and continuing to work on community visioning goals. He reminded everyone to fill out the census. There was a discussion on census outreach.

COUNCIL BUSINESS:

Council Committee Reports -

Councilor Johnson reported on the Urban Renewal CAC where the feasibility for a possible Urban Renewal District and public outreach were discussed.

Mayor Rogers announced a Workforce Housing meeting would be held tomorrow.

Councilor Yarnell Hollamon reported on Visit Newberg and the hit they were taking due to Covid-19. There needed to be discussions regarding the City's intent around tourism and economic development as they were going through the budget process.

Brief recess at 6:45 p.m.

BUSINESS SESSION:

Councilors Present: Mayor Rick Rogers, Councilors: Gene Piros, and Julia Martinez Plancarte, Patrick Johnson, Denise Bacon, Stephanie Findley, and Elise Yarnell Hollamon

Staff Present: City Manager Dan Weinheimer, City Attorney Truman Stone, City Recorder Sue Ryan, Community Engagement Coordinator Lacey Dykgraaf, Finance Director Matt Zook, Community Development Director Doug Rux, and Senior Engineer Brett Musick.

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

PUBLIC COMMENTS & ISSUE TRACKER:

Issue Tracker – CM Weinheimer discussed restructuring the Issue Tracker and taking off items that were scheduled or underway. It was taking staff time off priorities. He thought they should instead be tracking actions that would implement Council and visioning goals.

Mayor Rogers suggested the re-design of the Newberg Flag be included in the branding guidelines and templates. Part of it was making sure when public comments were made that they were followed up on, but he was open to looking at other options.

CONSENT CALENDAR:

1. a) Resolution 2020-3658, A Resolution accepting jurisdiction of the portion of E. Crestview Drive westerly from the City/County jurisdictional limits to its centerline intersection with N. Springbrook Road.

Action: Approved consent calendar items as presented.
Motion: Councilor Findley
Second: Councilor Yarnell Hollamon
Vote: 7 Yes, 0 No.

PUBLIC HEARING:

1. Ordinance 2020-2863, Elections nomination procedure

Mayor Rogers opened the public hearing and called for abstentions, conflicts of interest, and ex-parte contacts. There were none.

City Recorder Ryan gave the staff report. This change how nominations were done for elections. This was an election year and Districts 1, 3, and 5 on the City Council would be up for election. The first date to file a declaration of candidacy was June 3, 2020. The current procedure only allowed for nomination by petition which required the valid signatures of not less than 25 qualified legal voters. This change would allow an option to file by fee only. The fee would be \$25. The change was due to Covid-19 social distancing measures, and she recommended bringing it back to Council next year for review to see if it should be a permanent change.

Councilor Bacon noted filing by fee would be a less time consuming process.

Councilor Johnson said the population of Newberg had increased substantially since this code was written and he thought the number of signatures required should be reviewed. CR Ryan said after the census was done, the City would use a contractor to look at the numbers and possibly make recommendations to change some of the district boundaries.

Proponents: None

Opponents: None

Undecided: None

Mayor Rogers closed the public hearing.

Action: Waive the second reading of Ordinance 2020-2863.

Motion: Councilor Bacon

Second: Councilor Findley

Vote: 7 Yes, 0 No.

Action: Approve Ordinance 2020-2863, An Ordinance Amending the Newberg Municipal Code relating to the nomination procedure for City Council as established in Newberg Municipal Code Section 2.05.030 (B) to be read by title only.

Motion: Councilor Piros

Second: Councilor Bacon

Vote: 7 Yes, 0 No.

NEW BUSINESS:

1. Resolution 2020-3668, Supplemental Budget

Finance Director Zook said the Supplemental Budget included: the Business Emergency Relief Grant program, employment costs associated with the Police Chief Casey's retirement, and the Support Local Challenge program. These would result in a net increase in total appropriations of \$100,000 which would bring the budget to a little over \$102 million.

Action: Approve Resolution 2020-3668, A Resolution to adopt supplemental budget #1 for Fiscal Year 2019-2020 beginning July 1, 2019, and ending June 30, 2020.

Motion: Councilor Findley

Second: Councilor Piros

Vote: 7 Yes, 0 No.

2. Information on Art Committee

Community Development Director Rux said an Art Committee was an action in the Newberg Downtown Improvement Plan, the community visioning goals, and Riverfront Master Plan.

Molly Olson, Newberg Downtown Coalition, explained proposed process for managing public art. This included selecting Steering Committee members, establishing a Public Art Plan, fundraising, appointing review committees and creating art selection criteria, accession process to acquire public art, facilitating contracts and installation of the projects, and creating a deaccession process for irreparable damage or a shift in artistic merit over time. The Steering Committee would be sponsored by non-profit organizations driving public art and she explained the Committee's proposed functions. She asked that the Council endorse the creation of a Newberg Public Art Steering Committee.

There was consensus for staff to bring back a formal resolution.

3. Construction Excise Tax

CDD Rux said the Construction Excise Tax proposal had been in discussion for several months. The Affordable Housing Commission had recommendations. But due to Covid-19, he suggested delaying it to the fall of 2020.

There was discussion regarding when SDCs would be paid.

Ezra Miller, Homebuilders Association, supported the recommendation to delay as it would allow for the immediate pandemic threat to pass, and let them know what the short term impacts would be to the homebuilding industry.

There was consensus to delay this item until the fall.

4. Affordable Housing Notice of Funding

CDD Rux said the Affordable Housing Trust Fund required a notice of funding availability every year. If approved, staff would send out the notification immediately, but it would be limited to a \$5,000 maximum grant.

Action: Motion to approve the content of the 2019-2020 Notice of Funding Availability (NOFA) for the Newberg Affordable Housing Trust Fund (NAHTF) as shown in Attachment 1 and authorize staff to proceed with notification and publication of the NOFA with a May 14, 2020 application deadline.

Motion: Councilor Johnson
Second: Councilor Bacon
Vote: 7 Yes, 0 No.

5. Resolution 2020-3669, DLCD grant application

CDD Rux said staff planned to apply for a grant that to update the City's code and to do other projects needed to implement HB 2001 and HB 2003. He would be requesting \$100,000 to \$160,000.

Action: Resolution 2020-3669, A Resolution supporting grant applications and authorizing the Community Development Director to apply for a DLCD 2019-21 Planning Assistance Direct Grants for HB 2001 and HB 2003 Implementation and authorizing the City Manager to execute all grant award contract documents.

Motion: Councilor Bacon
Second: Councilor Piros
Vote: 7 Yes, 0 No.

Meeting adjourned at 8:10 p.m.

ATTEST:


Rick Rogers, Mayor


Sue Ryan, City Recorder

