Community Development Committee Minutes

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1975-1976

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A MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
March 24, 1975

Present: George Alexander, Durell Belanger, Myrland Gilbert, Ed Savage, Ted Reschke, Emil Voll

The meeting called to order by Mr. Belanger.

Mr. Alexander stated the amount requested for the Free Methodist Church was $80,000; However, he would suggest an offer of $60,000 for the building.

Mr. Voll stated the meeting with Senior Citizen was rather negative. At this time they are concerned about moving to another location, and losing control of their building.

Suggested the church building be purchased; be used for Human Resources Activities including Senior Citizens and Youths.

Alexander-Savage motion to recommend the City purchase the Free Methodist Church at a cost of $60,000. Purchase be financed by a bond issue and the $30,000 C.D. grant. Carried.

Suggested also was the purchase of the adjacent parsonage building.

Gilbert-Savage motion to recommend to the Council that a $55,000 bond issue be put to the citizens of Newberg for their approval at the May election to finance the purchase, remodel, and pay building maintenance and utilities for one year of the Free Methodist Church. Carried.

Mr. Alexander and Mr. Savage volunteered to make presentation to the Council, April 5th.

Alexander-Retschke to adjourn. Carried.

A MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
September 9, 1975

Present:
Elvern Hall (ch)
Geo Alexander
Durell Belanger
Emil Voll
M. Gilbert
Ed Savage
Edwin Sandvig

Absent:
Dave Bauer
Clarence Heater
Ed Hogan
Ted Reschke

1. Members present were advised of the $49,000 grant award, and committees appointed to work out detail procurement for each item.

2. Senior Center and Youth Recreation Center Acquisition.
Grant $30,000 Local finance $5,000 Total $35,000
Committee:
Geo. Alexander (ch)
Edwin Sandvig
Emil Voll
Ed Savage

3. Senior Citizen's Physical Activities - (Hydraulic lift for swim pool and shower wheelchair).
Grant $1,000 Local finance $500. Total $1,500.
Committee;
Durell Belanger (ch)
Dave Bauer
Ted Reschke

4. Senior Citizens Inter-Communication (Newsletter to all local Senior Citizens)
Grant $2,000. Local finance $500. Total $2,500.
Committee:
Emil Voll (ch)
Clarence Heater

5. Interceptor Sewer Main - W. 3rd to Illionis.
Grant $16,000 Other finance $48,000 Total $64,000
Applications are in process by City staff for planning and construction grants for Department of Environmental Quality for balance of finance.

6. Next regular meeting - Monday, October 20, 1975.

M.C. Gilbert
Acting Secretary

Meeting of the Community Development Committee
October 20, 1975

Present:

Elvern Hall (ch)
Geo. Alexander
Durell Belanger
Ted Reschke
Edwin Sandvig

Clarence Heater
Emil Voll
Ed Savage
Myrland Gilbert

Jim Kesey
Bob Maranise

1. Senior Citizen's Inter-Communications- The proposed budget for supplies, equipment and labor to publish the newsletter was presented by the Committee. Suggested that the labor cost be removed from the block grant items. Alexander, Heater motion to approve expenditure of $1,637.00 for equipment, supplies and postage for the newsletter. Carried.

2. Senior Citizen's Physical Activities - The Committee stated that a shower wheelchair would cost $459; Hydraulic lift $385, and also recommended purchase of ramps for shower entry, hair dryers and wooden bench. Suggested that fibre glass steps for the pool would be very beneficial to handicapped people. The original request submitted in March for equipment was read.

Belanger-Savage motion to approve the purchase of the hydraulic lift at cost of $385.00. Carried.

Belanger-Savage motion to approve the purchase of fibre glass steps, rail and wooden bench. Carried.

The committee to obtain more information on need for the waterproof shower wheelchair and report at next meeting.

3. Senior Center and Youth Recreation Center- Mr. Alexander displayed a drawing of possible alterations to the Hoover Park Building as prepared by Mr. Stuckey. Estimated cost of this remodel $34,050.00. Suggested that this be considered as the first phase, and additional phases to include addition to the building from future financing. Suggested that the services of an architect be obtained to pursue this further. Gilbert to see if HUD will allow architect fees from the $30,000 grant. Mr. Kesey made a short presentation of a plan to develope a Community Multi-Purpose Center with Chehalem P&R, City of Newberg, Senior Citizens Clubs, and general citizenry all taking active part in financing the cost estimated at $3 to 4 hundred thousand.

Further investigation and study on the use of Hoover Park building to be made.

4. Interceptor Sewer Main - W. 3rd to W. Illinois. Mr. Belanger advised that the engineers are now preparing the environmental review for HUD and that design will be completed as rapidly as possible, with construction to follow before July of 1976.

Meeting adjourned to November 17, 1975.

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
December 15, 1975

Meeting called to order by Elvern Hall.

Present:

George Alexander	Ted Reschke
Durell Belanger	Edwin Sandvig
Elvern Hall	Ed Savage
Myrland Gilbert	Emil Voll

The seventeen projects in amount of $149,000 submitted last year, and the three projects in amount of $49,000. approved were reviewed.

Facing an early application deadline for 1976 funds, the members were requested to review all projects and submit proposals for new as soon as possible.

Mr. Belanger suggested that storm drainage for new proposed park on N. College Street be placed on high priority on the new application.

Progress report on the current year funded projects was given.

Mr. Savage suggested that the Commercial Bank building be considered for a Senior Citizen - Youth Center.

Savage - Alexander motion to employ Gray and Associates to do a preliminary architectural survey and report on the Hoover Park building, and also to take into consideration feasability of future expansion of the building for Youth - Senior Citizen Center. Carried.

Meeting adjourned.

December 15, 1975

To: Community Development Committee.

Last year we submitted seventeen projects for Block Grant funding, prioritized as follows:

1. Comprehensive Community development planning.
2. Area wide storm drainage study.
3. Interceptor sewer to N.W. area.
4. Financial Management System - electronic.
5. Senior center and youth center acquisition.
6. Elliott Road right of way acquisition.
7. Roadway and access to Hoover Park.
8. Senior Citizen and Handicapped projects and Senior Citizen Community.
9. Interceptor sewer - 5th Street to Illinois Street.
10. Water line - Wells to filtration plant.
11. Senior Citizens mobility program - taxi subsidy.
12. Water line - N. Springbrook Street (99W to S.P. track)
13. Interceptor Sewer - Hess Creek - Extend to Mountain View.
14. Right of way for streets in N.W. area.
15. Animal Holding facilities.
16. Land acquisition for 1st Street Mall.
17. Park site - Chehalem Creek area - 30 acres.

Funding in amount of $49,000. was then approved for the following projects:

5.	Senior Center and Youth Center acquisition	$30,000.
8.	Senior Citizen and Handicapped projects	3,000.
9.	Interceptor Sewer - 5th to Illinois	16,000.

It is now time to submit applications for 1976-77 projects to be funded by C. D. grants.

City Department Supervisors have been requested to update and submit their requests for projects, equipment or programs.

Committee members are requested to review previous request, contact citizens, and then submit your request as early as possible.

M. C. Gilbert

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
December 29, 1975

Meeting called to order by Elvern Hall, Chairman.

Present:

George Alexander
Dave Bauer
Elvern Hall
Clarence Heater
M. C. Gilbert
Ted Reschke

Tentative projects to be considered for Community Development Block Grant funding as distributed were reviewed. Mr. Heater suggested a Therapy Pool for installation at the swimming pool be added.

Projects were then reviewed and listed in numerical priority as follows:

		TOTAL	HUD	CITY
1.	Comprehensive Community Development Planning	7,500	7,500	---
2.	Roadway and Access to Hoover Park	24,000	12,000	12,000
3.	Area wide storm drainage study	12,500	12,500	---
4.	Storm drainage - Proposed park on N. College Street and adjacent areas	47,000	40,000	7,000
5.	Emergency First Aid & Rescue Unit	20,000	15,000	5,000
6.	Senior Citizen Mobility Program - Taxi Subsidy	6,000	6,000	---
7.	Villa Road - Railroad Underpass	40,000	25,000	15,000
8.	Right of Way acquisition - Northwest Streets	30,000	30,000	
9.	Water line - N. Springbrook St. 99W to City limits	93,000	46,500	46,500
10.	Interceptor Sewer line - Crestview to Mountainview	60,000	60,000	---
11.	Water supply line - Wells to Filtration plant	105,000	105,000	---
12.	Therapy pool at the swimming pool	4,000	4,000	

Motion by Heater, seconded by Alexander to approve the list as stated and proceed with Community Development Action Program and application for $449,000 Federal funding. Carried.

Meeting adjourned.

M. C. Gilbert

Council Chambers PUBLIC HEARING January 8, 1976
City Hall - Newberg, Oregon

Community Action Development Program

The meeting presided over by Mr. Hall, Chairman of the Community Action Development Committee.

Mr. Hall briefly reviewed the Community Development Block Grant Programs that have received funding in the City of Newberg for 1975-1976.

Mr. Hall read the programs that have been submitted to the Committee for 1976-1977 fundings as follows:

		TOTAL	H.U.D.	CITY
1.	Comprehensive Community Development Planning	7,500	7,500	-----
2.	Access Roadway & Hoover Park Improvements	24,000	12,000	12,000
3.	Area wide storm drainage study	12,500	12,500	-----
4.	Storm drainage-proposed park on N. College Street and adjacent areas	47,000	40,000	7,000
5.	Emergency First Aid & Rescue Unit	20,000	15,000	5,000
6.	Senior Citizen Mobility Program-Taxi Subsidy	6,000	6,000	-----
7.	Villa Road - Railroad Underpass	40,000	25,000	15,000
8.	Right of way acquisition - Northwest Streets	30,000	30,000	-----
9.	Waterline-N. Springbrook St. 99w to City limits	93,000	46,500	46,500
10.	Interceptor Sewerline-Crestview to Mountainview	60,000	60,000	-----
11.	Water supply line - Wells to Filtration Plant	105,000	105,000	
12.	Therapy pool at swimming pool	4,000	4,000	-----

Chief Hawkins, Newberg Police Department, requested that the committee consider adding the project to fund dispatch facilities equipment improvements to be used in "911" emergency program in amount of $12,793. Briefly reviewed was the benefits this type program would be for the City of Newberg and surrounding community.

Mr. Ed. Savage requested the committee to consider funding in amount of $11,814.00 for personnel expense for the Herbert Hoover Boys Club for year 1976-77.

Hearing closed.

Council Chambers PUBLIC HEARING January 15, 1976
City Hall - Newberg, Oregon

Community Action Development Program

The meeting presided over by Mr. Hall, Chairman of the Community Action Development Committee.

Mr. Hall reviewed the requests submitted to date for funding under the Community Action Development Block Grants. They are:

		TOTAL	H.U.D.	CITY
1.	Comprehensive Community Development Planning	7,500	7,500	-----
2.	Access Roadway & Hoover Park Improvements	24,000	12,000	12,000
3.	Area wide storm drainage study	12,500	12,500	-----
4.	Storm drainage-proposed park on No. College Street and adjacent areas	47,000	40,000	7,000
5.	Emergency First Aid & Rescue Unit	20,000	15,000	5,000
6.	Senior Citizen Mobility Program-Taxi Subsidy	6,000	6,000	-----
7.	Villa Road - Railroad Underpass	40,000	25,000	15,000
8.	Right of way acquisition - Northwest Streets	30,000	30,000	-----
9.	Water line-N. Springbrook St. 99W to City limits	93,000	46,500	46,500
10.	Interceptor Sewerline-Crestview to Mountainview	60,000	60,000	-----
11.	Water supply line - Wells to Filtration Plant	105,000	105,000	-----
12.	Therapy pool at swimming pool	4,000	4,000	-----
13.	Dispatch Facilities & Equipment - to be used in conjunction with emergency 911 program	12,793	12,793	-----
14.	Personnel Expense for one year for Herbert Hoover Boys Club.	11,814	11,814	-----

Mr. Al Willett of the Newberg Human Resources requested consideration be given to funding the Newberg Human Resouce Center in amount of $25,000 to cover the directors personnel expense, rent and utilities for 1976-1977. Stated the director is now funded under the CETA program and this will terminate May 31, 1976. The present building facilities and utilities are donated, but this will also terminate within next few months. Advised that possibly $5,000 of this expense could be raised at the local level.

Mr. Willett also suggested an additional program be considered for funding to provide transportation and emergency housing on a temporary basis for persons in need. This would cost approximately $3,000 for the year.

Mr. Voll submitted a request from the Senior Citizen for $3,000 for transportation expense.

Hearing closed.

MEETING OF THE COMMUNITY ACTION DEVELOPMENT COMMITTEE
January 19, 1976

Present:

George Alexander	M. C. Gilbert
Dave Bauer	Elvern Hall
Durell Belanger	Ted Reschke
Ed Savage	Emil Voll

The meeting called to order by Elvern Hall, Chariman.

Mr. Hall advised that Rev. Sandvig has resigned from this committee.

Mr. John Gray was introduced. He in turn presented three possible plans for remodelling the Hoover Park building for possible use as a Senior Citizen - Youth Center. Estimated cost approximately $30,000.

Mr. Bauer reminded the committee that the Chehalem Park and Recreation District has a long term lease on this building, and they have not consulted on the proposed use.

Mr. Hall stated that Mr. Bauer was the representative of the Chehalem Park and Recreation District, also that the Park Superintendent had set in the meetings when this project first proposed and at that time presented sketches showing possible remodelling and addition to the building for the proposed use.

Suggestion made to ascertain whether the Free Methodist Church building on W. Third Street could be purchased and used for Senior Citizen - Youths.

Mr. Retschke appointed to the building committee to help Mr. Alexander. The committee to investigate possibility of acquiring the church building. Further action on the Hoover Park building to be postponed until building committee reports.

Projects for 1976-1977 reviewed and block applications proposed on programs as follows:

		TOTAL	HUD	CITY
1.	Comprehensive Community Development Planning	7,500	7,500	----
2.	Emergency First Aid & Rescue Unit	20,000	15,000	5,000
3.	Access Roadway & Hoover Park Improvements	24,000	12,000	12,000
4.	Storm drainage-Proposed park on N. College	47,000	40,000	7,000
5.	Villa Road-Railroad Underpass Improvement	40,000	25,000	15,000
6.	Dispatch Facilities & Equipment - to be used in conjunction with 911 program	12,793	12,793	-----
7.	Water line-N. Springbrook St.-99W City limits	93,000	46,500	46,500
8.	Transportation for Senior Citizen and displaced persons - Emergency housing	12,000	12,000	-----
9.	Human Resources Center - salaries,rent and utilities	25,000	20,000	5,000
			190,793	

Belanger-Voll motion to approve the nine projects, and recommend application for Community Development Block Grants for HUD be completed. Carried.

Meeting adjourned.

MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE
February 23, 1976

Present: George Alexander, Durell Belanger, M. C. Gilbert, Elvern Hall, Ted Reschke, Ed Savage, Emil Voll

Mr. Alexander reported on availability of the old Free Methodist Church for Senior Citizen - Youth Center.

James Nims, City Engineer, advised the committee on use of Butler Steel Buildings which could be constructed as addition to the church building or be constructed at a new site. Additional costs and information to be obtained on this type construction.

Committee advised that it would take at least $20,000. to remodel the church building.

Possibility of requesting the City Council to authorize a bond issue to finance the costs involved in purchasing and remodel of the church discussed.

Feasability of purchasing the houses owned by the church at this location also discussed. Stated that Newberg Human Resources would be interested.

Committee to meet with the Senior Citizen Group, and also obtain a net cash figure for purchase of the church.

Advised that Wynn Stuckey is making a study of the church and will have a report at the next committee meeting.

Next meeting to be called as soon as additional information on church purchase and renovation is available.

COMMUNITY DEVELOPMENT COMMITTEE

July 12, 1976

Council Chambers City Hall

Present: Elvern Hall
Clarence Heater
George Alexander
Maurice Chandler
Ted Reschke
Emil Voll

Mr. Hall explained the different buildings that the Committee has looked at:

Swim Pool Building
Free Methodist Church Building
House at Meridian and Sheridan
House on Blaine Street near the park
Thrift Shop Building
Building on So. College (Human Resources Center)

Discussion was held on other sites such as:

Building to be built by high school students
Robbins building on So. College
Old Vault Building on E. First St.

George and Emil to contact Mr. Robbins for $31,000 and the owner of the vault building on price.

Meeting of the Community Development Committee

August 26, 1976

The meeting called to order by Elvern Hall, Chairman.

