

CITY OF NEWBERG COUNCIL MINUTES
FEBRUARY 18, 2014
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

A work session was held prior to the meeting. There was a discussion on council goals and priorities with MWV Mid-Willamette Valley Council of Governments executive director (MWVCOG) Nancy Boyer. No action was taken and no decisions were made. All councilors and the mayor were present.

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	Stephen McKinney	Mike Corey
	Lesley Woodruff		

Staff Present:	Lee Elliott, City Manager Pro Tem	Truman Stone, City Attorney
	Jay Harris, City Engineer	Janelle Nordyke, Finance Director
	Norma Alley, City Recorder	Nicole Tannler, Minutes Recorder

Others Present: Sandy Carter, John Duval, President and Lindsy Hammand, Engineering Associate - Pavement Services Inc.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. CITY MANAGERS REPORT

Mr. Lee Elliott, city manager pro tem, thanked the public safety and public works staff who did an amazing job with the ice and snow. Financial consultants have spent a lot of time working on budget and will be presenting in March. Unfortunately, we lost a quite a few trees in Memorial Park because of the storm. A subcommittee will be meeting tomorrow to look over applicants for city manager position.

V. PUBLIC COMMENTS

Mayor Andrews opened the public testimony.

Ms. Sandy Carter, One Willamette River Coalition, said The Canby Ferry went to Portland twice last year and went through the two locks on the Willamette River. They are looking to move the locks out of federal ownership and must put together possibilities for fund-raising; so they are coming to council. They are hoping council will support the community and farms to be able to move things down the river. The city of Wilsonville chipped in \$2,500.00, which is what they are requesting from the city of Newberg. Use of the river has decreased; however, with pollution and road congestion the state needs new solutions and the river can carry very heavy cargo. The locks are functional, but not operational.

Councilor Bart Rierson said he has disappointed the locks have been closed, but it may be hard to support something like this with our budget. It seems like a funding mechanism, but they city does not have freight

docks to move anything. It will be difficult to find that kind of funding, but he was pleased they were here to share the information.

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2014-3110** approving a grant award recommendation from the Affordable Housing Commission.
2. Consider a motion adopting **Resolution No. 2014-3111** authorizing the city manager pro tem to entire into a contract with Ferguson Enterprise, Inc., and another vendor to procure supplies for the Wynooski-Riverfront Utilities Project.
3. Consider a motion adopting **Resolution No. 2014-3112** authorizing the city manager pro tem to hire Jose Rivera as a temporary laborer in the public works operations department.
4. Consider a motion adopting **Resolution No. 2014-3113** authorizing the city manager pro tem to enter into a contract with Schneider Equipment, Inc. Water Services for the upsizing of Well No. 8 in the amount of \$70,600.00.
5. Consider a motion adopting a policy to be included in the employee handbook on honesty.

Item VI.5 was pulled from consent calendar and discussed under new business.

MOTION: **Rierson/Woodruff** adopting **Resolution No. 2014-3110** approving a grant award recommendation from the Affordable Housing Commission, **Resolution No. 2014-3111** authorizing the city manager pro tem to entire into a contract with Ferguson Enterprise, Inc., and another vendor to procure supplies for the Wynooski-Riverfront Utilities Project, **Resolution No. 2014-3112** authorizing the city manager pro tem to hire Jose Rivera as a temporary laborer in the public works operations department, and **Resolution No. 2014-3113** authorizing the city manager pro tem to enter into a contract with Schneider Equipment, Inc. Water Services for the upsizing of Well No. 8 in the amount of \$70,600.00. Motion carried (7 Yes/0 No).

VII. PUBLIC HEARING

Consider a motion adopting **Resolution No. 2014-3108** approving Supplemental Budget #2 for fiscal year 2013/2014.

Mayor Andrews introduced the administrative hearing and called for any conflicts of interest or abstentions; none appeared.

Ms. Janelle Nordyke, finance director, presented the staff report (see official meeting packet for full report). Staff recommended adoption of Resolution No. 2014-3108.

Councilor Howard said this was the first supplemental budget he was scared by because there seems to be huge overruns in the projects. He asked what the reasons were.

Mr. Jay Harris reported the Sheridan Street improvement had one bidder on the project and the city decided to move ahead anyways. When the first rain came in the fall, it was necessary over-excavate and put in six inches of rock. The other larger cost overrun was the quantities of the street pavers which did not make the budget. They are just under the 10% threshold. On North College Street, grant funding was received from ODOT, but the project was estimated a long time ago and ODOT is using more stringent guidelines. The water line was too shallow and had to be relocated. The ditch has a potential as a food source for fish-bearing streams and the wet

lands had to be enhanced and a fee paid. Hard bids for the rest of the improvement will be given at market place value. When planning occurred six years ago, it was hard to know these problems would occur.

MOTION: Howard/Woodruff adopting Resolution No. 2014-3108 approving the Supplemental Budget #2 for fiscal year 2013/2014. Motion carried (7 Yes/0 No).

VIII. NEW BUSINESS

1. Presentation regarding the status of the citywide pavement evaluation project and the implementation of a pavement management system.

Mr. John Duval and Ms. Lindsy Hammond, Pavement Services Inc, presented the report including a PowerPoint slideshow (see official meeting packet for full report).

Councilor Rierson asked about the estimated time frame. Mr. Duval replied they just now completed the condition survey and are currently gathering data. The draft should be ready by mid-April.

