

CAPITAL PROJECTS COMMITTEE MINUTES
Providence Newberg Hospital, 501 Villa Road, Newberg, OR 97132
Wednesday, April 15, 1998 at 7 PM

Members Present: Roger Currier, Nadine Windsor, Julie Codiga, Dale Schatz

Members Absent: Donna McCain, Rob Molzahn, William Rosacker

Others Present: Mike Soderquist, Duane Cole, Russ Thomas, Donna Proctor

I. CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Chair Roger Currier. It was stated the agenda items would be taken out of order to accommodate some presenting.

II. REPORTS

Russ Thomas, Superintendent of Public Works, reviewed the Public Works Division monthly report. He highlighted a few of the main projects that the crews were working on. He mentioned that a big accomplishment of the Public Works Division was three months without any main line blockages.

III. APPROVAL OF MINUTES

Minutes of the February 18 and March 18, 1998 were approved.

IV. OLD BUSINESS

• **Downtown Redevelopment - Codiga**

Julie Codiga reported that the Downtown Redevelopment Committee was trying to get a Downtown Redevelopment Specialist to make a presentation to the committee in the near future. She also stated that the Committee was reviewing options for street lighting downtown. The plan was to receive funding or partial funding from the downtown owners through a Local Improvement District (LID). Duane Cole, City Manager, stated that it appears ODOT is not interested in contributing financially.

• **Community Development Department Abbreviations List - Soderquist**

Mike Soderquist, Community Development Director, distributed the abbreviations list and stated that we can update it as we think of new ones to add. Chair Currier expressed the Committee's appreciation.

V. NEW BUSINESS

• **New Employee: Jadene Torrent - Soderquist**

Mr. Soderquist announced that Jadene Torrent is a new employee, filling the position of Utilities Engineer that was vacated with the promotion of Randy Naef to Utilities Manager. He stated that Ms. Torrent has bachelors and masters degrees in engineering related fields. She will work for Mr. Naef and will be starting in the next couple of weeks.

• **Replacement Committee Member - Soderquist**

Mr. Soderquist distributed the news release that was printed stating the vacancy on the committee that was left by the resignation of John Lyda. He reported that no applications had been received to date.

- **Downtown Coordinator/Planner - Soderquist**

Mr. Soderquist stated that the City has started advertising for this new position. He stated that the experience and education requirements are rather high; we are looking for someone with bachelors and a masters degrees who is preferably registered with the American Institute of Certified Planners. He stated we would like to get a planner with downtown redevelopment experience.

- **Consultant Selection Process - Soderquist**

Mr. Soderquist stated that the process to hire a consultant for certain projects takes up to six months. He has been looking at ways to streamline the process. He believes that if we do the first part of the process: evaluate the consultants based on their qualifications, once every two-three years, then we can use that list of prequalified consultants each time a job comes up. Other cities do this, especially in Washington State.

VI. ADJOURNMENT

The meeting was adjourned at 8:00 pm.

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

Ayes: 6

Nays: 0

Abstain: 0

Absent: 2

ATTEST:



Tabrina R. Mueller, Recording Secretary