Present:

Elvern Hall	Ted Reschke
Clarence Heater	Ed Savage
Geo Alexander	M.C. Gilbert

Mr. Hall advised that Dr. Peek's building located at 2nd and Howard Streets was for sale and would be a desirable building for the "Senior Center and Youth Recreation Center." Further advised that two independent appraisals were made. $60,600 and $63,000. The building had been investigated and found desirable. He had talked with several Council members and they would approve it. Alexander - Retschke motion to recommend the Council purchase the Peek building for a cost not to exceed $60,000. Carried.

Mr. Gilbert suggested that the Committee consider future projects for Community Development and funding application.

Mr. Schmidt suggested consideration be given to a Senior Citizen Center. That funds could be applied for under the new 1976 Public Works Acts.

Mr. Gilbert advised that this act authorizes $2 billion through September 1977 for grants for public works projects on which on site labor can begin within 90 days of project approval. Also pointed out that this committee should consider Community Development funding.

Alexander - Savage motion to adjourn. Carried.

Community Development Committee

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MINUTES

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, July 12, 1990 Wastewater Treatment Plant 7:00 p.m.

Members Present: Alan Halstead, Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, Bert Teitzel, Dennis Egner

I. **CALL TO ORDER**

The meeting was called to order at 7:10 p.m. by Alan Halstead.

II. **NEW BUSINESS**

A. **The Proposal From the County to Establish a County Gas Tax or a County Vehicle Registration Fee**

It was a general consensus of the members present that this may be a good idea, however this was not a good time to propose a new tax. It would be hard to show the needs versus the other needs for general tax that are not presently being met. Their were also several other points discussed including how the gas tax would be distributed to the City's in the County and whether the new tax should be directed to a specific project or projects. Duane will respond to the County with a letter pointing out the discussion of the committee.

B. **The Second Street Waterline**

Mr. Teitzel explained the need for the waterline and that this was a project that was developed after the budget was put together because of the numerous leaks in the system. It is recommended by staff that the Second St. Waterline Project proceed and other projects on the proposed capital budget be delayed, such as the Highway 99 and perhaps the Highway 219 project. The committee recommended that we proceed with the Second Street Waterline.

C. **Agreements with Water Districts**

Mr. Teitzel presented a draft agreement that would be used to establish formal agreements between the various water districts that buy water from the City. There was discussion by the members present about the status of the water districts and any new connections that were being proposed. After discussion of the agreement it was generally agreed by the members that in section 4 there should be a provision to appeal the City Managers decision to the City Council and that the application fee be established at

$50.00. With those additions the proposed agreement was approved by the committee.

D. Periodic Review/Historic Preservation Update on Planning Commission Draft

Dennis Egner explained, to the committee, the status of the Periodic Review and reviewed the Historic Preservation Ordinance with the committee. Discussion centered around the new proposed amendments that would allow manufactured homes in certain single family dwelling areas and the Historic Preservation Ordinance. This was just an information item so no recommendations or decisions were made.

E. Planning Fee Schedule

Dennis Egner presented the proposed fee schedule increases for the Planning Department. The discussion centered around the justification for the fee increase and the timing of the fee increase. There was no consensus of the committee as to whether the fee increase should proceed or not.

III. OLD BUSINESS

A. Composter Failure

A report was given on the composter. Duane Cole contacted EPA this week and was informed that they still have not reviewed the material sent to them six months ago and that they felt that it could be reviewed within the next two weeks. It was suggested that 10 yards of sludge be submitted to EPA with the report for their consideration.

B. NE Area Transportation Plan Process

Duane Cole explained to the committee that the staff has met on this issue and is developing a process and alternatives to present to the City Council at their September 4th Council meeting. He also explained to the committee that their will be a public information meeting on this issue in mid-August. This information will be given to the paper in the form of a press release on Friday.

C. Connections to the Sanitary Sewer

A list of properties not connected to the sanitary sewer was distributed to the committee along with the applicable sections of the City Ordinance. After a discussion of the list, the staff was directed by the committee to proceed to have the people on the list, that were not connected to the sewer, connected if a sewer was available to them. The staff will be sending out information letters to people to verify the list prior to sending official notice to connect to the sewer.

IV. ADJOURNMENT

The meeting was adjourned at approximately 9:15 p.m.

Respectfully submitted,

Bert S. Teitzel

Bert S. Teitzel

MINUTES

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, March 14, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, Bert Teitzel

Others Present: Elvern Hall

There was not a quorum of the committee present so no official action was taken at this meeting, however, the agenda items were discussed.

I. NEW BUSINESS

A. **Crater Lane Waterline L.I.D.**

The assessment method to defer the assessment to any property that was not developed at this point and/or is outside the City was discussed with the members. The property on the west side of Crater Lane is outside the urban growth boundary and the owners were directed to discuss with the Planning Department the possibility of annexing that property in order to take advantage of the waterline. This project will move on to the City Council in April.

B. **CIP/Oversizing**

Mr. Teitzel presented the committee with a schedule of deadlines and meetings to establish a systems development charge for streets and update the systems development charges for sewer and water by July 1, 1991. This schedule is attached.

The street oversizing policy was presented by Mr. Teitzel. The policy presented is attached to these minutes for reference.

Mr. Teitzel also presented a map that lays out the priorities for improving existing streets within the City. These priorities will be used to develop the CIP and the necessary systems development charge to finance it.

C. **FAU Fund Exchange**

The committee members agreed with this proposal. The committee expressed that the funds should be used for benefitting property owners on existing streets, in accordance with the oversizing policy previously proposed, and that these funds should only be used for street improvement.

D. Zoning Ordinance Amendments

The zoning ordinance amendments were discussed by Duane Cole. He explained that this will be in front of the Council at the next Council meeting. He also explained to the members, the need for this ordinance.

II. OLD BUSINESS

None

III. ADJOURNMENT

The meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted,

Bert S. Teitzel

Priorities for Improving Existing Streets

0-5 years	Columbia Drive - College St. to Main St. Main Street - Illinois St. to Lynn Drive Grant Street - Highway 240 to Sherman St. Sherman Street - Harrison St. to Main St. Blaine Street - Sheridan St. to Third St. River Street - Fourth St. to Fourteenth St. Villa Road - Portland Rd. to Sherman St. Villa Road - Haworth Ave. to Hess Creek Ct. Elliott Road - Portland Rd. to Hawthorne Dr. Traffic Signal - Portland Rd. and Elliott Rd. Hayes Street - extend to Springbrook Rd. Springbrook Plaza driveway improvement
5-10 years	Mountainview Drive - Springbrook Rd. to College St. Springbrook Road - Mountainview Dr. to Middlebrook St. Traffic Signal at Springbrook Rd. and Vittoria Way Springbrook Road - Haworth Ave. to Portland Rd. Wynooski Street - Fourth St. to Eleventh St. Villa Road - Mountainview Dr. to Hess Creek Ct. Crestview Drive - Center St. to Villa Rd. Sherman Street - Main St. to Harrison St. Harrison Street - North St. to Hancock St. Lincoln Street - Sheridan St. to Franklin St. Sheridan Street - Harrison St. to Lincoln St.
10-15 years	North Street - Harrison St. to Main St. Fifth Street - Harrison St. to Main St. College Street - Ninth St. to Fourteenth St. Crestview Drive - Emery St. to Putnam Rd. Springbrook Rd. - Portland Rd. to Highway 219

SCHEDULE
CIP/OVERSIZING/SDC

February 20, 1991	CIP	City Manager
February 27, 1991	CIP	Department Heads
March 6, 1991	Street oversizing	City Manager
March 14, 1991	CIP/Street oversizing	Community Development
March 22, 1991	SDC - Sewer & Water	City Manager
March 29, 1991	SDC - Streets	City Manager
April 11, 1991	SDC - All	Community Development
April 19, 1991	CIP/SDC - Final	City Manager
May 6, 1991	SDC - streets (Ord.)	City Council
June 3, 1991	SDC - all (Ord.)	City Council
June 18, 1991	Budget/CIP/SDC	City Council

Street oversizing and assessment policy:

The adjacent property owner shall be responsible for the cost of a standard local street. A standard local street is defined in the city ordinance as 34 foot width for residential property and 44 foot width for business property.

The city shall be responsible for the cost to provide a wider street if required by the city. The city cost will be paid by fund accumulated in the street development fund.

Where an existing street is being improved and/or widened, the adjacent property owners will be given a credit for the width and type of street that exists. For example if like on Elliott St. where a 20 foot paved roadway exists, the property owners will be responsible for the cost of a 14 foot street (34 - 20). The city would pay for the cost of upgrading the existing 20 foot street.

Example: Elliott St.

Cost per linial foot:

46 foot width..................$185.00

Property owner cost:

34 foot width..................$140.00
less credit for existing
20 foot paving.............41.25

cost per lin ft $ 98.75

cost per front ft $ 50.00 +/-

ASSUMPTIONS

Streets will be improved to city standards.

Cost of a standard street will be the responsibility of the adjacent property owner.

The city will pay the cost of any oversizing of streets wider then the standard street.

The city will develop a SDC charge to fund this oversizing.

The state gas tax revenue received will be used for the maintenance and repair of the existing street system.

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Thursday May 9, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor

Staff Present: Duane Cole, Bert Teitzel, John Thomas

Others Present: Elvern Hall

Joe Young, who resigned from the City Council, was a member of this committee. The committee now only has 3 members so the 2 members present constituted a quorum.

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 7:00 p.m.

Prior to proceeding with the agenda, there was a discussion on the sludge at the Wastewater Treatment Plant and the problems that it was creating. Mr. Teitzel and Mr. Thomas outlined, for the committee, what steps they were taking in moving the sludge off of the site and disposing of it. They also discussed future options in managing the sludge.

II. NEW BUSINESS

A. Streets Systems Development Charge

Mr. Teitzel went through a presentation on systems development charges for streets. The basic concept that is being proposed is developing the list of street improvement projects that is required to support the development that will occur in the urban growth boundary. The City cost of these projects is projected based on the policy established by the committee for City cost versus developer cost on various streets.

The total projected trips, in accordance with the Institute of Traffic Engineers Rate Generation Formulas, is also computed for all of the vacant buildable land within the urban growth boundary. By using these two figures, a cost per trip is developed to fund the City share of the required improvements. The preliminary numbers that Mr. Teitzel presented would amount to $31.00 per trip generated by the different land uses. For example, a single family residence that generates approximately 8.4 trips per day, would equate to a systems development charge of $261.00. This seems to be a very reasonable number when compared to Washington County's system development charge for streets, which is $1,300.00.

There was discussion by the committee concerning this proposed charge and no action was taken at this time. Mr. Teitzel will be developing a final recommendation and report to submit to developing a final recommendation and report to submit to developers and builders in the area prior to re-presenting it to the committee for action.

B. **Engineering Plat Check Fees**

Mr. Teitzel stated that since he originally put this on the agenda two months ago, that the planning department is working on some fee increases for planning related issues. This item will be integrated in with that proposal.

C. **Grant Street Local Improvement District**

Mr. Teitzel explained that the City has received a petition for improving Grant Street by an L.I.D. process. This will require the replacement of the sanitary sewer and the water line in that area. At the present time, because of the limitations and restrictions of Ballot Measure #5, the normal method of financing an L.I.D. through the Bancroft Bonds is no longer available to the City. The Cities of Portland and Springfield are working on alternate financing methods, however, there is nothing in place at the present time. The staff is, therefore, recommending that the hearings be held to form the L.I.D. and the L.I.D. be formed with the understanding that the improvement will be delayed for construction until the summer of 1992. The City will contract for, and install, the water line and sewer line replacements in this construction season. The committee agreed with this approach and recommended it to the City Council.

D. **Water Demand Studies**

John Thomas discussed with the committee the different water demand studies that were taking place and the City's involvement in the different studies. This was an information item and no action was taken.

E. **Dust Control**

This was presented to the committee by Mr. Teitzel, and the committee recommended that a contract be awarded to Pelletrox, Inc. by the City Council.

F. **Public Works Week**

Public Works Week was also discussed with the committee. Mr. Teitzel and Mr. Thomas informed the committee as to what activities we are going to be having during that week. The committee recommended that the City Manager provide donuts to the Public Works Department during that week.

II. OLD BUSINESS

A. Meridian Street Railroad Crossing

This crossing is deteriorating and some action needs to happen. It was agreed that the State will still be asked to go ahead and grind off the asphalt on the north side of the crossing. Also a letter will be sent to Southern Pacific with a copy to the Public Utility Commission concerning the complaints on the crossing.

B. Properties in the City not Connected to City Sewer

Donna Proctor asked about the properties in the City that are not connected to the sanitary sewer, specifically the one at the intersection of Meridian and Crestview. It has a failing septic tank and Ms. Proctor wants the City to pursue having that property connected to the sewer.

III. ADJOURNMENT

The meeting was adjourned at about 8:30 p.m.

Respectfully Submitted,

Bert S. Teitzel, P.E.

20005-00699

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Thursday June 13, 1991 — Wastewater Treatment Plant — 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor, Alan Halstead

Staff Present: Duane Cole, Bert Teitzel, John Thomas, Dennis Egner

Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 7:00 p.m.

II. NEW BUSINESS

A. Sewer and Water Rates

A presentation was made on the sewer and water rates by Bert Teitzel and John Thomas. There was no action taken or recommendation to the City Council. The Committee did ask that the following items be presented at the City Council meeting.

1. Comparison of rates with other jurisdictions.
2. Computations as to percentage increase.
3. Recommendation on how the budget would be cut to stay with the present rates.

B. Willamette Basin Rules and Plan and the Water Master Plan Update

Both these items were presented by Mr. Thomas and discussed with the Committee members. These were information items only and no decision necessary.

C. Newall Addition Sanitary Sewer Local Improvement District

Mr. Teitzel presented the sewer system L.I.D. and recommended the Committee approve the formation of the L.I.D. The Committee recommended the L.I.D. be approved and presented to the City Council for their consideration.

D. Sewer Ordinance Review

Mr. Teitzel stated that the sewer ordinance needs to be updated in order to bring the ordinance into compliance with current EPA requirements. The changes were generally reviewed with the Committee. The changes relate mainly to the industrial users and the pretreatment program. We are waiting final approval from DEQ on some of the ordinance language. After that approval is obtained the ordinance will be presented to the Ordinance Committee and then on the City Council for approval.

E. **New Planning Fees**

Mr. Egner presented a schedule of new planning fees to the Committee for their review. Mr. Egner recommended that about half of the cost to process applications be recovered from application fees. The fee schedule presented was based on that assumption. The new planning fees will be presented to the City Council at the next Council meeting.

III. OLD BUSINESS

A. **Sludge Management Plan Update**

John Thomas gave a report on the sludge management plan.

IV. ADJOURNMENT

The meeting was adjourned at about 8:00.

Respectfully submitted,

Bert S. Teitzel

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE

Thursday July 18, 1991 — Wastewater Treatment Plant — 7:00 p.m.

Members Present: Jack Nulsen, Donna Proctor, Alan Halstead

Staff Present: Duane Cole, Bert Teitzel, John Thomas

Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 7:00 p.m.

II. NEW BUSINESS

A. Procedure for Nuisance Abatement

This item was not discussed since all of the members of this Committee participated in a discussion at a different committee meeting.

B. Downtown Parking

Mr. Teitzel explained the process he was going through to evaluate the downtown parking needs and available.

III. OLD BUSINESS

A. Sludge Management

John Thomas gave a report to the Committee concerning the sludge management program.

B. Water Master Plan Update

John Thomas also gave a report to the Committee on this item.

C. Removal of Underground Storage Tanks

Mr. Teitzel added to the agenda, the bids received for the removal of our underground storage tanks. The City received a quote from only one contractor, Staton Construction, Inc., in the amount of $8,296.00 to remove the tanks. Mr. Teitzel recommended that this bid be accepted, after verifying it with comparable bids from the school district. The Committee recommended acceptance of the bid pending verification of the price.

IV. ADJOURNMENT

The meeting was adjourned at about 8:00 p.m.

Respectfully submitted,

Bert S. Teitzel

3C 05-
00097

COMMUNITY DEVELOPMENT COMMITTEE

Wednesday, August 21, 1991 Wastewater Treatment Plant 7:00 p.m.

Members Present: Donna Proctor, Alan Halstead, Marty McIntosh,

Staff Present: Duane Cole, Bert Teitzel, John Thomas

Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order at approximately 7:00 p.m.

II. NEW BUSINESS

A. Obstructions in right-of-ways

This item was discussed and comments were made in regards to restricting merchandising to in front of your own business. The Committee also talked about the development criteria needed prior to passing this ordinance. It was recommended this ordinance be presented to the Public Relations Committee and then onto the Ordinance Committee.

III. OLD BUSINESS

A. Sanitary sewer connections update

Bert Teitzel gave a report on this item.

B. Sludge update

John Thomas gave a report on the relocation of the sludge at the Wastewater Treatment Plant. The slab is now clean.

C. Water Master Plan update

John Thomas gave a report to the Committee on this item.

