

September 16, 2021  
5:03 P.M.  
Newport, OR

## PORT OF NEWPORT COMMISSION MINUTES

*This is not an exact transcript. The video of the session is available on the Port's website.*

The Port of Newport Commission met on the above date and time virtually via Microsoft Teams. In attendance were Commissioners Burke, Sylvia, Retherford, Chuck, and Lackey. Also in attendance were General Manager Paula Miranda, Finance Director Mark Brown, and Administrative Assistant Gloria Tucker.

### OLD BUSINESS

**Approval of City of Newport Permit Fees for the Administration Building.** Miranda reported on April 27, 2021, the Commission approved an additional \$9,000 for development of specifications to be added to the Capri Architecture and DH Goebel Architect contract of \$84,000. She stated the contract with the architects did not include city permit charges, however, permits are necessary before going out for bid. She noted the city sent an invoice for the initial Structural Plan Review fee of \$1,527.76, which was paid under her limitation. She indicated an additional \$23,121.81 will be needed before receiving all the final permits, in order to go out for bid.

Burke clarified the interest rate for the loan is locked for two years. Miranda reported she expects to have the final contract at the same time the bids come in. She stated she would like to present any bids along with the loan documents at the same time, within six weeks or so. Sylvia asked how the city calculates fees for building permits. Miranda replied the architect did an estimate on what they thought the fee would be, and it ended up being way less than anticipated. She noted the fee is likely based on the footprint on the building and the amount of time taken to review the application. She indicated the city identified some corrections needed to the design, and the architect had to make some changes. She offered to add a detailed explanation of the building permit fees in her report during the regular Commission meeting on September 28, 2021. Burke noted he is doing a few construction projects, and the fee depends on square footage and the complexity of the project. Sylvia asked if the reduced fee was due to cutting back on the original design. Miranda replied that was not the case since the estimate was based on the latest footprint. Brown added the original estimate was around \$40,000.

MOTION was made by Retherford, seconded by Sylvia, to approve the entire City Permit fees of \$24,649.57 and direct staff to pay the remainder \$23,121.81, as invoiced. The motion carried unanimously in a voice vote.

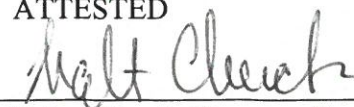
### ADJOURNMENT

Having no further business, the meeting adjourned at 5:12 P.M.

**James Burke**

James Burke, President

ATTESTED



Walter Chuck, Secretary/Treasurer

Signature: JAMES BURKE  
JAMES BURKE (Oct 7, 2021 11:18 PDT)

Email: jburke@portofnewport.com

Signature:

Email: wchuck@portofnewport.com