

**CITY OF NEWBERG COUNCIL MINUTES
DECEMBER 16, 2013
7:00 PM MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

A work session was held prior to the meeting. A presentation was given on the sidewalk connectivity by the Interim Public Works Director/City Engineer Jay Harris. No action was taken and no decisions were made. Councilors and the Mayor were present with Stephen McKinney being absent (excused).

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	Mike Corey
	Ryan Howard	Bart Rierson	Lesley Woodruff

Members Absent: Stephen McKinney (excused)

Staff Present:	Lee Elliott, City Manager Pro Tem	Truman Stone, City Attorney
	Janelle Nordyke, Finance Director	Terrance Mahr, Acting City Attorney
	Jay Harris, Interim Public Works Director	Brian Casey, Police Chief
	Barton Brierley, Planning & Building Director	Jessica Pelz, Associate Planner
	Leah Griffith, Library Director	Norma Alley, City Recorder
	DawnKaren Bevill, Minutes Recorder	Dave Brooks, IT Director

Others Present: Marlana Bertram, Sheryl Kelsh and Nancy Boyer.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. SPECIAL PRESENTATION

Mayor Andrews called forward Mr. Terrance Mahr, acting city attorney, read a letter signed by the city council thanking him for his service as city attorney, and presented him with a three-panel photograph.

V. CITY MANAGER'S REPORT

Mr. Lee Elliott, city manager pro tem, stated Brooks Bateman, building inspector, was named as the December employee of the month. On Thursday, December 19, 2013, there will be a public work potluck from 12:00 – 1:00 PM; all councilors are invited. City staff will be implementing a new, priority-based budget approach for the upcoming fiscal cycle. The citizens' rate review committee met last Wednesday, December 11, 2013, and Resolution No. 2008-2776, regarding the springs divestiture was discussed. Mr. Elliott thanked the council on behalf of the staff for the holiday hams given to city employees.

VI. PUBLIC COMMENTS

Mayor Andrews opened public testimony at 7:08 PM.

Ms. Marlena Bertram, your community mediators of Yamhill county, expressed her appreciation to the city of Newberg for their contribution providing funds for matching grants toward their operation income. They have had several mediations requested this past year and parenting plan updates are provided for a fee of \$25.00 and \$50.00 per session thereafter. School truancy cases have been heard with mediation between parents and children regarding attendance plans. In the first nine months, 52 cases have been heard and the total service value is just over \$18,000.00.

Ms. Sheryl Kelsh, executive director chehalem valley chamber of commerce, stated the chamber recently had their 2014 planning retreat; and during the process, the board reviewed the details of the four core competencies of the chamber. She explained the importance of building a strong local economy and workforce, promoting the chehalem valley area through recruitment of new small business, and promotion of current business. The chamber serves the business community by providing opportunities for them to interact with other business professionals, public officials and the general public as well as representing government and the political issues of business. The overwhelming direction and theme from the retreat was to increase the chamber's role as a leader in economic development, thus establishing a task force focusing on job expansion in Newberg and Dundee, and to create a great reputation for the community and business environment. The chamber taskforce will appear for regular updates with city council.

VII. COUNCIL APPOINTMENTS

Consider a motion appointing Megan Morris and Anthony Pete serving terms expiring December 31, 2016; and appointing Beth Koschmann serving a term expiring December 31, 2015, to the budget committee. (Pg. 3)

MOTION: **Howard/Rierson** moved to appoint Megan Morris and Anthony Pete serving terms expiring December 31, 2016; and appointing Beth Koschmann serving a term expiring December 31, 2015, to the budget committee. Motion carried (6 Yes/0 No/1 Absent [McKinney]).

