

AN ADJOURNED MEETING
OF THE CITY COUNCIL
AGENDA
NOVEMBER 12, 1981
COUNCIL CHAMBERS 7:30 P.M.

- I. CALL MEETING TO ORDER
- II. ROLL CALL
- III. REQUESTS AND COMMUNICATIONS:
 - 1. Communication from Oregon Speed Control Board
RE: Investigation of Dayton Avenue Speed Zone.
 - 2. Appointments to Committees and Commissions by Mayor.
- IV. REPORTS FROM CITY ADMINISTRATOR:
 - 1. Report on Budget Calendar for next year's election.
 - 2. Report on Employee Award Dinner.
- V. OLD BUSINESS:
- VI. NEW BUSINESS:
 - 1. Review of Bids on Hospital Construction Phase II Project

ACCOUNTS PAYABLE
November 1981

11/81

David F. Abbott, M.D.	245.00
Allen Precision Equipment	56.06
Amps Co.	210.00
B J's Photo	6.00
Barker's Auto Supply	46.54
Bearings, Inc.	46.09
Bennett & Miller	381.50
Burroughs Corp. (N.Y.)	785.33
Burroughs Corp. (Seattle)	2,015.02
Business Forms Unlimited	405.16
Butler Chevrolet	66.15
Buy-Wise Drug	5.95
CMI, Inc.	68.10
CTR Business Systems	42.92
Callaghan & Co.	127.00
Camera Quarters	103.84
Cascade Employers Assoc.	12.60
Chehalem Valley Senior Citizens	1,100.00
Coast to Coast	131.14
Crabtree Rock	136.25
Crowell Auto Parts	35.74
Culligan	15.00
Dents	184.54
Dept. of Justice	45.00
Doubleday & Co.	81.48
Engineered Control Products	260.18
Erick Construction	60.00
FarmGro Supply	55.20
Farnham Electric Co.	467.07
Ferron Janitorial	587.95
Fisher Electric	233.18
Fowler Tire	515.27
Fox Union	25.00
Gaylord Brothers	76.49
General Electric	1,698.00
General Telephone	1,637.69
Good Housekeeping	11.97
Harris Uniform	16.11
Hewlett-Packard	96.42
Home Laundry	36.90
The Homemaker	6.00
Howard Detrick Roofing	2,655.00
IFG Leasing	100.13
Interarms	315.00
J.C. Penney	17.00
Jersey International Group, Inc	266.35
Johnson Furniture & Hardware	405.03
Krupp Industrial Electric	292.10
Larry Harrington Co.	46.11
Laughlin Oil	2,555.36
Les Schwab	48.51
Len McGarvey	61.40
Meyer Brothers	163.51
Millipore Corp.	139.95
Nessco Supply Inc.	208.55

Newberg Auto Parts	5.18
Newberg Community Hospital	337.91
Newberg Fireplace Center	450.00
Newberg Graphic	33.78
Newberg Interiors	490.00
Newberg Lock & Key	30.50
Newberg Ready Mix	332.35
Newberg River Rock Products	519.75
Newberg Steel	10.30
Northwest Business Systems	153.63
Northwest Law Enforcement	506.07
Northwest Natural Gas	562.08
Nudelman Brothers	320.00
Nurnberg Scientific	110.60
O'Dell's Tire Service	171.28
Oregon Fire Chief's Assoc.	35.00
Oregon State Hwy. Division	130.00
Organic Gardening	11.00
Oregon Meter Repair	406.00
Pacific Water Works Supply	584.10
Harris Pearson, M.D.	182.00
People Magazine	37.00
Platt Electric	42.90
Portland Glove Co.	112.80
Portland Precision Instrument	293.39
Prevention Magazine	10.97
Quality Office Machine	325.30
R.R. Bowker	222.20
Robert Hurford, CIA	94.00
Sanderson Safety Supply	26.48
Sentinel Alarms	414.00
Seventeen Magazine	11.95
Specialty Contract & Glass	10.00
Spec Industries	1,456.00
Suburban Machine Works, Inc.	104.00
Sunset Magazine	12.00
Thomas Bouregy & Co.	35.50
3-2-1 Contact Magazine	9.95
Time Magazine	18.00
Traffic Safety Supply	801.70
W.R. Grace-The Baker Taylor Co.	704.46
Umpqua Research Co.	250.00
Water, Food & Research Labs	54.00
Western Auto	47.16
Westside Automotive	139.74
Wheel Graphics	66.50
Willamette Industries	149.60
Yamhill County Sheriff's Office	71.95
Ziprint	95.50
PGE	17,000.00***

