(NDRC) NEWBERG DOWNTOWN REVITALIZATION COMMITTEE
MEETING MINUTES
Newberg Public Safety Building - Newberg, Oregon
WEDNESDAY, January 16, 2008 AT 7:00 P.M.

To be approved at the February 20, 2008, NDRC Meeting

I. Call to Order:

Chairman John Bridges called the meeting to order at 7:21 PM.

II. Roll Call:

John Bridges	Rob Felton (arrived at 7:34 PM)
Lon Wall	Corey Zielsdorf

Absent:

Kristen Horn

David Beam will forward the email to NDRC members about excused and unexcused absences. After the notice goes out, it will be incumbent on all members to make sure their absences are excused prior to a meeting.

Staff Present:

David Beam, Economic Development Coordinator/Planner
David King, Recording Secretary

III. Meeting Minutes:

Motion #1: Wall/Zielsdorf to approve the minutes of the December 19, 2007 NDRC meeting (3 Yes/0 No, 2 Absent [Felton, Horn]).

IV. Election of Chair and Vice-Chair:

Current **Chair Bridges** alerted the members that new chair and vice-chairs are to be elected, but wanted to postpone the actual election until Mr. Felton was present.

Mr. Felton was nominated as Chair, and Mr. Zielsdorf was nominated as Vice-Chair. It was approved by consensus.

V. Communication from the Floor:

In light of the absence of citizens in the audience, nothing was brought up at this time.

VI. Street Trees:

Mr. Beam has talked to Public Works about the use of Brian Stewart to help with the downtown street tree planting plan. Public Works said they would consider the request, but would like to see a scope of work to better understand how such a task would impact Mr. Stewarts time and workload. **Chair Bridges** asked if David Beam needed any help in devising such a plan, but David Beam said he could likely handle it.

VII. Project Updates:

DEMONSTRATION BLOCK:

Chair Bridges announced that the Rotary Foundation has already donated $10,000, and during the holidays Mr. Attrell pulled back from his commitment. The reason may be that Mr. Attrell would like to develop a more distinct monument of some sort. Mr. Bridges has not actively tried to change Mr. Attrell's mind. Incidentally, however, Mr. Bridges believes that the Gateway sign might be a possible opportunity for the Attrells donation gift. It was also brought to the committee's attention that the original idea from the Attrells about buying a clock tower may be an alternative again, especially if they are willing to donate more money than originally discussed. Mr. Bridges will contact the Attrells to discuss the new option of helping fund the gateway sign.

David Beam reported that the city has not done any design yet for the demonstration block, as all the funding for it has not been secured. Mailing labels have been developing for inviting business/property owners in the demonstration block area to the February NDRC meeting. The city has a small amount of funds that could be used to make some concept drawings of the proposed demonstration block. David Beam, Mr. Bridges, and Mr. Zielsdorf will visit with Dwayne Brittell about preparing such drawings. Mr. Felton alerted the committee that GFU has a graphics art department that may be of some help in this area.

(**With Mr. Felton now present, election of officers took place. See notes above)

HESS CREEK FENCING:

Mr. Beam referenced the handout regarding a materials cost estimate for the proposed Hess Creek fencing project (see handout). The various emails in the handout led to a conversation about the need for powder coating. Mr. Wall and Mr. Zielsdorf will contact Mr. Beam with suggestions on companies that offer powder coating services in Yamhill County.

GATEWAY WELCOME SIGN:

David Beam stated that the City would like to see this project continue to move forward. It was suggested to talk to Dwayne Brittell about producing some refined drawings of the proposed gateway sign and its layout on the site. It was agreed that when committee members visit Mr. Brittell about drawings for the demonstration block, they will also ask him then about some additional signs regarding the Gateway project.

Corey Zielsdorf asked about he exact location of the sign and whether there will be a legal easement to the sign. Mr. Bridges and Mr. Beam explained that boundary of the sign easement is currently flexible on the site. Once the sign is built, it is likely that a permanent sign easement location will be recorded on the property.

PROPOSED URD:

David Beam referenced the draft memo to the City Council by the NDRC recommending that the City appoint an ad-hoc committee to explore the possibility of establishing a new URD for the downtown area (see handout). The Committee felt that such an effort might be aligning with a new similar effort from the Chamber of Commerce. **Mr. Bridges** stated that the city ultimately needs to take the lead on this project, though the Chamber can be supportive of the effort and collaborate with the City. The committee recommended that David Beam forward the letter to City Council. Mr. Beam will work with John Bridges to find a convenient date when they can present the request to the City Council.

Mr. Zielsdorf would like to see a URD specialist included in an ad-hoc URD committee if it is formed. Mr. Beam explained that it was very likely that such a specialist will be hired (which are not inexpensive) to help with the formation of an URD if the City decided to go ahead and form such a district.

VIII. Other Business:

Mr. Beam repeated the new procedures for Committee members for reporting excused absence to the NDRC meetings.

He was also noted that staff has submitted a budget request of $25,000 to be used for downtown street amenities. If approved, the NDRC could make recommendations as to where to install such amenities.

David Beam referred the members to a picture handout of the current breeze way sign from the Second Street parking lot side. The city budget committee wondered if the City should also replace this sign as well as the one on First Street. It was agreed that funding should be requested for a wall-mounted sign similar in design of the proposed First Street sign. David Beam will seek out a cost estimate and put in a budget item request.

At the last City Budget Committee meeting, it was asked if new tops to the downtown trash cans should be ordered to prevent people from placing large amounts of trash in them at one time. Staff has contacted Russ Thomas of Public Works about this issue and Mr. Thomas stated that the dumping of large amounts of garbage at one time by people is not a big issue. The Committee agreed that no additional action needed to be taken on this issue at this point.

Next Meeting: The next NDRC meeting will be held February 20, 2008.

Lon Wall suggested that NDRC needs to consider ways in which to market the efforts of this group to the public. The Demonstration Block and the potential URD will provide opportunities for press releases.

Corey Zielsdorf mentioned his work on wireless point-to-point service. Mr. Zielsdorf will invite a service provided to come to a future NDRC meeting to discuss possible services that could be provided for the downtown area.

IX. Adjourn

Chair Felton adjourned the meeting at 9:04 PM.

Passed by the NDRC Committee of the City of Newberg this 20th day of February 2008.

AYES: 4 NO: 0 ABSTAIN: (list names) ABSENT: 1

ATTEST:

DBK Jr
NDRC Recording Secretary Signature

DAVID B. KING, JR
Print Name

20 FEB 08
Date