

CAPITAL PROJECTS COMMITTEE MINUTES
(Subcommittee of Newberg City Council)
First Federal Savings and Loan, 112 N. College Street, Newberg, Oregon 97132
Thursday, September 18, 1997 at 7 PM

Members Present: Donna Proctor, Roger Currier, William Rosacker, John Lyda, Rob Molzahn, Dale Schatz, Julie Codiga, Nadine Windsor

Members Absent: Donna McCain

Others Present: Mike Soderquist, Terry Mahr, Duane Cole, Randy Naef

I. CALL TO ORDER

The meeting was called to order at 7:00 pm by Chair Currier.

II. APPROVAL OF MINUTES

The minutes of June 19, 1997 were approved unanimously.

III. OLD BUSINESS

- Water Treatment Plant Electrical Improvement Contract Update

Randy Naef, City Utilities Manager, stated that the City had signed the agreement with HDR Engineering, for this project and that design was well underway. Terry Mahr, City Attorney, asked how much this project cost. Mr. Naef replied the estimate was \$350,000 to \$400,000 and the majority of that price was for instrumentation. Mr. Mahr asked if the bid would be awarded by low bid procedure and Mr. Naef confirmed that it would.

- Highway 99W Brutscher to Main Street Project Update

Mike Soderquist, Community Development Director, distributed and reviewed the memo written by Larry Anderson, City Engineering Manager, summarizing ODOT's plans for the project. He stated that the construction was still planned to start in 1999 and would take two years. The Newberg Signal Project would begin next spring and would only include those signals not directly involved in the Brutscher to Main Street project. Those signals were at the intersections of: Elliott Road/99W; Howard Street/First Street; and Meridian Street/First Street. The project would include bump outs at those same corners, (the curbs extend out to the street on both sides to shorten the length that the pedestrians must walk to cross the street). Signals at the intersections of Howard Street/Hancock Street and Meridian Street/Hancock Street will be installed in the Brutscher to Main Street project. He stated that all the new signals would be on timers to significantly improve traffic control.

Mr. Soderquist stated that the City was waiting for cost estimates from PGE regarding the Highway 99W Undergrounding Project. We also need to decide on options for financing. Mr. Soderquist felt that those options should be presented to this committee for recommendation to City Council for approval.

Nadine Windsor asked if medians would be installed on the highway. Duane Cole, City Manager, stated there would be some medians. Mr. Cole directed staff to distribute copies of the property agreement to the committee members.

IV. NEW BUSINESS

- Current Electronics Relocation

Mike Soderquist reported that EFTC had purchased the Werth property. The site had been cleared and graded and the construction was being fast tracked, which meant they will start construction prior to completion of the final design. EFTC has paid the City \$82,000 in System Development Charges, of which \$42,000 was for transportation. The project would have a relatively light impact

on the water and sewer systems. They plan to utilize a three inch water meter which use is equivalent to that of approximately sixteen single family homes. The traffic impact would be equivalent to that of a fifty lot subdivision.

- Restructuring of Building and Planning Divisions

Mr. Soderquist stated that when Chuck Liebert resigned, Randy Naef accepted the position of Utilities Manager with a slight modification in responsibilities. We have reduced the number of managers by one by not replacing Randy, instead we planned to hire an engineer to work under Randy and take on some of his old responsibilities. He explained that we were considering, subject to Council approval, forming a permits center within the Community Development Department, which would consist of all of the building division and most of the planning division. We have restructured the Planning Manager position to not only be responsible for the planning functions of the city, but also to administer the permits center, should that become reality. He mentioned that the position had been advertised and closing date was October 15. There was some question about whether the Building Official was still going to be responsible for the building division. Mr. Soderquist stated that he would remain responsible for the building inspectors but the new position would oversee the entire permits section.

- Downtown Redevelopment

Mr. Soderquist mentioned that the City had done some planning work on the downtown redevelopment in the past and he requested input on whether the committee would like to continue with those efforts. Chair Currier stressed the importance of working with the downtown business community in this effort. Rob Molzahn wondered if this redevelopment consists of rezoning issues or just revitalizing. Mr. Soderquist stated that as a group we need to decide what we would like to do and then involve the public. There were several suggestions made regarding slowing down traffic by possibly installing more traffic signals or increasing law enforcement, finding additional funding sources, and forming a subcommittee to work on this project. **Motion: A motion was made to direct Mike Soderquist to form a subcommittee of the Capital Projects Committee to review options for revitalizing downtown.** Motion passed unanimously. The following Capital Projects Committee members volunteered to participate on a downtown revitalization subcommittee: William Rosacker, Julie Codiga, Nadine Windsor, Rob Molzahn.

- Transportation Consultant

Qualifications were received from four firms. All are good firms. The consultants will be interviewed during the last week in September. There was general discussion about the proposed northern arterial.

- Water Treatment Plant Geotechnical Study

Mr. Naef stated we had planned to go through a formal geotechnical consultant selection this fall to evaluate the river bank situation. Because of the current urgency we are going ahead immediately with an "imminent peril" evaluation for less than \$2,000 and will follow up later with the planned detailed analysis.

- OEDD Grant/Loan Application Status

Mr. Cole reported that we have mailed the application to the State, but have not received a response from them. We hope to hear from them soon.

- Transportation and Utility Engineers

Mr. Soderquist stated that we have had these two positions open for a while. The Utilities Engineer closed and we received one application from a person from Utah, whom Mr. Naef and Mr. Soderquist will be interviewing next week. The Transportation Engineer position is being readvertised in the ITE Journal, and closes on October 3. Mr. Soderquist distributed a list of

transportation projects to start working on once the vacancies were filled. There was general discussion about the relationship between the Transportation Consultant assignment and the staff Transportation Engineer who would be working closely with the consultant.

- Underground Storage Tanks Update

Mr. Soderquist reported that in the recent past three storage tanks were removed from City property. The Department of Environmental Quality (DEQ) has asked us to follow through with our commitments and demonstrate that there is no contamination. Mr. Soderquist has received a pair of proposals, (evidently requested by Chuck Liebert prior to his departure) from a consultant for the groundwater and soils analyses. His proposals totaled over \$31,000. Mr. Soderquist stated that he did not want to award a contract without soliciting bids from other qualified contractors. We need to do something to appease DEQ, so we would be soliciting proposals the near future to complete the analyses.

V. REPORTS

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

Mr. Soderquist stated that all the reports were included in the packet and if anyone had any questions regarding them, they should call him.

VI. OTHER BUSINESS

Mr. Schatz asked Mr. Soderquist to check on the status of Elliott Road; Mr. Soderquist agreed to do so. Mr. Currier asked for a running list of all active projects in the City. Mr. Soderquist said he would draft something and send to this committee for review of the concept.

William Rosacker asked what the situation was with the water moratorium. Mr. Soderquist responded that we made it through the summer fine, but we do need to make long term plans. It will be discussed at length at the City Council meeting in November.

The next meeting is scheduled for Thursday, October 23, 1997.

VII. ADJOURNMENT

The meeting adjourned at 8:23 pm.

Approved by the Capital Projects Committee on this 19th day of November, 1997.

Ayes: 5

Nays: 0

Abstain: 0

Absent: 4

ATTEST:



Tabrina R. Mueller, Recording Secretary