TOTAL: 47,408.42

***= Estimate

Handwritten signatures and initials: *RR*, *M.O.*, *J.L.*, *AAG*, *CME*



OREGON STATE SPEED CONTROL BOARD

HIGHWAY BUILDING • SALEM, OREGON • 97310

NOV 5 1981

TRA 7-2

Board of Commissioners
Yamhill County Courthouse
McMinnville, OR 97128

Gentlemen:

At the State Speed Control Board Meeting of November 4, 1981, the Board considered a report of engineering investigation covering speed zoning on Dayton Avenue in Yamhill County. A copy of this report is enclosed.

The Board proposes to establish speed zoning as shown on the enclosed Exhibit.

Final action will be taken at the next meeting of the Board. Any objections to the proposed zoning must be received within 30 days following receipt of this letter.

Sincerely,

ORIGINAL SIGNED BY L. E. GEORGE

L. E. George
Secretary

Enclosures

cc: William A. Gille
Michael Warren ✓
Herbert Hawkins
Bill Campbell

III-1

EXHIBIT

The State Speed Control Board proposes to establish the following speed zoning on Dayton Avenue in Yamhill County.

40 MPH from Pacific Hwy. West (I-W) to SCL of Newberg (0.24 mile south of 5th Street)

12/12
Council
Agenda



OREGON STATE SPEED CONTROL BOARD

HIGHWAY BUILDING • SALEM, OREGON • 97310

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ORIGINAL SIGNED BY L. E. GEORGE

L. E. George
Secretary

Enclosures

cc: William A. Gille
Michael Warren ✓
Herbert Hawkins
Bill Campbell

III-1

MEMO

TO: City Council

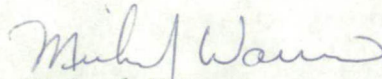
DATE: November 9, 1981

FROM: City Administrator

SUBJECT: Appointment to CIAC and Other Committees.

The Planning Director has informed that there is a vacancy on the CIAC Committee. This vacancy is usually represented by someone from the College, Mr. Arthur Roberts has asked that his name be put in to fill that vacancy.

The Mayor also has a few other appointments to be made to other committees and they will be presented.


Michael Warren
City Administrator

MW.bjm

MEMO

TO: City Council
FROM: City Administrator
SUBJECT: Upcoming Election

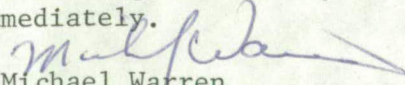
DATE: November 9, 1981

Either at this meeting or the next City Council meeting I will need direction from the City Council on next year's very important election(s). The attached schedule indicates that there are six times during the year in which we can have an election. Two of these dates (May and November) we may go for a new tax base.

The first question of the City Council is should we attempt a one year operating levy on March 30, 1982, with the thought in mind that we must go for a tax base election on May 18, 1982. The advantages on going to the voters on March 30 is that traditionally we have not been able to pass an election on the first go-around. By going in March it will possibly allow for the tax base to be passed in May. Also, if the levy or the tax base were passed we would know in enough time to begin planning rather than panicking toward the end of the year.

Some disadvantages are that the public, the press and service clubs are geared for a new tax base. If we were to ask for the levy and we received the tremendous support that I would anticipate then it could be diminished considerably if we again ask for the same support in May. If the election failed in March and we came back with tax base in May, the figure for the tax base would have to be higher than the March election which would be somewhat confusing and could even be upsetting to the citizens (who did not vote for levy of x number of dollars and are asked again for a new tax base of $x + y$ number of dollars.)

I would like to reserve some time on the City Council agenda to talk rather freely about this important decision and do a little bit of brain storming with the City Council and the Department heads. It is important that we make a decision soon, because if we are indeed to go for a levy in March then we must begin the budget procedure immediately.


Michael Warren
City Administrator

MW/bjm
Enc.
cc: Department Heads.

