

**NEWBERG COUNCIL SUBCOMMITTEE MINUTES**  
**Committee System Review**  
**February 10, 2021**

**CALL MEETING TO ORDER**

Mayor Rogers called the meeting to order at 4:00 p.m.

**ROLL CALL**

Members Present: Mayor Rick Rogers, Councilors Stephanie Findley, and Denise Bacon.

Staff Present: City Manager Dan Weinheimer

Others: Student Planning Commissioner Colin Bolek

**SCOPE OF COMMITTEE**

The Subcommittee discussed:

- 1) Recruitment Periods – a standard annual recruitment period in the late summer (July/August) for seating in September.
- 2) Application – the application should be updated to reflect Council goals, to allow ranking of desired committees, and to incorporate a means for applicants to list special skills or abilities (i.e., language).
- 3) Online application – will allow for ease of submittal for the applicant and ease of tracking for staff.
- 4) Interviews – interviews of all applicants by a sub committee of the Council is recommended.
- 5) Recognition – discussion in this area focused on the need to regularly thank and show appreciation for volunteers. An event was not necessarily the only means to achieve this goal.
- 6) Modernize Committee roles – discussion here centered on the desire to reduce the number of ad hoc committees by broadening the scope of existing committees (i.e., all housing issues move to the Affordable Housing Commission). It is also desired to clearly define the expectations, role, and desired outcome of each committee.
- 7) Mission Driven – ad hoc committees should have very defined focuses.
- 8) Code Language – needs to be updated for some of these suggestions.
- 9) Student Commissioner proposal – should be adopted by resolution to add Student representatives to the Affordable Housing, Citizens Rate Review, and Library committees. This should happen by March 1, 2021 to allow for a recruiting period prior to the end of the school year.
- 10) Ex-Officio Duties – code should be changed to read ‘Mayor or Council Member Designee’.

They also discussed:

- 1) Terms – should be consistent for all committees; two years alternating.
- 2) Term Renewal – should be competitive for new applicants and incumbents.
- 3) Work Session – each committee should be asked to present during a work session to introduce themselves, their work, and their suggestions for improvement. The Council can also provide feedback on the work they helped accomplish.
- 4) Recruitment – a video explaining the various committee functions will help recruiting.
- 5) On Boarding – should be consistent and might include a review of Roberts Rules.
- 6) Outreach – duties of a community outreach position should include volunteer recruitment, recognition, and retention.

**CALENDAR OF DATES** – The next meeting was set for February 24 at 4:00 p.m.

**ADJOURNMENT:** The meeting was adjourned at 5:00 p.m.

**NEWBERG COUNCIL SUBCOMMITTEE MINUTES**  
**Committee System Review**  
**February 24, 2021**

**CALL MEETING TO ORDER**

Mayor Rogers called the meeting to order at 4:00 p.m.

**ROLL CALL**

Members Present: Mayor Rick Rogers, Councilors Stephanie Findley, and Denise Bacon.

Staff Present: City Manager Dan Weinheimer, City Recorder Sue Ryan

Others: Student Planning Commissioner Colin Bolek

**SCOPE OF COMMITTEE**

The Subcommittee discussed:

- 1) To bring to the Council a request for action on March 15<sup>th</sup> with a resolution adding youth representatives to all city committees.
- 2) Limiting the number of committees. The Mayor is to bring the subject up at his next Mayor's Cabinet meeting.
- 3) Changing to having the Council conduct interviews of committee applicants. The subcommittee will bring it to the Council on March 1 for discussion.
- 4) Spreading the ex-officio duties of the Mayor among the Council. This would require changing the Municipal Code and the current council rules.
- 5) Spring recruitment and which positions that would entail – Citizens Rate Review (3), Library (1), Students (3 + new additions). Whether to include all of these positions at this time for interviews or whether to limit to students the first round.
- 6) Broadening the mission of the Affordable Housing Commission. To bring to the Council a request for action on April 5<sup>th</sup>.
- 7) Theme of spring recruitment. Colin to meet with Lacey to discuss community engagement.
- 8) Having committee representatives come to Council to report on what they do.
- 9) Creating a video on what the Boards and Commissions do.
- 10) What onboarding would consist of – meeting protocol, Robert's Rules.
- 11) How to handle community requests for committees.

Next Steps:

March 1 – Ask Council to discuss doing committee applicant interviews in June.

March 15 – Have Council decide on RCA on adding youth to all city committees except for Budget (membership mandated by State).

April 5 – Have Council decide on RCA for broadening scope of Affordable Housing Commission.

June 21 – Possibly have Council interview committee applicants. (depends upon March 1 discussion).

**CALENDAR OF DATES** – The subcommittee is putting its meetings on hold until after the City completes its annual budget cycle in June.

**ADJOURNMENT:** The meeting was adjourned at 5:00 p.m.

**NEWBERG COUNCIL SUBCOMMITTEE MINUTES**  
**Committee System Review**  
**August 5, 2021**

**CALL MEETING TO ORDER**

Mayor Rogers called the meeting to order at 4:00 p.m.

**ROLL CALL**

Members Present: Mayor Rick Rogers, Councilors Stephanie Findley, and Denise Bacon.

Staff Present: City Manager Dan Weinheimer, City Recorder Sue Ryan, and Administrative Assistant Zaira Robles Muniz

The Subcommittee discussed:

- 1) Item 1 – Removal of committee members for absenteeism  
Action: To recommend to the City Council to adopt City of Roseburg’s model.  
Motion: Councilor Bacon  
Second: Councilor Findley  
Vote: 3 Yes
- 2) Item 2 – Council Pension Subcommittee  
Action: Subcommittee recommends to dissolution, return to prior practice of having Principal/Heestand come to a work session of the City Council.  
Motion: Councilor Bacon  
Second: Councilor Findley  
Vote: 3 Yes
- 3) Item 3 – Rename Citizens Rate Review Committee  
Action: Subcommittee recommends to change the name to Rate Review Committee and move citizen reference.  
Motion: Mayor Rogers  
Second: Councilor Bacon  
Vote: 3 Yes
- 4) Item 4- Membership  
Action: Subcommittee recommends to standardize memberships by having all committee members be residents of City except reserve 1 seat for individuals who reside within the Urban Growth Boundary.  
Motion: Councilor Findley  
Second: Councilor Bacon  
Vote: 3 Yes
- 5) Item 5 – Terms  
Action: Subcommittee recommends to do appointments on a calendar year with a standard term of 3 years. Each time term is up, members must re-apply to be considered.  
Motion: Councilor Findley  
Second: Councilor Bacon  
Vote: 3 Yes
- 6) The Subcommittee added Item 6 – Students to be voting members  
Action: Subcommittee recommends to make all student members voting members, as allowed by law.  
Motion: Mayor Rogers  
Second: Councilor Bacon  
Vote: 3 Yes

Next Steps:

September 7 – Present Subcommittee recommendations to the City Council during work session

**ADJOURNMENT:** The meeting was adjourned at 4:50 p.m.