D. Downtown Parking

Bert Teitzel gave a report to the Committee on this item.

E. **Geographic Information System Purchase**

This item was added to the agenda. The Committee recommended the GIS be approved and presented to the City Council for their consideration.

F. **Composter update**

This was also an added agenda item. Bert Teitzel gave a report to the Committee on this.

IV. **Adjournment**

Respectfully submitted,

Bert S. Teitzel

COMMUNITY DEVELOPMENT COMMITTEE

October 17, 1991 Niemos Yogurt and Deli 1:00 p.m.

Members Present: Jack Nulsen, Donna Proctor, Alan Halstead

Staff Present: Duane Cole, Bert Teitzel, John Thomas

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 1:00 p.m.

II. NEW BUSINESS

There was no new business.

III. OLD BUSINESS

The following items were discussed:

A. Downtown Parking

Mr. Teitzel explained that he has been working with the downtown merchants concerning parking in the downtown area. A preliminary report has been performed by the Engineering Department showing the number of spaces required in accordance with the square footage of the buildings and the City's Development Code. This was compared with the available spaces in the C-3 area block by block. All available spaces were counted, including the spaces available on the street around each block, to come up with this number. According to this analysis, the downtown area is short by 389 spaces. There was no adjustment made in this figure for the time of day that spaces may be required by different commercial establishments, such as the theaters that do not need the space available at the same time as a retail store. An inventory of vacant property in the area has also been done. This vacant property would allow for 211 parking spaces, if developed.

Mr. Teitzel further explained that a meeting was held on October 10, where all of the downtown owners and occupants were invited to give testimony concerning the parking for downtown. The consensus of the group that attended this meeting, was that we need to first try to eliminate the downtown employees from parking in the parking areas. To do this we would need to find some alternative parking places for the employees. Since the meeting on October 10, a questionnaire has been developed to send to all of the merchants to find out how many employees they have, where they park, if they would be willing to pay for employee parking, etc. This questionnaire will be sent out by the Chamber of Commerce to all of the downtown merchants. Once the responses are received from the questionnaire, the Chamber along with the Downtown Merchants Association will develop some kind of a preliminary plan to submit to the City concerning downtown parking.

B. **Allen Fruit Noise**

Mr. Teitzel explained that noise readings have been taken around Allen Fruit and that the noise levels are double what is generally allowable under the State Requirements. Duane Cole and Mr. Teitzel met with representatives from Allen Fruit and consequently received a letter back from Allen Fruit stating they will study the situation and try to comply with the noise limits. Allen Fruit has developed a plan but has not started any of the work, to date.

C. **Transportation Plan Status**

Mr. Teitzel stated that a Request for Qualifications has been sent out to prospective consultants. Upon review of the RFQ's, 3 or 4 of the consultants will be asked to submit proposals to the City for consideration. It is anticipated that a recommendation on a consultant's contract will be before the Council and their January 6, 1992 meeting.

D. **Donna Proctor brought up two items of concern**

Ms. Proctor has had reports of children climbing up the ladder on the pretreatment tank at Allen Fruit. Mr. Teitzel will contact Allen Fruit to see if there is any way to block off the ladder from the children.

Ms. Proctor has some concerns with the sidewalks, in the vicinity of Lumbermans, being broken up. A discussion resulted in the possibility of Lumbermans moving to a site on Highway 99W and the State's position on access to that site. Mr. Teitzel explained that his office has looked at a circulation plan between parking lots in that area, and it would be possible to close some of the access points and allow for an access point for Lumbermans. This will take the agreement of several businesses in the area. Mr. Teitzel has only spoken to Lewis Communications and reported that they would be receptive to some kind of a joint access. The Committee encouraged staff to continue working on the access to allow Lumbermans to move to a site.

E. **New time and location for meeting**

The Committee stated that the third Thursday at 1:00 at Niemos would be a good time and location for their standard meeting.

IV. Adjournment

Respectfully Submitted,

Bert S. Teitzel

COMMUNITY DEVELOPMENT COMMITTEE

January 16, 1992 Niemos Yogurt and Deli 1:00 p.m.

Members Present: Alan Halstead, Donna Proctor, and Jack Nulsen

Staff Present: Bert Teitzel and Duane Cole

I. CALL TO ORDER

The meeting was called to order by Jack Nulsen at 1:00 p.m.

II. NEW BUSINESS

A. Church Street

Mr. Teitzel explained that the owner of the adjacent property of the closed Church Street, between Highway 99W and First Street, has requested it be purchased by them to provide a more usable site. The pros and cons of the City disposing of that property were discussed. The final recommendation by the Committee was to approach the owner, to lease the property to them. The Council felt that at least a part of this property should be preserved for landscaped area and a location to re-locate the flag pole at River and First Street to.

III. OLD BUSINESS

A. Transportation System Development Charge

Mr. Teitzel went through the report with the Committee and explained the methodology used to develop the systems development charges. Mr. Teitzel also explained the process of enacting the systems development charge as laid out in Ordinance No. 91-2306. He explained that the proposed Resolution will be forwarded to the Home Builders Association for their review. The Resolution will also be placed on the February 3, 1992 City Council meeting to ask the Council to establish a Public Hearing date to receive comments on the methodology prior to passing the Resolution.

IV. OTHER ITEMS

Duane Cole reported that the staff and a couple of Councilors met with Marion County Commissioners to discuss the well-site acquisition. He stated that this was a successful meeting and that we plan to meet in the near future in the St. Paul area to further discuss the wells in Marion County.

Other items that were brought up by Council that need to be reviewed by staff are:

The visibility at Second Street and Blaine Street, particularly the west bound traffic on Second Street as it relates to the train traveling south.

It was also reported that the drainage from the alley north of the First Interstate Bank drains across the sidewalk and creates a substantial flow of water across that walk during the rain.

Duane Cole also briefed the Council on where we were with the Transportation Plan and forming the CAC. He asked the Council members to forward to him, any names of people that they could think of to serve on that Committee, so that we can send them an application.

IV. ADJOURNMENT

Resectfully Submitted,

Bert S. Teitzel

20005-00699

COMMUNITY DEVELOPMENT COMMITTEE

February 20, 1992 | Niemos Yogurt and Deli | 1:00 p.m.

Members Present: Alan Halstead, Donna Proctor, and Jack Nulsen
Staff Present: Bert Teitzel, Duane Cole, Kathy Tri, and John Thomas
Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order at approximately 1:00 p.m.

II. NEW BUSINESS

A. Park and Recreation System Development Charges

Duane Cole gave a report, on this item, to the Committee. The Committee members agreed that it should go on to Council.

B. Purchase/Lease of Clackamas County Sludge Truck

The purchase/lease option of the Clackamas County Sludge Truck was discussed with the Committee. It was decided that we should go ahead with it if the price was acceptable. The Committee gave a not-to-exceed amount of $10,000.

C. Eighth Street Pump Station Replacement

The replacement of the Eighth Street Pump Station was discussed. The Committee members approved to proceed with the process.

D. Status of the Willamette Basin Plan

John Thomas gave the Committee a report on this item.

III. OLD BUSINESS

A. Transportation System Development Charge Update

Mr. Teitzel updated the Committee on the status of this charge. This will be on the Council Agenda for March 17, 1992.

B. Water Master Plan Update

The Committee discussed the Water Master Plan. The City is proceeding as scheduled.

C. Status of Meter Reader Transition

The Committee discussed how the transition was going. Everything is working well.

IV. ADJOURNMENT

Respectfully Submitted,

Bert S. Teitzel

2000:5-00699

COMMUNITY DEVELOPMENT COMMITTEE

March 19, 1992 Niemos Yogurt and Deli 1:00 p.m.

Members Present: Alan Halstead, Donna Proctor, Jack Nulsen
Staff Present: Bert Teitzel, John Thomas, Duane Cole
Others Present: Elvern Hall

I. CALL TO ORDER

The meeting was called to order at approximately 1:00 p.m.

II. NEW BUSINESS

A. NPDES Permit

Bert Teitzel and John Thomas presented the NPDES Draft Permit. They informed the Committee that they will be meeting with DEQ to finalize this.

III. OLD BUSINESS

A. Transportation Plan Update

Mr. Teitzel informed Committee of where we are in this process.

B. Lease of Clackamas County Sludge Truck

Mr. Teitzel and Mr. Thomas informed the Committee that an agreement on the purchase price of the sludge truck could not be reached. The Committee recommended to continue leasing the sludge truck.

IV. OTHER DISCUSSION

A. "No Outlet" Sign

The Committee discussed putting up a "No Outlet" Sign on Donald Lane at Buckley Lane. It was recommend we installed the sign.

V. ADJOURNMENT

Respectfully Submitted,

Bert S. Teitzel

20005-00699

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, April 16, 1992 Niemos Yogurt and Deli 1:00 p.m.

Members Present: Alan Halstead, Jack Nulsen
Staff Present: Bert Teitzel, Duane Cole, Tabrina McPherson

I. CALL TO ORDER

The meeting was called to order at approximately 1:00 p.m.

II. NEW BUSINESS

A. Dust Pallative Bids

Bert Teitzel explained to the Committee that we have requested quotes to apply Lignon Sulfonate to all the gravel streets in Newberg. Bert informed the Committee that this was an information item and that we are planning to go with the low bid from Pelletrox, Inc. for $2,913.45.

B. Permit and Process for Right-of-Way Obstructions

Bert explained that some purposes of this permit are to assign liability to protect the City, give a way to approve certain actions requested in the City, regulate the use of the public right-of-way. The main use for this permit will be to regulate the basketball hoops in the public right-of-way.

There were questions about the time frame stated on the permit. Bert explained that this will only be set for certain obstructions, and would only apply to basketball hoops if there are plans to change the nature of the street eventually.

Jack Nulsen asked if there was a fee for this permit. Bert stated that we have not established one yet. It was approved that we take this to Council and establish a $10.00 fee for this permit.

C. Rezoning and Sale of a City Owned Parcel

Bert Teitzel showed the Committee a map of the parcel in question. Alan Halstead asked if this is still owned by the County. Bert informed him that yes, a portion of it is owned by the County. After some discussion on proposed uses of the property, Bert told the Committee that, basically, we have three options: 1) recommend disposal of property "as is"; 2) recommend disposal while preserving existing roadway; and 3) delay action until Transportation Plan. The Committee decided to delay action until the Transportation Planning Consultant could look at this further.

III. OLD BUSINESS

A. Transportation Plan Update

Bert told the Committee that the Plan was running along as scheduled. Bert mentioned to the Committee that he did tell the Consultant that we will need to deal with the Systems Development Charge shortly.

IV. OTHER BUSINESS

A. Asphalt Overlay Project

Bert explained to the Committee that we have had this project ready once, but we are re-looking at the streets. He informed the Committee that this will be in front of City Council at their June 1st meeting.

B. NPDES Permit

Bert explained that DEQ has proceeded on our permit without looking at our comments. Bert informed the Committee that we are preparing formal comments this week and that we anticipate an appeal.

V. ADJOURNMENT

The meeting was adjourned at approximately 1:35 p.m.

Respectfully submitted,

Bert S. Teitzel

COMMUNITY DEVELOPMENT COMMITTEE

Thursday, November 19, 1992 Niemos Yogurt and Deli 1:00 p.m.

Members Present: Donna Proctor, Alan Halstead, Jack Nulsen (1:35)

Members Absent: Marty McIntosh

Others Present: Elvern Hall, Bert Teitzel, Duane Cole, Dennis Egner, Larry Anderson, Phil Picard, Bill Tutka, Tabrina McPherson

I. CALL TO ORDER

The meeting was called to order by Donna Proctor at 1:10 p.m.

II. NEW BUSINESS

Bert Teitzel explained that the amendment to the subdivision ordinance that the Committee had in their packets was not going to be discussed. The fees in that resolution are already in existence with the exception of the hourly overtime rate for extra work and the Engineering Department will no longer be doing this extra work.

Bert then introduced Bill Tutka, the Project Engineering for the composter rebuild. Bert informed the Committee that Bill has been doing other projects for the City since the composter project has not officially started.

A. Survey Plat Checks:

Larry Anderson explained that the County really has no time or staff to perform plat checks. He stated that the proposed resolution will actually just authorize the Engineering Department to do what they already are doing.

Alan Halstead motioned to recommend to City Council the approval of the resolution authorizing the City Engineering Department to perform survey plat checks in lieu of the County Surveyor.

Dennis Egner then asked if passing this resolution means the County Surveyor's signature line will no longer be on the plats. Larry Anderson told him no that will still remain. Motion was passed.

B. Garage Site Options:

Bert explained to the Committee that the present situation of the City Garage is not adequate. The garage takes up four stalls and is in the way of the Public Works operation. The facility currently being used is not adequate for winter weather and large equipment can not fit into the stalls.

Bert explained the two options for the new City Garage. The first option is to lease the Butler Chevrolet property. The second was to build a new garage at the existing Public Works Yard on Third Street.

The new garage at Third Street would be paid for out of Central Services so all departments would share in the cost. Estimate is $120,000.00 for new garage. The garage will be built so it can be expanded in the future.

Alan Halstead motioned to recommend to City Council, the approval to build a new City Garage at the Public Works Yard on Third Street and not change budget number.

Motion approved. Will go to new Council in January, 1993.

Donna Proctor then asked what the old garage site would be used for. Bert informed her it really hasn't been looked at yet.

Phil Picard asked if the storage area portion will be torn down. Bert stated no it would not be torn down. It would be left for Police and Fire for storage.

C. Sewer Flow Metering Equipment:

Bill Tutka started with explaining what rain water does to the treatment plants. He explained that the City does need to monitor where the rain water is getting into the sewer so they can fix these problems and not have such an effect on the treatment plants.

Bill stated four companies received requests for proposals. Only one company submitted a bid of $15,909.00. Bill explained that this is the only company that makes the type we need. This unit does require a lap top computer, however the City does have one and it would only be needed once or twice a week and we could borrow it.

The Committee agreed to recommend the purchase of the sewer flow metering equipment to the City Council for approval.

III. OLD BUSINESS

A. Planning Issues Update:

Denny Egner gave some updating information about what the Planning Commission has been looking at, the General Hazard Zone and Urban Reserve Area.

IV. OTHER BUSINESS

A. Alan Halstead asked some questions about the bypass. His concern is with the new roadway system that will be going straight through Scott Leavitt Park. He suggested we get a vote of the people before the Environmental Impact Statement is completed.

V. ADJOURNMENT

The Committee adjourned at 1:58 p.m.

Respectfully submitted,

Bert Teitzel

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Thursday, January 21, 1993 7:00 a.m.

COMMUNITY DEVELOPMENT COMMITTEE

J'S RESTAURANT NEWBERG, OREGON

MEMBERS PRESENT: Roger Currier, Gwen Blackburn, Nadine Windsor, Rob Molzahn

MEMBERS ABSENT: Roger Gano, Steve Rosen

OTHERS PRESENT: Mayor Donna Proctor, Duane Cole, Bert Teitzel, John Thomas, Tabrina McPherson

I. CALL TO ORDER

Roger Currier called the meeting to order at 7:12 a.m.

Mr. Currier introduced everyone and thanked them all for agreeing to be on the Community Development Committee.

Duane Cole informed the Committee members that this Committee is as much their Committee as the City's Committee and that they have the right to have anything they would like discussed at these meetings put on the agenda. They were given the phone numbers of Bert Teitzel (537-1212) and Tabrina McPherson (537-1214). Mr. Teitzel and Ms. McPherson can be called to include items on the agenda.

Mr. Cole went on to review what this Committee had started to discuss at the end of last year. The new City Garage was mentioned. Mr. Cole explained that this would be coming up in future meeting. Most of the other issues that come before this Committee relate to development in the community.

II. NEW BUSINESS

A. Facilities Study

Duane Cole started discussion about City Hall's handicap access. The City does not comply with the American Disabilities Act (ADA) Requirements. We do need to comply by July of 1995. The Federal Government can withhold federal monies as a penalty for noncompliance.

Mr. Cole discussed the three options the City is looking at right now for a new City Hall Facility. (1) Central School, (2) Chevy Dealership, and (3) Memorial Park Site.

The Central School site will provide plenty of room for the entire City Hall Facility plus a Mayor's Office, Council Chambers, Conference Room, Court Room, adequate public restrooms, etc. This facility could possibly provide enough space for a Community Center and/or Senior Center. The existing City Hall could then be remodeled for the Police Department.

Mayor Proctor mentioned there might be a security problem with using the Central School Facility. Bert Teitzel thought there may be some areas that are secure.

Duane Cole mentioned the figures we are looking at for each option. Central School - 3-4 million; Chevy Dealership - 3.5-4 million; and the Park Site - 3 million.

Roger Currier suggested we look at the Sentry Market Site as a possible location for a new City Hall. It is single level to comply with the ADA requirements and it is centrally located to bring old town and new town together.