VIII. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3082** adopting utility billing policies.
2. Consider a motion adopting **Resolution No. 2013-3099** accepting the 2012-2013 Budget comprehensive annual financial report (audit).
3. Consider a motion adopting **Resolution No. 2013-3101** authorizing a one-time amendment to the employee manual for vacation buybacks for non-represented employees.
4. Consider a motion adopting **Resolution No. 2013-3103** approving the appointment of Ernie Strahm as a part-time wastewater treatment plant manager in the public works operations department.
5. Consider a motion adopting **Resolution No. 2013-3104** approving the appointment of Jeff Crowther as a part-time wastewater treatment plant manager in the public works operations department.
6. Consider a motion adopting **Resolution No. 2013-3105** approving the appointment of Scott Foss as plant mechanic in the public works operations department.

7. Consider a motion approving the city council minutes from October 28, 2013.

MOTION: Woodruff/Bacon moved to adopt **Resolution No. 2013-3082** adopting utility billing policies, **Resolution No. 2013-3099** accepting the 2012-2013 Budget comprehensive annual financial report (audit); **Resolution No. 2013-3101** authorizing a one-time amendment to the employee manual for vacation buybacks for non-represented employees, **Resolution 2013-3103** approving the appointment of Ernie Strahm as a part-time wastewater treatment plant manager in the public works operations department, **Resolution No. 2013-3104** approving the appointment of Jeff Crowther as a part-time wastewater treatment plant manager in the public works operations department, **Resolution No. 2013-3105** approving the appointment of Scott Foss as plant mechanic in the public works operations department, and approving the city council minutes from October 28, 2013 Motion carried (6 Yes/0 No/1 Absent [McKinney]).

IX. PUBLIC HEARINGS

1. Consider a motion adopting **Order No. 2013-0032** affirming planning commission approval of the Terra Estates Subdivision located at 3805 Terrace Drive.

Mayor Andrews reconvened the quasi-judicial hearing at 7:21 PM and asked for closing comments from staff. Ms. Jessica Pelz, associate planner, gave a short PowerPoint presentation (see official meeting packet for full details). The final staff recommendation is to adopt Order No. 2013-0032, affirming the planning commission's approval of the Terra Estates Subdivision with the findings shown in Exhibit "A" and the conditions of approval shown in Exhibit "B".

MOTION: Rierson/Bacon moved to adopt **Order No. 2013-0032** affirming planning commission approval of the Terra Estates Subdivision located at 3805 Terrace Drive including the findings shown in Exhibit "A" and the conditions of approval shown in Exhibit "B". Motion carried (6 Yes/0 No/1 Absent [McKinney]).

2. Consider a motion adopting **Resolution No. 2013-3100** establishing procedures, standards, criteria, and policy directives to be used in hiring the city manager.

Mayor Andrews opened the administrative hearing at 7:39 PM.

Mr. Elliott and Councilor Denise Bacon recused themselves from the discussion.

Councilor Lesley Woodruff reported the position profile has been finalized and if approved this evening, advertising for the position is scheduled for Wednesday, December 18, 2013. The estimated timeline regarding the final decision for a new city manager is scheduled for June, 2014. A hiring range was discussed at length at the last subcommittee meeting rather than a salary range.

Ms. Nancy Boyer, mid-willamette valley council of governments, explained a salary range encompasses an entire range anticipated for an individual within a position; a longer range of anticipated growth of an individual within the job. A hiring range is considering hiring an individual depending upon their background experience and qualifications for the position. Councilor Woodruff stated the subcommittee discussed having not only executive session interviews, but also public interviews with department heads and/or community leaders in order for the community to have input on the city manager; most appropriately at the last stage of the timeline. Ms. Boyer explained to the council Oregon law requires public employers to interview candidates meeting minimum qualifications that qualify for veteran's preference. This can be difficult, as it can be costly in bringing them before the community for interviews. A telephone interview system with veteran candidates can

be set up. In regards to including staff and the community in the hiring process, she suggested having two or three addition interview panels ask questions on how they will interact with the potential city manager. Following the interviews, ask the panels to come back to the council during the executive session to discuss the interview and the council can use the information in any way they desire to make the decision on who they wish to hire. Ms. Boyer suggested placing it after the second interview of the top candidates in executive session on the timeline.

