

CAPITAL PROJECTS COMMITTEE MINUTES
First Federal Savings and Loan, 121 N. Edwards Street, Newberg, Oregon 97132
Wednesday, September 16, 1998, 7 pm

Members Present: Roger Currier, Nadine Windsor, Rob Molzahn, Michael Wallace

Members Absent: Donna McCain, Dale Schatz, Julie Codiga, William Rosacker

Others Present: Mike Soderquist, Barton Brierley, David Beam, Duane Cole, Chuck Cox, Larry Anderson, Donna Proctor, Johann May

I. CALL TO ORDER

The meeting was called to order at 7:06 p.m. by Chair Roger Currier. Chair Currier introduced new committee member Michael Wallace. Barton Brierley, City Planner, then introduced new staff member David Beam, Economic Development Coordinator/Planner.

It was noted that there was no quorum present, therefore the meeting was for general discussion only.

II. APPROVAL OF MINUTES

There being no quorum present, minutes were not approved.

III. OLD BUSINESS

• **Downtown Redevelopment Committee Update - Beam**

In the absence of William Rosacker, David Beam reported on the activities of the Downtown Redevelopment Committee since the last Capital Projects Committee meeting. He mentioned that shortly after becoming employed at the City of Newberg he conducted a survey of the downtown businesses, eliciting their responses regarding their visions for downtown redevelopment.

A traffic signal control box located on the southeast corner of the intersection of Hancock and College Streets interferes with the curb cut placed there to accommodate handicapped access. He indicated his wish that staff communicate to ODOT, the need to move that control box during the Brutscher to Main - Highway 99W project.

• **Permit Center Update - Brierley**

City Planner Brierley presented a status report on the new permit center. He indicated that Council approval has been received and the permit center is now operational. The budget revision request will be part of the supplemental budget number one package which will be presented to the City Council at their September 21 meeting. If this budget is approved by Council, the permit center will soon have an additional planner and one additional support person.

Mr. Brierley indicated that the permit center encompasses both the Planning and Building Divisions plus the permit aspects of the Engineering Division. He announced that Bob Stewart is now the City's Building Official.

• **Villa Road Trestle Project Update - Anderson**

City Engineer, Larry Anderson advised the group of the status of the Villa Road Trestle project. He indicated that bid openings for the trestle work were scheduled for the previous date, but a

check with the six prequalified contractors about a week before the bid opening indicated that only two were planning to bid because the others were so busy wrapping up work before the fall rains descend upon us. Therefore, staff decided to cancel the bid phase for the present time and postpone it to November or December when a greater number and more favorable bids could be received. This is not anticipated to delay the Villa Road project because the roadway improvement portion of the project is not scheduled to take place until late spring of 1999. Mr. Currier suggested that at the end of the project, the City should conduct a ribbon cutting inviting the neighbors in the area to participate.

- **ODOT/Brutscher to Main Street Project Update - Anderson**

City Engineer Anderson reported on the status of the Brutscher to Main Street project. He indicated that ODOT is still in the detail design phase of the project. He said at this point ODOT's schedule is holding and construction should begin in the summer of the year 2000.

Mr. Anderson indicated that it looked like the decision is going to be made by ODOT to replace the center portion of Hess Creek fill next to Hoover Park with a bridge. This decision was precipitated by the need to maintain sufficiently low velocities in Hess Creek to allow passage of the native cut-throat trout upstream.

- **ODOT/First Street Signalization Project Update - Anderson**

City Engineer Anderson reported on the status of the First Street Signalization Project planned by ODOT to get underway this fall. He said that bids had been received and the low bid (\$650,000.00) was about 10% above the engineer's estimate. Work on the underground utilities should begin in October, followed by construction of the curb extensions at the two newly signalized intersections. The actual pavement work (removal of the existing asphalt and replacing with an overlay) will take place next spring. The overlay will cover the length of First Street from Main Street to River Street. Mr. Anderson indicated that the signals will be set up on an opticom system (they will be controllable by the public safety vehicles passing under them) and they will be synchronized to facilitate the smooth flow of traffic through town.

- **Brutscher/Fernwood Utilities Project Update - Anderson**

Mr. Anderson updated the group on the consultant selection process for the utilities design on Fernwood Road and Brutscher Street including its extension to Fernwood Road. He announced that after a thorough consultant selection process involving thirteen submittals by well qualified firms, the firm of OTAK was selected for the project. He indicated that the next step would be to meet with the consultant and develop the scope, then a contract will be executed and design work can begin.

- **Water System/Summer Performance and Proposed Improvements Status - Soderquist**

Community Development Director Soderquist reported that the City, as of this date, had successfully "survived" the summer without having to impose the water curtailment program which was approved by the Council in the spring. He noted that the citizens of Newberg were to be complemented for responding to the entreaties from staff to use water sparingly and conserve water as much as possible during the summer of 1998. He said that the peak water usage during the summer was less than the peak water usage during the summers of 1996 and 1997, even though the summer of 1998 in general experienced hotter weather.

Mr. Soderquist indicated that the Council had approved a major water improvements program over six months ago. This was in addition to the Fernwood/Brutscher utility program described earlier. He said that the Fernwood water line which is part of the aforementioned project, will connect to a new east side reservoir which will be located somewhere along the base of Parrett Mountain on the east side of town. A feasibility study has been conducted by a consultant, CH2M Hill, and the draft report is now in the Community Development Office being reviewed by the engineering staff.

