CAPITAL PROJECTS COMMITTEE MINUTES
(Subcommittee of Newberg City Council)
First Federal Savings and Loan, 112 N. College Street, Newberg, Oregon 97132
Thursday, June 19, 1997 at 7 PM

Members Present:	Donna Proctor, Roger Currier, William Rosacker, John Lyda, Rob Molzahn, Donna McCain, Dale Schatz, Julie Codiga
Members Absent:	Nadine Windsor
Others Present:	Mike Soderquist, Terry Mahr, Larry Anderson, Duane Cole, Randy Naef

I. CALL TO ORDER

The meeting was called to order at 7:02 pm by Chair Currier. Chair Currier welcomed Julie Codiga as a new member to the committee.

II. APPROVAL OF MINUTES

There were no minutes from the last meeting as it was a public meeting with the Transportation Consultant.

III. OLD BUSINESS

- Update on Street and Roadway Standards

Mr. Anderson, City Engineering Manager, stated that the Transportation Consultant was combining information from the last meeting and the public open house to create a "near final" draft to be reviewed by City staff. He hoped to have this draft completed by the end of June. Once received from the consultant it would be routed for final comments by City staff. Once all comments were received, the City would do the final editing.

IV. NEW BUSINESS

- Jaquith Park Street Sweeping

Chair Currier stated that the ordinance did not only relate to Jaquith Park Estates, but all private streets. There was general discussion on several other private streets in town. Mr. Rosacker asked if the reason we swept streets was for appearance or to keep debris out of the storm sewer system? Mr. Soderquist, Community Development Director, responded for both reasons. Mr. Schatz then asked if the City wasn't doing itself harm by not keeping the streets clean? Mr. Mahr stated that the real issue was that if we're going to sweep streets that are not public then we should set guidelines on what we *will not* sweep.

Mr. Mahr, City Attorney, did a survey of companies that provide sweeping services in the Newberg area and the rates they charge. He shared those survey results with the committee as a comparison to what the City is charging for this service.

After general discussion about the different types of private streets, the meeting was opened for public comment:

Bret Boysen, 409 Nathan Drive, stated that the storm sewer system was still maintained by the City and there are a lot of trees in that area that drop many leaves and cause the storm drains to clog. Mr. Boysen shared with the committee, that he understood the original plan of the developer was to construct houses for mostly single individuals that had spouses or relatives in the assisted living facility in Jaquith Park Estates. Since they were mostly single people, lack of off street parking would not be a problem. However, the developer sold the property prior to development and the new developer built homes for the general public, which did cause a problem with the private streets.

Mr. Boysen stated that the residents in Jaquith Park Estates had never asked for any special favors, they only asked that when the street sweeper was in the area that it sweep the streets in Jaquith Park Estates. He stated he did not want to have to go in front of City Council again to discuss the issue, he only asked that the decision be fair.

Mike Siefers, 408 Brandon, mentioned that he and Mr. Boysen had both received many phone calls from neighbors prior to the meeting. They didn't like the wording in the notice they received about the meeting; it stated that this service was being "provided" by the City but didn't say anything about it being a service requested and paid for by the residents.

Chair Currier reiterated the history of the Jaquith Park Estates development. He asked for clarification as to whether the sewer, water and storm sewer systems were the City's responsibility, because he thought it was the responsibility of the owner of the private street. Mr. Anderson, City Engineering Manager, stated that the sanitary sewer and water systems were maintained by the City, but the storm sewer was owned by the subdivision.

Chair Currier stated that we needed to provide clarification and set guidelines for the PUD's that are proposed in the City. There was discussion about the necessary equipment and personnel available to provide a sweeping service. Mayor Proctor stated that as long as the people had paid for the service and the City had staff and equipment to provide it, then we should continue to provide the service until it becomes such a burden that we need to revisit the issue. Mr. Mahr stated that we should define what was allowed and what was not, (i.e. only residential streets, streets not adjacent to any commercial property, etc.). Ms. McCain agreed that we should set guidelines now so that we didn't have to revisit this later.

Motion: A motion was made to recommend City Council authorize the City to enter into a contract to provide street sweeping services on all private streets that are not directly adjacent to businesses. Motion passed unanimously. Added recommendation by Mr. Mahr to add that we only consider private streets with existing storm sewer systems and curbs. Committee agreed.

- Municipal Court Jail Space

Mr. Mahr, City Attorney, reminded the committee that they also serve as the Ordinance/Legislative Committee which oversees the court. He presented back up information to the committee on what the City had paid to the County for the use of jail space. He explained how the County prioritized it's prisoners and since most of the people arrested by Newberg Police were only arrested for traffic violations, they were often put on low priority level often times being released before we're able to get to them. Mr. Mahr requested the committee prepare a summary of our comments for him to present to the sheriff's office and hopefully get some reasoning from them. Mr. Schatz asked what the rates were based on? Mr. Mahr answered that they were based on the percentage of tickets that are processed through our court, regardless of how often we actually use the jail.

There was a consensus of the committee to have the City Attorney prepare a communication (on behalf of the committee) to present to the County Sheriff's office in order to obtain answers as to why the City of Newberg is not receiving the service that is being paid for.

