NEWBERG CENTENNIAL REDEVELOPMENT COMMISSION
MINUTES

Thursday, April 12, 1984 | 7:30 PM | City Council Chambers

Members Present:

LeRoy Benham, Chair
Bruce Breitling
Elvern Hall
Alan Halstead
Art Moffat
Quentin Probst
Richard Rementeria

Others Present:

Michael Warren, Executive Director
Clay Moorhead, Executive Secretary
Greg DiLoreto, City Engineer
Richard Faus, City Attorney
Arvilla Page, City Recorder

Also Present:

Dick Danielson, Architect - Library Expansion Project
Allyn Brown, Applicant - Project Loan
Don Tarlow, Applicant - Project Loan

Chair LeRoy Benham opened the meeting.

Motion: Halstead-Hall to approve the minutes of the regular meeting on March 8, 1984 with a correction to show that Elvern Hall was present. Carried unanimously.

Motion: Moffat-Halstead to approve the minutes of the 4:30 PM Seminar, March 8, 1984. Carried unanimously.

Rehabilitation Loan Applications:

Brown & Tarlow - Final Application.

Mr. Moorhead stated that tonight is the deadline for the applicants to turn in the final application. The construction drawings have been submitted to the Building Department and the project has been put out to bid. The project will be scheduled before the Finance Committee and the Project Committee for final review.

Mr. Moorhead circulated a summary of the initial bids totaling $125,615.

Mr. Halstead disclosed that his brothers are one of the bidders on the job and he has been asked to subcontract on the bid with his brothers.

Allyn Brown stated that the initial approval was granted on elevations and the floor plan. They were then allowed 60 days to submit the final loan application. He stated that he and Mr. Tarlow want to be their own general contractors together with Dale Winters and Del Weber. There were some imperfections in the first set of specs and the bidders on the project have made suggestions for saving money in several areas. The total project is estimated to be completed within 90 days from the start of construction. There are four rental units in the upper portion of the building but one rental unit has not, and is not intended to be rented immediately. The rental units will remain unchanged. The fourth unit has not been rented because of a problem with water leaking in a tiled shower.

Several Commission members asked Mr. Brown and Mr. Tarlow about possible damage from any leaking plumbing in the upstairs unit and suggested that the units should be checked thoroughly and repairs made.

Motion: Moffat-Rementeria to give Brown & Tarlow another 30 days to finalize. The motion was withdrawn and restated as follows:

Motion: Rementeria-Moffat to approve the project subject to review by the Project Committee and to allow Brown & Tarlow up to 30 days to finalize the plans. Carried unanimously.

Bunn - Progress Report and Proposed Changes:

Mr. Moorhead stated that the mortgage process proposing a loan for Stan Bunn was completed last Friday, April 6, 1984. NCRC has committed up to $13,000 on this project. Construction has started but with some changes from the approved plan. Three windows on the front have been changed to two and Mr. Bunn asked last Friday if the front partition wall could be changed from the plans submitted.

Mr. Moorhead stated that the NCRC has had an interest in the design of this project as well as any other rehabilitation loan project. Mr. Bunn has indicated that he believed the plans submitted were to be used as a guideline to the quality of the construction.

Mr. Breitling stated that the Finance Committee approved the project on very detailed cost estimates for very minor items. The Commission should be concerned as any changes may reduce the overall cost. The Commission must have control on any changes.

Mr. Moffat stated that no changes should be allowed without the Commission's approval.

Mr. Benham stated that part of the confusion is due to the fact that this is the Commission's first project. A change order process is needed.

Motion: Breitling-Hall that NCRC direct staff to write a letter to Mr. Bunn stating that he is in violation of the loan agreement and to contact NCRC with a response.

Mr. Warren pointed out that this is the first project. He suggested a possible special meeting could be set up to discuss the issues, and that it should go to one of the committees rather than delaying the matter to the next regular meeting. The Commission should consider the matter of image.

Mr. Moffat stated that the first project needs to serve as an example as to what is expected under the program.

Mr. Breitling pointed out that Mr. Bunn elected not to come to this meeting tonight.

Mr. Moffat related that the Commission needs to address the problem from a strong position.

Motion Amendment: Breitling-Halstead to amend the main motion to bring the matter before the Project and Finance Committees. Amendment carried unanimously.

Vote on Main Motion: Carried unanimously.

Mr. Brown stated he had proposed to the Finance Committee that the funds for the Brown & Tarlow project be handled by Newberg State Bank.

Mr. Breitling responded by saying that he did not believe approval for this should be given as there is no reason why the Commission cannot handle funds as efficiently as the bank.

Newberg Carnegie Library Addition:

Mr. Dick Danielson presented the overall plans for the library expansion and conceptual drawings. He also offered some suggestions to the Commission in carrying out the "turn of the century" theme. The library expansion will retain the same architecture as the original building. Some items, such as the lighting in the parking area, may be transferred as a theme to other parts of the downtown area.

The Commission members then discussed the need for establishing a procedure for change order requests associated with rehabilitation loan projects.

Motion: Rementeria-Probst to direct the staff to draft possible formats for change orders and to include space on the form for costs of items as approved by the Commission versus costs if changed. Carried unanimously.

Motion: Moffat-Breitling to read Resolution No. 84-3 of the Newberg Centennial Redevelopment Commission by title only. Carried unanimously. Resolution was then read by title only.

Motion: Breitling-Probst to adopt Resolution No. 84-3 authorizing the borrowing of $100,000 for the purpose of planning projects identified within the Newberg Centennial Redevelopment Plan. Carried unanimously.

Resolution No. 84-2 was presented to the Commission, which is a resolution designating a budget officer and establishing a budget committee in accordance with ORS Chapter 294 and ORS Chapter 457.

Motion: Hall-Probst to adopt Resolution No. 84-2 establishing a budget procedure and to designate the Executive Director as the budget officer. Carried unanimously.

Appointments of budget committee members were then made as follows: David Almond, Dennis Hoffman, Ron Walker, Harold Grobey, Bob Quanstrom, Maurice Chandler, and Terry Mahr. Mr. Moorhead stated he had contacted and received acceptances to serve from the first four.

Motion: Hall-Breitling to appoint the first four named and to appoint the other three at the budget meeting May 1, 1984. Carried unanimously.

A position description was submitted to the Commission for the position of Urban Renewal Manager.

Motion: Moffat-Rementeria to accept the proposed job description. Carried unanimously.

Under other business, Mr. Faus, City Attorney, advised Commission members that they are covered with liability insurance, the same as with any elected city official.

The meeting adjourned at 9:30 PM.