

CAPITAL PROJECTS COMMITTEE MINUTES
First Federal Savings and Loan, 112 N. College Street, Newberg, Oregon 97132
Wednesday, January 21, 1998 at 7 PM

Members Present: Donna Proctor, Donna McCain, Nadine Windsor, William Rosacker, Dale Schatz, Julie Codiga

Members Absent: Roger Currier, Rob Molzahn

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

I. CALL TO ORDER

The meeting was called to order at 7 pm by Co-chair Donna McCain.

II. APPROVAL OF MINUTES

Minutes of the November 19, 1997 meeting were approved with a possible change; Co-chair McCain thought that the name Pat McDaryl should have been McGarraugh. Mike Soderquist, Community Development Director, stated that he would confirm the name and make the change if necessary.

III. OLD BUSINESS

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

Mr. Soderquist stated that Oregon Department of Transportation (ODOT) was proceeding with the design of the highway project. The date for construction start had been moved to 2000. Per direction of the City Council, ODOT will not be undergrounding the utilities as part of the plan. Dale Schatz shared his concerns about spending money "jerry rigging" a solution. He felt that we should just spend the money on the bypass.

William Rosacker asked Duane Cole, City Manager, if the property owners would be taking ODOT to court to get a settlement and attempt to delay construction. Mr. Cole stated that it was possible that ODOT would be challenged in court, however, City Attorney, Terry Mahr didn't believe that the property owners would be able to delay construction but they could argue the right-of-way acquisition. A settlement probably would not occur for 2-3 years.

• New Planner - Soderquist

Mr. Soderquist stated Barton Brierley, City Planner is scheduled to start on February 9, 1998. Barton comes from Grants Pass, has a wife and two children; ages 2 and 9 and he comes very highly recommended. Mr. Brierley's resume and application will be included in next month's package.

• Downtown Redevelopment - Soderquist

Mr. Soderquist asked if the members of the sub-committee would be available to meet on Wednesdays. Those members were: Donna McCain, William Rosacker, Nadine Windsor, Rob Molzahn and Julie Codiga. Ms. Codiga had a conflict with that day so the meeting date was moved to the second Monday of the month, with the first meeting to be on February 9, 1998 at the First Federal Savings and Loan building. The goal is to terminate meetings by June, 1999. At the first meeting, Mr. Soderquist would like to review what has been done in the past, so he has invited Clay Moorhead, former City Planner, to attend the meeting to brief the group.

There was some discussion about the Economic Development Revolving Loan Fund and the money that was available to upgrade buildings that would provide additional jobs for local residents.

The committee discussed changing the criteria so that the money could be used to renovate downtown businesses to provide suitable housing in the unused second floor of the businesses. It is the City Council's responsibility to change the policy, but the Capital Projects Committee (CPC) could provide a recommendation.

- **ODOT Grant/Loan Application Status - Soderquist**

No new information was presented regarding this application.

- **Transportation Engineer - Soderquist**

Mr. Soderquist stated that we had advertised and received several applications for this position. Then we advertised for a Traffic Consultant and hired Falconi Consulting Services using OTAK as a sub-consultant. They have been retained to begin preliminary work on the northside road project. He stated this was a fiscal year 1997-98 budgeted capital project and a high priority of City Council.

Mr. Soderquist stated that our needs had changed regarding the engineer position. We would like to hire an engineer to design projects, under the guidance of the consultant, rather than hiring the more senior transportation person that we originally envisioned.

Co-chair McCain stated that she thought a two lane road with turning lanes and bike lanes would be wide enough for this area and wondered why it was stated long ago that it must be five lanes including turning lanes and bike lanes. She thought it would be easier to get a smaller roadway approved and it would still provide an adequately sized roadway without interfering with the existing buildings. Mr. Soderquist stated that the alignment had not been decided yet, that was what the consultant was working on. Mr. Mahr stated that the consultant would gather public input and review all options prior to making a decision.

- **Pavement Maintenance Prioritization System - Soderquist**

Mr. Soderquist distributed a maintenance schedule, requested by City Council, depicting the priority levels of many city streets. He mentioned the goal is to maintain those roads that are in fairly good condition and to reconstruct those that are not. It was questioned why some roads that were worse than the ones listed were not scheduled for an overlay. Mr. Soderquist answered that these roads were probably so damaged that an overlay would not be cost effective; that more extensive reconstruction would be required.

- **Underground Storage Tanks - Naef**

Randy Naef, Utilities Manager, stated that since 1991 there has been ongoing dialog with the Department of Environmental Quality (DEQ) pertaining to the underground storage tanks that were removed from the Fire Station and the Public Works Yard. A recent letter from DEQ requested the City take specific action to properly close out the files on these projects.

As we do not have on staff people qualified to do this work, we advertised for and received proposals from five engineering firms that perform those services. The lowest estimate received was approximately \$33,000. Mr. Naef is working on developing a scope of work with the top firm. Mr. Naef had drafted a request for Council to authorize the City Manager to enter into agreement with that firm. There was a question about why this was being addressed now when the tanks were removed so long ago. The committee wondered if the rules had changed. Mr. Naef stated that DEQ had new staff that interpreted the rules differently from the previous staff.

