

**CITY COUNCIL MEETING
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April 19, 2011**

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City of Dundee
City Council Meeting Minutes
April 19, 2011

Call to Order

Mayor Crawford called the meeting to order at 7:00 PM.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Miller, Munson, Nelson, Pugsley, and Reddell. Excused: Councilor Adlong. Staff members: Rob Daykin, City Administrator, and Debra Manning, Assistant City Recorder.

Public Attendance

Craig Roggers, Debra Patterson, Joshua Ferguson, and Michael Lester.

Agenda Changes:

None.

Public Comment:

Craig Roggers expressed his belief that the Council is not getting work done and not dealing with issues seriously. He stated his dissatisfaction with: the removal of the residency requirement for City committees, the Council minutes, and a councilor's verbal discussion during the process of the appointment to the vacant Planning Commission seat. He asked: for one person on the Council to take a leadership role and for Councilor Miller to resign her Council seat. City Administrator Daykin noted the Parks Advisory Committee's membership is directed by resolution and it is the only other standing committee. He stated that the old Tourism Committee's requirement of membership from the Chamber of Commerce was in conflict with the code. Since completion of the code codification, conflicts are more apparent and staff is trying to address these as they are found. Roggers expressed his concern for residency requirements for future committees.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, April 5, 2011, 5.2 Financial Report Ending March 31, 2011, and 5.3 OLCC License Application, Lange Winery. **The motion** passed unanimously.

Old Business

Budget Committee Appointments

Three vacancies for the Budget Committee were posted with one term expiring December 31, 2013 and two terms expiring December 31, 2011. Three applications have been received from Joni Dunckel, Joshua Ferguson, and Debra Patterson. **The motion** was made and seconded to appoint Joshua Ferguson to the Budget Committee to a term expiring December 31, 2013 and to appoint Joni Dunckel and Debra Patterson to the Budget Committee to a term expiring December 31, 2011. Debra Patterson questioned why the motion to appoint Joshua Ferguson to the term expiring December 31, 2013. Councilor Pugsley (motion maker) replied from previous work experience/involvement with the City. It was noted Ferguson has previously served on the Budget Committee. **The motion** passed unanimously.

Resolution No. 2011-05, SW 6th Street Name Change

This returns from Council's direction at the April 5th meeting. Councilor Nelson added: "Whereas the Fire Chief and the Public Works Superintendent did not have any concerns with the name change." **The motion** was made and seconded to adopt Resolution No. 2011-05, a resolution of the Dundee City Council authorizing the change of the name of SW 6th Street to SW Graystone Place as amended. **The motion** passed unanimously.

DCA Website Maintenance Agreement

The agreement is brought forward from Council's direction from the April 5th meeting to maintain the Travel Dundee Oregon website with Tourism funds in the amount not to exceed \$110 a month on a reimbursement basis.

C. Nelson questioned if the May 31, 2012 date should be amended to April 30, 2012. C.A. Daykin suggested amending to June 30, 2012 to align with the city's next budget year.

Councilor Munson noted a conflict of interest with her business maintaining the website for the DCA and recused herself from participating in the discussion and decision on this issue.

The motion was made to authorize the City Administrator to sign the Tourism Website maintenance agreement with the Dundee Civic Association (DCA) as amended beginning May 1, 2011 through June 30, 2012. Discussion followed on whether to have the agreement for a two month period, followed by a year renewal or for fourteen month agreement. The motion was withdrawn. Daykin recommended a fourteen month contract through June 30, 2012. **The motion** was made and seconded to authorize the City Administrator to sign the Tourism Website maintenance agreement with the Dundee Civic Association (DCA) with the completion date of June 30, 2012. **The motion** passed unanimously with Munson recusing herself from the vote.

Chehalem Valley Strategic Plan Survey

In September of 2009 the vision of the Chehalem Valley Strategic Plan was reviewed in focus group discussions with elected officials, the summary was included in the packet. The intent is to survey the community this fall, with the cost shared by the entities participating. The group is looking to discern what questions the participating agencies want the survey to answer.

The Mayor noted the determination of community support for a new Fire station.

C. Miller suggested the question of a combined fire district rather than separate fire districts for cities of Newberg and Dundee.

C. Pugsley suggested a focus on public safety, transportation, and downtown development.

Daykin noted that the status of many of the transportation issues (such as Highway 99W) have not changed, and asked if the focus should be on something where action can take place. C. Nelson suggested addressing transportation issues for Highway 99W of interim measures and widening the highway. C. Munson suggested improvements to the roadbed's condition. C. Pugsley suggested the question: given that the phase bypass is completed in five years, what do you hope to see in terms of transportation through your town.

