

**CITY COUNCIL MEETING  
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**City of Dundee**  
**City Council Meeting Minutes**  
**April 5, 2011**

**Call to Order**

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

**Council and Staff Attendance**

Present: Mayor Crawford, Councilors Adlong, Miller, Munson, Nelson, Pugsley, and Reddell.  
Staff members: Rob Daykin, City Administrator, Alan Mustain, Public Works Supervisor, Dave Monson, City Engineer, Cindy Phillips, City Attorney, and Debra Manning, Assistant City Recorder.

**Public Attendance**

Gary Allen, Newberg Graphic, Brian Ginter, MSA, Tammie Connolly, MSA, Charles Hesson, Dundee Civic Association (DCA), Terry Cole, ODOT, Valerie Cutz, Argyle Winery, Tram Gregory, Tim Gregory, Joe Nietupski, and Mary Nietupski.

**Agenda Changes:**

None.

**Public Comment:**

None.

**Presentation:**

**Dundee Tourism Website**

Charles Hesson, Dundee Civic Association (DCA), informed the Council that the Travel Dundee website ([www.traveldundeeoregon.com](http://www.traveldundeeoregon.com)) has been launched with the funds from the transient room tax. There will be links to other websites including: Dundee Hills Wine Growers Association and the Chehalem Chamber of Commerce. Press releases will be directed to the local papers and the Oregon Wine Press. The project came in under budget at \$4,900. Hesson reviewed the contents of the website, noting the tabs follow the theme of the City's banners.

Councilor Pugsley suggested linking with the City of Dundee, Chehalem Park and Recreation District (with information on the Heritage trail), and the [traveloregon.com](http://traveloregon.com) websites.

Mayor Crawford noted that the Chehalem Paddle Launch would be placed on the site.

Hesson updated that the DCA now has three subcommittees for: business development, civic activities and membership development. They expect to circulate a survey to area businesses.

Councilor Munson shared that the Travel Dundee Oregon reflects the Travel Yamhill County website theme.

**Consent Agenda**

**The motion** was made and seconded to approve Consent Agenda item 6.1 City Council Minutes, March 15, 2011. **The motion** passed unanimously.

## Old Business

### **Ordinance No. 502-2011, Amending the Dundee Comprehensive Plan**

This is brought forward from the March 15th public hearing on the Comprehensive Plan amendments as relating to the bypass policies. Terry Cole, ODOT, addressed the “interim measures” question in relation to a project or a policy from the last Council meeting. He noted that the proposed scaled down version of the bypass (a shortened two lane facility) will not carry as much traffic and the forecasted traffic relief will not be met. ODOT doesn’t want the current mobility standard (volume to capacity ratio standard) for Highway 99W set at a level where the expectation it is already exceeded. The performance forecast for the highway over the next twenty years will have to be reviewed and the mobility standard reset to meet the expectation (an administration accommodation).

Engineer Monson inquired if there was a circumstance where the interim standard becomes permanent or will be replaced by more traditional standards. Cole stated an interim measure would be the standard until additional relief is provided. It could be effectively permanent.

Councilor Adlong suggested a wording change from “interim measures” to “alternate mobility standards”. Adlong inquired if a study has been completed on the percentage of traffic which will be removed from Highway 99W after completion of the bypass. Cole replied that studies will be completed and brought forward. Adlong questioned if additional curb cuts would be allowed for Highway 99W. Cole advised it has nothing to do with access or approach roads, only with the amount of congestion on the highway.

Councilor Nelson asking how changing the standard might affect the City’s chances for future funding for improvements to Highway 99W. Cole replied changing the standards is recognition of the actual situation, where Highway 99W is the highest volume two-lane highway in the State system.

The Mayor questioned when the work on updating the Transportation System Plan (TSP) would start. Cole advised that they are ready to start work as soon as this action is completed with the County Commission. ODOT can start on a scope of work and be ready to work with the City as soon as the City is prepared to start.

**The motion** was made and seconded to adopt ordinance No. 502-2011, an ordinance adopting amendments to the Dundee Comprehensive Plan to reflect the Newberg-Dundee Bypass Tier 2 Alignment with the proposed change to number ten to change “interim measures” to “alternative mobility standards”. **The motion** passed unanimously.

### **Viewmont Greenway – Phase 2**

This returns from Council’s authorization with Wallis Engineering of the Viewmont Greenway work order for a pre-design for improvements to the storm drain and a proposed trail. Engineer Monson advised that the estimated cost of the survey is down from \$6,500 to \$4,300. The engineering will be for improvements to the swale and developing a grading plan for 1850 feet of trail.

