

CAPITAL PROJECTS COMMITTEE MINUTES
First Federal Savings and Loan, 112 N. College Street, Newberg, Oregon 97132
Wednesday, February 18, 1998 at 7 PM

Members Present: Donna Proctor, Donna McCain, Nadine Windsor, William Rosacker, Julie Codiga, Rob Molzahn, Roger Currier

Members Absent: Dale Schatz

Others Present: Mike Soderquist, Randy Naef, Duane Cole, Barton Brierley, Mike Hailey

I. CALL TO ORDER

The meeting was called to order at 7:15 pm by Chair Roger Currier.

II. APPROVAL OF MINUTES

Co-Chair Donna McCain had a correction to the January 21, 1998 minutes: on page 2, first sentence of the third paragraph under the "Transportation Engineer" heading should read ...five lanes including turning lanes... instead of ...plus turning lanes... The minutes were then approved unanimously.

III. OLD BUSINESS

• Introduction of New Planner

Mike Soderquist, Community Development Director introduced the new City Planner, Barton Brierley. The committee introduced themselves and stated their occupations.

• Downtown Redevelopment - Soderquist

Mr. Soderquist apologized for his illness over the past week and indicated that as a result of that illness, the agendas were not prepared and the first meeting of the Downtown Redevelopment Committee was cancelled. The next meeting is scheduled for March 9 and the agendas will be mailed soon. He explained that Clay Moorhead, former City Planner, would be present to discuss what had been accomplished in the past.

• Underground Storage Tanks Update - Naef

Randy Naef, City Utilities Manager, reminded the committee that five proposals were received for the groundwater assessment work required by the Department of Environmental Quality (DEQ), at the Fire Station and the Public Works sites. These proposals were reviewed by a representative from the City Public Works Department, one from the Fire Department and by Mr. Naef. The consensus of the group was to recommend selection of Kleinfelder, Inc. A resolution authorizing the City Manager to enter into contract with Kleinfelder, Inc. has been prepared and will be on the next council agenda along with another resolution reappropriating funds for this project.

Chair Currier asked about the fuel tanks at the old Renne School site. He thought if those tanks held diesel or if there were any other tanks that might have been used to fuel the buses, we may want to have those looked at prior to backfilling the site. Mike Hailey, Building Official, stated that the school should be doing an environmental study of the land and those issues would be investigated at that time.

• Villa Road Railroad Overcrossing Project - Soderquist

Mr. Soderquist distributed a memo from Larry Anderson, City Engineering Manager, explaining the status of the project. Mr. Anderson has been working with a representative of Willamette Pacific Railroad company to evaluate the proposals received. Initially their selections of the top

three firms did not match; however, upon further review of the necessary qualifications, they did agree on the top five to interview. Those interviews will be conducted this month.

Chair Currier questioned why the City should pay for the entire project instead of sharing the cost with the railroad company. Duane Cole, City Manager stated that Willamette Pacific does not have any need to reconstruct the roadway since the trestle is working fine for their use. Chair Currier thought that we should be able to prove it a safety hazard and require them to assist with funding.

- **OEDD Loan for Brutscher Street Extension Utilities - Soderquist**

Mr. Soderquist explained that the City applied for a grant from the Oregon Economic Development Department some time ago and finally were offered a one million dollar loan to partially fund the project that we had identified along the extension of Brutscher Street from just south of Highway 99W to Fernwood Road and along Fernwood Road from Springbrook to the Springbrook creek crossing. The total cost of the project is 2.4 million dollars. We will approach the landowner this week to get a sense of whether he is interested or not. Mr. Soderquist indicated that the City was pursuing different options for funding the project.

IV. NEW BUSINESS

- **Major Planning Activities - Brierley**

A memo was distributed outlining some of the major planning projects. Mr. Brierley reviewed the memo with the committee. He stated that Eden Gate Restaurant was planning to rebuild, Harris Thermal is planning an addition on Springbrook Road, and an annexation has been requested of a single parcel on Alice Way. There was some discussion regarding the fact that the use is residential; however, if it were annexed it would be zoned industrial. Chair Currier asked if there was any way to find out if the area was ever zoned residential. Co-chair McCain mentioned there might be other owners out there interested in annexing. The other major project in the Community Development Department for review is the assisted living facility in the Oak Knoll Subdivision. There was general discussion regarding the plans for a convenience store and hair salon to be included on that same property.

- **Variable Frequency Drives - Naef**

Mr. Naef announced that construction began on the Water Treatment Plant Instrumentation and Control project. This involves a major upgrading of the electrical and control system at the plant. This is very important to increase the reliability of our system, especially before next summer during our peak demand periods. Part of that system upgrade project included a couple of variable speed drives (VFD's) for pumps, one replacement and one new one. Mr. Naef anticipates that there will be replacement funds each year to continue purchasing VFD's for other pumps.

For better clarification, Mr. Naef explained that a VFD is an electrical device that regulates the motor's speed on the pump.

V. REPORTS

Mr. Soderquist reminded the committee that he had promised that division managers would attend these meetings to explain the details of their division reports. This month was the building division's turn. Mr. Hailey explained the building division report in detail. There were specific questions regarding the number of dwelling units for duplexes. It was explained that there are two units in one duplex. Mr. Hailey explained that there was some trouble with the Habitat for Humanity project application, so the "minus" in the number of units shown was probably because

of that issue.

Julie Codiga asked if the fees were for issued permits or for applied for permits. Mr. Hailey confirmed that they are for issued permits.

The discussion moved to the planning division report and William Rosacker asked what the procedure is for requiring final occupancy on those projects that have been given temporary occupancy. He commented on the fact that some of the projects carry dates from years ago. Mr. Hailey answered that these projects do not usually have any safety concerns; they are mainly issues like parking lot striping and landscaping, so they are only dealt with as time allows. Mr. Soderquist confirmed that Mr. Brierley would be prepared to discuss in detail the planning division report at the next meeting.

Mr. Hailey explained the plan review and permit fees section of the report. Mr. Soderquist explained that staff had recently been hired to perform plan reviews in-house, saving consulting fees and making a big difference in terms of the amount of revenue we are generating in plan review fees. This in-house procedure also assists in tracking projects.

Mr. Soderquist reminded the committee that the remainder of the reports are for the committee's review at their leisure.

VI. OTHER BUSINESS

Rob Molzahn asked if the City would be entering into a periodic review process soon. Mr. Soderquist stated that Mr. Brierley would begin that process within the next two years.

Nadine Windsor asked about the breezeway from First Street that leads to the City parking lot on Second Street. She noticed that when it rains there is a lot of water that pours into that pathway. She wondered if the rumor was true that a drain was paved over and therefore the water was backing up. It was stated that indeed those drains had been paved over and it is not the City's responsibility to maintain the parking lot. It is currently owned and maintained by the property owners that abut the parking lot.

Ms. Windsor also questioned if the City has decided where the northside road will go through, since the Austins were waiting for that decision prior to developing in that area. Mr. Soderquist stated that the City has contracted with a consultant that is about two months into the process and a report will be presented to the committee soon.

Rob Molzahn asked about the new mini-storage units being built at the intersection of Brutscher Road and Highway 99W. He wondered what else was being constructed. Mr. Soderquist stated that the developer is planning a new gas station in front of the mini-storage.

VII. ADJOURNMENT

The meeting was adjourned at 8:18 p.m.

Approved by the Capital Projects Committee on this 15th day of April, 1998.

Ayes: 4

Nays: 0

Abstain: 0

Absent: 3

ATTEST:


Tabrina R. Mueller, Recording Secretary