

**CITY COUNCIL MEETING
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January 6, 2015**

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City of Dundee
City Council Meeting Minutes
January 6, 2015

Call to Order

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

Oath of Offices

Assistant City Recorder Manning administered the oath of office to Mayor-elect David Russ and Councilors-elect Ted Crawford, Storr Nelson, and Doug Pugsley.

Passing of the Gavel

Mayor Ted Crawford passed the gavel to Mayor David Russ.

City Administrator Daykin relayed a voting option, for the appointment to the vacant Council seat, suggested by City Attorney Rihala. City Attorney Rihala relayed the law requires the Council member be identified with their vote. She suggested use of an identified ballot, which would become the public record; with only the total vote announced at the meeting. The final vote could also be included in the minutes of the meeting. The majority consensus was to adopt this method for appointments made by the Council, to include the vote in the minutes and to continue the Council's past practice for election of the Council President.

Council President Election

The motion was made and seconded to nominate Councilor Adlong to be Council President. **The vote** was unanimous.

Appointment to Vacant Council Seat

Three applications were received from Lee Borgaes, Daniel Sikkens, and Kristen Svicarovich for the open Council seat. The applicants were asked to introduce themselves:

Lee Borgaes has lived in Dundee for thirty-six years. He is currently serving on the Budget Committee and wants to continue to work with the City. He is also involved in County politics.

Danny Sikkens is the Executive Director for the Aim High Foundation. He moved to Dundee in 2012 and wants to be involved in the community. Councilor Crawford clarified that Mr. Sikkens is pursuing membership in the Beaverton Rotary Club. Sikkens confirmed.

Kristen Svicarovich is currently serving on the Planning Commission. She moved to Dundee in 2013. She has enjoyed her work on the Planning Commission including work on zoning and the code amendments for short-term vacation rentals. Svicarovich is employed as a professional civil engineer for DKS Associates; focusing on transportation and working with ODOT.

Councilor Pugsley asked Svicarovich if there is a possible conflict of interest on transportation projects with ODOT. Svicarovich doesn't believe it would be an issue. DKS is working on the Transportation System Plan for the City, but she is not involved in the project. She would recuse herself if the situation called for it. City Attorney Rihala noted there would have to be a financial benefit or detriment to Svicarovich for a conflict of interest.

Councilor Crawford questioned their stand on the legality of marijuana and its place in the city. Borgaes replied he knows it is coming and expressed concern to have criteria in place addressing the facilities and monitoring. Sikkens referred to a visit to Colorado; where he noted a

professional marijuana dispensary. It would need to be reviewed to determine if it is in the best interest of the city and not in conflict with the City's vision or a detriment to tourism. Svicarovich supported looking to other governmental agencies for knowledge. She stressed there is a lot to learn and a lot of variables to consider.

Councilor Weaver inquired their stand on recreational marijuana. Svicarovich noted that the majority of the voters support recreational marijuana. There is a time and place for it; it is a personal choice. Borgaes pointed out one advantage is tax revenue for the city. If there are problems then funds can be set aside for rehabilitation. Sikkens replied he would not be opposed to it if it is handled the same as in Colorado and if it is in the best interest of the city. C. Weaver asked their consideration for a grower who decides to operate in their neighborhood. Svicarovich stressed education as to how other communities are addressing the issues and possible zoning regulations. Borgaes referred to the law limiting the number of plants you are allowed to grow; noting the issues will have to be discussed and addressed by the city. Sikkens stressed the need to prepare for the issues now.

C. Pugsley asked for a volunteer activity that they are a part of which is not part of the city government. Sikkens replied the Aim High Foundation teaches philanthropy. He has gone with teams to Indonesia working with victims of sex trafficking at safe houses. Borgaes volunteered to spend a night at a warming shelter to learn about the homeless in Yamhill County and has been working on the issue. There are an estimated 1200 homeless in the county including about 500 kids. Svicarovich is involved with Women in the Trades. They hold a career fair which gives school girls and adult women exposure to trades and jobs which provide livable wages and a chance to try out different jobs.

