

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
JUNE 26, 2008
5:30 P.M.
CITY HALL – 1st FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chair Palmer called the meeting to order.

II. ROLL CALL

COUNCIL:

Councilor Jeff Palmer, Chairperson
Councilor Mike Boyes, Member (absent, excused)
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

STAFF:

Dan Danicic, City Manager
Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant
Larry Fain, Senior Engineer
Norma Alley, City Recorder

OTHERS: Darlyn Adams, Jan Floren, Bob Holveck, Rick Lipinski, Barbara Brooks

III. PREPARATION FOR THE CPRD BOARD MEETING

Chair Palmer reviewed his PowerPoint Presentation and made appropriate recommended changes (see packet).

IV. PRESENTATION TO THE CPRD BOARD AT 7:00 P.M. (125 S. ELLIOTT RD.)

Present: CPRD Board Members

Mike McBride	Don Loving	Donna McCain
Larry Anderson	Mike Ragsdale	

CPRD Staff:

Don Clements, Superintendent	Lisa Joyce, Administration support
Jim McMaster, Parks/Facilities Supervisor	Branden Thompson, CG GC Supervisor
Mark Martin, Sports/Recreation Supervisor	

City Council:

Councilor Jeff Palmer, Chairperson
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

City Staff:

Dan Danicic, City Manager
Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant
Larry Fain, Senior Engineer
Norma Alley, City Recorder

Chair Palmer presented his PowerPoint presentation to the Chehalem Park and Recreation District (CPRD) Board outlining the progress in the animal shelter project and the desire of both the sub-committee and the Newberg Animal Shelter Friends to possibly locate the new animal shelter on Blaine Street inside the boundary of Ewing Young Park. In return, the city would consider adding two public restrooms to the building that could be used by park visitors.

CPRD Board Member Mike McBride asked how much money is needed to get started.

Councilor Rierson answered it can be built for under \$500,000 and can be done in stages. There is over \$300,000 raised already.

CPRD Board Member Don Loving asked if the City was asking for the land to be donated or providing a lease.

CPRD Director Don Clements stated there may be restrictions on the use of the property. He has to do research on how CPRD acquired the property. If any federal funds were used the land would be restricted to recreational purposes.

CPRD Board Member Loving asked for any CPRD staff concerns.

CPRD Director Clements stated concerns for noise and ensuring good rapport is kept with the neighbors. It is important the neighbors do not come back to CPRD with complaints.

Chair Palmer noted that the city shares the same concerns and that the sub-committee would likely recommend to the council that a full neighborhood awareness and educational campaign be held in addition to the usual public noticing process.

CPRD employee Jim McMaster stated the restrooms would each need four stalls to accommodate the skate park needs.

CPRD Board Member McBride asked if there was any money left in the cable fund to help pay for the shelter.

Councilor Rierson answered that money has restrictions from the franchise agreement that it should only be used for educational purposes.

CPRD Board Member Mike Ragsdale stated that a new, expanded animal shelter might not be best placed at the entrance to the park and that, at some future date it might be desirable to have a visitor's center there.

There were additional questions regarding the exact location and specifications of the parking lot and the proposed animal shelter building.

Senior Engineer Larry Fain answered that the survey work is currently being done by summer interns and he expects to have definitive information once the survey and design work is complete.

V. OTHER BUSINESS

Larry Fain reported he met with Darlyn Adams and Darleen Harding and received feedback on requirements for the shelter. He is working on a setting up a meeting with everyone on the stakeholder group for next week. He received ESI's proposal they submitted for the Carlton Fire Station to get more ideas on costs and expectations.

VI. SCHEDULING OF NEXT MEETING

The next meeting is scheduled for July 9, 2008, at 6:00 p.m. in the City Hall.

VII. ADJOURNMENT

Meeting adjourned at 8:30 p.m.

V. DISCUSSION ON NEW SHELTER LOCATION, COST AND DESIGN

Larry Fain said he had a productive meeting with Darlyn Adams and Darleen Harding to discuss the NASF plans and the plans drawn up by the City. We are interested in maintaining the functionality of the NASF design, but not necessarily the style.

Chair Palmer said we want to take the ideas and hard work already done to a more cost effective structure.

Darlyn Adams stated Darleen Harding was very instrumental on the function and it was good to have her included. It took a couple of years of research to come up with the NASF plans.

Larry Fain said he is trying to set up a meeting with the ad hoc committee of Darlyn Adams, Rick Lipinski, Bob Holveck, Darleen Harding and myself to further discuss plans.

Chair Palmer asked for a report back to the subcommittee and NASF Board when everything was finished.

Terry Mahr suggested creating flexible plans that can be put out with the Request for Proposal (RFP) along with compiling details on building expectations and dates for stages completion. We also can then submit grants using those construction dates.

VI. DISCUSSION ON A NEWLY DRAFTED MEMORANDUM OF UNDERSTANDING

Darlyn Adams stated the NASF Board will be reviewing the MOU and asked for the subcommittee to hold off on discussions until after that date in order for the NASF Board to provide input.

Chair Palmer agreed and postponed discussion until the July meeting.

VII. OTHER BUSINESS

Discussion commenced on noise abatement for the neighbors near the animal shelter once a larger shelter is built. Concerns were brought up such as zoning, noticing to neighbors, noise barriers, and increase in animal noise with outside runs.

Jeff Kosmicki said he received notice from the estate of Verna Dickensheet that she left 10% of her estate to the NASF. He suggested possibly naming a section of the shelter after her in recognition of this sizable donation, having an article in the paper which will bring public awareness, and use it as a springboard for more fundraising opportunities.

Councilor Boyes suggested having a plaque in the lobby recognizing donors.

VIII. SCHEDULING OF NEXT MEETING

The Next meeting is scheduled for June 26th at 5:30 p.m. in the City Hall.

XI. ADJOURNMENT

The meeting adjourned at 7:24 p.m.

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
JUNE 10, 2008
6:00 P.M.
CITY HALL – 1st FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chair Palmer called the meeting to order.

II. ROLL CALL

COUNCIL:

Councilor Jeff Palmer, Chairperson
Councilor Mike Boyes, Member (arrived 6:14)
Councilor Bart Rierson, Member (absent)
Mayor Bob Andrews (ex-officio)

STAFF:

Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant
Larry Fain, Senior Engineer
Norma Alley, City Recorder

OTHERS: Mary Helen Smith, Darlyn Adams, Jan Floren, Bob Holveck, Joanne Wiitala, Don Brooks, Barbara Brooks

III. APPROVE MINUTES FOR MAY 22, 2008.

Minutes were approved by consensus of the subcommittee.

IV. UPDATE ON FOLLOW-UP ITEMS

- a. Discussion with Don Clements on land – Jeff Palmer

Chair Palmer stated he met with Don Clements and Russ Thomas to address concerns on impacts of Ewing Young Park such as runoff and drainage and to discuss the location of the restrooms on the west side.

- b. Discussion with ESI on construction ideas – Larry Fain

Larry Fain said he was going to set up a meeting with ESI to discuss details on plans for the shelter.

- c. Obtain and distribute electronic proposed NASF plans – Larry Fain

Larry Fain received electronic copies of the floor plan and elevation.

Norma Alley stated electronic copies will be distributed to the Councilors at the next City Council meeting.

- d. Submission of State Farm Grant – Mary Helen Smith/Jeff Palmer/Terry Mahr

Chair Palmer said Dr. Radich would be happy to sign a letter if someone was willing to draft it.

Terry Mahr said he was working on the letter from the Municipal Judges and it should be ready by Thursday.