

**City of Newberg
City Council Minutes
January 16, 2024
Online Meeting Format**

BUSINESS SESSION –

Meeting called to order at 6:01 pm.

Councilors Present: Mayor Bill Rosacker, Councilors Mike McBride, Peggy Kilburg, Elise Yarnell Hollamon, Molly Olson, and Derek Carmon were present via Zoom. Councilor Robyn Wheatley joined the meeting via Zoom at 6:32 pm.

Staff Present: City Manager Will Worthey, City Attorney James Walker, City Recorder Rachel Thomas, Human Resources Manager Alison Seiler, Finance Director Kady Strode, Interim Community Development Director Clay Downing, Associate Planner Jeremiah Cromie, Police Chief Jeff Kosmicki, Public Works Director Russ Thomas, and Graphic Design Specialist Emily Salsbury were present via Zoom.

CITY MANAGER’S REPORT

Novembers CM statistics.pdf

CM Worthey reported on the flooding event that occurred at City Hall on January 15, 2024, the resulting sixty-day Declaration of Emergency, and information regarding mitigation efforts, the insurance claim, prioritization and temporary locations of City Departments, press release and social media information, document recovery and archiving efforts, and the good news that no one had been hurt.

The following resolution was verbally added to the agenda due to the emergency situation.

Resolution 2024-3915 – A Resolution Declaring a Local State of Emergency and Ratifying Actions in Response to the State of the Emergency

City Attorney Walker presented a Resolution to declare a local State of Emergency for sixty days in response to the flooding and damage at the City Hall facility which would unlock abilities under the Newberg Municipal Code (NMC) and State law for the City Manager to engage remediation contractor services. The Council would be notified if the State of Emergency needed to be extended beyond sixty days. Alternative funding options were being explored to aid funding the repairs from the flood damage.

Action: To approve Resolution 2024-3915 – Declaring a Local State of Emergency and Ratifying Actions in Response to the State of the Emergency

Motion: Councilor Kilburg
Second: Councilor Carmon
Vote: 6 Yes 0 No 0 Abstain 1 Absent (Wheatley)

CM Worthey reported the statistics for the month of November 2024 and noted the data was currently being used to build a budget model for FY 2024-25 and beyond. CM Worthey clarified that accounts payable and City payroll were handled through separate accounts. Newberg was currently looking to recruit one dispatcher.

PUBLIC COMMENTS

None.

REPORTS AND PRESENTATIONS

Newberg Then and Now Presentation by Britta Mansfield

Britta Mansfield had been a resident of Newberg for about ten years, had attended George Fox University to study History, and now worked in public history in both her career and volunteer efforts. Ms. Mansfield served as a member of the Newberg Area Historical Society, the Historical Preservation Commission, a member of the Taste Newberg board representing the heritage community, the manager of the Hoover-Minthorn House, and worked with the Willamette Falls & Landings Heritage Area Coalition (WFLHAC).

Ms. Mansfield's book, *Then and Now*, a collection of photographs featuring paired images of the past and present in historic areas of Newberg, was published in October 2023 by Arcadia Publishing. Ms. Mansfield hoped the book would provide a fun way for people to interact with Newberg history. Ms. Mansfield shared some background history on the founding of Newberg, changes in Newberg over time, and noted the impact of history on day-to-day life. Ms. Mansfield discussed her continuing work on making history accessible to area residents, including her work with the WFLHAC to establish a national heritage area through the National Park Service along a 56-mile stretch of the Willamette River, bringing economic opportunities to communities in the area. *Then and Now* could be purchased at Chapters Books and Coffee in Newberg or on www.amazon.com for \$24.99.

Mayor Rosacker noted that the delegation from Newberg's sister city Poysdorf, Austria would be visiting during the upcoming summer, and he proposed purchasing copies of *Then and Now* as gifts for the Poysdorf delegates.

CM Worthey stated that the library would be interested to add *Then and Now* to their historical collection.

Customer Service Standard and Manual 2024

CustomerServiceManual V1 2024.pdf

Customer Service Presentation January 2024.pdf

CM Worthey gave a presentation via PowerPoint on the new 2024 Customer Service Standard and Manual and shared background information on the development of the project. The project aligned with City Council Goal 1 to create and maintain a high level of customer service, with one objective being to publish a customer service standard. Separate customer service and leadership standards were set for the City Manager, Department Heads and Managers, Supervisors, and Frontline Staff with firm standards on deliverables, which could be periodically measured, and a clear process to resolve customer concerns within one business day. Standards were set for each of the common contact formats used by the City. More guidelines would be added in upcoming years, including Department specific deliverables, which may be included in the anticipated second volume. CM Worthey shared a bibliography of books and federal standards he had studied during the creation of the Customer Service Standards.

