

CAPITAL PROJECTS COMMITTEE MINUTES
(Subcommittee of Newberg City Council)
First Federal Savings and Loan, 112 N. College Street, Newberg, Oregon 97132
Thursday, October 23, 1997 at 7 PM

Members Present: Donna Proctor, Roger Currier, John Lyda, Julie Codiga, Rob Molzahn

Members Absent: Donna McCain, Dale Schatz, Nadine Windsor

Others Present: Mike Soderquist, Duane Cole, Russ Thomas

I. CALL TO ORDER

The meeting was called to order at 7:10 pm by Chair Roger Currier. Due to lack of quorum, the meeting was for information only.

II. APPROVAL OF MINUTES

Due to lack of quorum, the minutes of the September 18, 1997 meeting were not approved.

III. OLD BUSINESS

Chair Currier thanked Mike Soderquist, Community Development Director, for the On-going Projects List included in the packet. Chair Currier thought it would work great.

IV. NEW BUSINESS

- Public Works Emergency Preparedness

Russ Thomas, Manager of Operations and Maintenance, gave a presentation on Emergency Response Guidelines for the Public Works Division. He distributed an outline (attached) that he reviewed with the committee. He discussed the difference in emergencies that required an Emergency Operations Center (EOC) and other minor emergencies that were handled solely by Public Works.

Mr. Thomas reviewed in detail the six top priorities before, during and after a disaster or emergency. He then discussed each step in the three phases of emergency response; Preparedness, done on a daily basis to prevent emergencies; Response, each emergency is unique and requires different levels of response; and Recovery, return operations and services to pre-emergency levels.

- Other Business

Chair Currier asked if we could ask the State to put up a "To I-5" sign at the corner of Highway 219 and McCay Road. Mr. Thomas indicated he would mention it to them.

Mr. Thomas discussed the details of the new street signs that will be installed around town. We should have all the street signs installed within the next two years.

- Highway 99W Brutscher to Main Street Project Update

Mr. Soderquist reported that the subsurface utility exploration was underway. Surveyors were using a vacuum excavation truck to "pothole" the utility lines and identify conflicts for utility design purposes.

- Current Electronics Relocation

The project has proceeded on schedule. The wall panels are being constructed off-site so it has appeared that not much progress was being made on site. The panels will be brought in once the slab has been constructed.

- Transportation Consultant

Interviews were conducted and the City selected Falconi/Otak but have not discussed it with the consultant. A separate selection process will be conducted for the public involvement consultant.

- Restructuring of the Building and Planning Divisions

Clay Moorhead, CDA Consulting, had been proceeding on schedule and a report should be available for the next meeting.

- Downtown Redevelopment Committee

Mr. Soderquist had contacted the Chamber of Commerce and received a list of people who might be interested in being on a committee once one is formed. Mr. Soderquist has also been gathering information from other staff on reports that have been done in the past so as not to "reinvent the wheel". He stated he was going to be applying for grant money to fund this project.

- OEDD Grant and Loan Application

This is still being considered by OEDD, unfortunately we're not very optimistic about this being approved.

- Transportation and Utilities Engineer

Mr. Soderquist mentioned that we had made a tentative offer to the only applicant we received for the Utilities Engineer position. Unfortunately, he accepted another offer. He stated the plan was to hire the Transportation Engineer with the hopes that he/she would relieve enough staff so that hiring a Utilities Engineer would not be necessary at this time.

- Underground Storage Tanks Update

Mr. Soderquist received a letter from the Department of Environmental Quality (DEQ) asking us to reply by November 15, 1997. Randy Naef was working on that response. Mr. Soderquist reminded the committee that this issue was regarding the tanks that were removed from the Fire Station and the Public Works Yard and DEQ suspected that there was soil contamination and we must either confirm or refute.

V. REPORTS

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

Mr. Soderquist requested feedback regarding the new report of On-going Projects for the Community Development Department. Chair Currier again stated it was great. There was general discussion about the list, but everyone liked it.

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

VI. OTHER BUSINESS

Mr. Soderquist informed the committee that the workstudy student employee had been let go and we were working on hiring another one. There were eighteen Planner applicants and we were proceeding with the hiring procedures for that position.

Chair Currier asked if the City has ever given thought of securing five years mandatory work from an employee that has been sent to any type of schooling. Mayor Proctor stated there was a policy that required two years or the employee must pay the City for the cost of schooling.

Julie Codiga asked what would happen to the businesses that don't meet current setbacks once the state takes ten feet away from the businesses for the Brutscher to Main Street project. Duane Cole, City Manager stated a few of the options that we had been looking at and there was general discussion regarding them.

The next meeting is scheduled for Thursday, November 20, 1997.

VII. ADJOURNMENT

The meeting adjourned at 8:25 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