The old Thriftway Site was also discussed as a possible option. Access is harder at this location.

Rob Molzahn questioned whether the School District was going to sale the Central School Building or if they might utilize the building for something else.

Bert Teitzel explained that the School District's Task Force Committee has proposed a 34 million dollar bond that does not include Central School. Mr. Teitzel commented that he does not know if that is the proposal of the School District but it is what is recommended to them.

There was some discussion about a new location for a Fire Department. Bert Teitzel commented that the City has looked at the Sentry Market site for a Fire Department but never really considered it for a City Hall.

III. OLD BUSINESS

A. Eighth Street Pump Station

John Thomas described the location of the current pump station. He then gave some background about the project. This is a $300,000.00 project and will be out for bids in about 2-3 months. We will bring the bids back to this Committee for recommendation to Council.

Mr. Thomas informed the Committee that the proposed location of a new pump station is down close to Dayton Avenue on the east side of the bridge that crosses the Chehalem Creek. This location will provide better access and will make it easier to maintain the pump station.

Roger Currier suggested, when building the new pump station, that it be kept on the east side of the bridge. He informed the Committee that there is a historical wooden bridge down in the lagoon on the west side that we should try to preserve. John Thomas stated that we do plan to build on the east side of the bridge.

IV. OTHER BUSINESS

A. Composter Reconstruction

Bert Teitzel updated the Committee on the composter reconstruction. The contractor has demolished all of the old structure. Some of the equipment will be re-used and the rest has all been hauled off the site. The contractor should be going out for bids by the end of this month and able to start by the first of February, weather permitting.

B. Newberg/Dundee Bypass

Bert Teitzel updated the Committee on the Bypass Construction. Mr. Teitzel has been in Salem for the past two days interviewing for a consultant to perform the Environmental Impact Statement. Yesterday they did narrow it down to one firm and now will be checking references and probably have a final contract in 1-2 months. The Environmental Impact Statement will take about 30 months to complete and the consultant will spend 30-35,000 hours on it in that time period. This portion of the project will cost around 2 million dollars.

Mr. Teitzel went on to explain that this project will have strong public involvement. Public meetings should start within 1-2 months of the final contract date.

C. Truck Traffic on Church Street

Roger Currier had some questions about the signs on Highway 219 where it comes into town at Villa Road. Mr. Currier suggested maybe we could use an "All thru Traffic Must Turn" sign at Villa so the trucks know they can not go past Villa Road. Bert Teitzel informed the Committee that all the signs in that location have been changed at least once and that he will be in contact with the State to see what can be done next.

D. Edwards Street

Gwen Blackburn asked about the lip on Edwards Street at First Street. It has become a real problem when trying to go across First Street on Edwards Street. Mr. Teitzel informed her that he was aware of the problem. It came about while we were trying to correct some drainage problems in that area. We do plan to correct the problem as soon as weather permits.

V. **ADJOURNMENT**

Roger Currier adjourned the meeting at approximately 8:10 a.m.

Respectfully submitted,

Bert S. Teitzel

Thursday, February 18, 1993 7:00 a.m.

COMMUNITY DEVELOPMENT COMMITTEE

J'S RESTAURANT NEWBERG, OREGON

MEMBERS PRESENT: Roger Currier, Gwen Blackburn, Nadine Windsor, Rob Molzahn Roger Gano, Steve Rosen

OTHERS PRESENT: Duane Cole, Bert Teitzel, John Thomas, Larry Anderson, Tabrina McPherson

I. CALL TO ORDER

Roger Gano called the meeting to order at 7:05 a.m.

II. NEW BUSINESS

A. TV Sewer Inspection Equipment

John Thomas gave a report explaining why this equipment was necessary and how it fit into the overall preventative maintenance program. He informed the committee that we have this equipment currently out for bids and they are due on March 12, 1993. The bids will be brought back to the committee for approval and recommendation to the City Council.

B. GTE Request for Easement on Reynold's Spring Property

John Thomas explained that GTE has asked for a 30 x 30 easement on the Reynold's Spring property for the purpose of installing telephone equipment, cabinets, etc. GTE is willing to pay $2,500.00 for this easement. Mr. Thomas explained that this easement will not interfere with the use of the wells in this area. Bert Teitzel stated that we need a recommendation from the committee to take this to Council for their approval. A motion was made and seconded to recommend to Council the approval of the request by GTE for a 30 x 30 easement across the Reynold's Spring Property.

C. Other

Duane Cole commented on the editorial in the Graphic this week. Mr. Cole stated that the Graphic did not talk to any City Officials about any of the information in the editorial, therefore producing many lies. Mr. Cole told the committee about the meeting Cypress Ventures had with the property owners in the area and how they are now working together to resolve the owners' concerns. Mr. Cole stated that the meeting went well and hopefully many of the issues will be resolved soon. Mr. Cole also stated that he will be preparing a letter to the editor providing factual information for the public.

III. OLD BUSINESS

A. Hancock Street Reconstruction Update

Bert Teitzel started discussion with informing the committee about what is happening at the Unity Park Site. Some underground storage tanks have been found and dug up. The owners are now in the process of aerating the soil. Since State Statutes allow 7 years to clean up this type of site, the State had to start looking at different sites for the reconstruction of Hancock Street. Now that the owners have started aerating the soil, the State may come back at look at the site again. Mr. Teitzel stated that he would have maps of the different locations at the next meeting.

Mr. Teitzel explained that construction of Hancock Street is scheduled to start in 1995, but if the State has to move the location, it would be pushed back another year.

Mr. Teitzel then explained the rest of the project; A three lane section will start just east of Villa Road and extend to Main Street. The third lane will then turn onto Main Street. There will be no parking on the north side of Hancock Street.

Roger Gano questioned whether the sidewalk and landscaping will be installed across the fill. Mr. Teitzel stated this would be done during the construction. Rob Molzahn questioned if this affects the bypass project. Mr. Teitzel explained Hancock Street will be reconstructed to handle the traffic flow until the bypass is complete.

B. Grant Street Bids

Larry Anderson presented a map showing the location of the improvements. He stated that this utility project is in preparation for the street paving LID. These utilities are in very poor condition and need to be replaced prior to the street being paved.

Mr. Anderson explained that five bids were opened on February 16. All bids were within the engineers estimate. The low bidder was Canby Excavating with $77,422.75. Mr. Gano asked when the anticipated starting and ending dates were. Mr. Anderson stated the contractors would start as soon as the Council awards the bid and they have 45 days to complete the project. A motion was made and seconded to recommend to City Council, the award of the utilities contract to Canby Excavating in the amount of $77,422.75.

C. Rocket Park Project

John Thomas gave some background information on this project. Mr. Thomas explained that we had an agreement with Time Oil Company to clean up the site and in return Time Oil Company would give us the site. The property still is not certified as clean so we are still leasing. Mr. Thomas showed the drawing of the site and explained where the sidewalks, rocks, flowers, etc. would be located. He stated this is to be an area that is visual pleasing, not really for attracting people, however it will have a pathway with benches. The Public Works Crew has done all of the designing of the project and will do all maintenance for awhile. Eventually the City may talk with Chehalem Park and Rec to see about them maintaining it.

Roger Gano questioned if this would be a new site for the flag pole. Mr. Teitzel explained that since there are so many power lines in that area, it would not be a good location. The State is looking at relocating the flag pole to an area adjacent to the current flag pole site.

D. Composter Update

Bert Teitzel explained that Ashbrook, Simon, Hartley has changed their name to Simon Waste Solutions, just in case some people are confused that they may be different contractors. Simon Waste Solutions has awarded the concrete contract to Marion construction and they should be starting the concrete work late this month.

Mr. Gano asked if there are other composters of similar design that are working. Mr. Teitzel stated there is a composter in Los Angeles that is very similar to ours and it has been working fine for some time now. He also stated that Simon Waste Solutions has different people working for them and they know they cannot afford to make any mistakes.

IV. OTHER BUSINESS

Duane asked if the committee members had any other items to discuss. Nadine Windsor asked if the City still owns the parcel of land on Springbrook Road. She wondered if we were still going to landscape it. Some discussion went on about different areas in the City that need landscaping and who would do this.

Duane Cole thanked everyone for their input. He thought it might be a good idea for City Staff to give a tour of the City facilities for those members who are not very familiar with them. He also thought the material presented at these meetings needs to be more basic and informative so everyone can understand what is being discussed.

V. ADJOURNMENT

The meeting was adjourned at 7:51 a.m.

Respectfully submitted,

Bert S. Teitzel

Thursday, March 18, 1993 **7:00 a.m.**

COMMUNITY DEVELOPMENT COMMITTEE

HORSELESS CARRIAGE RESTAURANT **NEWBERG, OREGON**

MEMBERS PRESENT: Roger Currier, Gwen Blackburn, Nadine Windsor, Rob Molzahn Roger Gano, Steve Rosen

OTHERS PRESENT: Mayor Donna Proctor, Duane Cole, Bert Teitzel, John Thomas, Tabrina McPherson

I. CALL TO ORDER

Roger Gano called the meeting to order at 7:05 a.m.

II. NEW BUSINESS

A. State Agreement on Opticom Equipment

Bert Teitzel gave a report outlining the agreement and explained why it is necessary. The agreement states that the State will install this opticom equipment on two signals in Newberg, at the intersection of Highway 99W and Brutscher, and Highway 99W and Springbrook for an estimated cost of $11,200.00. The City will be responsible for installing the equipment on the trucks. Mr. Teitzel mentioned that the Villa Road intersection has this equipment, but the other signals in the City are too outdated to handle this equipment. When Hancock Street is reconstructed, the State will install opticom equipment on all the signals on First and Hancock Streets.

Roger Gano asked if the signal at River Street had the opticom equipment installed when it was replaced. Bert informed him that the signal did not have the opticom equipment installed. That signal was tied into the others downtown and is controlled by the overall system, not by the individual light, so opticom would not work efficiently there.

Roger Gano then asked when this work would be completed. Mr. Teitzel informed him that we plan to have it on the April 1st Council Agenda and would have the State start the work as soon as possible.

MOTION: Roger Currier motioned to recommend to City Council, signing the agreement authorizing the State to installed opticom equipment on two lights within the City of Newberg, at the intersection of Highway 99W and Brutscher, and Highway 99W and Springbrook Road. Approved by those present.

III. OLD BUSINESS

A. TV Sewer Inspection Equipment Bids

John Thomas handed out a memo that included the name and bid of four companies. The low bidder, Cues, Inc., gave the City two bids. The lowest bid of $79,900 was for some demonstration equipment they have used at conventions. The equipment is in good condition, however, it has 15 exceptions to the specifications and the cost to upgrade the equipment to be used for our purposes would cost an additional $40,000. The bid for the new equipment that meets all of the specifications, is $94,500.

Duane Cole suggested reviewing the use of this equipment for the Committee. John Thomas ran through an overview of what the equipment will be used for. He explained that life expectancy is 10-15 years and the current equipment is 15 years old.

Bert Teitzel added that with the existing equipment the employees must enter into the manhole, requiring the use of a tripod and another person. With the new equipment, it would no longer be necessary to enter into the manhole nor have a third person on site.

Mayor Proctor asked what we would do with the old system.

Mr. Teitzel told her we would probably sell it by pieces or sell it to a smaller City that could get some use out of it.

MOTION: Roger Currier motioned to recommend to City Council, the acceptance of the bid from Cues, Inc. for the purchase of the TV Sewer Inspection Equipment in the amount of $94,500.00.

Roger Gano questioned staff about asbestos in the lines in Monmouth. He wondered if the City of Newberg had any problem with asbestos in our lines. John Thomas assured the Committee that Newberg does not have any AC Piping that would cause asbestos. Monmouth used AC pipe on all their water lines and just recently underwent a massive cleaning process of those lines causing the asbestos to come loose from the lining of the pipes and contaminate the water.

John Thomas stated that Newberg does have a copper problem because of low pH. We do plan to add sodium hydroxide to the water to increase the pH level. This should take care of the problem, however, we are notifying the paper that we do have a problem that we are working on.

Roger Gano then asked about lead in the system. John Thomas explained, we did a study of 60 homes, taking a 1st flush sample (water set for 6 hours) and a couple of homes did have a slight higher level of lead. However, after doing the same tests on a sample taken after one flush, the lead was eliminated. The sodium hydroxide will take care of any lead problems as well as the low pH level.

B. Hancock Street Reconstruction Update

Bert Teitzel presented the Committee with two maps. The first one showed the roadway through the Unity Park Corner, the original plan. The second map showed the other proposed route, around the Unity Park Corner, impacting the fill. The State is doing an Environmental Impact Statement for both.

Steve Rosen asked if we had cost estimates for the two proposals. Mr. Teitzel informed him that there were no cost estimates, however, the difference between the two proposals would be insignificant compared to the whole project cost.

C. Transportation Plan Update

Bert Teitzel informed the Committee that the joint public hearing in front of NUAMC and Planning Commission was last week. There were a lot of good comments, also a lot of repeated comments. Most of the discussion centered around the Crestview/Mountainview Extension. Staff will discuss how to proceed in resolving the issues that were brought up. The majority of the Plan is in fairly decent status.

Nadine Windsor asked if most of the comments were in favor of the Crestview/Mountainview Extension. Mr. Teitzel told her the discussion was probably 50/50 with no big argument either way. Nadine was under the impression that the people voted against this extension some time ago, and questioned if the vote of the people mattered. Mr. Teitzel informed her that what the people had voted on in the past, was west of

Springbrook Road and we did resolve that issue by assuring them some buffering would be installed. The concerns of that area were addressed. This is a different issue.

Steve Rosen questioned why the County is saying one thing and the City is saying another. The County told property owners that Crestview Drive would not extend through Oxberg Lake Estates and now the City says it will. Mr. Cole informed Mr. Rosen that the City did advise the County but the County chose not to inform the people. Mr. Teitzel stated there is a letter in the file from the Planning Director of the County stating that neither the City nor ADEC would need this extension, however, there is no back up information for this statement.

Roger Currier stated that, about three years ago, he knew a person that was trying to purchase property in Oxberg Lake Estates. At that time, Mr. Currier went to Mr. Cole and asked him about the extension. Mr. Cole informed him then, that Crestview Drive would be extended through that area.

D. <u>Composter Reconstruction Update</u>

Bert Teitzel updated the committee on the composter reconstruction. The contractor is working on the excavation for the footings. All the construction plans have been approved and they will be applying for the building permits. The concrete cannot be poured until we have approved the concrete. We are having the concrete tested by Carlson Testing. Simons is still planning to meet the December 1, 1993 deadline to have the composter operating. If they do not meet the deadline, we will take action.

E. <u>Facilities Study</u>

Bert Teitzel handed out the Feasibility Study along with a summary report by Duane Cole. Mr. Teitzel explained that this Committee has been assigned to develop a public process to get input for a new City facility. After they have received public input, they will evaluate the different options and make a recommendation to Council.

Duane Cole handed out a schedule as to how we should proceed with this process.

Roger Gano discussed some different options that have been brought up in the past. His point was to have the Committee understand that we just need to start brainstorming on different ideas.

Bert Teitzel suggested the Committee take the study home and read through it and next month we would figure how to proceed. Mr. Teitzel informed them that the cost is about the same so they should be as creative as they want and not worry so much about cost.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:29 a.m.

Respectfully Submitted,

Bert S. Teitzel

April 15, 1993
7:00 a.m.
Horseless Carriage Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Gwen Blackburn, Rob Molzahn, Steve Rosen

OTHERS PRESENT: Bert Teitzel, Duane Cole, Donna Proctor

I. CALL TO ORDER

Roger Gano called the meeting to order at 7:04 a.m.

II. NEW BUSINESS

A. Meeting Place

Roger Gano asked the Committee what they thought of meeting at the Horseless Carriage instead of J's Restaurant. It was decided that there is more room, more privacy and better service. **MOTION:** To make the Horseless Carriage the official meeting place for the Community Development Committee. Motion passed by those present.

B. Montgomery Watson Contract

Bert Teitzel gave an overview of why the City needs this type of service. Montgomery Watson would provide us with recommendations on how to enhance the existing operations as well as evaluate the advantages and disadvantages of contract operations. They would also evaluate whether privatization of the capital improvements required for the water treatment plant would be feasible or recommended.

Mr. Teitzel then explained why he had chosen Montgomery Watson. There were only two firms qualified to provide the information we need. Montgomery Watson is one and CH2M Hill is the other. Mr. Teitzel stated that he did not want to select CH2M Hill as they have had some dealings with City personnel in the past and he felt the firm chosen should be completely new to the organization.

Mr. Teitzel informed the Committee that we should have the report completed within 3-4 months after signing the contract. That would put us into 94-95 budget year to process any changes. He then informed the Committee that the proposal amount for this evaluation is $20,000.00.