CM Worthey welcomed Councilors to send comments or suggestions regarding the Customer Service Standards to his email address. Councilors thanked CM Worthey for his efforts.

COMMISSIONER APPOINTMENT

RCA to Appoint a Student Commissioner to the Planning Commission

RCA Committee Recruitment 2024-0016.pdf

[41:25]

Action:	To appoint Abigail Seits to the Planning Commission as Student Commissioner
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Motion:	Councilor Olson
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Second:	Councilor McBride
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Vote:	7 Yes 0 No 0 Abstain 0 Absent
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CONSENT CALENDAR

Vehicle and Equipment Purchase RCA Resolution 2024-3914

RCA Vehicle and Equipment Purchase 2024-3914.docx

Councilor McBride noted that electric vehicles were more expensive to insure, and because the batteries were very expensive, any damage to the batteries generally resulted in a vehicle being declared “totaled” by the insurance company. Councilor McBride suggested that gasoline vehicles may be more cost effective.

CM Worthey stated Public Works Maintenance Superintendent Preston Langaliers had researched the purchase and had recommended these vehicles as the best option for the intended purpose, and with the way Citycounty Insurance Services (CIS) worked, the amount paid by the City was determined by the total number of vehicles and not the type of vehicle. Staff was confident in their ability to repair these vehicles, if necessary.

Action:	To approve Resolution 2024-3914 approving the purchase of vehicles and equipment
Motion:	Councilor Kilburg
Second:	Councilor Olson
Vote:	7 Yes 0 No 0 Abstain 0 Absent

PUBLIC HEARING

DCI Extension Ordinance 2024-2914

RCA Ordinance 2024-2921.pdf

Mayor Rosacker opened the public hearing and asked for the declaration of any abstentions or conflicts of interest. There were none.

CM Worthey stated this item was not State mandated. DCI International Dental Manufacturing Company (DCI) had experienced the total loss of a 33,000 sq ft parts assembly building due to a fire in April 2022, displacing around eighty production workers. DCI had an immediate need to resume work disrupted by the fire as a critical employer and economic contributor in Newberg for over 35 years. The loss of DCI had to potential to cause substantial damage to the Newberg economy. The passage of the original Ordinance 2022-2898 under the authority of ORS 401.309 allowed DCI to occupy a temporary site to allow parts assembly work to resume despite the temporary location not being zoned for commercial uses under the NMC. The City had declared a State of Emergency under ORS 401.309 on behalf of DCI effective April 21, 2022 to allow DCI to continue operation in the temporary location. The City received communication from DCI indicating their insurance issues connected to the fire were not yet resolved and they requested that the City extend the State of Emergency. The Council had passed a motion at the December 4, 2023 meeting to allow Staff to use time researching the possible extension, which would be in alignment with Council Goal 2 to attract and keep family-wage employers in Newberg.

Staff recommended that the City Council approve Ordinance 2024-2921 to extend the DCI Emergency Occupation of 1150 N Springbrook Rd for an additional four years.

Public Comments: Tim Murphy, Vice President of Business Operations, DCI, stated that they had underestimated the amount of time and resources it would take to rebuild, and asked the Council to extend the State of Emergency for another four years.

Abisha Stone, Yamhill County Business Retention and Expansion Manager, Strategic Economic Development Corporation (SEDCOR), worked with DCI after the fire to keep local officials informed of the emergency situation and to find solutions to support DCI's continuing operation. Ms. Stone emphasized the importance of keeping family wage jobs in the community and thanked the Council for efforts to support family wage employers, and especially for supporting DCI while they continue to settle the insurance matters and redevelop their operation.

Mayor Rosacker closed the public hearing.

Staff recommendation remained the same.

City Attorney recommended waiving the second reading of Ordinance 2024-2921, and then approving the Ordinance as read by title only.

Action:	To waive the second reading of Ordinance 2024-2921
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Motion:	Councilor Carmon
Second:	Councilor Olson
Vote:	7 Yes 0 No 0 Abstain 0 Absent

Action:	To adopt Ordinance 2024-2921 – DCI Extension as read by title only
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Motion:	Councilor Carmon
Second:	Councilor Kilburg
Vote:	7 Yes 0 No 0 Abstain 0 Absent

CONTINUED BUSINESS

RCA Resolution 2024-3913 – A Resolution to adopt a new Employee Handbook
RCA Resolution 2024-3913.docx

City of Newberg Employee Handbook 2024_FinalForCouncil.pdf

CM Worthey stated the last revision of the Employee Handbook had been approved in 2019, and significant changes in legislation had occurred since 2019 at the State and Federal levels, necessitating the creation of a new Employee Handbook. The revisions were made with feedback from CIS and the City Attorney's office. Providing clear rules for City Employees should reduce overall Human Resources issues and aligned with Council Goal 1 to enhance customer service.