1982 SPECIAL DISTRICT ELECTIONS CALENDAR

FOR AN ELECTION HELD ON	MARCH 30 (See 2 and 3 below)	MAY 18 (See 1, 3 and 4 below)	JUNE 29 (See 2 and 3 below)	AUGUST 10 (See 3 below)	SEPTEMBER 21 (See 3 below)	NOVEMBER 2 (See 1, 3 and 4 below)
THE "DISTRICT ELECTION AUTHORITY" MUST:						
- For DIRECTOR ELECTION - Give notice to County Clerk <u>NOT BEFORE</u>	Jan 15	Jan 28	Apr 16	May 28	July 9	July 15
<u>AND NOT LATER THAN</u>	Feb 4	Feb 17	May 6	June 17	July 29	Aug 4
- For MEASURE ELECTION - Give notice to County Clerk <u>NOT LATER THAN</u>	Feb 24	Apr 8	May 26	July 7	Aug 18	Sep 23
A "CANDIDATE" FOR DISTRICT OFFICE MUST:						
- File verified signatures of \$10 filing fee with County Clerk <u>NOT LATER THAN 5PM</u>	Feb 24	Mar 9	May 26	July 7	Aug 18	Aug 24
- File Contributions and Expenditures reports as required	ASK COUNTY CLERK FOR DETAILS					
THE "ELECTIONS OFFICER" MUST:						
- Publish notice of DIRECTOR ELECTION	NEXT AVAILABLE NEWSPAPER AFTER RECEIPT OF NOTICE FROM ELECTION AUTHORITY					
- Publish notice of MEASURE ELECTION in next available newspaper <u>AFTER</u>	Feb 24	Apr 8	May 26	July 7	Aug 18	Sep 23
- Publish facsimile ballot <u>NOT SOONER THAN</u>	Mar 15	May 3	June 14	July 26	Sep 6	Oct 18
<u>and NOT LATER THAN</u>	-----ELECTION DAY-----					

- Metropolitan Service District directors are nominated at the primary election and elected at the general election.
- Certain school districts, under certain conditions, may elect directors on a date other than the last Tuesday in March. See URS 255.335 for details. The district election authority of a school district qualified to hold an election of directors on a date other than the last Tuesday in March must notify the election officer of its intention to do so not later than the 60th day before the last Tuesday in March. For 1982, this notification must be made not later than January 29, 1982.
- Except for elections of directors held in conjunction with district formation elections, and the exceptions noted above, all other districts shall hold elections of directors on the last Tuesday in March in odd numbered years.
- Candidates for district offices at the primary or general election must file declarations or petitions not later than the 70th day before the election.

MEMO

TO: City Council

DATE: November 6, 1981

FROM: City Administrator

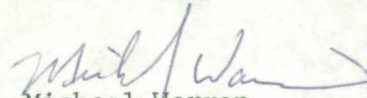
SUBJECT: Employee Award Dinner

At the last Staff meeting of Department Heads we discussed having a committee to organize the employee award dinner. This, of course, is a yearly event that is given for 5, 10, 15, 20 and 25 years of service with the City. The Fire Chief, normally, arranges the steaks and of course has the tables set up. But traditionally this is the Council's way of thanking the employees for their tenure of service.

In attempting to establish a committee, the Department Heads felt that the Council might wish to have a committee that discusses such things as:

1. Giving something else besides a pin to the employees.
2. Program of events, guest speaker.
3. A special award for a Council member or employee.
4. General organization.

In an effort to not have department head's time taken up on this project, it would be very much appreciated if the City Council members, that are interested in this, would work with the Chairman of the Committee, which is traditionally been the Mayor, in establishing a nice dinner. The dinner is held on the last Friday in January and we hope to make it a nice one this year.


Michael Warren
City Administrator

MW/bjm



NEWBERG COMMUNITY HOSPITAL

501 VILLA RD. NEWBERG, OREGON 97132 (503) 538-3121

November 10, 1981

Mr. Mike Warren
City Administrator
414 East First Street
Newberg, Oregon 97132

Dear Mr. Warren:

First let me thank you and all the members of the City Council for agreeing to meet for this special meeting to consider the bids the Hospital has received for Phase II of the Remodel Project. In general we were most pleased with the bids we received. It is the recommendation of the Executive Committee of the Hospital Board of Commissioners that the low bids of Collamette Construction Company of Portland, Oregon; Shaw West, Portland, Oregon; Harder Mechanical Portland, Oregon be accepted for the general construction, electrical design build and the mechanical design build. The total of the base bids slightly exceeded the construction estimate budget amounts, however ample contingency was allowed to cover the slight additional cost of the three systems.