Councilor Pugsley inquired if the engineering design goal was to keep the stormwater flow out of the main system. Monson stated the goal is to stop erosion and to create a maintainable facility. Only water flow from very large rainfall events get into the system.

C. Adlong inquired if the Black Family had been contacted regarding widening the Greenway corridor to allow the possibility of realignment of the trail. Monson replied that would occur in Phase II after the survey is completed and options are known.

C. Nelson noted that a wider pathway lends less of a greenway feel and stated support of less than an eight foot wide pathway. Adlong informed the Council that CPRD's standard for their trail system is a ten-foot wide path. CPRD suggested that the Greenway might be able to be considered part of the Heritage Trail System if we construct to that standard. Adlong expressed concern not to make the downgrade path too appealing to skateboarders, etc. Monson stated that eight-foot is standard for shared off roadway paths.

C.A. Daykin added there is potential for additional savings on the cost of the survey if staff removes a substantial amount of the invasive vegetation: scotch broom and blackberries and asked Council's direction. Adlong noted concern for complaints from neighbors if the blackberries are disturbed while the songbirds are nesting, until the middle to the end of June. She suggested contacting the neighbors. Alternatively, the city crews could work with the surveyor to remove only the obstructing plants at 50-foot intervals to allow access to the ditch. Public Works Supervisor Mustain noted there are a number of small trees that have been planted in the ditch.

C. Pugsley questioned the funding of the project. The City Administrator replied the project will be phased with initial improvements directed at stormwater improvements and paid from the stormwater fund. Grant applications may be sought to fund the trail and other improvements. Daykin suggested addressing portions of the Greenway initially.

C. Munson suggested the project for the SOLV clean-up day. It was noted that the invasive plants are too mature and would require more than volunteers to accomplish the removal.

**The motion** was made and seconded to authorize the City Administrator to sign Order No. 24 (Phase 2) with Wallis Engineering. **The motion** passed unanimously.

## **Water Projects**

### **Wellhead Improvements**

Quotes were received to complete installation of monitoring devices at the City wells and the repair of the failed pump at Well No. 10. The bids came in higher than the engineer's estimate. The pump at Well No. 10 needs to be repaired and brought back into service prior to the start of the irrigation season. The recommendation is to award a reduced contract in the amount of \$20,000 to the low bidder, Stettler Supply Company, for work at Well No. 10 only.

Brian Ginter, MSA, referred to the three bids received to install pressure transducers in the wells to measure water levels, as well as the work at Well No. 10. All three contractors recommended the installation of a drop pipe, which requires the removal of the pump and a higher cost. The work at Well No. 10 includes the installation of a variable frequency drive pump with the new pump and a transducer to measure the water level in the well.

C. Pugsley asked if the expectation would be to install monitors at the remaining wells when they require repair. Ginter affirmed.

**The motion** was made and seconded to award the contract for Well No. 10 Wellhead improvements to Settler Supply Company not to exceed the amount of \$20,000 and to delay the monitoring equipment work at the Springs No. 2, Martsoff and the Deep Wells. **The motion** passed unanimously.

### **Water Management and Conservation Plan**

Tammie Connolly, MSA, reviewed the draft document for the Water Management and Conservation Plan. Water right permit extensions were granted from the Oregon Water Resources Department (OWRD) to the City in 2006, with the requirement of a conservation plan. The water

right is capped at the amount of water being drawn at the time of the extension. If the City wants to use more of its water right, we have to apply for green light water. Connolly reviewed the plan. She pointed out the range in the population projections is because of the difference in the current population growth and the proposed population growth in the 2003 Master Plan. The City has six water right permits and six certificates, with available groundwater rights of 1.61mgd. The conservation element requires: full metering of the system, a meter testing and maintenance program, an annual water audit, leak repair and line replacement program, rate structure based on the quantity of water metered, public outreach and education program in place, and a reuse and recycling (coming in the future). A water curtailment plan will address situations where the demand is above production, with three stages of alert: moderate, severe, and critical including the response actions to decrease water demand using water rationing and public outreach.

MSA will submit a request to OWRD for an additional supply to be green lighted from a combination of sources. The draft Water Management and Conservation Plan will be submitted to Yamhill County and then to OWRD. Comments from the agencies will be incorporated into the Plan; OWRD will issue a final order with a progress report due in five years and an update in ten years.

C. Munson noted corrections to page ES-1 under Compliance, paragraph two, the dates should read 2021 and 2016 respectively and the census figure should be updated to 3162. Ginter affirmed. C. Pugsley questioned the per capita consumption on page ES-2. Ginter replied that MSA is conservative, looking at the high end. It was noted that the Executive Summary was not updated, MSA will correct.