Ms. Sheryl Kelsh stated the chamber is very interested in the process to help formulate questions. She suggested adding the application deadline of January, 27, 2014, is contingent on the quality of applications received. Ms. Boyer stated the application date can be extended if needed.

MOTION: Woodruff/Rierson made a motion to amend **Resolution No. 2013-3100** to include an opportunity for input and comments from groups and the general public; placing it between candidate interviews in executive session and possible second interview of top candidates in executive session on the timeline. Motion carried (5 Yes/0 No/1 Absent [McKinney]).

MOTION: Woodruff/Corey moved to adopt **Resolution No. 2013-3100** establishing procedures, standards, criteria, and policy directives to be used in hiring the city manager. Motion carried (5 Yes/0 No/1 Absent [McKinney]).

X. NEW BUSINESS

1. Consider a motion accepting the Chehalem Valley Chamber of Commerce's first quarter report for the visitor information center.

Ms. Sheryl Kelsh reported Oregon had three of the top 100 restaurants in America; two in Newberg. The McMinnville city council approved the hotel transient tax; 75% of the amount collected will be dedicated to tourism.

MOTION: Rierson/Corey moved to accept the Chehalem Valley Chamber of Commerce's first quarter report for the visitor information center. Motion carried (6 Yes/0 No/1 Absent [McKinney]).

2. Consider a motion adopting **Resolution No. 2013-3102** adopting the city of Newberg's emergency operation plan.

Mr. Lee Elliott stated emergency operations have taken an impact with the reduction of services. The current emergency operations plan approved in 2009 is currently not compliant and effects eligibility for receiving grants. The process began in developing a committee along with Sue Lamb, Yamhill county emergency management manager, who has served as a consultant working to develop a plan bringing the city into compliance with statewide consolidation and emergency operations. The plan will be evaluated annually, every December, as the document will be continuously updated.

MOTION: Woodruff/Bacon to adopt **Resolution No. 2013-3102** adopting the city of Newberg's emergency operation plan. Motion carried (6 Yes/0 No/1 Absent [McKinney]).

XI. EXECUTIVE SESSION

Mayor Andrews opened the executive session at 8:56 PM.

1. Executive session pursuant to ORS 192.660(2)(e) relating to a real property transaction.
TIME – 8:56 PM

Executive session was held with councilors, the mayor, city manager, and city attorney present; Councilor McKinney was absent (excused); no action was taken and no decisions were made.

Mayor Andrews closed the executive session at 9:38 PM.

2. Executive session pursuant to ORS 192.660(2)(i) relating to the performance review of the city manager.
TIME – 9:38 PM

Executive session was held with councilors, the mayor, city manager, and city attorney present; Councilor McKinney was absent (excused); no action was taken and no decisions were made.

Mayor Andrews closed the Executive Session at 9:44 PM.

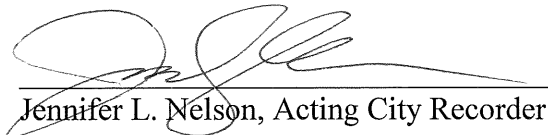
Councilor Bacon reported the shelter was open ten days and had a total of 22 people.

Mr. Elliott updated council he had contacted Mr. Robert Soppe and will be meeting with him at 10:00 AM on Wednesday, December 18, 2013.

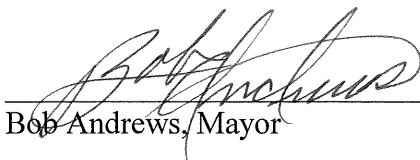
XII. ADJOURNMENT

The meeting adjourned at 9:51 PM.

ADOPTED by the Newberg City Council this 17th day of March, 2014.


Jennifer L. Nelson, Acting City Recorder

ATTEST by the Mayor this 20th day of March, 2014.


Bob Andrews, Mayor