

CAPITAL PROJECTS COMMITTEE MINUTES
Wastewater Treatment Plant, 2301 Wynooski Road, Newberg, Oregon 97132
Thursday, November 19, 1997 at 7 PM

Members Present: Donna Proctor, Roger Carrier, Nadine Windsor, Julie Codiga, Donna McCain

Members Absent: Dale Schatz, Rob Molzahn, William Rosacker

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

I. CALL TO ORDER

Chair Carrier called the meeting to order at approximately 7:05 pm.

II. APPROVAL OF MINUTES

Minutes of the September 18, 1997 and October 23, 1997 meetings were approved.

III. OLD BUSINESS

• **Underground Storage Tanks Update - Naef**

Randy Naef mentioned that the City is currently working on securing an engineering firm to do the necessary work to close out two old underground storage sites, one under the new ambulance bay at the Fire Station and the other at the Public Works Yard. They were never closed out properly according to Department of Environmental Quality standards.

• **Water Summit - Soderquist**

Mike Soderquist praised Mr. Naef for his efforts in preparing the water summit report for the council.

• **Highway 99W Brutscher to Main Street Project Update - Soderquist**

Mr. Soderquist read a report prepared by Larry Anderson. Dave Bishop, Oregon Department of Transportation (ODOT) Representative, attended the November 3 City Council meeting and heard the concerns of the citizens. Most of the discussion pertained to the proposal for two medians at two ends of the Brutscher to River Street section. The citizens felt the designs needed modification to allow more turn lanes into businesses along the strip. ODOT may consider the changes at the encouragement of the City Council at an upcoming council meeting. Duane Cole discussed some of the project details.

Mr. Soderquist discussed the Highway 99W Undergrounding Project. There was general discussion regarding how the costs should be shared.

• **Restructuring of Building and Planning Divisions - (New Planner) - Moorhead**

Mr. Soderquist introduced Clay Moorhead, the City's planning consultant hired to assist during the Planning Manager interim. Mr. Moorhead had also been working on restructuring the building and planning divisions into more of a business like, fee based operation.

Mr. Moorhead presented a progress report of where he was in the process. He stated that he had prepared a plan for evaluating how much of the service provided by the building and planning divisions could be paid by developers during the development of a project and how much should be supported by tax dollars.

Mr. Moorhead distributed a report which broke down the number and types of applications the City had received over the past years. He mentioned that there was a large number of design review

applications and discussed how the number of land use applications had fluctuated in the past. Mr. Moorhead further discussed the fees associated with the different applications and how those fees could be divided into different funding categories. The issue that needed to be determined was if developments should be entirely paid for by development fees or should they be subsidized partially.

Julie Codiga expressed her concerns regarding customer service. She was concerned that if the building and planning divisions were set up on a fee for service basis that when a customer had a question, they may be required to pay a fee prior to receiving an answer. Mr. Moorhead stated that City Council had the option to fund a position to provide counter assistance.

There was general discussion about what should and should not be charged to the customers. There were concerns about what would happen if the market crashes. It was suggested that a committee should be formed, made up of developers or those that receive the service and staff members. This committee would be responsible to evaluate the performance of the City staff.

It was stated that this program should be implemented by July 1, 1998.

- **Downtown Redevelopment - Soderquist**

Mr. Soderquist mentioned that Mayor Proctor had approved the formation of the Downtown Redevelopment Subcommittee. He mentioned that a few of the Capital Projects Committee members had volunteered for this new committee and recently Donna McCain volunteered to be on the committee as well. Mr. Soderquist had sent letters to businesses that the Chamber of Commerce suggested might be interested in the committee. He then listed all of the people: Heather Lewis, Hazels; Pat McGarraugh, Leslie Lewis, Uptown Technology; Carl Freeman, Krohn's Appliances; Leonard Johnson, Johnson's Furniture; and Eric Wright, 1893 Shops. The committee discussed whether those members lived in the City limits or not. Mr. Soderquist stated that only one person had responded to his letter.

The City submitted a grant application to the local Council of Governments for roughly \$25,000 to support the redevelopment and noted it may be a few months before we received a response. It was decided to initiate the project after the holidays.

- **Transportation Engineer - Soderquist**

Mr. Soderquist stated that there had been a "hold" on this process while Larry Anderson worked on completing the gazebo; now that it was complete, he will resume the process.

- **Public Safety Building**

Mr. Soderquist reported that the foundation was being poured. They determined the underground contamination problem was limited to petroleum products and was not very severe. The plan was to remove contaminated water and soil and refill the hole with granular material. If that meets the Department of Environmental Quality's satisfaction, they will proceed with construction.

Chair Currier asked if we could charge the decontamination expenses back to Portland General Electric, as they were the responsible party. Terry Mahr stated he would be looking at the different options.

IV. NEW BUSINESS

None.

V. REPORTS

The monthly reports were included in the packet for reference.

VI. OTHER BUSINESS

It was stated the John Lyda was moving out of the City limits and would no longer be able to serve on the committee. The advertising process for a replacement member will need to be started soon.

Chair Currier brought up an issue regarding Shadow Boxes and their new building. He said that months ago the owners requested the Traffic Safety Committee approve limited parking spaces in front of their building until they had time to complete their new parking lot, which was to be located where their new building was built. He wondered if this had just "slipped through the cracks". There was general discussion regarding the new building. Mr. Soderquist stated that the development code allowed for that building to be built, and that he would look into the parking issue.

Mr. Soderquist stated that concerns had been brought up regarding the quality of city water. He stated that the primary problem is iron. Ms. Codiga stated that the water was fine when it comes out of the reservoir but thought something must happen to it before it got to the houses. Mr. Soderquist clarified that the treatment process happens before the water is stored in the reservoirs and once it leaves the reservoir it was sent directly to the houses. Mr. Soderquist distributed an article and other documentation that presented the pros and cons of the different disinfection options that most cities use. He stated that the information could be discussed further after the committee had time to review the packet.

Ms. Codiga had a concern about the road condition along North Main between Illinois and Columbia Drive. It was stated that the portion of the road she was referring to was under the county's jurisdiction and if she had a complaint it should be referred to them.

Chair Currier reminded the members that the meeting date had changed from the third Thursday to the third Wednesday of the month.

The December meeting was cancelled, the next regularly scheduled meeting is Wednesday, January 21, 1998.

VII. ADJOURNMENT

The meeting was adjourned at approximately 8 p.m.

Approved by the Capital Projects Committee on this 21 day of January, 1998.

Ayes: 6 Nays: 0 Abstain: 0 Absent: 3

ATTEST:


Tabrina R. Mueller, Recording Secretary