Councilor Rierson asked if the traffic counting mechanism takes into account the nature of the vehicles. Mr. Duval said traffic is classified based on axel spacing as well as counts. The number of trucks that can create damage can be distinguished and the main purpose is to classify the streets.

Mr. Harris said a report in April-May is too late for the budget. Existing revenue is being used and crack sealing will occur this year. There is not a contract to do it, so city employees will do it instead. Complaints have been received and emergency repairs must be completed on Villa Road because of major potholes. The big question is how to stabilize funding and which is why the analysis will be very important. Updates need to be invested in every five years in order to use our dollars more effectively.

2. Discussion on fiscal policies.

Ms. Nordyke and Mr. Elliott presented the staff report (see official meeting packet for full report).

Councilor Woodruff asked where the document came from. Ms. Nordyke replied the finance committee put it together.

Mayor Andrews asked if they are looking to be updated. Mr. Elliott stated these are the council's fiscal policies, and they are solid; they also send signals to staff and communities on how to do the budget. The city manager will fall back on these, if needed.

Mayor Andrews asked if the debt policy addresses the current requirements they must maintain. Ms. Nordyke replied not specifically. Mayor Andrews suggested addressing the debt policy.

Councilor Woodruff said clarification was needed on self-supporting debt. Mr. Elliott said they will talk to a financial consultant and get an answer.

3. Review of General Government/City Council Budget.

Mr. Norma Alley, city recorder, presented the staff report (see official meeting packet for full report).

Councilor Rierson asked if more was spent than available in the budget and where was it coming from. Mr. Elliott replied when the budget was adopted it was said to be reviewed mid-year. Consultants have been brought in and the city will currently be dipping into reserve funds. Unfortunately, they have suggested

everyone reduce 5% to be proactive. Councilor Rierson said he was confused as where to cut \$10,000.00 out of this year's budget and would appreciate a recommendation. He said he is very frustrated with this and half of the council budget is in the transient lodge tax.

Councilor Howard asked where the balance is coming from if they do not cut. Mr. Elliott replied it will be coming from the reserve with initial projections of approximately \$700,000.00. The challenge is there are no easy cuts and the general fund is the problem being struggled with right now.

There was discussion with the councilors and \$10,000.00 was cut from their budget.

4. Consider community funding requests.

Ms. Alley presented the staff report (see official meeting packet for full report).

Mayor Andrews stated the council's funding was wiped to reduce 5%. The locks are something worth funding in the future because it ultimately has the potential for economic development. There are other organizations able to help fund this. Ms. Alley stated the funding is not available.

Councilor Rierson said he totally supports the locks project and believes there is economic development potential. He has great hopes the city will find ways to help this project.

Mr. Stone said he asked the finance director if there are any other funds that can be used for the Locks project and she said there may be some from other sources. Mayor Andrews said the consensus council wants to pursue other options.

MOTION: Howard/Rierson direct staff to consider other sources to fund the Willamette Falls Locks. Motion carried (7 Yes/0 No).

5. Consider a motion adopting a policy to be included in the employee handbook on honesty.

Councilor Rierson said he is concerned the discussion is because of problems with a previous city manager. He felt putting in a statement might make current employees feel uncomfortable. He asked how they argue against honesty, but said he will not be supporting this request for council action.

Mayor Andrews agreed with Councilor Rierson. It has been demonstrated what happens if that core value is not fulfilled and they same would be expected from staff.

Councilor Corey thought a re-wording was needed at first, but now he believed the whole paragraph should be removed and just the word "honesty" added.

Councilor Bacon agreed and said it sounds like the council thinks if one person lies, all personnel will do the same.

Councilor McKinney agreed honesty and integrity are unspoken expectations and it appears to be overkill in this situation.

Councilor Woodruff said this was her idea and she likes just putting in the word "honesty," rather than the paragraph.

MOTION: Rierson/McKinney direct staff to add honesty to core values and everything beneath not be acknowledged. Motion carried (7 Yes/0 No).

IX. COUNCIL BUSINESS

Councilor Howard recognized Newberg cheer came in first place. The Ford Family Cohort asked to request permission to keep those dollars and use for the new scope of project.

MOTION: Andrews/Bacon to allow the Ford Family Leadership Institute Cohort #3 Project retain the \$500 funding already provided by city. Motion carried (7 Yes/0 No).

Councilor Rierson reported as chair the Yamhill county advisory board and there is a bus stop currently stoping at the Newberg Fred Meyer. The plan is to more the bus stop to Brutscher Street and Mr. Gougler has poured a pad for the shelter there. It would impede traffic for ADA accessibility and a recommendation has been made to move the shelter to the back of the sidewalk, adding about eight inches of concrete which would not cost much to the city.

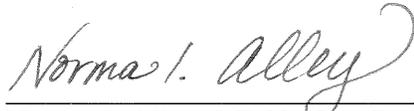
MOTION: Rierson/Bacon to authorize the city manager pro tem to direct staff to complete the pouring of concrete for a bus shelter on Bruetscher Street near Columbia River Bank. Motion carried (7 Yes/0 No).

Councilor Bacon reported her emergency night shelter was open eight days and served 231 meals for the winter storm. The emergency night shelter became a 24-hour shelter and there were two women, which is the first time women have been in the shelter; they were really thankful.

X. ADJOURNMENT

The meeting adjourned at 9:35 PM.

ADOPTED by the Newberg City Council this 7th day of April, 2014.



Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 10th day of April, 2014.



Bob Andrews, Mayor