It was questioned whether we would have the same problem with the new Police Station. Mr. Mahr explained that the issues were different with the Police Station site. The contamination that was found was not a result of underground storage tanks, but rather from an old electrical building that

was located on that site. He added that the soil had passed all DEQ required tests, but, until DEQ actually "signs off" on the site, the possibility of more DEQ-required work exists. Ms. Codiga asked if the City would be reimbursed by the company that actually contaminated the soil. Mr. Mahr stated that nothing had been decided, but discussions were pending.

IV. NEW BUSINESS

- **Composter Settlement Predesign - Naef**

Mr. Naef reported that we had reached the final settlement with the composter manufacturer. Staff's plan is for the money to be used to make necessary repairs and improvements to the composter. Mr. Naef explained that the City currently has a consultant under contract who is experienced in areas such as providing us a plan on how to proceed with repair of the composter. Mr. Naef asked for a consensus of the CPC to expand that consultant's contract to include the additional work of predesign and cost estimates of proposed repairs/improvements. Co-chair McCain asked how much this addendum to the contract would cost. Mr. Naef stated that it would cost \$17,250 for the consultant to do the pre-design, which would tell us what repairs/improvements we need to make and how to proceed with making them.

Mr. Rosacker asked about other alternatives to paying a consultant to do this work. After a long discussion, Mr. Naef stated that there really is no other alternative. There was lengthy discussion about City staff performing the work rather than hiring a consultant, but it was explained that City staff was not qualified to do this necessary highly specialized design engineering.

It was stated that the City Manager could approve this request, but that it would be appreciated if there was a consensus of this committee to extend the contract.

There was further discussion about the necessity of the composter and how other Cities that don't have a composter, process their sludge. Mr. Naef stated that we could scrap the composter and spend a lot more money to build a new system to process the sludge, but it would not be cost-effective.

The committee wondered what some of the major problems were with the composter. Mr. Naef explained that the main problem is that the composter can not process nearly as much sludge as we were told it would and we are concerned about the odor that is released, especially during the summer months. Mr. Soderquist stated that overall the composter does work fairly well, but it could use some significant adjustments. Mr. Cole stated it was cost beneficial to fix this system.

Mr. Naef discussed at length, each step of the composter process and after being questioned, he stated the areas he felt could be adjusted to make it perform at the levels it was designed for.

MOTION: Rosacker/Schatz recommended that the City Manager enter into an agreement with the consultant to do the preliminary work to determine what must be repaired and what improvements are recommended for the composter. Motion passed unanimously.

- **Phase II Storm Water Regulations - Naef**

Mr. Naef presented the committee with general information regarding the new Clean Water law that requires municipalities to deal with storm water in prescribed ways; phase I of the law requires municipalities with populations of 100,000 or more to deal with storm water, therefore he thought that it would be a while before Newberg would be required to comply. However, the draft rules came out last month and it appears that Newberg would probably be included under Phase II. Mr. Naef explained that we will know for sure when the final rules come out in March, 1999. We will have three (3) years from that date to comply. More information will be presented to the CPC as the deadline approaches.

• **Villa Road Railroad Overcrossing Project - Soderquist**

Mr. Soderquist distributed a memo from Larry Anderson, Engineering Manager which detailed the project. He reviewed that this was an approved 1997-98 capital project with a budgeted amount of \$175,000 for consultant services. In general, the project will involve opening a clear span in the trestle over Villa Road so the roadway will be unobstructed.

Mr. Soderquist explained that we had advertised and received Statements of Qualifications that were being evaluated by City staff. The top three firms will likely be interviewed. The scope of work for this phase of the project is for the design, permitting, and preparing bid documents for the project. Cost was estimated at \$500,000 and will be budgeted for next year.

• **OEDD Grant/Loan for Brutscher Street Extension of Utilities - Soderquist**

Mr. Soderquist explained that we have applied for a grant/loan of one million dollars for the \$2.4 million project. The money will be used to fund the construction of the utilities along the extension of Brutscher Street, south of Highway 99W and along Fernwood to Springbrook. Mr. Anderson was preparing a report that would be distributed to the CPC in the near future. There was further discussion about the project.

V. REPORTS

Mr. Soderquist explained that the standard monthly reports were included in the packet for the committee's review at their leisure. Mr. Soderquist reminded the committee that he planned to have a representative from one division at subsequent committee meetings, to explain the "jargon" in their monthly reports and to assist the committee in understanding the reports. Co-Chair McCain questioned why the Planning Division report showed the Genesis application as approved when she thought that City Council had some outstanding issues for the council to deal with. Mayor Proctor informed her that the issues would be resolved, but that it would not be reviewed by Council again.

VI. OTHER BUSINESS

Mr. Rosacker stated that in the subdivision he lived in, a lot of residents had chosen not to plant street trees and the homeowners association had told them that street trees were a City requirement and the city planned to enforce it. Mr. Rosacker wondered how stringent those enforcement procedures were. It was stated that a policy of the Planning Division is to require street trees be planted or a bond for the planting submitted, prior to approving the development.

VII. ADJOURNMENT

The meeting was adjourned at 8:54 p.m.

Approved by the Capital Projects Committee on this 18th day of February, 1998.

Ayes: 6

Nays: 0

Abstain: Currier
(was absent)

Absent: 1 (Schatz)

ATTEST:


Tabrina R. Mueller, Recording Secretary