Roger Currier asked if this is something we could have staff do and save money. Mr. Teitzel explained we need a third party evaluation and we also do not have the staff available to conduct this. The proposal amount is reasonable and if we conduct this in-house, there would be many other projects that would need to be contracted out, totaling well over $20,000.00.

Mr. Gano asked if we had funds available for this evaluation. Mr. Teitzel states yes, although they are not designated for this.

Duane Cole mentioned that the question of contract operations comes up periodically, and emphasized that we need to know for sure, if it is cost effective. The only way we will know is by hiring a firm to do an evaluation. He compared the cost of Montgomery Watson's proposal to the cost of the City audit at $24,000.00. Montgomery Watson's proposal is reasonable since they are actually performing an audit of the Public Works operations.

Mr. Currier agreed that maybe hiring this firm would be cheaper than doing the evaluation ourself, but wondered if they will look at the areas that we would look at if we conducted the evaluation.
MOTION: Recommend City Council hire Montgomery Watson to conduct an evaluation of the City's Public Works Operations and make recommendations. Approved by those present.

C. Wastewater Treatment Plant Operations

Bert Teitzel explained to the Committee that we have had 2 violations of our NPDES permit. Both of these have been related to the sludge application process. The first time was last year when we had some sludge rum down a hill off one of the sites. There was no damage even though it was a mess. The property owners were very understanding and we did get it all cleaned up. Our second violation was this year when we allowed sludge to puddle on one of the sites, and the owner allowed his livestock to enter onto the property before the 30 day waiting period was up.

Mr. Teitzel further explained the City is allowed three violations before the Civil Department could assign fines. Currently they are investigating our possible third violation. Last month we had a pump failure. The problem was with the control not sending the right message. This caused too many solids to be flushed into the river. If DEQ finds this is a violation and assigns a fine, we should be able to protest this as an equipment failure.

Mr. Teitzel assured the Committee that the person responsible for these violations has been "duly chastised" and this will not happen again. Mr. Currier asked what will happen when the plant is at 100% capacity. Mr. Teitzel stated these problems are because we do not have a composter and they should be resolved when it is complete.

D. Allen Fruit

Mr. Currier brought up the Allen Fruit smell and asked if the City has assigned a time frame in which to take care of the problem. He mentioned this smell issue arises every year and it seems nothing is ever done about it.

Mr. Teitzel stated that in the past we have wanted to work with Allen Fruit to resolve this problem, we are now going to take regulatory action.

Mr. Cole asked if we would received a fine from DEQ if they catch it. Mr. Teitzel answered unfortunately yes, we would be the responsible party. However, we will be taking care of the situation.

III. OLD BUSINESS

A. Amendment to the Fund Exchange Agreement with the State

Mr. Teitzel explained that we had an agreement with the State for the exchange of federal funds for state funds. This was approved at the February 1, 1993 City Council meeting. At that time, the funds were only estimates of what would be allocated to the City. We now know exact figures. This agreement is to change the estimated amounts to actual amounts. Mr. Cole then explained what the whole fund exchange process was about. Every year the Federal Government gives us money. If we use federal funds for projects, there are additional contracting costs. If we change to state dollars, we lose a little there, but it costs less for the actual construction. **MOTION:** To recommend City Council approve the fund exchange agreement amendment.

B. Transportation Plan

Mr. Teitzel gave a quick update on the Transportation Plan. There is a public meeting tentatively scheduled for May 20th with Oxberg Lake Estates and Putnam/Benjamin people. Hopefully this will be the last meeting and then we will be able to get this on the June Planning Commission Agenda and to the Council in July. (Public Hearing was actually held on May 24, 1993.)

C. Other Business

Roger Gano had a few questions before proceeding with the last agenda item. What is the status on a replacement for John Thomas? Mr. Teitzel stated we are waiting until some budget issues are resolve. What is the status on Rocket Park? Mr. Teitzel stated that we are waiting for the bids on the sidewalk.

Mr. Currier then asked if anything had been resolved with the Villa Road signage problem. Mr. Teitzel stated that he still had not had a chance to meet with the State on that issue.

Mayor Proctor asked if there is a way to make the alley between the Graphic and U.S. Bank, a one way. Mr. Teitzel stated he would look at that and try to get Traffic Safety to study it.

D. Facilities Plan

Mr. Gano asked if the Committee wanted to encourage more citizen input to come up with more options or just work with the four we already have. Gwen Blackburn thought it would be a good idea to get public input, so that the decision made would be a community effort. Rob Molzahn questioned about the timeline on receiving input. It seems this process could go on forever. Mr. Gano stated there could be a timeline set to stop taking input and start the evaluation process. It was decided we would adopt a timeline at next months meeting. Then we will set a date for the public presentation of the 4 options and receive input on others.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:05 a.m.

Submitted by,

Bert S. Teitzel

May 20, 1993
7:00 a.m.
Horseless Carriage Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Gwen Blackburn, Rob Molzahn, Steve Rosen

OTHERS PRESENT: Bert Teitzel, Duane Cole, Donna Proctor

I. CALL TO ORDER

Roger Gano called the meeting to order at 7:06 a.m.

II. NEW BUSINESS

A. Ranney Study

Mr. Teitzel explained that the Ranney System is a caisson with horizontal well points under the river. He informed the Committee that this system would require less land and it would be the only additional well we would need. This study will show us if this type of a system is feasible and if it will work in this area. After we find if it is feasible we will have a test well. The test well can be converted to a regular useable well, if the Ranney System is not feasible.

There was some discussion of what uses we would have on the land we purchase to construct this well. The use will remain farming as it is currently.

The Committee approved to recommend to Council, authorizing staff to proceed with the feasibility study and drill the test well.

Roger Gano asked if the City is aware of what Smurfit is dumping into the River. Mr. Teitzel explained that Smurfit is required to do the same type of testing as we are. They do have a little more SS than we do, however, this SS is not as harmful as the City's. Mr. Teitzel explained that we are currently starting a mixing zone study and DEQ has informed Smurfit that they need to conduct one also, we will be working with Smurfit on a joint study.

III. OLD BUSINESS

A. Facility Plan Process

Bert Teitzel explained the process for the facilities plan. We plan to hold our June Committee Meeting as a public meeting to inform the public of the options we have for a new City Hall. After presenting what we have, we will ask them for their input as to what they would like to see us do for a new City Hall. After getting ideas from them, we would analyze them at our July Committee Meeting and discuss the rest of the process.

Roger Gano asked if one meeting would be enough. Mr. Teitzel responding we aren't sure at this point, we would decide that after the meeting. Rob Molzahn suggested handing out flyers and putting an announcement in the City Newsletter and Newberg Graphic. It was decided these were good ideas. (Since this meeting date it has been decided to hold up on this project until the Director position is filled.)

B. Transportation Plan Update

Mr. Teitzel informed the Committee that the public hearing was going to be held on May 24th. Open House will start at 5:00 p.m. and the actual hearing would start at 7:30 p.m. Staff will be recommending extending Crestview Drive through Oxberg Lake Estates.

C. Bypass Update

Mr. Teitzel informed the Committee that he is working with the State on the contract scope language. CH2M Hill is doing the environmental impact statement. We should be having at least two public meetings and 8 or 9 Citizen Advisory Committee Meetings within the next year. During the first year, we will be looking at all the alternatives to narrow down to a manageable few.

Roger Gano asked if staff has had any contact from people worried that we would be cutting down all the trees or people that would be out a job because of this bypass. Mr. Teitzel said no we hadn't but that this first year will probably bring them all out.

D. Capital Projects

Mr. Teitzel explained the two projects that are out for bids. One is the First and Second Street Waterlines. These are old lines that are constantly breaking and leaking. These lines can no longer just be repaired they need to be replaced.

The other project is the Grant Street Improvements. This has been an ongoing project and we have finally narrowed the project down to an area where all the property owners agree and now we can get that section paved.

Mr. Teitzel informed the Committee that another project coming up is a 16 lot subdivision just south of Highway 219 between 2nd and 3rd Streets.

E. Other

Roger Gano asked about the composter. Mr. Teitzel explained we were off to a slow start with Newberg Concrete, but now that we are using Riverbend Concrete of Salem, things are moving along nicely. Walls are going up. Ashbrook is paying close attention. They have even rejected some things that we didn't catch.

Donna Proctor asked about when the Hancock Street Reconstruction will start. Mr. Teitzel informed her that it is still in the 1995 construction schedule.

Roger Gano asked about Unity Park. Mr. Teitzel informed him that the State is doing the EIS on going through there or going around it. They are leaning towards going around it because of the tanks; they are afraid it might be a higher cost.

Mr. Gano asked why the hole at Unity Park has been open for so long. Mr. Teitzel informed him that there are no regulations that state how long it can remain open. There are regulations regarding taking the dirt off site. Mr. Teitzel stated that if the owner of the site doesn't do anything with the property very soon, the new road will go around it. Mr. Gano asked if we have made contract with Mr. Hart, the owner of the property. Mr. Teitzel hadn't as of yet but said he could check with him on the situation.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:23 a.m.

Respectfully Submitted,

Bert S. Teitzel

June 17, 1993
7:00 a.m.
J's Family Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Gwen Blackburn, Rob Molzahn, Steve Rosen, Nadine Windsor

OTHERS PRESENT: Bert Teitzel, Duane Cole, Donna Proctor, Larry Anderson, Tabrina McPherson

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I. CALL TO ORDER

Roger Gano called the meeting to order at 7:02 a.m.

II. NEW BUSINESS

A. Mixing Zone Study

Larry Anderson explained that this study is to measure the dilution of the effluent at the outfall into the Willamette River. The City needs to meet the dilution limits set forth in the NPDES Permit. If the City is not meeting those limits, the consultant will give suggestions on what can be done to bring the City into compliance with the permit. It was noted one recommendation could be changing the shape of our zone or moving it further downstream.

Mr. Anderson explained that this study will be done in conjunction with Smurfit as they are also required to conduct one. The City will be saving about 25% by doing a joint study with Smurfit.

Mr. Anderson informed the Committee that three proposals were received with two interviews conducted. The recommended consultant is Parametrix, Inc. from Portland. Larry did indicate that a representative of Smurfit sat in on the interviews and their recommendation was the same.

Duane Cole and Mayor Proctor questioned the cost of this study. Mr. Anderson explained the total cost for the City is $25,680.00 and the total for Smurfit is $20,570.00.

Motion: Windsor/Blackburn to recommend Council approve the Mixing Zone Study to be conducted by Parametrix, Inc. of Portland. Approved unanimously.

Roger Gano mentioned, for all future agendas, he would like to have Old Business first, New Business second and a third section for Other Business. Tabrina McPherson indicated she would start doing the agendas that way.

III. OLD BUSINESS

A. Facilities Plan

Bert Teitzel reviewed the process for the Facilities Plan study. He stated that this is one of the projects that we will be on hold until the new Community Development Director is hired. Consensus by Committee.

B. Grant Street Local Improvement District

Mr. Anderson explained the scope of the street improvement. He then explained that bids open on June 18th and, instead of holding this project for another month, staff would like a recommendation from this

Committee to have Council award this contract to the lowest responsible bidder, if the bid is within 10% of the engineers estimate.

Mr. Anderson indicated a few things have been added to the project. Originally, staff was going to build a 28' wide street. That has since been changed to a 32' street. The City will be replacing the existing sidewalks during construction, however the new sidewalks will be installed at the owners expense. Mr. Anderson explained that if the bids came in high, we could decide to only have a sidewalk on one side of the street.

Mr. Gano asked if the City has received any objections for this project. Mr. Anderson stated no and it seemed to be well supported this time.

Consensus of Committee to take bids straight to Council.

C. First and Second S :eet Water Line Project

Mr. Anderson explained staff needed the same type of recommendation for this project. He explained these water lines have been repaired so many times they are no longer repairable and need to be replaced. Roger Currier asked if this project was in the budget. Mr. Anderson informed him it was.

Consensus of Committee to take bids straight to Council.

D. Composter Update

Mr. Teitzel explained the contractor was working on the last major pour and everything looked good. He indicated the concrete test were good and we should be receiving the final plans shortly.

Mr. Teitzel explained the current chain of command for the composter reconstruction. Roger Pyles will continue to oversee the project on a daily basis. Our consultant Bill Tutka continues to do our plan reviews. Larry Anderson will be the Engineer of Record and all correspondence will go through him now.

IV. OTHER BUSINESS

A. City Manager's Comments

Mr. Cole indicated he would be conducting interviews for the Community Development Director tomorrow (June 18th). He mentioned he is also working on the Public Works Operations Manager position. He has not decided if he will have the Manager hired before the Director or if he would let the Director hire for that position.

Mr. Cole informed the Committee that we are holding off on most of the major projects until the Community Development Director is hired. Staff will just be holding things together in the meantime.

Mr. Cole mentioned Allen Fruit's cherry processing section is moving. The company gave a few reasons why they need to move this operation. They indicated the big reasons were they need to spend more time on manufacturing and the treatment cost for the cherry operation is too expensive. Mr. Cole indicated the benefits to the City are less noise and no more smell. The negative impact of this is a reduction of about $285,000 in sewer revenues. We will be looking at ways to reduce the sewer fund. We will also need to sell the pretreatment facility as it is City owned.

B. Miscellaneous

Nadine Windsor asked if it would be possible to hold this meeting in the evening instead of morning. Roger Gano indicated he felt it is too easy to get sidetracked during evening meetings. He stated if the Committee feels it only has an hour then it will get the business taken care of within that hour.

Ms. Windsor questioned why the City is determined to extend Crestview through the Oxberg Lake Estates Subdivision when the voters voted it down in a recent poll.

Mr. Currier explained to Ms. Windsor that this alignment was never voted on. The roadway alignment that was voted on was Crestview Drive from Aspen Way to Springbrook Road.

There was some discussion about the proposed schools in relation to the Transportation Plan and the new roadways.

Ms. Windsor questioned if it would be possible to install a traffic signal at the corner of Second Street and Highway 219. Mr. Teitzel indicated the airport has a conflict with that intersection and we are looking at the possibility of relocating it. He explained that the State is already planning to install a signal at Elliot and Highway 99W, so that may be a good place to access the highway from Second Street.

Mr. Currier brought up the fact that the Assisted Living Facility on North College Street has a serious landscaping problem. Mr. Anderson stated they are working under a temporary occupancy that must be renewed. He indicated that he has been working on this. The City is now requiring a bond for landscape work before issuing a temporary Certificate of Occupancy. He informed the Committee that they are looking into possibly raising the fee for the temporary occupancy renewal. Mr. Anderson indicated the City has not received any recent complaints about this project, but expected he would soon.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 a.m.

Respectfully Submitted,

Larry Anderson

Larry Anderson

August 19, 1993
7:00 a.m.
Horseless Carriage Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT:	Roger Gano, Roger Currier, Rob Molzahn, Nadine Windsor
OTHERS PRESENT:	Duane Cole, Greg Scoles, Larry Anderson, Tabrina McPherson

I. CALL TO ORDER

Roger Gano called the meeting to order at 7:08 a.m.

II. NEW BUSINESS

A. Clarifier Painting Project

Larry Anderson informed the committee that we are in the process of starting painting of the third clarifier. We received a bid, from the contractor that painted the first two, for $29,535.00. This is more than the bid for the first two clarifiers. The contractor, Evan House Co., was asked to justify this and he did by saying the actual amount of sandblasting was more than anticipated. The contractor felt that he would need to do more sandblasting on this third one also. They stated the bid was actual cost of the other two.

Mr. Anderson indicated that we could re-bid this third clarifier but felt that the bids may come in even higher than Evan House Company's bid. It was a consensus of the committee to approve the contract for the painting of the third clarifier to Evan House Company with a not-to-exceed contract amount of $29,535.00.

B. First and Second Street Water Line Reconstruction - Change Order

Mr. Anderson explained that during the reconstruction of the water lines on First and Second Streets another line was found that needs to be replaced. The line is on Grant Street between First and Second Streets. We found a 1" line with 5 customers on it. A section of pipe four feet long was taken out. The section had three holes in it. The Second Street line has an 8" tee for a future 8" replacement line on Grant Street. We will also extend this in order to cross First Street at a later date. The cost to replace this line is estimated at $20,000.00. There was a consensus to go ahead with this change order and replace the 1" line to an 8" line.

III. OLD BUSINESS

A. Mixing Zone Study Update

Mr. Anderson informed the committee that we received a draft study a few weeks ago. The contractor, Parametrix, has started the lab work (testing). They are now waiting for the river level to go down as near to the 7 day, 10 year low level as possible. They do not anticipate the river will lower to that level so they will most likely do the study and use a mathematical process to determine the limits. It was noted that Smurfit will be paying $14,000.00 and the City is paying $20,000.00. Greg Scoles asked how often this study is to be conducted. Mr. Anderson said this actual study would only need to be conducted once and other phases of this project will be completed later. If limits are met, everything is fine. If limits are not met, we will need to look at possibly reshaping the zone or moving it further down the river.