Mayor Crawford asked about Harvey Creek as a water source. Ginter replied there is a fully developed municipal certificate for Harvey Creek.

C. Nelson asked for some preventive measures to be added to the water curtailment program. Ginter stated that the City would customize the curtailment plan to its needs and review on an annual basis. Nelson suggested adding the use of all available media, reverse 911 and the City's website for notice of water supply shortage on page 4-2.

Daykin referred to table 2-4 on Historical Water Use Summary and suggested the addition of a footnote to explain the jump between the figures for 2009 and 2010, with use of the 2010 data from the Federal census, whereas prior years were estimated.

C. Adlong inquired if there was a down side to overestimating possible future usage. Ginter replied it is a consideration when reviewing capital expenditures. Underestimating could require a rewrite of the plan, resubmission, and a hope for approval of the higher amount.

Daykin inquired the plan's completion deadline. Ginter replied the deadline is three years after all the extensions were received in September of 2009. MSA will update the Executive Summary and address the addition of preventative language to the water curtailment program. Staff will forward the revised document electronically to the Council.

### **Long-term Water Supply**

C. A. Daykin referred to the updated memo from MSA on the capacity of current ground water sources, which will be discussed at the joint workshop on Wednesday. There might be interim measures to allow usage of existing water rights such as Harvey Creek and others sources.

Ginter clarified the facilities which have been out of service: the springs, Harvey Creek and the river well. The Public Works Supervisor clarified a gravity line flowed from the springs, at the lift

station at Fairview Drive, into the old reservoir. The City stopped using it as a source, with the addition of closer wells and the thought it would not be cost effective to treat the water from the springs. He noted that the springs and Harvey Creek produce about 300 gpm. It is in the City's watershed, has a permit, and has a lift station nearby with electricity. Ginter advised there are questions which need to be addressed in bringing a historical source back online, starting with the determination if the water from the springs is ground or surface water and the amount of flow available during peak demands, which could take almost a year. Daykin asked if the Council wants to pursue this, staff will bring back a plan to look at these sources and the associated costs.

C. Nelson expressed concern that System Development Charges (SDCs) would reflect associated costs for water development.

C. Adlong asked for an estimate of the cost for initial planning. Ginter stated a preliminary design study could cost \$25,000 to \$30,000 and would address development and cost. C.A. Daykin suggested it could be a cost effective interim solution, which would allow some development and bring in new rate payers to help keep the rates lower.

C. Pugsley questioned how much water the river well produced. Public Works Supervisor Mustain estimated 60 to 70 gpm. That well was used seasonally and OWRD considered it surface influenced water, which would require treatment. He expressed concern with the time needed bring river water into service; this could be a workable interim solution. Councilor Reddell asked about funding sources. Daykin noted funding can be provided from the water utility fund. The majority consensus was for staff to work with MSA and bring information back to the Council.

## **New Business**

### **Appeal to High Water Bill**

C.A. Daykin introduced Tim and Tram Gregory with an unexplained extremely high water usage occurrence in December. Daykin determined that the account was not eligible for a water leak credit since a leak was not identified. It appears that the water use did not go through the sewer system. The recommendation, if Council accepts it as a reasonable explanation, would be to not charge the Gregory's for the excess sewer charges based on the high use.

C. Reddell asked for a comparison to Don Fivecoat's leak and the question how that much flow could occur through the line. Daykin stated depending on the time period, but a consistent two-week flow would be about 3/32 inches diameter and may not be noticeable if it was outside.

Pugsley questioned the outside sink incident. C. A. Daykin noted that a bathroom leak was detected and corrected, but it predated the billing cycle and the party, with the outside sink incident happening after the billing cycle. In both cases the additional water use was reflected in those respective billing cycles.

Public Works Supervisor Mustain advised that staff checked and did not find a leak. He met with the owner and conducted a meter accuracy test in the field. C. A. Daykin clarified that the water leak policy does not apply, since a leak was not found. Daykin asked if the Council agreed that the high water did not go through the sewer system then it would be appropriate to adjust the sewer charges.

**The motion** was made and seconded to wave the extra sewer charges for the bill November 23 to December 22, 2010 billing cycle of \$650.01 and readjust the rate based on historical sewer usage for the month. Question: Nelson questioned what the \$650 comprised. Daykin stated extra sewer charges above the 550 cubic feet. **The motion** passed unanimously.

### **Street Name Change**

The two property owners occupying homes on SW Sixth Street have requested the street name be changed as it is confusing to locate SW Sixth Street. This is the only SW Sixth Street segment in the City at this time; the street could be extended at some point to Fifth Street when the orchard property is developed. Public Works and the Fire Department have not encountered any problems, but do not have a problem with a name change.