C.A. Daykin will email a request to the councilors for issues to be returned to him by May 3rd.

New Business

CWSRF Loan Agreement Amendment No. 1

The amendment to the Clean Water State Revolving Fund loan agreement, as proposed by DEQ staff, reflects what the City did in the bid process and the requirements of the bidders. Staff has no objection on the proposed amendment to the loan agreement.

Mayor Crawford referred to the amendment and asked if the definition of DBE (Disadvantaged Business Enterprise) language was included in the original loan agreement. Daykin advised not directly, but the acronym is used in the construction manual for CWSRF funded projects which is referenced by the loan agreement. C. Nelson added it is a common term.

The motion was made and seconded to authorize the City Administrator to sign Amendment No. 1 to the CWSRF loan agreement between DEQ and the City of Dundee. **The motion** passed unanimously.

8th Street Paving Settlement and Release of Claims

The Eighth Street project occurred in 2009, with road surface deterioration noted a year later. The contractor is no longer in business and has filed bankruptcy. The City filed a claim against the bond and this is the settlement offer of \$11,400 from the bonding company.

C. Nelson advised he has questions for the City Engineer on the scope of work and if it meets city standards. He noted that the conditional release releases the bond as soon as the work is complete. The warranty lasts another year. Nelson inquired if the conditional release should be held until the warranty period is up. He noted that the contractor selected by the surety company is a residential contractor without a public works bond. Nelson suggested a modification of the standard terms for the contractor to receive payment after completion of the project. Daykin replied that he understood the contract would be between the bonding company and the contractor, with the City releasing the payment after the work is completed to our satisfaction. Nelson inquired about the warranty if the contract is not between the City and the contractor. C. Pugsley supported keeping the original bond in effect until the warranty period on the new work is expired. Daykin concurred that it is not urgent to act on this issue immediately and will have the City Engineer return to the May 3rd meeting to review his recommendations with the Council.

Council Concerns and Committee Reports

C. Munson advised she would not be available for the Joint Council/Planning Commission and Budget Committee meetings this week.

C. Miller advised bus service in Yamhill County is no longer under Yamhill Community Action Partnership (YCAP) management, but under Chehalem Valley Transit.

Mayor's Report

Sawyer Photography will be at the May 18th Council and May 19th Planning Commission to take photos for the City website and other city usage at a cost of \$150. The majority consensus was in favor of the project.

A Summer's Market (farmers market) will start the first of June at Red Hills Market.

Mayor Crawford shared that he addressed the fourth graders at Dundee Elementary School.

The Mayor asked the Council to consider how the City will address future lighting improvements to comply with the Dark Sky regulations, especially in areas where the existing lighting is poor.

City Administrator's Report

Six bids were received and opened for the Waste Water Treatment Project. McClure and Sons was the low bidder of \$9,387,229. Kennedy/Jenks has worked with this company, who has a good reputation and history of minor change orders on the job. Deb Galardi will be brought back to review the budget numbers and review rate setting issues. A formal recommendation on the bids from Kennedy/Jenks will be on the May 3rd agenda and rate issues will follow on the May 17th agenda.

Seven responses were received for the Fire station design services, which will be forwarded to the Fire Department Taskforce committee this week.

The transportation Enhancement grant was reviewed by the Transportation Enhancement Advisory Committee on April 4th. Their recommendation will be considered by the Oregon Transportation Committee at their May 18 meeting. The results are still pending.

The Small City Allotment grant amount has been increased to \$50,000, without an increase in the overall funding, which will make it more competitive. The city has not received the annual application form. The deadline for submission is June 30th. The SCA grant will be on the agenda for one of the May meetings to make a determination of a project for submission.

Public Comment:

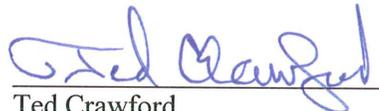
Michael Lester acknowledged the Council for their hard work. He attended the Riverside open house and expressed concern for the City to address storm water and pollution issues in the riverside plan now.

Lester shared concern with setbacks for existing homes and the need for a review process for owners with situations needing a review. He has experienced setback problems with the plan to install a pergola and City regulations; he does not have any options and can't build.

C. Pugsley shared with Lester the Joint City Council/Planning Commission meeting scheduled for Wednesday April 20th. Storm water requirements are to be addressed at the meeting, with the intent to include a storm water plan in the Riverside Master Plan.

Executive Session:

The City Council entered Executive Session at 8:25 P.M. in accordance with ORS 192.660 (2) (i) to review and evaluate the employment related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Executive Session ended at 9:00 P.M. and the Council did not reconvene.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder