

CITY COUNCIL MINUTES

FEBRUARY 19, 2013

7:00 P.M. MEETING

PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

A work session was held prior to the meeting. The 6th grade students from Mountainview Middle School gave presentations regarding their Design Star class projects on ideas to develop properties in Newberg. No action was taken and no decisions were made.

I. CALL MEETING TO ORDER

Mayor Bob Andrews called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present: Mayor Bob Andrews Denise Bacon Ryan Howard
Bart Rierson Lesley Woodruff Mike Corey
Stephen McKinney

Staff Present: Daniel Danicic, City Manager Terrence Mahr, City Attorney
Janelle Nordyke, Finance Director Barton Brierly, Planning and Building Director
Jessica Nunley, Assistant Planner Lee Elliot, Assistant City Manager
Brian Casey, Chief of Police Norma Alley, City Recorder
Mandy Dillman, Minutes Recorder

Others Present: Doug Caffall

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. CITY MANAGER'S REPORT

Mr. Daniel Danicic, city manager, reported the local government dinner is Thursday, which will be hosted in Newberg this year. Tomorrow Mayor Bob Andrews and Mr. Danicic will be going to Salem to sit in on Oregon Department of Transportation's (ODOT) presentation on the loan portion of the bypass project. The final paperwork will be brought to the council for approval after this meeting. ODOT has been purchasing properties on 11th Street, one of which will be used for a "burn and learn" project for the fire department. The animal shelter is near completion, only needing electrical inspections and the final certificate of occupancy before they can move in the animals. Mr. Danicic plans to bring Council their line item budget for their review at an upcoming Council meeting.

V. PUBLIC COMMENTS

Leah Griffith, library director, provided information on the progress of the children's area remodel. This project has been completely funded by donations thus far, for a total of \$250,000.00; however, they are still short \$95,000.00 for furniture, shelving and a few other items, which they are hoping will be funded from a future grant request. The construction will start in March and they hope to be done in June. To kick-off the start of construction the library is having a dance party on March 8, 2013, at 6:30 PM to celebrate and all are welcome to attend.

Councilor Lesley Woodruff asked if they will be able to reuse any current furniture or shelves. Ms. Griffith replied the new area will have a completely different look, so most items will be replaced. Councilor Woodruff asked if they had considered a fundraiser and book moving party. Ms. Griffith replied they thought about a lot of ways to move the books; however, they need to move all 23,000 books in one day and they need them to all be in order, so having trained librarians move them is the best idea.

Mr. Doug Caffall spoke about the memorial park playground restoration project. They have raised \$152,000.00 of the \$162,000.00 they need and he asked the council for their help in providing funding for the rest of the project.

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3035** authorizing a contract with Baldwin General Contracting, Inc. for construction of the Children's Library Remodel Project.
2. Consider a motion approving the January 22, 2013, City Council meeting minutes.

MOTION: Howard/McKinney adopting **Resolution No. 2013-3035** authorizing a contract with Baldwin General Contracting, Inc. for construction of the Children's Library Remodel Project and approving the January 22, 2013, City Council meeting minutes. Motion carried (7 Yes/0 No).

VII. CONTINUED BUSINESS

Consider a motion postponing the Ninth Street Vacation hearing date to April 15, 2013.

Mr. Barton Brierley, planning and building director, explained they have not been able to find an acceptable solution for the Ninth Street Vacation and asked for additional time to consider other options. Mr. Brierley asked Council to continue the item to the May 6, 2013, meeting.

MOTION: McKinney/Corey to postpone the Ninth Street Vacation hearing date to May 6, 2013. Motion carried (7 Yes/0 No).

VIII. NEW BUSINESS

1. Consider a motion adopting **Resolution No. 2013-3036** accepting the Engineer's Report and setting a public hearing date to consider formation of the College Street LID.

Mr. Paul Chiu, senior engineer, and Mr. Lee Elliot, assistant city manager, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report).

Councilor Stephen McKinney asked if the state will be giving money to those property owners who will be losing property to the LID. Mr. Chiu explained ODOT provided grant money to give to those who give right-of-way to accommodate the sidewalk. Councilor McKinney inquired if only the three lots on College Street get compensation for right-of-way or if all forty-three lots will receive compensation. Mr. Chiu replied that only the three lots require right-of-way dedication and will be compensated.

Councilor Mike Corey asked if ODOT will be purchasing property from the church, which would mean the church could come out even in cost. Mr. Chiu said it will be a process between ODOT and the church so they can make a ballpark calculation, but they have no guaranteed information. Councilor Corey asked if they would at least be getting some compensation from ODOT; Mr. Chiu replied they most likely would. Councilor Corey

asked if the driveway access onto College Street from the church will be in a different location. Mr. Chiu replied they are diligently working with ODOT and Mr. Chuck Zickefoose to find the best solution. The church is obligated to relocate the drive way 100 feet further away from Mission Drive because of the change in classification. Councilor Corey inquired if they will be making it a right turn only to help with traffic issues. Mayor Andrews and Mr. Chiu concluded there was no restriction requiring them to make it a right turn only, and Veritas School has some restrictions of their own making a right turn only not necessary.