C. Crawford asked how the applicants would like to see the Riverside developed. Svicarovich responded a continuation of the city grid for ease of navigation with commercial and recreational areas and access to the river. Borgaes stated a balance of multi-family and single family dwellings and further development of the paddle launch. Sikkens replied it is a "hidden jewel" which could be a strong residential and tourist draw for the city.

Councilor Adlong asked what makes the Riverside special and what should be included other than development. Svicarovich stressed maintaining natural areas; not to develop all of it. Borgaes noted it is a good, safe recreational area. Sikkens suggested park development and maintaining nature areas. Adlong questioned one thing they would like to accomplish while serving on the Council. Svicarovich would like to engage more community members and have large attendance at the public meetings. Borgaes would like to address the homeless problem, work to get a bigger facility setup in McMinnville, and for the community to become aware of what is happening in the county. Sikkens supported community engagement and getting local businesses involved to provide an attraction for the community involvement.

The Vote: Mayor Russ-Sikkens, C. Adlong-Svicarovich, C. Crawford-Svicarovich, C. Nelson-Svicarovich, C. Pugsley-Svicarovich, and C. Weaver-Svicarovich. Kristen Svicarovich is appointed to the vacant Council seat with term expiring December 31, 2016 with five votes and Danny Sikkens received one vote. Assistant City Recorder Manning administered the oath of office to Kristen Svicarovich.

Council and Staff Attendance

Present: Mayor David Russ, Councilors Jeannette Adlong, Ted Crawford, Storr Nelson, Doug Pugsley, Kristen Svicarovich, and Tim Weaver. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, John Stock, Fire Chief, and Debra Manning, Assistant City Recorder.

Public Attendance

Jennifer Munson, Danny Sikkens, Lee Borgaes, Debbie Russ, David Harrelson, Robin Sikkens, and Scarlett Sikkens.

Agenda Changes:

None.

Mayor Russ noted that the Council spends a lot of time in informal consideration prior to decisions. He recommended directing questions to the presenter of the issue to become educated; followed by a motion and then deliberation among the Council members.

Public Comment:

None.

Presentation:

Community Service Recognition

Mayor Russ announced the Community Service Recognition Award to Jennifer Munson for her service to the people of Dundee as City Councilor, 2011-2014. C.A. Daykin noted that Ms. Munson has helped with the City's newsletter prior to her service on the Council and continues to do so.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 10.1 City Council Minutes, December 16, 2014. **The motion** passed unanimously.

Old Business

Community Room Furniture Quote

The size of the Fire Department Training room was expanded to also act as a Community meeting room. Part of the grant obtained from the Ford Family Foundation will cover furniture in the room. Chief Stock's research brought forward a contract, available to local agencies, which was used for the quotes. The contract went through the competitive bidding process with Oregon State University (OSU) and has been extended through December of 2015.

Chief Stock reviewed the three components: Council needs, Fire Department training needs, and the community needs. **Council needs** (room setup delineated on a hand out) includes audience chairs (the same ones for training needs), Council chairs on casters, tables with the modesty panel, and the corner pieces at a quote of \$6,410.40

C. Pugsley inquired if the quote included audience chairs. Stock advised it does not.

C. Adlong expressed concern for the Council chairs. Stock advised the chairs are padded, armless, with a bit of a flex to the back, not a high back, and they have casters. The Mayor inquired if storage was an issue for chairs similar to the current Council chairs. Stock replied they could not accommodate storage for that type of chair; the chairs need to be stackable. Daykin tried the chair in the quote and shared that the chairs would be comfortable for an extended meeting. The majority Council consensus was to acquire chairs with arms. Stock will research options and bring in a chair for the Council to try out.

Fire Department training needs include forty-five sled based chairs without arms and fifteen eight foot tables (accommodating three personnel per table) at a quote of \$10,025.40.

Additional quotes to the OSU contract quotes are included for the Community room. The needs for the **Community room** include folding chairs with carts for storage. The Workpointe and Uline quote are for a hollow plastic back and seat chair; which is uncomfortable. The Mitylite quote (updated quote handed out) is a better chair, rated at 1000 lbs., at a better price. Chief Stock recommends the Mitylite quote.