Three alternate bids were also considered, all of which were recommended for acceptance. The first two involved minor building modifications that we consider necessary for proper efficiency of the Central Sterile Supply area and security of the Hospital Pharmacy. Both of these two alternates are adequately covered through the budgeted contingency amount. Alternate 3 is to provide a sufficient back up, reserve boiler capacity to insure that the Hospital is able to function mechanically and provide hot water in the event of a main boiler failure. The reserve boiler capacity was originally budgeted in the 1982 fiscal year budget and was incorporated for convenience at this time in the award of these bids. The bid received is slightly above the budgeted amount, however contingency funds are available within the Capital Improvement Fund.

We trust that the Council will act favorably upon our recommendations and allow the hospital to enter into contracts with the three contractors as outlined above and on the attached documents. A copy of the schematic diagram of Phase II is also attached for your information. We thank you for this opportunity to present this information to the City Council.

Sincerely yours,

Donald S. Elsom
Administrator

DSE:jp

enc.

V1-1

NEWBERG COMMUNITY HOSPITAL

MINUTES: EXECUTIVE COMMITTEE, NOVEMBER 10, 1981, 12:00 NOON
MR. ELSOM'S OFFICE

MEMBERS

PRESENT:

Mr. Hurford, Mr. Anderson, Mr. Tarlow, Mr. Plews, Mr. Elsom and
Mr. Simpson

MEMBERS

ABSENT:

Dr. Stan Kern, (excused)

REVIEW OF BASE
BIDS FOR PHASE
II, 1981 RE-
MODEL PROJECT:

A. General Construction:

Estimated cost \$65,177. Bids have been received from five General Contractors for the general contractor portion of the phase II remodel. The bids are as described on the attached bid analysis form.

Low bidder was Collamette Construction Company, Portland, Oregon with a low base bid of \$60,872.00. Collamette construction has been one of the sub-contractors on our present phase I project and it was moved by Mr. Anderson and seconded by Don Tarlow that the low bid of Collamette Construction Company be accepted.

B. Base Bid, Electrical, Conceptual Design:

Estimated cost \$18,049. Only one bid was received out of five sub-contractors who came to the pre-bid conference. The low bid of Shaw West, Portland, Oregon was for \$14,700. Inasmuch as Shaw West was the only bidder and it was substantially below estimate, it was recommended that the electrical sub-contract for design build for the 1982 Remodel project be awarded to Shaw West. The motion was seconded and passed unanimously.

C. Base Bid, Mechanical.

Only one bid was received for this design build concept providing the mechanical structure and HVAC to the 1982 Phase II remodel project. The bid was received for \$26,437. It was moved by Mr. Anderson and seconded by Mr. Tarlow that Harder Mechanical be awarded the base bid.

Consideration of Alternatives:

Alternative number 1 involves removal of the fan coil units and insertion of heating and ventilating system into the central sterile supply rooms. The general construction calls for removing of the windows in that area and bricking them in and finishing work. This work is necessary in the Central Supply area to allow adequate counter space to be developed along one wall and suitable cabinet space above that counter for the proper storage of sterile surgical supplies. It was moved by Don Tarlow and seconded by Andy Anderson that alternate 1 be accepted and applied to the base bids of Collamette Construction and Harder Mechanical for a total price of \$5,087.

V I - 1

Alternate 2: Construction of a security wall above the ceiling surrounding the pharmacy area.

It was moved by Don Tarlow and seconded by Andy Anderson that \$500.00 be added to the base bid of Collamette Construction for the construction of a security wall above the ceiling surrounding the pharmacy for a total price of \$500.00. The motion passed unanimously.

Alternate 3: Provision of additional reserve and back-up boiler capacity. The present back-up boiler is 1.5 million BTUs and the building has a requirement for providing 2.3 million BTUs. The present boiler is 28 years old, has a hole in the fire box and some bent steam tubes. It has been fully depreciated and is in need of replacement. In the event of a main boiler failure the hospital would have to manually shut down approximately 30% of its square feet and have reduced hot water capacity. The replacement of the boiler system is included in the capital expansion, 1982 budget, at a total budgeted amount of \$28,000. Alternate 3 by Harder Mechanical is to supply a duplicate Cleaver Brookes boiler with a four million BTU capacity for a total price of \$27,846.00.