B. Composter Update

Duane Cole informed the committee that the composter is moving along on schedule. Roger Pyles is making sure everything is built to the specs.

C. Facilities Plan Update - Fire Department

Mr. Cole reminded the committee of the process we had discussed taking involving a public workshop with the citizens of Newberg to let them know our ideas and get there ideas. This process has been on hold until the Community Development Director is on board full time.

There was some discussion about the U.S. Bank building. Mr. Cole stated the sell price is $350,000.00 and the manager has indicated he is really interested in selling the building and not leasing it.

Mr. Cole handed out a plan from the Fire Department as to their needs. The committee then discussed some ideas for a new Fire Station as well as Police Department. Rob Molzahn asked if it is a possibility to use the old Fire Station as well as build a new one. Mr. Cole said that was also being looked at. Roger Gano mentioned if a new Fire Station was built, the Police Department could expand into the old Fire Station. Mr. Cole agreed that it was a cost savings option.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 a.m.

Respectfully submitted,

Larry Anderson

Larry Anderson
Engineering Manager

September 16, 1993
7:00 a.m.
Horseless Carriage Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT:	Roger Gano, Roger Currier, Rob Molzahn, Nadine Windsor, Steve Rosen
OTHERS PRESENT:	Duane Cole, Greg Scoles, Larry Anderson, Kathy Tri, Donna Proctor, Michael Sherman, Tabrina McPherson,

I. CALL TO ORDER

Roger Gano called the meeting to order at 7:05 a.m.

II. NEW BUSINESS

A. Bypass Status

Duane Cole updating the committee on the status of the bypass. The State needs to cut $480 million out of the proposal. Mr. Gano thought if we told them that we didn't need the Hancock realignment, maybe they would use those funds on the bypass. Mayor Proctor thought if we told them that, they would probably not give us the alignment and use the money towards a project other than the bypass. Mr. Cole mentioned there would be more talk about this project in the near future and the committee would be updated on the status.

B. Crater School

Mr. Cole mentioned the ground breaking ceremony was held last week. There will be a meeting on September 29th to discuss the process. Mr. Cole stated that the City will be hiring Kittelson and Associations to do a traffic study of the area. He was questioned why the City is hiring a consultant and not the school district. The reason for this is that the school would only obtain partial information if they conducted a study. We need additional and more accurate information and Kittelson can provide us with it. Mr. Gano asked whether we would be able to recover some of this cost. Mr. Cole stated that possibly we could charge some of the cost back to them, but this information will be for our benefit and it will only cost a few thousand dollars.

Mr. Scoles mentioned the school district still has the problems of annexation and urban growth boundary amendment. Mr. Cole mentioned that they also have the problem of getting sewer and water out to that site. Mr. Cole stated this is a process that we will work through, but it will cost us some money.

III. OLD BUSINESS

A. Mixing Zone Study Update

Larry Anderson informed the committee that the consultant had divers down in the river and we should be receiving some information soon, on what they found out. We will be starting the bioassay analysis soon. This analysis is required by DEQ through our local limits permit. Mr. Gano asked if we knew yet what Smurfit is dumping into the river. Mr. Anderson said the report will give us that information.

B. Composter Update

Mr. Anderson informed the committee that we have contracts with both a mechanical engineer and hydraulics engineer to review the plans. We will have a contract with the electrical engineer soon and we will have all the plans reviewed soon. Mr. Gano asked when the composter would be up and running. It was stated that December or January is the original date but they will have until March to start running stuff through it.

Mr. Cole mentioned that he has received some complaints about the spreading process. The smell does bother some people, but it will dissipate in 3-4 days and that is what they have to live with when they live in the country.

C. Engineering Projects Update

Grant Street Improvements is near completion. The streets are graded, curbs and sidewalks are in, and the project should be completed by next week. Mayor Proctor asked if the person complaining about the driveway had been satisfied. Mr. Anderson explained the situation to the rest of the committee and informed them that he had been satisfied and he would be hiring his own private contractor to pour his driveway.

Second Street Water Line is in the process of being tested. They found a leak yesterday that has set them back a little. Mr. Gano asked when they would be paving over the sawcuts. Mr. Anderson stated that would be done before they are allowed to move onto another portion.

Dayton Avenue Pump Station is underway. The clearing contractor is done. Mr. Anderson indicated he had a meeting with the contractor this morning and they would be moving their equipment in next week.

Mr. Cole noted that there were several submittals stacked up in the Building Department. All the developers and builders are trying to meet the deadline of having their plans submitted so that they are not charged the Transportation Systems Development Charge.

Mr. Scoles mentioned there were about 17 commercial plans in and they had received $100,000.00 in plan check fees in two days. Mr. Scoles listed some of the commercial buildings as: Taco Bell, U.S. Bank, two churches, two apartment buildings, and an addition to the college. Mr. Scoles feels that development is likely to continue at this rate.

D. Montgomery Watson Contract

Mr. Cole stated there is to be a meeting with Montgomery Watson this morning to review the draft report. He mentioned that the consultants have some operational comments in their report, but found no way to reduce staff. Mr. Cole stated that some of the details in the report were not accurate and he would bring those up at the meeting this morning.

E. Facilities Plan Update

Michael Sherman gave a brief report on the status of the facilities planning for the Fire Department. He stated that he plans to have an RFP out by October 1st and have the consultants selected in November. The cost of the station location study, EMS consolidation potential and manning strategies would cost between $15,000 and $20,000.

Mr. Gano asked if the Fire Department's facility plan will be completed before City Hall. Mr. Cole stated it should all be done together. It would be helpful for us to know what we are doing with the Fire Hall and Police Department before making plans for City Hall, but that it should all be done at the same time.

Mr. Gano and Mr. Scoles had a discussion about Mr. Scoles' previous experience with this type of facilities study. Mr. Gano updated Mr. Scoles on the different options this committee has been discussing.

III. OTHER BUSINESS

A. PGE Shower Heads

Kathy Tri informed the committee about the PGE shower head replacement program. She explained that PGE would be starting this up soon and the program included actually changing the shower heads themselves. Mrs. Tri showed the different types of heads for the shower, kitchen and bathroom faucets.

B. Construction Accounts

Mrs. Tri explained the problems we have had with developers using water without paying for it. The proposed plan is: at the time the tap application is made, the date the tap installation is desired must be filled out. The construction crew will make sure to install it on that date. A lock will be placed on the meter so that the developer is sure to let the Water Clerk know when they are going to start using it. The billing process will start and during construction the developer will be charged the minimum charge without the sewer charge. There was a consensus of the committee to take this to City Council for their approval.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:13 a.m.

Respectfully submitted,

Larry Anderson

Larry Anderson
Engineering Manager

October 21, 1993
7:00 a.m.
J's Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Currier, Nadine Windsor, Steve Rosen

OTHERS PRESENT: Duane Cole, Greg Scoles, Donna Proctor, Tabrina McPherson

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I. CALL TO ORDER

Roger Currier called the meeting to order at 7:08 a.m.

II. NEW BUSINESS

A. Water Sampling Update

Greg Scoles informed the Committee of a recent water sampling problem. He explained that during one of the routine sampling cycles, the week of October 10, 1993, it was determined that an isolated area in the proximity of the 500 Block of West Third Street, tested positive for the presence of total coliforms (bacteria). Since this problem was isolated to a small area, the City flushed the system, drawing fresh, chlorinated water into the area and retested. Repeat samples were taken which resulted in no bacteriological contamination indicated.

Mr. Scoles stated EPA guidelines require us to notify the local paper with 14 days. He indicated he will be preparing a press release for the Saturday, October 23rd edition of the Newberg Graphic. Mr. Currier stated Mr. Scoles should make the article as short as possible with just the basic facts. Mr. Scoles indicated that was his intention, however, he is required to use mandatory language set by the EPA. Mr. Rosen questioned if this contamination was because the lines needed to be flushed more often. Mr. Cole stated that was the reason and we are currently working on a flushing program.

B. Community Development Move

Staff has been working on installing the wiring for the phones and computers. When that is complete we will start sheetrocking. The new windows were installed yesterday. The move-in date will most likely not be on the 1st of November. We will need to look into renting a moving vehicle. It was noted that the old fax machine would be moved to this building.

III. OLD BUSINESS

A. Composter Update

Mr. Scoles informed the Committee that the mechanical firm has been selected and that work will be starting soon. He was unsure of the time line, but assured the Committee that it will be the first part of the year. Mr. Scoles mentioned the Clarifier Painting Project we are negotiating a contract to complete #3, but #1 & 2 are done. Worried about mobilization costs. Mr. Scoles indicated #2 was completed in 22 days, and the contractor has spent 39 days so far on #3, however the man power is less. Mr. Scoles then reviewed what a clarifier is.

B. Engineering Projects Update

Grant Street Improvements is basically done, just need to do the clean up. Second Street is done. Some patching is left. First Street with Kerr, seems to be going better than first part of the project. Dayton

Avenue Pump Station deadline is November 15th.

C. Montgomery Watson Contract

Mr. Cole mentioned we should have a revised report today. We did receive a letter about some additional costs. Mr. Cole stated he felt we should not pay this extra cost due to the fact that the additional work should be included in the original scope of work.

Mayor Proctor asked about the status of the Mixing Zone study. Mr. Cole informed her the consultant will be here Wednesday to give a presentation to Larry and Russ.

Mr. Cole informed the Committee that the T.V. equipment will be here soon and then we will start a program of cleaning all sewers in town. We will have a two-man crew and that is what they will do year round.

Mayor Proctor asked about Wynooski Street reconstruction. She indicated she has received many complaints about this road and wondered if it was on a schedule to re-do. Mr. Cole stated it would be a couple of years away yet. Mayor Proctor stated she felt it should be a top priority.

D. Facilities Plan Update - Fire Department

Request for Proposals is out for a consultant on the technical stuff. We will get some idea of cost for next meeting.

E. Bypass Status

The state says the bypass is a dead issue with the current funding. A process will start in December to put together the state 6 year plan. Mr. Cole has requested to have the Public Hearing in Newberg, and is still awaiting a response.

There was some discussion about looking at the South bypass again.

There was then discussing regarding Dundee's expansion on Dayton Ave. Evidently there are some new homes that will most likely be requesting City sewer soon. That is an issue we need to look at prior to any further development.

F. Crater School Status

Mr. Cole indicated he hasn't heard anything from the School District this month. They have applied for annexation and that will be discussed at tonight's Planning Commission meeting (for the one piece that is inside the UGB).

There was further discussion about the route the buses will be taking. It was mentioned they will be going up College across Foothills to Crater. North Main Street and Crater Lane are not scheduled to be improved at this time.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 a.m.

Respectfully submitted,

Greg Scoles
Community Development Director

November 18, 1993
7:00 a.m.
Horseless Carriage Restaurant

MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Rob Molzahn, Nadine Windsor, Steve Rosen

OTHERS PRESENT: Duane Cole, Greg Scoles, Donna Proctor, Tabrina McPherson

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I. CALL TO ORDER

Roger Currier called the meeting to order at 7:08 a.m.

II. OLD BUSINESS

A. Composter Update

Greg Scoles informed the Committee that the mechanical firm has been busy completing the mechanical work. There is some concern with how the contractor is responding to drawing submittals. Roger Pyles is meeting with contractor to take care of the problems. The completion date is still set for March.

B. Engineering Projects Update

Greg Scoles updated the committee on the Dayton Avenue Pump Station project. He indicated the contractor had started up the pump yesterday and it was working. Larry Anderson is working on getting a generator purchased for emergency back up. We will be renting one until we can find one to purchase.

C. Montgomery Watson Contract - Preliminary Report

Mr. Scoles indicated we were still waiting for another final report.

D. Facilities Plan Update - Fire Dept.

Mr. Scoles indicated that Michael Sherman was still preparing the RFP for the consultant and it is almost ready to go out for proposals.

E. Bypass Status

The committee reviewed a letter from the State informing the Mayor of the status of the bypass. They indicate the bypass is not a dead issue it is just taking a short rest.

There was then some discussion about how the state is spending money and how important it is for us to prove to them that we are in desperate need of this bypass.

F. Crater School Status

Mr. Scoles stated the City has had another meeting with the school district. They discussed the utility issues and the need for new trunk lines down Main Street, also the possibility of a pump station in that area. They also discussed land use and street issues. The end result is that the school district has a lot of work to do.

III. NEW BUSINESS

A. Meridian Street Sewer Project

Mr. Scoles reminded the committee that due to time constraints the City Council authorized the City Manager to approve the low bid for the Meridian Street project pending recommendation by this committee. Mr. Scoles explained that the project is to replace 1 block of sanitary sewer line between Sixth and Seventh Streets. The committee authorized the City Manager to approve the contract to Kizer Excavating in the amount of $16,180.50.

B. City Hall Fire

Mr. Scoles informed the committee that the clean up company is doing a good job taking care of the upstairs of City Hall. Mr. Scoles stated he and the City Manager would be having a walk through with the contractor to find out exactly what needs to be done. Mr. Scoles then indicated he would give the committee a walk through of City Hall at the end of the meeting.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 a.m. and the committee proceeded with a walk through of City Hall.

Respectfully submitted,

G. Scoles

Greg Scoles
Community Development Director

December 16, 1993
7:00 a.m.
Wastewater Treatment Plant

MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Rob Molzahn, Nadine Windsor, Steve Rosen

OTHERS PRESENT: Greg Scoles, Donna Proctor, Chuck Liebert, Russ Thomas, Tabrina McPherson

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I. CALL TO ORDER

Roger Gano called the meeting to order at 7:05 a.m.

Greg Scoles introduced the new Utility Manager, Chuck Liebert, to the committee and outlined his job responsibilities. He also introduced Russ Thomas, Supt. of Wastewater Service, for those on the committee who did not know him.

II. OLD BUSINESS

A. Composter Update

Mr. Scoles indicated the City is still having some problems with the contractors' performance. They are submitting plans and then proceeding with the installation of equipment before the plans are approved. Roger Pyles is working with the contractor on this problem. The composter start up date is still scheduled for March or April. Mayor Proctor asked if we are implementing any fine for delaying the start up time. Chuck Liebert indicated there is a fine of $750.00 per day but it would not be in effect until after March.

B. Engineering Projects Update

Greg Scoles updated the committee on the various engineering projects: The block long water line project on Meridian Street was approved by council and Kizer Excavating should be starting soon. First and Second Street water line is 95% complete. Kerr Contractors is just finishing some completion work. Plans are being prepared for a water line replacement on Sheridan Street at the railroad tracks. This project will be completed by City Staff.

Mr. Scoles also updated the committee on the pump station. There was some vandalism there over the past few weeks but the juveniles were caught and everything seems to be OK now. The pump station is up and running. It does have some noise problems and little leaks but those are being repaired by the contractor.

C. Montgomery Watson Contract - Preliminary Report

The final draft report from Montgomery Watson was handed out to the committee and Mr. Liebert outlined certain areas of concern for the committee. He indicated the report was not an actual apples "vs" apples comparison so it was hard to determine whether the report would help the City in saving money. The committee will review the report and discuss at their next meeting.

D. Crater School Status

City Staff met with school district representatives on December 15, 1993. They have hired a traffic engineer but no new data is being produced. They did talk about getting the utilities to the site but no decisions were made.

E. Community Development Move

The move to 719 E. First Street has been completed. The Building, Planning and Engineering Departments are settling in. The sign for the building is being ordered but has not been installed yet.

III. NEW BUSINESS

A. Report on City Springs

Mr. Liebert handed out a map of the springs and the area surrounding them. He informed the committee of the flows to each of the springs. Mr. Scoles indicated that by looking at the data on Otis Springs, it is determined that the spring is not a very viable alternative in an emergency. The turbidity level on the spring is high which makes it very difficult to treat.

Mr. Gano questioned whether staff had looked at that area as a new reservoir site. Mr. Scoles indicated not in that particular area; further south may be a possibility.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 a.m. and the committee proceeded with a tour of the Wastewater Treatment Plant lead by Russ Thomas. Mr. Thomas also showed them the new TV inspection equipment.

Respectfully submitted,

Greg Scoles
Community Development Director

January 20, 1994
7:00 a.m.
J's Family Restaurant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Rob Molzahn, Nadine Windsor

OTHERS PRESENT: Greg Scoles, Chuck Liebert, Larry Anderson, Donna Proctor, Duane Cole

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I. CALL TO ORDER

Roger Gano called the meeting to order at 7:05 a.m.