Staff recommended approving the 2024 Employee Handbook and empower the City Manager to publish minor amendments on an ongoing basis.

Action: To approve Resolution 2024-3913 to adopt a new Employee Handbook and empower the City Manager to publish minor amendments on an ongoing basis.

Motion: Councilor Kilburg
Second: Councilor Olson
Vote: 7 Yes 0 No 0 Abstain 0 Absent

NEW BUSINESS

Tim Murphy, Vice President of Business Operations, DCI, offered the use of their facilities to hold City meetings and provide office space, as well as the use of crates and a warehouse for storage due to the flooding emergency at the City Hall.

Proposed 2024 Planning Division Work Plan

RCA Planning Division 2024 Work Plan.pdf

Attachment 1. Proposed 2024 Planning Division Work Plan Table.pdf

Attachment 2. 2024 Planning Division Work Plan Project Descriptions and Current Status.pdf

2024 Proposed Planning Work Plan Presentation.pptx

Associate Planner Cromie presented the 2024 Work Plan for upcoming projects for the Planning Division. The Work Plan reflected priorities set by Council Goals, Statewide Planning Goals, the Newberg Comprehensive Plan, master plans, specific plans, and the NMC, and categorized all the current and long-range planning projects and goals into critical projects, significant projects, and other projects. Critical projects included updating the Customer Service Standards, amending the Urban Growth Boundary (UGB), continuing work on establishing vacation rental policy, finding Childcare solutions, and facilitating the Construction Excise Tax (CET) Notice of Funding Availability (NOFA) for affordable housing projects. Significant projects included the amendment of Code to become compliant with HB3395, codify Director interpretations, and fix inconsistencies, and the creation of a new craft industrial district on the west side of downtown. Councilors were welcomed to make additions or revisions of the Planning Work Plan.

Staff recommended that the Council approve the Planning Division's proposed 2024 Work Plan as shown in Attachments 1 and 2.

AP Cromie stated that the projects on the Work Plan often involved other Departments, notably the Engineering Department.

Interim Community Development Director Downing clarified that the Planning Division was working on the UGB and was also aware of the work to be done on the Urban Renewal Area (URA). The Community Development Department was the agency liaison for the citizen's advisory committee to the Newberg Urban

Renewal Agency (NURA), but NURA was inherently interdepartmental, which is why the work on the URA was not included in the Planning Division Work Plan. The URA work was under the direction of CM Worthey as the Administrator of the NURA. The purpose of the Work Plan was to keep Councilors informed on Planning projects and provide an opportunity for the Council to give input regarding prioritization of projects. The Planning Division would continue to collaborate with the Engineering Department as necessary.

AP Cromie explained that according to the NMC childcare was not a home occupation. The definition “family childcare home” was a separate use from a home occupation and would be permitted under the NMC in low-density R-1 and R-2 districts without having to obtain a home occupancy permit. This definition had been incorrectly interpreted in the past. AP Cromie discussed the location of the new craft industrial district.

ICDD Downing stated a lot of work had been done toward creating the craft industrial district but had been on hiatus for some time. Staff hoped to create awareness on the matter to facilitate moving forward with the project to create the district with an artisan retail atmosphere.

Councilor Olson stated work on the craft industrial district had begun before covid but was paused due to turnover in Planning Staff. She discussed how the craft industrial district would benefit the community.

- Action: To approve the Planning Division Work Plan for 2024 as shown in Attachments 1 and 2
- Motion: Councilor Olson
- Second: Councilor Carmon
- Vote: 7 Yes 0 No 0 Abstain 0 Absent

COUNCIL BUSINESS

Nominations and Vote for Council President

Councilor Yarnell Hollamon nominated Peggy Kilburg as Council President. Councilor Kilburg stated she was willing to serve as Council President.

- Action: To appoint Peggy Kilburg as Council President
- Motion: Councilor Yarnell Hollamon
- Second: Councilor Olson
- Vote: 7 Yes 0 No 0 Abstain 0 Absent

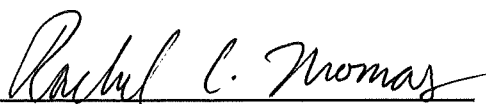
ADJOURNMENT

Meeting adjourned at 7:25 pm.

ATTEST



Bill Rosacker, Mayor



City Recorder