- Highway 99W Undergrounding

Mr. Anderson, City Engineer, stated that we had an opportunity to replace the Portland General Electric (PGE) power lines underground of Highway 99W. PGE is building a new substation on Springbrook Road and moving the high voltage lines off Highway 99W. Since PGE must move their lines for the Highway 99W widening, they would give us a cost break for going underground now. It would be much less expensive now than later. The project runs from Brutscher to Main Street. Once we get better estimates of costs we will decide whether or not to proceed. This is PGE's first project as a deregulated company so we will have the City Attorney review how we can contract with them for this project.

Mr. Anderson explained that PGE has started the design work so we have an idea of the work involved, but we still need good estimates. He mentioned we will also need to decide how the actual services to the buildings will be paid. Fortunately, about half of the services are already underground so that is a cost savings. We need to decide if we will be assessing the property owners for a portion of the work, and how much they will be required to pay. Mr. Rosacker asked what the advantage is of the City installing these underground. Mr. Anderson explained that it would be done eventually and it would never cost less to do it. He also indicated that there would be some additional costs in replacing the street light poles. It was suggested that they be the of the "old fashioned" pole design. Mr. Cole, City Manager, estimated the cost (by comparing to a similar project), to be two million dollars.

Chair Currier thanked Mr. Anderson for the information and asked that he and Mr. Cole gather additional detailed information and present it to the committee in the upcoming meetings, prior to starting the job.

- Water Treatment Plant Electrical Improvements Contract

Mr. Naef, City Capital Projects Manager, stated that we are in the process of negotiating a scope of work and fees with a consultant. This is the same consultant we hired in 1984 to do a larger phase of this project. Since it had been so long, we would enter into a new agreement for the second phase within a few months for the committee's review.

- Andrew Street and Charles Street Pump Stations

Mr. Naef, City Capital Projects Manager, stated that these projects are approved in the 1997-98 budget. These pump stations have had maintenance problems for quite some time. We're in the process of preparing a scope so that we could proceed with the bidding procedures. He mentioned that we plan to bid them together as one project since they are identical pump stations and they probably have the same type of problems.

- Proposed Consultant Selection Process

Mr. Soderquist, Community Development Director, stated, like the two projects previously discussed, there are several projects throughout the year that will require a consultant selection process. Selecting a consultant takes a lot of time and effort, so the staff have proposed that we prequalify consultants in several different areas and keep them on a list for two to three years. As jobs come up, we would cycle through the list and select the next contractor available on the list.

Chair Currier asked if this cycling effort would involve a bidding process or if we would take the next in line regardless of costs. Mr. Soderquist responded that they are prequalified based on their professional qualifications and we would review the individual job for fit and cost involved.

- Selection of New Street Signs

Mr. Anderson, City Engineering Manager, showed samples of different types of street signs. He talked about the ones we currently use which are steel, embossed, non reflective, printed only on one side, expensive to make, and are wearing out. A new Federal law states that street signs must be reflective. Mr. Anderson showed the sign we proposed to change to which is aluminum, reflective, printed on both sides and much less expensive. They are readily available from many different sources. There was some discussion about color.

Chair Currier suggested that the old signs be kept and sold at the City auction or have a private auction for them. There was a consensus of the committee to use the green aluminum with white lettering.

- Department Reorganization

Mr. Soderquist, Community Development Director, announced the resignation of the Public Works

Manager, Chuck Liebert, and stated his plans for department reorganization. He proposed to move the Public Works crew back under the Community Development Director for more direct communication between Public Works and himself. He also stated he wanted to replace the Public Works Manager and change the title to Utilities Manager, and have that person continue to oversee the Water and Wastewater Treatment Plant Personnel. That person would also oversee the capital projects that pertain to utilities. The remainder of the capital projects would be placed under Mr. Anderson, the Engineering Manager (City Engineer). We would lose a Capital Project Manager position, which would be a cost savings to the City. In turn, we would hire a project engineer (reporting to Mr. Anderson and Mr. Naef), where primary responsibility would be to get projects done. Mr. Soderquist mentioned that the current Capital Projects Manager, Randy Naef, has applied for the Utilities Manager Position. There was a consensus of the committee to proceed with the reorganization.

V. REPORTS

- Planning Division Report
- Building Division Report
- Engineering Division Report
- Public Works Division Report
- Capital Projects Division Report

Mr. Soderquist handed out the reports that were not in the packet. He didn't want to discuss them in detail, but if the committee had questions about them, they could contact him individually.

There was general discussion about the reports.

VI. OTHER BUSINESS

The committee agreed to meet in the First Federal Bank Community Room regularly. The next meeting is scheduled for Thursday, July 17, 1997.

Mr. Soderquist stated that in the near future he would be presenting to this committee, a plan for reshuffling the Community Development Department into a utility based department. More to come on this later.

VII. ADJOURNMENT

The meeting adjourned at 8:48 pm.

Approved by the Capital Projects Committee on this 18th day of September, 1997.

Ayes: 8 Nays: 0 Abstain: 0 Absent: 1 (McCain)

ATTEST:

Tabrina R. Mueller

Tabrina R. Mueller, Recording Secretary

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