Summary and Budget Comparison:

	<u>Budget</u>	<u>Actual</u>
General Construction including Electrical and Mechanical	\$99,700	\$102,009
Engineering Fees	4,200	2,800
Building Permits	525	225
Movable Equipment	20,700	20,700
Other Miscellaneous	9,000	9,000
Alternates I and II	-0-	5,587
Contingency	13,400	7,204 (remaining)
TOTAL PROJECT COST	147,525	147,525

Water Meter and Water Lines:

General discussion was held concerning the Hospital paying for water and providing water meter. The Board wishes to discuss this further with the City Administrator.

Physical Therapy Personal Services Contract:

Members of the Executive Committee reviewed the final draft as prepared by the City of Attorney of the contract for Physical Therapy Services with Roger Giles. It was noted by the Board that the Administrator under the Management Contract has the authority to enter into the contract for Physical Therapy services with Mr. Giles. The Executive Committee thanked the Administrator for keeping them apprised of the entire negotiations as they developed. When the final points of the contract are settled on, Mr. Elsom

✓ 1-1

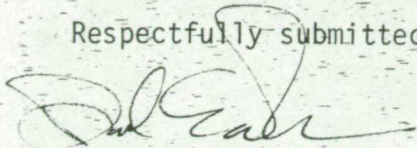
will enter into the agreement with Mr. Giles.

CONSTRUCTION
UP DATES:

Mr. Elsom informed the Board the HBE would be formally leaving the job as of this coming Friday, November 13th. The remaining items to be completed that are in somewhat of dispute are balancing of the air handling system which will begin tomorrow and the proper modifications to the installed fire alarm system which will also begin on November 11th. The Hospital will continue to hold approximately \$80,000 retainage until these two items are completed.

There being no further business, the meeting adjourned at 2:05 P. M.

Respectfully submitted,



Donald S. Elsom
Administrator

DSE:jp

VI-1

Bid Date 11-04-81

GENERAL CONTRACTOR BIDS

Location Newberg Community Hospital

Present: Warren Simpson, Don Elsom

Project 1981 Remodel

ESTIMATE: \$65,117

NEWBERG COMMUNITY HOSPITAL

CONTRACTOR	Dey Construction	Wilson & Dean	Juhr Construction	Colamette Construction	Jensen Ritchie
Base Bid	\$66,240.00	\$67,200.00	\$69,399.00	\$60,872.00	\$68,747.00
Alt. #1	2,160.00	1,300.00	1,672.00	2,037.00	1,235.00
Alt #2	1,150.00	300.00	726.00	500.00	340.00
Alt #3					
Bid Bond	YES	YES	YES	YES	YES
Breakdown	YES	YES	YES	YES	YES
Qualification		YES	YES	YES	YES
Conceptional Design	N/A	N/A	N/A	N/A	N/A
TOTALS					
Remarks:					
Completion	75 days		***	105 days	120 days

Bid Date 11-02-81
 Location Newberg
 Present: Warren Simpson, Don Elsom
 Project 1981 Remodel

ELECTRICAL BIDS

ESTIMATE: \$18,049

NEWBERG COMMUNITY HOSPITAL

CONTRACTOR	Shaw West				
Base Bid	\$14,700.00				
Alt. #1	-0-				
Alt #2	-0-				
Alt #3	-0-				
Bid Bond	YES				
Breakdown	YES				
Qualification	YES				
Conceptual Design	YES				
TOTALS	\$14,700.00				
Remarks:					
Completion	60 days				

Bid Date 11-02-81MECHANICAL BIDSLocation NewbergPresent: Warren Simpson, Don ElsomProject 1981 Remodel

ESTIMATE: \$26,100

NEWBERG COMMUNITY HOSPITAL

CONTRACTOR	Harder Mechanical				
Base Bid	\$26,437.00				
Alt. #1	3,050.00				
Alt #2					
Alt #3 (Boiler)	27,846.00				
Bid Bond	YES				
Breakdown	YES				
Qualification	YES				
Conceptional Design	YES				
TOTALS	\$57,333.00				
Remarks:					
Completion	60 days				