II. OLD BUSINESS

A. Composter Update

Larry Anderson updated the committee on the composter. The project is proceeding a little behind schedule. The City has met with the contractor to work out some of the problems, most of which are resolved. The start up date is still scheduled for March or April.

B. Engineering Projects Update

Meridian Street Sanitary Sewer - Mr. Anderson informed the committee that this project has been completed and final payment has been issued. The engineer's estimate was $27,760.00 and Kizer Excavating completed the job for $15,035.60.

Dayton Avenue Pump Station - Mr. Anderson informed the committee that some leaking seals have been repaired, however there is still some minor noise problems. It did overflow on January 19th due to a PGE power outage. The emergency generator was not located at the site at that time which allowed for the overflow. The power did resume within 15 minutes and the overflow was stopped. It was decided that the generator should be stored at the site and kept hooked up at all times.

ADI Water Line - Mr. Anderson mentioned this is a water line that has many leaks. It would save the City much maintenance time if we would just replace it. We are waiting on the Austins to sign an easement before we proceed with this project.

Walt Welding Sewer - Mr. Anderson informed the committee that he had received bids for an ejector pump at the Walt Welding site. They can not get gravity sewer to that location. Mr. Anderson is in the process of reviewing the bids and determining the exact type of pump needed in order to comply with codes.

C. Montgomery Watson Report

Mr. Scoles asked if any members had questions about the report so far. He mentioned that he will have Bob Jossis give a presentation on the report, hopefully at next months meeting.

D. Crater School Status

Mr. Scoles reported that Kittelson and Associates have completed the traffic study. The study does not warrant a signal at Foothills, however it talks about the width of Foothills being a possible problem. Roger Gano asked about left turn lanes on College. Mr. Scoles stated they have not been looked at yet but they would be looked at in the future. Mr. Scoles mentioned we should expect to hear some complaints from the residents in the area as soon as the project gets underway.

III. NEW BUSINESS

A. Interchange at Aurora/Donald

Mr. Scoles referred to a letter from the City of Wilsonville informing the City Manager that ODOT has indicated that they will not add Newberg to the sign because there is already two cities on it. Arlene Loble, City Manager for Wilsonville mentioned that his City Engineer will be in contact with ours to work on approaching ODOT again to convince them this signage is needed.

B. Grant Street Assessments

Larry Anderson informed the committee that the assessment ordinance for Grant Street will be on Council's February 7th agenda for approval. All of the actual assessment were within 100 or 200 dollars of their estimates so we do not expect a problem with the property owners.

IV. OTHER BUSINESS

Chuck Liebert discussed the PGE shower head replacement program. He mentioned that they have not started in Newberg yet but it should be happening in March or April.

Duane Cole discussed the power outage in the City on January 19th. He mentioned he was upset with PGE and how they didn't bother to inform anyone at City Hall as to exactly what was going on. City employees were receiving calls all day about the outage all day long and couldn't answer any questions. Mr. Cole stated he would make sure this never happens again and that PGE understands they will need to inform us better next time.

Mr. Liebert gave a report about the backflow testing being done currently by City staff at no charge to the public. We will be terminating that service to the public because of lack of man power and time.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:04 a.m.

Respectfully submitted,

G. Scoles

Greg Scoles
Community Development Director

March 17, 1994
7:00 a.m.
Horseless Carriage Restaurant

MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Rob Molzahn, Nadine Windsor

OTHERS PRESENT: Greg Scoles, Chuck Liebert, Larry Anderson, Donna Proctor, Duane Cole, Bob Jossis, Pete Talbot

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I. CALL TO ORDER

Roger Gano called the meeting to order at 7:02 a.m.

II. OLD BUSINESS

A. Composter Update

Larry Anderson updated the committee on the composter. Mr. Anderson indicated he has been dealing with the contractor regarding some payment requests we have received. Evidently they feel we should be making these payments, however Mr. Anderson has informed them that the settlement agreement specifically states the City will not make progress payments, we will pay in one lump sum after a successful performance testing period. The contractor has been complaining about numerous little things that we are telling them they have to do and much of the work is being completed under protest. Mr. Anderson mentioned we will probably have some conflict at the end of the contract period, but there shouldn't be any additional costs involved.

B. Engineering Projects Update

Dayton Avenue Pump Station - The contractor is finishing some touch up work but for the most part the pump station is completed. Mr. Anderson informed the committee that the City has contracted with R & W Engineering to design a permanent generator for the site. Purchase price is estimated at about $45,000.00.

Alley behind City Hall - Mr. Anderson explained the City has always had a problem with the water line in this alley and with the City Hall remodel it will be necessary to have it replaced as well as the sewer line. Total cost of utilities work is about $35,000.00 with the street work being another $4,000.00.

Roger Gano asked if any of this work could be covered by the insurance company since it is necessary because of the remodeling project. Mr. Scoles mentioned maybe if there were existing showers and additional bathrooms that we were replacing, they might cover it, but since we are adding these facilities it would probably not be

Roger Gano asked if any of this work could be covered by the insurance company since it is necessary because of the remodeling project. Mr. Scoles mentioned maybe if there were existing showers and additional bathrooms that we were replacing, they might cover it, but since we are adding these facilities it would probably not be covered.

Construction Standards - Mr. Anderson explained the Engineering Department is in the process of updating the construction standards. We hope to have an AutoCad version ready for this construction season. We will be getting a copy of the City of Gresham's standards to use as a guide, free of charge.

Donna Proctor asked if these standards would be reviewed by the Ordinance/ Legislative Committee before approval. Mr. Scoles indicated we would at least have them reviewed by this committee, then to Council for approval.

C. Crater School Status

Mr. Scoles indicated the school district has submitted a map of the partition and the proposed extension of Foothills to Chehalem. This partition should be on the Planning Commission Agenda for April 15th. NUAMC will be considering the UGB amendment for the property just north of the partition. This is the lot that will be used by Park and Rec. for their new development. All of this should be to Council sometime around May.

Ms. Proctor asked about the residents on Foothills Drive. Mr. Scoles indicated he understood they are not happy, however he has not heard from them at any of the meetings. He expects they will start speaking up as the process moves forward. He stated the existing Foothills Drive is not wide enough to allow for bus traffic. There are several options for making this allowance, all of which will need to be discussed with the residents at some point. Mr. Scoles mentioned that we are also looking at possibly funding the Main Street extension to Foothills, through an LID.

D. Northwest Specific Development Plan

Mr. Scoles informed the committee that NUAMC has recommended adoption of the Plan with amendments, to City Council. Mr. Scoles indicated the only change is a parcel of about 35 acres has been removed but that has little effect on the overall planning.

E. Building Development Status

Mr. Scoles reviewed some of the building projects that have been started in the City. There are two apartment complexes under construction. One is on Pecan Court and the other on Springbrook Road. They are both moving ahead nicely.

Mr. Scoles mentioned some commercial development is happening also. At the corner of Hancock and Edwards there is an office building being constructed. The other big projects are out at the Fred Meyer lot. There is a Taco Bell undergoing ground work and the Wendy's was approved at the design review meeting this week. The U.S. Bank Building is moving ahead and there is talk about an Oil Can Henry's being out at the site also, but nothing has been formally submitted.

F. Montgomery Watson Report

Mr. Scoles introduced Bob Jossis and Pete Talbot of Montgomery Watson. Mr. Jossis had a few handouts for the committee to review, summarizing the report and showing budget comparisons. He mentioned there could be a cost savings by reducing the staff at the wastewater treatment plant at the same time cross training the employees between the water treatment and wastewater treatment plants. Mr. Jossis also discussed some benefits of having contract operations such as reduction in maintenance cost, reduced risk (contractor's responsibility), and expert assistance.

After a few questions from the committee Mr. Jossis and Mr. Talbot left the meeting and discussion continued.

Duane Cole indicated Montgomery Watson has provided us with some information to think about. The overall suggestion is a reduction in staff, however while this may provide a cost savings, we may take away from other jobs that need to be done by that staff.

Roger Currier stated we should use this report as a guide as to what the City can do to improve service and/or save money, however he thought the residents in the community were proud to have City employees working here as opposed to private contractors working in these facilities.

III. NEW BUSINESS

A. Exchange of Funds for Water Line Projects

Due to the time, this item was postponed to next months meeting.

B. Dust Abatement Project

Mr. Anderson had the committee refer to the memo from John Raineri outlining the process we should take. Mr. Anderson asked for approval from the committee to have Pelletrox complete the application of the dust control agent provided there quote is within reason and there unit cost is comparable to the quotes provided to the surrounding cities. Rob Molzahn motioned to approve hiring Pelletrox if there quote is within reason. Roger Currier seconded. Motion approved unanimously.

C. Water Conservation Brochures

Chuck Liebert handed out the "Water Wisely" brochures and explained they are to provide suggestions on how to save water. He mentioned that they will be around town at gardening shops, etc.

Ms. Proctor suggested handing them out to the landscapers in the area. Mr. Liebert indicated the Building Department is currently handing them out to new homeowners.

IV. OTHER BUSINESS

Ms. Proctor asked about the alley vacation behind Newberg Care Home. Mr. Scoles indicated he met with Jess Johnson of the care home this week and he is either preparing a conditional use permit application or planning to tear the building out. Mr. Scoles will be talking with him soon.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 a.m.

Respectfully submitted,

Greg Scoles
Community Development Director

CITY OF NEWBERG, OREGON

CONTRACTS OPERATIONS AND PRIVATIZATION STUDY

EXECUTIVE SUMMARY - CONTRACTS OPERATIONS

WATER AND WASTEWATER OPERATIONS

WWTP Operations

- Reduction in process control parameter measurements

WTP Operations

- Variable frequency drive pumps (already in service)

WWTP Staffing

- Staff of 7 people; 8 hours/day, 7 days/week. Staff of 3 additional people assisting in plant operations with primary focus on wastewater collection and work with City Street Department. See Figure 2-1.

WTP Staffing

- Staff of 4 people; 8 hours/day, 7 days/week. Plant staff also conducts distribution system maintenance and meter reading. See Figure 2-1.

Contract Operations Combined WWTP/WTP Staffing

- City continues to provide wastewater collection and water distribution maintenance.

- WWTP/WTP plant operations staff of 6 or 7 people; 8 hours/day, 7 days/week for WWTP and perhaps less than 8 hours/day, 7 days/week for WTP.

    - Cross training
    - Duel certifications
    - Upgrade telemetry and alarm system
    - Staff reduction through turn over and attrition

  See Figure 2-2.

CONTRACT OPERATIONS SCENARIO

Why Contract Operations?

- Personnel Related Issues
- Reduction in Maintenance Costs
  - Maintenance management expertise in preventive, corrective and predictive maintenance
- Reduced Risk
- Financial Management and Control
- Expert Assistance

Budget Comparison

- Conservative approach to contract operations budgeting
- City can also achieve reduction in operations cost (e.g., power and chemicals)
- City administrative allocation will not disappear
- City loses maintenance staff flexibility
- Contracts operations budget assumes reduction in operations staff without attrition
- City administrative allocation based on 25%

The Bottom Line

City budgeted cost	-	$967,000
Contract operations cost	-	$871,000
Net savings	-	$ 96,000 (about 10%)

City FY 92/93 actual cost	-	$821,000
Contracts operations cost	-	$871,000
Net savings	-	($50,000)

See Table 3-1

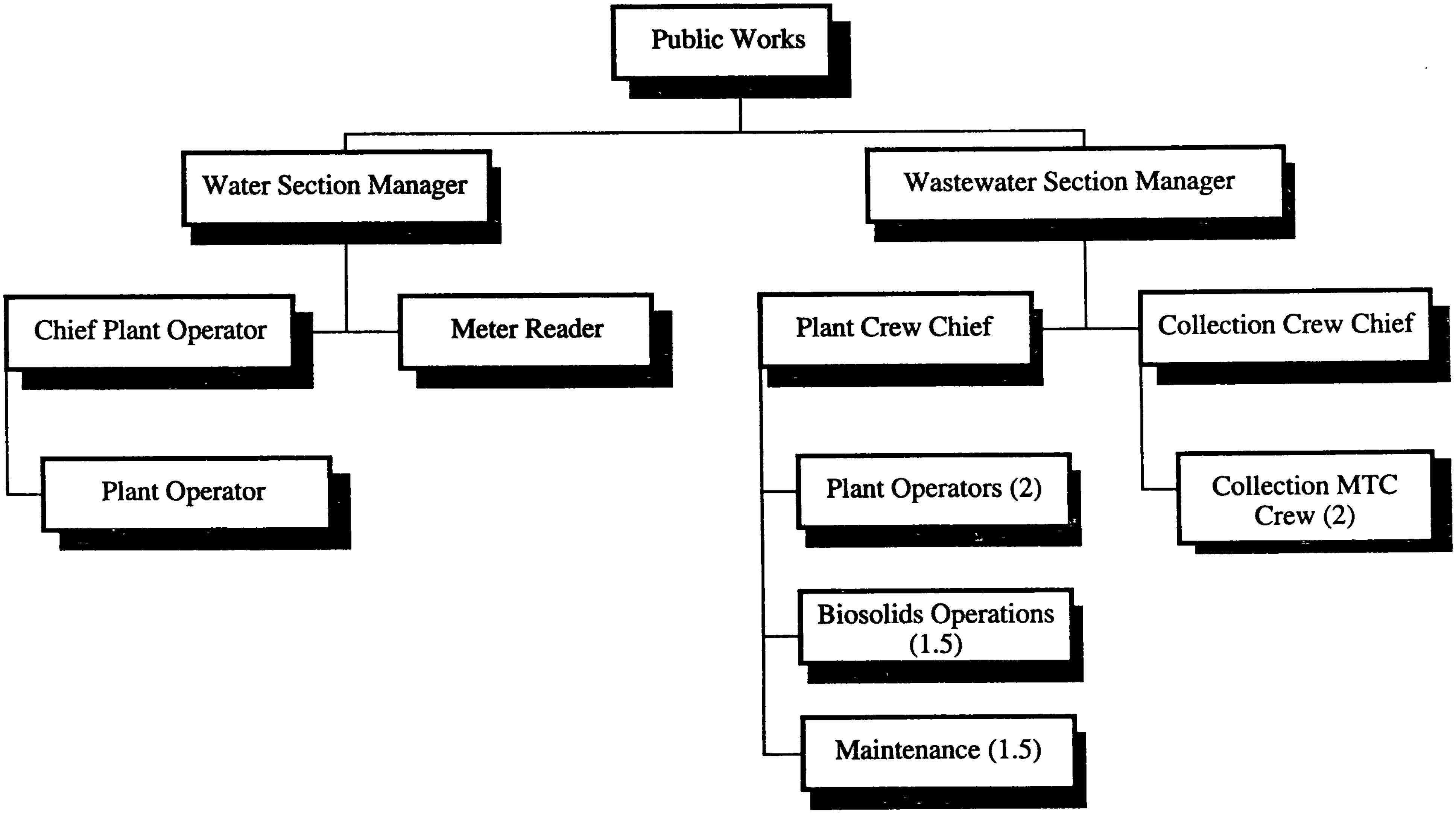

Figure 2-1
Water and Wastewater Facilities Organizational Chart

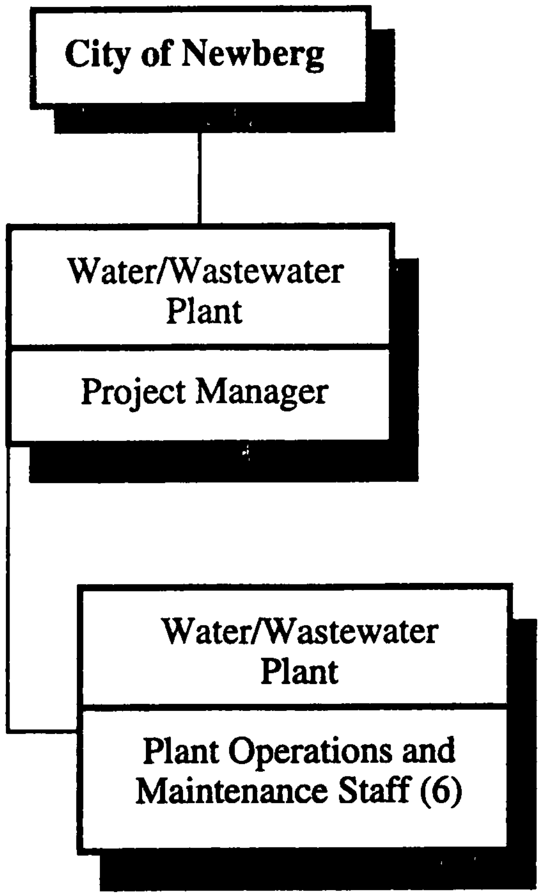

Figure 2-2
Water and Wastewater Treatment Plant
Conceptual Staffing Plan and Organizational Structure
for Contract Operations