Discussion followed on the intent of the TSP is to have a local street connection between Seventh and Fifth Streets. SW Graystone Drive and SW Sixth Street represent partial completion of this local street alignment. The TSP does not show the continuation of SW Sixth Street to Highway 99W. Daykin noted that unless the TSP is modified, developers would have to dedicate a ROW from Sixth Street to Fifth Street.

Mary Nietupski, 720 SW 6th Street, affirmed that they have received many comments of difficulty in locating SW 6th Street.

**The motion** was made and seconded to direct staff to prepare a resolution to change the name of SW 6th Street to SW Graystone Place. **The motion** passed unanimously.

### **Tourism Website Agreement**

C.A. Daykin relayed discussions with the Dundee Civic Association (DCA) regarding the need for ongoing maintenance of the Travel Dundee website and the recommendation forth coming from the Tourism Committee is a request for funding to maintain the site. If Council agrees the City would pay toward the maintenance from the Tourism Fund. Mayor Crawford estimated the cost at \$100 a month. C. Munson assessed it would require an hour to two hours a month to maintain the site. C.A. Daykin relayed the need to start a maintenance contract rather quickly. Staff will bring back a proposal to the April 19th Council meeting to pay a monthly estimated amount and evaluate the cost at the end of the year. C. Nelson suggested a budget for maintenance upon a reimbursement basis. Daykin recommended a contract with the DCA to maintain the website with: a monthly amount, provisions for termination. C. Munson clarified the amount is not to exceed \$110 a month. Staff will set up an agreement on a reimbursement basis not to exceed \$110 a month.

### **Resolution No. 2011-04,**

Property owners in the industrial zone who want to hold temporary commercial activities are required to seek approval of the Council by a resolution to allow the activity at the location. **The motion** was made and seconded to adopt Resolution No. 2011-04, a resolution approving a temporary wine tasting and wine sales event on May 21, 22, 28 and 29 of 2011 in the Light Industrial (LI) zone located at the Bag Connection, 459 SW 9th Street, Tax Lot 3326DD009000. Question: C. Nelson inquired if any complaints had been received. Daykin replied no. **The motion** passed unanimously.

### **Chehalem Valley Strategic Plan Survey**

The Council was asked to review the Chehalem Valley Strategic Plan information for discussion at the next meeting to focus on what issues should be included in the proposed fall survey.

### **City Administrator Annual Review**

The City Administrator's review will be included in the April 19th Council meeting. Councilors are asked to complete the evaluation form included in the packet and forward to Mayor Crawford by April 15th.

## Council Concerns and Committee Reports

C. Munson shared that she is a member of the DCA's Civic Development Committee, which will be compiling a newsletter/online survey to the community to gather direction for community events and looking for an annual event unique to the City.

C. Miller noted that the Volunteer Fire Fighters Pancake Breakfast is Sunday, April 10th.

## Mayor's Report

The Oregon Mayor's Association is holding a contest "If I were Mayor I would...". Mayor Andrews, City of Newberg, will combine efforts with Mayor Crawford. The two cities will contribute toward a cash prize to be included with the grand prize of a computer. The majority consensus was for the City's contribution to be \$300. C. Adlong asked where the funds would originate from. Daykin replied miscellaneous expenses from the General Governmental department in the General Fund. He suggested funding through State Revenue Sharing Funds if this becomes an annual program.

Ribbon cutting for the Red Hills Market will be on April 21st at 4:00 P.M.

CPRD is working on the zone change for the "Fortune" property. They will include funds for the improvements in the upcoming budget, with the possibility of work starting in late summer.

The Mayor suggested the City needs an Emergency Response Plan. Yamhill County's Emergency Response Director will work with the City.

## City Administrator's Report

C. A. Daykin advised that eleven firms have qualified for the Waste Water Treatment Plant project. Bids are due April 19th. The proposed agreement for the interim financing is expected to close on May 4th.

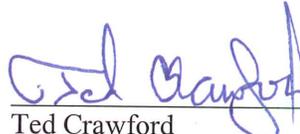
The City is soliciting bids for the Laurel Street water line project.

Inflow and Infiltration (I & I) work on the sewer system was completed during the evening hours with the help of the City Engineer. Large water flows were identified. Daykin authorized video work, not to exceed \$5,000, which found a significant amount of leaks (Ninth Street/Parks/Edwards area). The City Engineer is compiling a report for corrective actions.

## Public Comment:

None.

The meeting was adjourned at 10:07 P.M.

  
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Ted Crawford  
Mayor

Attest:

  
Debra L. Manning, CMC  
Assistant City Recorder