

MINUTES

Ordinance/Legislative Committee
Sub-Committee of the Newberg City Council
Wednesday
January 27, 1993
6:00 p.m.
Newberg Community Hospital
Conference Room #5

Members Donna Proctor, Mayor
Present: Scott Reinhardt, Chairman
Elaine Smith, Vice-Chairman
Dave McMullen, Member
Shannon Stueckle, Member

Staff: Terrence D. Mahr, City Attorney
Duane R. Cole, City Manager

I. INTRODUCTION OF MEMBERS

This was the first meeting of the Committee. The members were introduced to one another and the Committee proceeded through discussion and consensus.

II. MEETINGS

The Committee decided that the meetings will take place the second Thursday of each month at 6:00 p.m. at the Newberg Community Hospital. A light dinner consisting of sandwiches and beverages would be served. The meeting would start promptly at 6:00 p.m. The meeting time should attempt to be held to one hour. However, after the projects were reviewed, it was mentioned that the meeting may not be held to a one hour time frame. The meeting would take place once a month.

Meetings: Second Thursday, 6:00 p.m., once a month.
Next Meeting: February 11, 1993 - 6:00 p.m.

III. LONG TERM PROJECTS/GOALS

The Committee discussed the long term projects and attempted to set priorities for these projects. The City Attorney (CA) went through the list of projects and discussed their priorities.

A Priority - the matter should be completed during the first six (6) months of the year.

B-Priority - the project should be completed within the 1993 calendar year.

C-Priority - the project will be completed as soon as possible but is not intended to be completed in the 1993 calendar year.

The projects are as follows:

1. **Compilation Project** - This is the major review of the compilation and a lot of the long term projects under the Compilation. This project should be completed by January of 1995 but must be commenced immediately. The following within the Compilation and within the first chapter of the Compilation:
2. **City Attorney Ordinance**
This ordinance lays out the CA's office and a project list is attached to this minutes.
3. **Personnel Rule Revision**
This matter is of importance to the Council and will be attempted to be presented to the Council at the March 1, 1993 meeting date. It should come back before the Committee at the February 11 meeting time. However, it is envisioned that the rules possibly will be difficult to have in front of the Council in the March meeting and might be going to a middle-March work session and before the Council for passage at the April meeting. The Department Head Rules could be separate from the rest of the rules.
4. **City Manager Ordinance**
This ordinance sets out the rules and regulations for the City Manager's office and delegates certain authority to him. That will be handled in the first chapter of the compilation.
5. **Ethics Ordinance**
Each volunteer member of committees are now public officials. It is important that they be educated as to their ethical obligations. The Council committees which have been formed at the January 1, 1993 meeting project has as its goal an informal dessert dinner at which the volunteer committee members will be able to meet in a social event with the new Council members. At that time, a short ethics presentation should be presented. (Attached is a copy of the Project/Mission Statement.)
6. **Council Committee Structure**
The committee structure was reformed in January 1993. The sub-committee with the volunteers is a result of that restructure. The purpose of this project is also to consider the terms on these committees and to make uniform terms and conditions of service for the sub-committees of the Council, Planning Commission, Hospital Commission and Traffic Commission. The Traffic Safety Committee has been proposed by ordinance to the CA's office and can be brought before the Committee at the February 11 meeting. That would give it an A Priority. The overall Council committee structure has a B Priority.

7. Rules of Council

The rules of the Council have been established by the resolution at the January 1993 meeting. They need nothing further to be done with them, however, we are certain that there will be some alteration, etc. as the Council works with them. They will need to be reviewed. The priority is not to do that this year.

8. Economic Development Committee

The Economic Development Committee a branch of the Revolving Loan Fund. The Revolving Loan Fund is presently working and making loans. The Committee would give it a higher public profile. It is thought since presently the RLF is working that this will have a lower priority. (Attached is a copy of the Project/Mission Statement.)

	<u>Tentative Priority</u>	<u>Priority</u>
1. Compilation Project	A	B
2. City Attorney Ordinance	C-	B
3. Personnel Rules Revision	A-	A
4. City Manager Ordinance	A-	B
5. Ethics Ordinance	C	B
	(A for education)	(A for education)
6. Council Committee Structure		B
7. Rules of Council	Began 01/93	C
8. Economic Development Committee	B / C	C

V. LEGISLATIVE PROJECT

It was discussed that the City needs to follow Legislation and communicate with its representatives in the State Legislature. The Committee did not want to pursue this as a formal task. This involves testifying at the legislature, being available to go to Salem and making telephone calls to Legislatures. The Chairman of the Committee, Scott Reinhardt is involved in well head protection and a state in the League of Oregon Cities concerning water resources. He indicated that his was an area of interest for him. He wished to cooperate with the Mayor in proceeding with this project and networking with other councilmen, other committee members of this committee and the other sub-committees in order to conduct the legislative programs.

It was mentioned by the CA that we had a telephone conference series with the Legislators and it was thought that we could have such telephone conferences. This project then was decided that it would not be done as a formal project of the Committee but would be done as a networking project.

V. REGULAR BUSINESS

The Committee discussed the regular business of the Committee. The regular business would be matters referred to it by the Committee and examples were given such as fire inspection fees, determination of language by bed and breakfasts and other contract matters. These matters will be referred to the Committee by the Council and it is hoped that the Committee will be able to answer them and report back to the Council at the next regular session.

IV. MUNICIPAL COURT

A report was given on the Municipal Court. The report concerned the transition of the Municipal Court and how that was functioning as well as the store front project. These are mainly budgetary matters which will be considered in the budget process. A court committee was appointed which consisted of a representative from the Police Department, a representative from the Court, a representative from the Legal Department and Community Service Coordinator. Expense over runs have been approved and a supplemental budget would need to be enacted. This matter has been proceeding rapidly and will be reported back to the Committee and eventually of the Council.. Financial implications will be worked with.

V. LITIGATION REPORT

The Committee received a form for a Litigation report. The form is attached in this copy of Minutes. The form was reviewed along with the discussion of a claims report. It was recommended that this litigation form be sent on to the Council for Council discussion. At the next meeting of the Ordinance Legislative Committee the Litigation Report should be filled in and they would see it again.

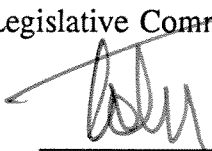
VI. NEW BUSINESS

There was no new business to come before the Committee. There was a discussion that an hour meeting might be a bit short.

VII. ADJOURNMENT

Meeting was adjourned at 7:15 p.m.

APPROVED by the Ordinance Legislative Committee.



Terrence D. Mahr
City Attorney