Staff intends to pursue, once again, permission from Marion County (probably in early 1999) to drill wells #7 and #8 in our well field, which the City has had ownership of and has been using for roughly 50 years. At that time, we will also undertake the initial study of the Gearins Ferry area evaluating its potential of an alternative well field site. The City owns water rights to about 10 million gallons per day of water from the aquifer underlining the well field area. The delay in pursuing this project has been prompted by some legal activity in Clackamas County on a very similar issue. The outcome of that lawsuit will effect the decision making in regards to our well field in Marion County.

As mentioned earlier, Mr. Soderquist said the water conservation curtailment program was approved by the Council in late spring and is in place.

The final component of the water improvements program will be the expansion of the Wastewater Treatment Plant to accommodate the increased flows derived from the additional wells either in our current well field in Marion County or perhaps a new well field in the Gearins Ferry area.

IV. NEW BUSINESS

- **Capital Improvement Plan Monitoring System - Soderquist**

Mr. Soderquist reminded the group that the Capital Improvement Program was developed last winter and approved by the Council in late spring and provides the blueprint for our capital projects efforts during the current fiscal year. He indicated that Community Development is now developing a monitoring/management tool which will permit the monthly monitoring of each project both in terms of progress and in terms of cost. Roger Pyles, Engineering Technician, has been assigned the responsibility to develop this monthly reporting system and is currently developing the concept and will soon have the first draft for the committee's review. Our goal is to develop a simple system that will develop meaningful data in a concise fashion.

Chair Currier mentioned that he had recently seen an updated projects cost estimate list which emphasizes the fact that the cost estimates from the Capital Improvement Program are always subject to adjustment as the project proceeds and is refined. Mr. Soderquist indicated that the goal of the department is to have increasingly smaller estimates for each project as the project proceeds. That is, the contingencies inherent in the cost estimate at the planning level are greater than the contingencies at the pre-design level; this in turn is greater than the contingency at the design level which if everything happens the way we would like it to, it would be less than the actual cost of the project after it has been constructed.

- **Yamhill County/Baker Rock Asphalt Plant - Cole**

Mr. Cole indicated that subsequent to the City's appeal of the County's decision to permit the asphalt plant at the Baker Rock location (above the Willamette River just off of River Street), the County submitted its package of information to LUBA on September 14, 1998, and the City now has 21 days to respond to the County's submittal. There was discussion of requesting an

extension of that 21 day period to permit more input from the City. The City Attorney is currently working on that process. Mr. Cole indicated that the City of Dundee has joined the City of Newberg in its objection to the County's decision regarding the asphalt plant.

- **Memorial Park/Water Use Demonstration Garden - Soderquist**

Mr. Soderquist indicated that when this project begun roughly six months ago, the goal was to begin construction of the garden this fall. However, after developing a plan with a registered landscape architect and doing take offs and cost estimates, it has been determined that the total cost of the garden using standard construction and procurement techniques, would be between \$80,000 and \$85,000. Therefore, we have revised the schedule to reflect the fact that we are going to have to look at alternate procurement and construction methodologies or alternatively put an item in the budget for the next fiscal year for this project. Mr. Soderquist said we would be talking to the Community Relations Committee about how to proceed on this project at the Committee's September 29 meeting. It was indicated that the City had intended to apply for a grant from the Grand Ronde Tribe to help support this project. When David Beam, our internal "grants man" began looking into the process with the Grand Ronde Tribe, he discovered that our likelihood of success would be much higher if we would, in the grant application itself, identify the sources of in-kind services and donated materials. Therefore, we are proceeding under the assumption that we should do that and we will be talking with the Community Relations Committee about that concept. Chair Currier encouraged staff to consider putting the water use demonstration project out to bid which would involve placing it into the 1999-2000 budget and advertising for bids in the next fiscal year.

The discussion then ensued led by City Manager Cole, about the funding sources which support our Public Works and Utility Crews (utilities, gas taxes, etc.) and the project cost accounting system that the City chooses to use, which accounts for not only the cost of man power on each project but the prorata cost of equipment used plus materials. In response to questions from the Mayor, City Manager Cole responded by saying that the Public Works Crew is typically scheduled 90-120 days in advance. That is to say there is not "slack time" available during which the Public Works Crew could do these miscellaneous projects such as the Gazebo, Memorial Park Garden, and Francis Square, but when they are called upon to work on these projects, they must delay other work that Public Works Superintendent, Russ Thomas, has laid out for them.

- **Springbrook Oaks Specific Plan - Brierley**

City Planner Brierley reviewed the recent history of the Werth Property development process and mentioned that it has now been named Springbrook Oaks. He indicated that the property owner has agreed to develop a specific plan for the property similar to that done several years ago in Northwest Newberg. A first step in that process is the appointment of an Advisory Committee to guide that process and the Council has appointed a fourteen member committee to oversee the development of the Springbrook Oaks Specific Plan. Mr. Brierley indicated that the first meeting of the Advisory Committee would probably take place in late October or early November.

- **Oak Knoll Next Phases - Brierley**

These two projects, Oak Knoll #9 and #10 will develop the northwest corner of the original Northwest Newberg Specific Plan area, mainly with single family residential housing.

Nadine Windsor asked about the parks that are supposedly planned for the Northwest Newberg Specific Plan area. Mr. Brierley responded by saying that one of those parks will be in the Gail annexation property which has not yet been developed and the second will be part of the Oak Knoll Phase #9 project.

V. REPORTS

Mr. Soderquist reported that the Planning and Building Division reports and CDD ongoing projects list were included in the packet. The Engineering, Utilities and Public Works Division reports were not ready at "press time" and will be mailed to the committee soon.

VI. OTHER BUSINESS

The next regular meeting of the committee will be held on October 21, 1998 at 7 pm at First Federal Savings and Loan.

VII. ADJOURNMENT

The meeting was adjourned at 8:45 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