(NDRC) NEWBERG DOWNTOWN REVITALIZATION COMMITTEE
MEETING MINUTES
Newberg Public Safety Building - Newberg, Oregon
WEDNESDAY, November 19, 2008 AT 7:00 P.M.

To be approved at the January 21, 2009, NDRC Meeting

I. Open Meeting

Chairman Rob Felton called the meeting to order at 7:06 PM.

II. Roll Call

John Bridges	Rob Felton	Kristen Horn
Gail Watson		

Absent:

Allen Herriges (excused)	Lon Wall (unexcused)
	Corey Zielsdorf (unexcused)

Staff Present:

David Beam, Economic Development Coordinator/Planner
Jennifer Nelson, Recording Secretary

III. Meeting Minutes

Motion #1: Bridges/Watson to approve the minutes of the October 15, 2008 NDRC meeting as amended (4 Yes/0 No/3 Absent [Herriges, Wall, Zielsdorf]) Motion carried.

IV. Communication from the Floor

None.

V. Project Updates

DEMONSTRATION BLOCK

Mr. David Beam reported the proposed plans had been taken to City Council and they approved the project's design and construction. Council suggested that the $10K donation for the project by the Early Bird Rotary be used to by project materials. This will ensure that funds used for the project and that are applicable to the prevailing wage laws will be under the $50K limit. They also suggested using local businesses and metal shops produce the street furniture, if practicable.

Mr. John Bridges spoke of scheduling further conversations with the City Manager and Mayor about what the project estimate should look like if more city staff time was used toward the project. He did not feel that donated funds should be used to pay $3,500 for City engineering efforts. The demonstration block is intended to improve the community and he did not feel that the NDRC's fund raising efforts should be penalized by paying for work that city staff could do. **Ms. Kristen Horn** agreed this would be contrary to a partner relationship between the City and private citizen efforts. **Mr. Beam** stated the engineering costs were not considered a cost that would be paid with project funds. It was just an estimate of what it would cost city staff to do the engineering. City engineering staff is currently scheduling its projects for next calendar year, including the demonstration block. **Mr. Bridges** felt it would be appropriate to get project construction information from the Saunders Company for a comparison. He asked for authorization on behalf of the committee to discuss construction tasks with the City Manager and Mayor to see what tasks city staff could take on. A consensus determined this to be an acceptable discussion to initiate.

GATEWAY WELCOME SIGN

Mr. Beam showed a detailed picture of the latest welcome sign concept and discussed different options for sign colors and brick types. The committee discussed the use of various combinations of brick types (i.e. Willamina bricks) to tie in historically to other buildings within the civic corridor.

Ms. Gail Watson asked why certain choices were made to have the sign reflect the civic buildings rather than other buildings that are located closer to the proposed sign. **Mr. Bridges** explained the decisions were driven by building and sign code standards specific to the C-3 zone.

CHAMBER DOWNTOWN IMPROVEMENT COMMITTEE

Mr. Bridges reported the State's Main Street Program was described at the last Chamber of Commerce meeting and the Chamber voted to move forward in working with the State. He stated he was excited that Mr. Rob Felton had accepted the position as point person to get the Chamber through the first phase of the program, which meant attending some required conferences. City staff may want to attend these conferences with Mr. Felton. Subsequent phases Main Street Program were then discussed, which are more staff and resource intensive.

SATURDAY FARMER/ARTISTS MARKET

Ms. Kristen Horn discussed the Holiday Bazaar being sponsored by the Saturday Market to be held the first weekend in December. She relayed comments made by Councilor Mike Boyes concerning his preference of keeping the present location of the Saturday Market. Overall, Mr. Boyes feedback was very positive.

PUBLIC PARKING LOT BREEZEWAY UPGRADE

Mr. Beam reported he spoke with the City Attorney about the use of public money to make upgrades to private property. The City Attorney did not see a problem with this issue. As for City providing insurance coverage for the private breezeway, the City Attorney felt the City would first need to get an access easement over the walkway. Mr. Bridges had not talked to Brian Francis about this project yet, due to the recent death of Mr. Francis' father.

HESS CREEK FENCING

Mr. Beam referred to several emails. One showed several sample fence styles. One email by Mr. Dan Schutter expressed a specific concern about the fence design. One email by Bart Rierson described how the fence could be build and had a cost estimate for the project by a fence company. The committee then went outside into the Police yard and viewed a sample fence that had been sent to the City to look at (courtesy of Bart Rierson).

VI. Other Business:

Mr. Beam discussed the three NDRC openings coming up, stating Mr. Bridges and Ms. Horn have re-applied. If the are re-appointed by the Mayor, then that would leave only one more vacancy. Applications for the final position are due by December 26th. The upcoming election of a committee chair at the January 2009 meeting was also discussed. He also spoke of the Chehalem Valley Strategic Plan update project. Since no suggested changes were received from any NDRC member, he assumed no update recommendations will be coming from the NDRC. Discussions followed about historic street lighting in downtown. While this could be done in some parts of downtown, this would often times involve under-grounding electrical utilities, which is expensive. Finally, the City Council had decided to approve the use of funds from the City's Economic Development Revolving Loan Fund to help pay for the development fees of Chehalem Cultural Center first phase of construction. A loan from the fund will also help finance the construction of the front outdoor plaza.

The next NDRC meeting is scheduled for December 15, 2008.

VII. Adjourn

The meeting adjourned the meeting at 8:03 PM.

Passed by the NDRC Committee of the City of Newberg this 21st day of January 2009.

AYES: 7 NO: 0 ABSTAIN: 0 ABSENT: 0
(list names)

ATTEST:

Dawn Karen Bevill

NDRC Recording Secretary Signature

Committee Chair

1/27/09

Date