The motion was made and seconded to approve the Training Room furniture quote from Workpointe in the amounts of \$10,025.40 and to approve the Community furniture quote from Mitylite for the purchase of folding chairs and carts in the amount of \$6,392.88. **The motion** passed unanimously. C. A. Daykin shared that there will be other lounge type furniture purchases for the Community Room and the lobby. A revised quote with an arm option will be brought back to the Council.

The Fire Department shared a letter received on Christmas Eve from the Reser Family Foundation notifying the department that they were the recipient of an "Angel Gift" of \$6,500 to support the equipment and fitness room of the Fire Station.

Resolution No. 2015-01, Banking Services

The resolution authorizes the Mayor, the Council President, and the City Administrator to conduct business with Wells Fargo Bank. **The motion** was made and seconded to approve Resolution No. 2015-01, a resolution authorizing persons in specific positions with the City of Dundee to transact business with Wells Fargo Bank and repealing Resolution No. 2009-05. **The motion** passed unanimously.

New Business

Tourism Chair

Mayor Russ would like to step down from chairing the Tourism Committee with his duties as Mayor. **The motion** was made and seconded to nominate Councilor Crawford as the Chair for the Tourism Committee. **The vote** was unanimous.

Water Leak Adjustment

The Leak adjustment policy provides for a credit of 50% of the excess water use on the water charges and 100% of the water volume on the sewer charges for a valid leak, not due to negligence and with actions taken to repair the leak. In this case the property owner did not have a leak; it is probable external water use. This is outside of the City Administrator's authority and comes before the Council for a determination that the water use did not go through the sewer system and is not the fault of the property owner; with a decision whether or not to grant an adjustment to the sewer charges. It was noted that the property can go six months without any water use. Their main operations are located outside of the city. **The motion** was made and seconded to approve an adjustment in the amount of \$134.23 to the sewer charges for the Oregon Heating & Air Conditioning utility account. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford attended a City Club meeting where ODOT did a presentation on the Bypass. Hamilton Construction is making progress on the Dundee side of the project. The beams for Eighth Street are slated for delivery next week. Pile driving will start in two months for the Highway 99W Bridge; which is to be five spans long. The Springbrook portion of the project is becoming an issue due to delayed engineering, ROW purchases, and conflict realignments. It appears it could take a year longer to resolve; which will delay the opening of the bypass.

C. Weaver stated the new barricade at Seventh Street and Alder Street looks great.

Mayor's Report

None.

City Administrator's Report

In October a review was completed by team of traffic engineers from OSU to review the traffic control devices in the city. The report submits a recommendation to meet current standards including for the reflectivity of critical stop signs and for creation of a procedure to monitor the traffic control devices to ensure they meet design standards. Staff started implementing recommendations to meet the MUTCD standard. Some controversial items are that we have too many unneeded stop signs and signs which do not meet standards, and unofficial signs in the ROW. These will be addressed at a future meeting.

Mary Newell, City of Newberg, shared they are hosting a traffic engineer from the University of Portland this Saturday at the Public Safety building from 9:00 A.M. to 1:00 P.M. who will be addressing highway, local road, and street safety for non-engineers. Dundee City Councilors were invited to attend.

The League of Oregon Cities is sponsoring workshops for elected officials. Daykin encouraged Council members to attend. There is a workshop in Sherwood on January 14th.

Rural Development has signed the settlement agreement for the Fire Station project and the first payment of \$160,000 has been mailed to Baldwin General Contracting. The City will be initiating the process to close the construction loan with Key Bank. Baldwin has not submitted any alternate solutions for the bay floor issue to the City.

The City Administrator will meet with Nancy Boyer, COG, to discuss their assistance in preparing an Urban Renewal feasibility study. Daykin inquired if a main goal for the Council was still undergrounding the utilities and asked for other issues. C. Crawford offered street realignment and C. Nelson suggested downtown parking.

C. Crawford shared that both he and C. Pugsley had terms which were expiring on the Parkway Committee. The majority consensus was for Mayor Russ and C. Crawford to serve on the Parkway Committee.

Public Comment:

None.

The meeting was adjourned at 8:34 P.M.



David Russ
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder