

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
AUGUST 6, 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
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

STAFF:

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

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

III. APPROVE MINUTES FOR JUNE 26, 2008, AND JULY 9, 2008.

Minutes were approved by consensus of the Subcommittee, with changes.

IV. UPDATE ON STATE FARM GRANT

Terry Mahr updated the subcommittee on the progress by stating he got a letter prepared for the Judge to sign and anticipates it will be filed this week.

V. UPDATE ON NEW SHELTER: LOCATION, DESIGN, FUNDING & CONSTRUCTION

Larry Fain said they had a design meeting and it was going to be presented to the NASF Board. We are ready to move forward to get some contracts together and the design is ready to go. Jim McMaster at CPRD would be fine with two stalls per restroom. Staff is continuing on the survey work and will hopefully have a status report at the next meeting.

Jan Floren asked if CPRD has done an impact study on the property

Chair Palmer said I do not know if that is required, but I am sure they would want us to mitigate those issues if paved parking goes in and would be addressed during the design process.

Mayor Andrews stated he discussed with Don Clements the concern raised at the CPRD Board meeting about the shelters proposed location and using that as a park entrance. The concern was not having the shelter located there but rather where it is physically located. Maybe move it further to the south for the area to be used for future CPRD use.

Chair Palmer commented that one option would be to move the shelter down and then move the parking across the street. The other is put in a landscaping or exhibit garden to give separation to a possible visitor center.

Another benefit is the ecological factors are less here with the slope in the back. I think the next step is to ask for a formal response from CPRD and start getting this moving forward.

Darlyn Adams stated she received \$40,000.00 from Verna Dickenhouse's estate and might get another \$30,000.00 after the tax report and bills are paid. Joanne Wiitala, NASF public relations, will talk with the Graphic about getting an article on the donation.

VI. DISCUSSION OF NEWLY DRAFTED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY AND NEWBERG ANIMAL SHELTER FRIENDS (NASF)

Chair Palmer suggested having two NASF Board members, the city attorney, and the subcommittee Chair sit down and work out the MOU and then go back to the respective groups for approval.

Barbara Brooks said it has potential.

Chair Palmer said I like the dialog rather than the back and forth. I would like to have consensus to move forward with this.

Councilor Rierson said I support that idea.

Councilor Boyes said I too would support that idea.

Chair Palmer said I want to come back here next year and see a new animal shelter. I encourage this group to look at how the Library and the Library Friends/Board model. I do believe a lot can be accomplished.

VII. OTHER BUSINESS

Discussion commenced on if the plans the City was using were the same ones the NASF Board endorsed.

Councilor Boyes asked have the costs of the restrooms been estimated.

Chair Palmer said I do not think so but that is a good idea to have that for negotiation purposes with CPRD.

Chair Palmer announced is resignation from the Council and stated it has been a pleasure serving with the committee. I wanted to say it has been a pleasure to see this project get closer and closer. My heart aches that this is not going to be done by the time I leave. I do know that it is in good hands and will continue to keep moving forward with the collaboration of the subcommittee and NASF. Thank you staff for what you have done and NASF; I have enjoyed it.

Mayor Andrews said on behalf of the council we thank you for the work you have done up to this point. It has been extremely valuable. He announced the new Chair of the subcommittee is going to be Bart Rierson and he has asked Councilor Shelton to be on the subcommittee.

VIII. SCHEDULING OF NEXT MEETING

The next subcommittee meeting has been scheduled for September 3, 2008, at the City Hall.

IX. ADJOURNMENT

The meeting adjourned at 7:45 p.m.

Councilor Palmer suggested online giving and to Google the Making Room to Read campaign to see how theirs works, to find the vendor, and service. He suggested talking to Leah Griffith at the library for ideas.

Doreen Simpson said on behalf of the animals in the shelter, thank you for all you are doing and please hurry. He animals need you to hurry.

Rick Lipinski asked if the construction is going to be a City project or NASF project. He asked if an opinion from the State has been obtained on what would be involved to get the prevailing wage requirements released. I think it would be very worth while to get some type of ruling or guidelines on what our options are.

Terry Mahr said if City oversees the project there is no hope of getting out of the prevailing wage requirements. If the NASF is going to lead the project then we have something to talk about.

Councilor Boyes suggested having the NASF build it and then lease it to the City for \$1.

VIII. SCHEDULING OF NEXT MEETING

The next meeting is scheduled for Wednesday, August 6, 2008, at 6:00 p.m. in City Hall First Floor Conference Room.

IX. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

Chair Palmer said hopefully Darleen Harding can attend as well.

Darlyn Adams said she got a call from William Craig who wants to donate an 80 ft.x40 inches cyclone fence and wants to know if we could use it.

Chair Palmer asked staff to check into if the City could store it.

Chair Palmer asked if any of the cable funds could be used for the shelter since there is intention of using the shelter for education.

Terry Mahr said it is aimed at cable studio rather than general education.

VI. DISCUSSION OF NEWLY DRAFTED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY AND NEWBERG ANIMAL SHELTER FRIENDS (NASF)

Chair Palmer opened the floor for discussion.

Darlyn Adams said NASF has not finalized their version and asked if this could be postponed.

Chair Palmer agreed to postpone this item to the next meeting.

VII. OTHER BUSINESS

Chair Palmer shared his experience with dog parks. He asked if the group has an interest in promoting this.

Bob Holveck said this is a good idea if you have responsible owners.

Darlyn Adams said I would like to hold off on the park until we get the location of the shelter.

Councilor Palmer agreed and said I just want to put this on everyone's radar.

Councilor Rierson said I do not want this to take any focus or funds away from the shelter. This probably should come from CPRD rather than the City. We could mention it to them and say we are a proponent of the idea. I think this would be a benefit to the citizens and they are always looking for ideas.

Councilor Boyes said it is a great idea.

Jan Floren asked is this something of interesting and demand.

Bob Holveck said I think it will become more of a demand as we get more condensed housing.

Councilor Palmer read a letter into the records from the NASF recommending Rick Lipinski to be project/construction manager. This will be taken under advisement with this strong endorsement.

Jan Floren said she is putting together material to be handed out at the Old Fashioned Festival booth.

Jeff Kosmicki suggested having material on direct deposit giving.

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
JULY 9, 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
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

STAFF:

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

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

III. APPROVE MINUTES FOR JUNE 10, 2008, AND JUNE 26, 2008.

The June 10, 2008, minutes were approved by consensus of the subcommittee. The June 26, 2008, minutes were postponed for additional material to be included.

IV. UPDATE ON STATE FARM GRANT

Chair Palmer stated he received the letter from Dr. Raddich, which will be included in the grant material.

Terry Mahr said he can package all the material and then forward it to Mary Helen Smith for submission to State Farm.

Councilor Boyes asked where else are grants going to be submitted to.

Chair Palmer said Mary Helen Smith had done research on options and this is one of many possible grants. Most grants were not for construction, but rather for material and equipment.

V. UPDATE ON NEW SHELTER: LOCATION, DESIGN, FUNDING & CONSTRUCTION

Chair Palmer handed out information from Larry Fain listing updates on the design of the shelter (see official packet for handout).

Jan Floren asked is there going to be a bid on the steel structure.

Chair Palmer said I believe that is correct and should say RFP. I am not aware of any scheduled meeting of the design team.

Darlyn Adams said we are scheduled for a meeting on July 17th at Noon in the City Hall Engineering Conference Room.