TABLE 3-1
COMPARISON OF BUDGETS FOR OPERATIONS OF THE WATER AND WASTEWATER TREATMENT FACILITIES

BUDGET LINE ITEM	*CITY SANITARY	*CITY WATER	*CITY TOTAL	CITY BUDGETED	CONTRACTORS BUDGET ESTIMATE
PERSONNEL (Headcount Equivalent)	7	4	11	11	7
Salary & Wages	190,990	92,000	282,990	306,459	221,900
Fringe Benefits	70,615	37,365	107,980	118,005	77,700
Overtime	1,020	73	1,093	16,980	12,000
UTILITIES					
Utilities (Electricity)	105,862	67,992	173,854	203,500	164,300
COMMUNICATIONS					
Telephone					3,000
Beeper/Pager	1,523	1,185	2,708	1,800	1,650
CHEMICALS					
Operating Supplies	6,617	8,928	15,545	19,000	14,000
Operating Supplies	26,167		26,167	39,000	32,000
SUPPLIES					
Office Supplies		337	337	405	750
Postage/Shipping				50	3,000
Lab Supplies/Small Tools		4,134	4,134	500	
Small Tools		245	245		
Supplies & Testing		3,560	3,560	2,500	3,560
Supplies (Other)	6,563	124	6,687		2,500
Lab Supplies & Oper	3,242		3,242	5,000	3,500
FACILITY MAINT & REPAIR					
Equip Repair & Maintenance	12,549	6,581	19,130	24,000	22,000
Ditch Maintenance	1,929		1,929	5,000	
Building & Grounds Maintenance	4,446	2,516	6,962	6,500	4,500
Well & Spring Maintenance		916	916	1,500	1,000
Reservoir Maintenance		55	55	1,500	1,000
Contractual Services (Outside Maint)	5,991		5,991	25,000	10,000
Professional Services (Outside Maint)		5,170		2,500	
VEHICLES					
Vehicle Maintenance	12,109	790	12,889	4,375	4,800
Gasoline	6,339	1,541	7,880	10,000	7,200
OUTSIDE SERVICES					
Professional Services	5,280		5,280	14,000	5,000
Contractural Services (Sldg Equip Lease)	5,480		5,480	10,000	10,000
Uniforms	1,182	475	1,657	1,450	1,250
Solids Handling		200		1,000	1,000
OTHER					
Books & Publications	291		291	875	1,000
Dues, Mtgs, Trng & Trvl	2,143	407	2,550	1,755	500
Travel & Training	1,143	347	1,490	440	5,000
Printing & Advertising				150	500
Discharge Permits	11,723		11,723	20,000	20,000
Contractor Startup Amortz (5 yr)					15,000
SUBTOTAL	483,204	234,941	712,765	843,244	649,610
CITY ADMINISTRATIVE ALLOCATION	62,380	46,269	108,649	123,755	123,755
CONTRACTOR SG&A PROFIT					97,442
TOTAL ESTIMATED COST	**545,584**	**281,210**	**821,414**	**966,999**	**870,807**

* City costs are actual for Fiscal Year ending June 30, 1993, based on Trial Balance Report dated August 19, 1993. City actual and budgeted costs were taken from City Accounts No. 5130, 5131, 5135, 5140, 5141, 5144, 5145, 5110, and 1210.

MEMO

To: Kathy Tri
Greg Scoles, Community Development Director
Larry Anderson, Engineering Manager
Community Development Committee

From: John Raineri, Engineering Technician II

RE: Dust Abatement Project

We are currently preparing to send out Request's for Quotations for the application of a dust controlling agent over 1.75 miles of the City's gravel streets.

Over the past years we have had a company by the name of Pelletrox do this work for us, competing with Harbor Oil, until Harbor Oil of Portland came in with the low quote this past year. After this Harbor Oil applied the material on the streets we received a bill that over charged the City for the time of application and the mileage to apply the material. We disputed the bill and did not pay what I determined was the excess amount.

Harbor Oil and Pelletrox are the last two companies that I am aware of that are competing in this market.

I would prefer not dealing with Harbor Oil for the reasons previously mentioned and am requesting your approval to contract with Pelletrox, provided their quote is reasonable, for the work that we are planning to do this year. I am anticipating that the quotes will come in at about $2,500 if the material can be aquired this year.

April 21, 1994
7:00 a.m.
Wastewater Treatment Plant

MINUTES OF THE
COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Nadine Windsor

OTHERS PRESENT: Greg Scoles, Chuck Liebert, Larry Anderson, Duane Cole,

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I. CALL TO ORDER

Roger Gano called the meeting to order at 7:07 a.m.

II. OLD BUSINESS

A. Engineering Projects Update

Dayton Avenue Pump Station - The contractor is still finishing some touch up work but for the most part the pump station is completed. Larry Anderson informed the committee that R & W Engineering has completed the preliminary design of the generator and after a little work it will be ready to go out for bids. Purchase price is estimated to be between $45,000.00 and $46,000.00.

Alley behind City Hall - Mr. Anderson explained the City sent out bid documents to 6 contractors, but we received no bids by the April 19th deadline. Mr. Anderson explained that this is a tough project due to the amount of shoring required and the fact that it is in an alley way. Mr. Anderson recommended having City forces complete this project. Roger Gano asked if the City had enough time to do the work, Greg Scoles indicated it shouldn't be a problem.

ADEC Waterline - A water line currently runs off of Springbrook Road through the ADEC property. This line has many leaks and needs to be replaced. In order for the City to do this work ADEC will need to sign an easement. Mr. Cole indicated that the owners are hesitant because they are concerned about the City being able to relocate the water line at any time. As soon as the signed easement is recorded we will proceed with the replacement project.

99W Waterline - The State has approved a plan to construct a replacement water line in the center lane of 99W from River Street to Springbrook Road. Mr. Anderson explained that it would be a good idea to construct the section from Everest Road to Springbrook Road under a City contract then wait until the State acquires the right-of-way for the third lane between River and Villa Roads and build that section of water line out of the street along with the State's road project.

Paving Projects - Mr. Anderson informed the committee that we are currently preparing a contract for miscellaneous street overlays to be completed this spring.

Some streets tentatively scheduled are N. Main Street between Illinois Street and Wilhelmson's property, Franklin Street from Main to Washington and Illinois Street from Main to College.

B. Crater School Status

Mr. Scoles informed the committee that the City Council has approved the School District's partition request and has approved the request to extend Foothills Drive to Chehalem. At this time, the design review process is not complete. There was some discussion about the reimbursement for oversizing costs. Mr. Scoles indicated there may be a way to reimburse the school district for the utility work, out of the SDC funds, however there is no ordinance that allows for reimbursement for any oversizing of street or sidewalk work. Mr. Currier questioned whether we could require them to install sidewalks on both sides of the street since they are building on both sides. Mr. Scoles stated nothing had been agreed upon and the issue will be revisited at a later date.

C. Building Development Status

Mr. Scoles mentioned so far this year there are 230 new dwelling units with 110 units being 2 apartment complexes. He indicated that Taco Bell is under construction and Wendy's should be in at any time to pick up their permits. It was mentioned that U.S. Bank plans to move into their new facility on Monday, April 25, 1994. Mr. Cole indicated permits have been issued for the City Hall remodel and the contractor has already started work. He mentioned that City Hall will be dusty and smelly while the work is being done upstairs.

D. Montgomery Watson Report

Chuck Liebert stated that Council had received the completed report this week.

E. Composter Reconstruction

It was noted that the composter is complete and in its trial period. At the end of the meeting, the committee will be given a tour of the facility.

III. NEW BUSINESS

A. Exchange of Funds for Water Line Projects

Mr. Anderson informed the committee of the need for a line item change in the capital projects fund. The projects itemized in the budget are for Illinois and Washington street water lines. Our request is to not do those projects this year and use those funds for the water line projects that are necessary now. Those projects that need to be done this year are Grant Street between First and Second, ADEC water line from Springbrook Road to 300 feet west, and Fourth Street from Main Street to Harrison Street. Mr. Scoles questioned whether we needed to do a formal budget transfer, Mr. Cole indicated that the committee just needed to be notified of this change.

B. Dust Abatement Project

Mr. Anderson reminded the committee that they had authorized the City to award a bid to Pelletrox, Inc. provided their bid was comparable to other cities bids. The bid we received was $2,707.20 for the lignin sulfonate product, and a supplemental bid of $2,205.00 for a magnesium chloride product referred to as "dust-off". Mr. Anderson stated we would use the "dust-off" product as it is less expensive and functions in the same way.

IV. OTHER BUSINESS

Mr. Cole indicated he needed this committee's approval on a request for council action to not support the inclusion of the Newberg area in the Department of Environmental Quality air containment boundary for the Metropolitan area.

Mr. Cole handed out a memo for the committee's review and explained that this inclusion in the Portland Air Containment area would mean that the local community would need to have their vehicles annually tested in order to comply with the emission standards on vehicles. The committee then discussed some of the arguments that suggest including Newberg at this time is premature.

Currier/Windsor: motion to support the City Manager's request to not support the inclusion of the Newberg area in the DEQ air containment boundary for the Metropolitan area and to publicly state that position at the hearing at Newberg Community Hospital at 7:00 p.m. on May 4, 1994. Motion carried unanimously.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 a.m. and the committee proceeded with the tour of the composter.

Respectfully submitted,

Greg Scoles
Community Development Director

Greg

MEMO

April 19, 1994

To: Duane Cole, City Manager
Greg Scoles, Community Development Director
Larry Anderson, Engineering Manager

From: John J. Raineri, Engineering Technician II

RE: Dust Abatement RFP

On April 18, 1994 we received a proposal from Pelletrox Inc. to apply Lignon Sulfinate to our gravel streets for $2,707.20 with a supplemental bid of $2,205.00 to apply magnesium chloride over those gravel streets.
Over the past 6 years we have used the Lignon Sulfinate only because Yamhill County was using this material on their gravel roads and the material worked well for our application. The Magnesium Chloride will work function in the same way as the Lignon Sulfinate and is approximately $20 cheaper per gallon.
I've done some research on the alternative material and found the literature recommending the use of it over Lignon Sulfinate because it does not leave as oily mat and it proves to be just as effective.
It would be my recommendation that we use the Magnesium Chloride as a treatment for the dust abatement this year.

DRAFT

REQUEST FOR COUNCIL ACTION

Date Action Requested:
April 20, 1994
Date Submitted:
May 2, 1994

____ Motion

Recommendation: The City Manager recommends that the Council not support the inclusion of the Newberg area in the Department of Environmental Quality air containment boundary for the Metropolitan area and publicly state this position at the hearing in Newberg on May 4, 1994. 7:00 pm at Newberg Community Hospital.

Community Development Committee Recommendation: The Community Development Committee recommends:

Background: DEQ has proposed that the City of Newberg is included in the Portland Air containment area. This would mean that the local community would need to have their vehicles annually tested in order to comply with the emission standards on vehicles. There are some fairly persuasive arguments that suggest that including Newberg at this time is premature.

1. DEQ has indicated that the local area will soon be included in the EAS calling region and therefore should have emissions testing. The City argued during the EAS process that the area has linkages to the Portland calling region. This does not mean that EAS increases trips and in fact the argument could be made that trips would be reduced since residents could call for services and business rather than driving to the area. EAS may actually reduce the number of trips.

2. DEQ has indicated that Newberg is part of the Portland area air shed. This argument may be challenged on the basis that Newberg is actually not in the Portland air shed, but in an area South of the Portland air shed. Further research would need to be done on this issue using DEQ resources through State Senator Bunn on this issue.

3. Finally, it is possible that other programs or the inclusion of other areas in the testing program may have a greater impact on reducing emissions in the Portland Region when compared with including the Newberg area.

Senator Bunn has many years of experience dealing with these issues and is developing the salient arguments that can be presented to DEQ regarding this issue. He is requesting that the City Council take a position not supporting emission testing in the Newberg area.

Fiscal Impact: DEQ charges $10.00 for smog testing. Anechdotal comments suggest that the actual cost of tuning an auto to pass the test and then retuning it so that it will run creates a much higher cost for residents. There also may be costs associated with waiting in line for the test.

Prepared by: Duane R. Cole
Duane Cole, City Manager

cc6.mem

May 19, 1994
7:00 a.m.
J's Family Restaurant

MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

MEMBERS PRESENT: Roger Gano, Roger Currier, Nadine Windsor, Rob Molzahn

OTHERS PRESENT: Chuck Liebert, Duane Cole, Donna Proctor, Steve Rosen, Tabrina McPherson

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I. CALL TO ORDER

Donna Proctor called the meeting to order at 7:04 a.m.

II. OLD BUSINESS

A. Engineering Projects Update

ADEC Waterline - Chuck Liebert gave an update on the status of the water line project. He indicated ADEC has signed the easement and we are just waiting until the Public Works Crew can schedule the work.

B. Crater School Status

Mr. Liebert indicated the plans have been reviewed by the Design Review Committee and have been sent back for corrections.

C. Building Development Status

It was mentioned that the apartment complexes in town were coming along nicely. A new complex is under review, to be located down on Ninth Street. Staff indicated they have received some complaints from the local residents that do not want this complex near their homes.

Taco Bell should be opening this weekend. Wendy's plans have been issued, they should be starting construction very soon.

III. NEW BUSINESS

A. E. Second and E. Third Streets L.I.D. - Contract with Otak, Inc.

Mr. Liebert reviewed the request from NSP Development for the extension of the Local Improvement District already approved by City Council. This extension will include phases III and IV of Emery Orchards Subdivision.

Mr. Liebert indicated that Otak, Inc. has provided us with a cost estimate to provide the engineering work, however, the scope will need to be refined.

The committee approved recommending the L.I.D. extension to Council for their approval.

(Roger Currier and Roger Gano entered - 7:20 a.m. They were briefed on what had transpired so far in the meeting.)

Mr. Gano reopened discussion of the L.I.D. to express his concerns about the streets not being in before the owners purchase the lots. Mr. Gano indicated that he thought the L.I.D. had only been approved for phases I and II and we should not approve phase III and IV until the developer has completed the streets.

Duane Cole informed Mr. Gano and the committee that the entire L.I.D. project had already been approved at the Planning Commission level and at that time, the City decided not to appeal their decision.

A motion was made to recommend to Council, the approval of the L.I.D. extension. Motion passed unanimously.

Gano/Windsor motioned to recommend to Council, the approval of a contract with Otak, Inc. to provide engineering services in relation to the L.I.D. Passed unanimously.

IV. OTHER BUSINESS

A. Facilities Plan

Mr. Cole reviewed the discussions the committee has had in the past regarding a Facilities Plan and mentioned that this process does need to get underway. He requested some guidance from this committee on the process, make up of an Ad-Hoc Committee, and some general direction.

He mentioned that a consultant would need to be hired for some artistic renditions of alternatives, some cost estimates, etc., however the work done by the consultant would be minimal.

Mr. Cole handed out and reviewed a time line to begin the process. The schedule begins on June 6, 1994 with Council adopting a process and forming an Ad-Hoc Committee. He mentioned the Ad-Hoc Committee should be rather large in order to get a lot of input during those meetings. He also thought it was a good idea to have a lot of public input along the way and mentioned having an October deadline for feedback in order to have some decisions made before the March election date for the bond issues.

Mr. Cole mentioned that the Fire Department has completed their RFP for a facility plan which will provide some direction to this process and then we will need to look at integrated two will need to be integrated into an overall Facilities Plan.

Mr. Gano stated some of his ideas about the plan that had been discussed in previous meetings. He emphasized the need to have First Street used for a facility, however not sure Central School would be a good idea.

Rob Molzahn mentioned the visioning material could be used as a guide for the process. He felt it necessary for Newberg to have some sort of "theme" to follow when proceeding with the plan.

There was some discussion about the County's plans to move some of their offices into Newberg in order to provide better service. If this happens, they would most likely want to be involved in this process and provide some support.

Mr. Cole stated he would get moving on the resolution for the June 6, 1994 Council Meeting.

B. Overlay Status

Steve Rosen asked if there are plans to overlay Wynooski Street. Ms. Proctor stated it is planned for the summer of 1995. She mentioned River Street is also going to be overlayed at that time.

C. Corner of Third and Everest

Nadine Windsor questioned about the City's enforcement rights for the structure at the corner of E. Third and Everest. She indicated it is a terrible eyesore and has been vacant for quite a while. She wondered if the City could make the owners demo the building.

Mr. Cole stated the only enforcement action the City can take is to make sure that all doors and windows are boarded up as to not allow anyone to get in, and keep the grass and shrubbery trimmed as to not cause a fire hazard. At this time those conditions are being met and we must allow the structure to remain.

Rob Molzahn mentioned he heard the owners wanted to sell, but for the amounts discussed, it isn't feasible.

V. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50 a.m.