Discussion commenced on how to fund the sidewalk project and what portion of the cost should be paid by homeowners. Historically the city has been very successful working with property owners in regards to this type of payment. They have done many things such as negotiating what percentage property owners pay, scaling back projects to cost less, not implementing projects at all, and omitting some of the projects where homeowners have said they do not wish to participate. This seems to keep harmony between home owners and the city. The amount owed can become a lien on the property and the owner has the choice to pay at the end of the project, finance through the city for ten years, or in the worst case scenario the owner pays nothing and a lien is instituted which must be paid when the property exchanges hands. The final amount home owners will pay cannot be determined until completion of the project due to changes in materials and labor costs.

Mr. Chuck Zickefoose commended staff and council for hearing their needs and addressing their concerns at the church. He explained they will be getting a credit for the current sidewalk and clarified the school has a new policy for parents when they drop off and pick up their children, which is working well. They are working with ODOT to possibly open another access. He is in favor of passing the engineers report as it is and offered the church space for the city to use to hold any necessary public meetings.

MOTION: Howard/Bacon adopting Resolution No. 2013-3036 accepting the Engineer's Report and setting a public hearing date on May 6, 2013, to consider formation of the College Street LID. Motion carried (7 Yes/0 No).

2. Consider a motion adopting Resolution No. 2013-3034 approving reallocation of funds from contingencies for payroll increases.

Ms. Janelle Nordyke, finance director, presented the staff report (see official meeting packet for full report). Staff recommends approval of Resolution No. 2013-3034.

Councilor Corey asked if a date has been set for the non-represented employee's cost of living adjustment (COLA) to increase. Mr. Danicic replied it is set for the end of February, 2013. Councilor Corey asked if there was a plan in place for non-represented employees to get another COLA next January. Mr. Danicic said they will consider it as they put together the 2013-2014 budget, and he will have more information for them in April.

MOTION: Rierson/Bacon adopting Resolution No. 2013-3034 approving reallocation of funds from contingencies for payroll increases. Motion carried (7 Yes/0 No).

IX. COUNCIL BUSINESS

1. Doug Caffall requested allocation of \$3,000.00 to upgrade Memorial Park playground equipment.

TIME – 8:10 PM

Mayor Andrews asked the council if they would approve allocating \$3,000.00 to the playground at Memorial Park.

Councilor McKinney inquired where the money would be coming from. Mr. Danicic answered it would ultimately come from hotel tax revenues since this park holds many public events which are heavily attended by tourists.

MOTION: Andrews/McKinney adopting allocation of \$3,000.00 to upgrade memorial park playground equipment. Motion carried (7 Yes/0 No).

2. Consider sending a request for qualification (RFQ) for utility billing services.

Mr. Danicic informed the council of a utility billing company in Arizona which provides private water services to Phoenix, but also contracts out water billing services in California and Washington State. He estimates in fifteen years the city could save a significant amount of money. This company has employees who know water utility and have experience doing this service. They have a fully developed website, 24-hour phone service for customers, experience producing reports, and work seamlessly with utility workers in the field. They charge per account and the city would enter into a fifteen year contract which would increase in cost by only 2% each year. In order to do this the city would have to reduce staff to only one FTE employee in utility billing, and eventually change that position to a half time employee. If council wishes to move forward the city will request qualification from interested firms, review proposals, and then come back to council to present a formal request.

Councilor McKinney asked if they could just reassign staff instead of letting them go; Mr. Danicic replied they could if a position was available for them. Councilor McKinney asked if the \$4.00 per account fee would be attached to water billings. Mr. Danicic said they already include a utility billing fee within the water rate structure, so it would just be supplemented into that. He also mentioned it would not be the full \$4.00 right away, it would be closer to \$2.60 for the first two years and then it would change to \$4.00, and then start increasing by 2% each year after that.

MOTION: Bacon/McKinney consider sending for an RFQ for utility billing services. Motion carried (7 Yes/0 No).

3. Accept City Attorney's letter of resignation.

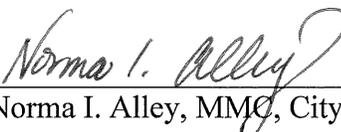
MOTION: Howard/Corey accept City Attorney's letter of resignation. Motion carried (7 Yes/0 No).

Council appointed Councilor Rierson and Councilor McKinney, along with Mayor Andrews, to form a sub-committee to recruit a replacement for the city attorney position.

X. ADJOURNMENT

TIME – 8:35 PM

ADOPTED by the Newberg City Council this 1st day of April, 2013.



Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 4th day of April, 2013.



Bob Andrews, Mayor