

**CITY COUNCIL MEETING
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January 15, 2013**

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City of Dundee
City Council Meeting Minutes
January 15, 2013

Call to Order

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

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong, Nelson, Pugsley, and Weaver. Excused absence: Councilor Munson. Staff members: Rob Daykin, City Administrator, Jeff Bennett, City Attorney, Michael Humm, City Engineer, Charles Eaton, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Dave Huber, Waste Management, and Dean Kampfer, Waste Management.

Agenda Changes:

Item 8.3 Transportation Enhancement Grant Project update was added to New Business. New Business will be addressed prior to Old Business.

Public Comment:

None.

Presentation:

Curbside Glass Collection Pilot Project

Dave Huber, Waste Management, introduced Dean Kampfer, Waste Management (WM). They distributed information on curbside glass collection options and asked for input on the proposed project. WM has a glass collection depot located at the Fire Hall. The City of Portland is seeing a reduction of 38% to 40% in tons of garbage collected with the addition of food waste to yard debris, which is picked up weekly and regular garbage is collected bi-weekly.

Councilor Adlong inquired what defines food waste. Kampfer replied vegetables, fruits, grains, cereals, meats, cheeses, any organic items which can break down.

Councilor Nelson noted it takes more energy to process raw materials into aluminum than into glass and inquired which takes less energy to recycle: glass or aluminum. Kampfer did not have an answer. Glass recovery from the waste stream in Oregon is about 5%; the beverage deposit program works well in Oregon, so bottles with deposits are less likely to be thrown away. Glass can be 100% endlessly recycled; whereas paper can be recycled about a dozen times. The energy saved from recycling one bottle is equivalent to running a computer for thirty minutes. Three glass collection options were presented:

1. depot drop off by the customer with a low collection cost
2. Fourteen gallon bin with curbside collection side with a high collection cost
3. single stream recycling where the glass is added to the recycle cart with a medium collection cost

WM will subcontract the processing of the recycled material to RockTen. The pilot program will run for three months in Dundee only; with the first collection including glass starting on February 8th. The trucks have been weighed this month to provide a baseline. Dundee customers will be notified with a mailer in January. WM will review collected data and customer input from their website to bring a proposal back to the Council in May.

Councilor Pugsley inquired if both Newberg and Dundee would need to participate in single stream recycling for it to be offered by WM. Kampfer affirmed.

C. Adlong inquired the anticipated cost to the customer. Kampfer estimated it would be less than a large cup of Starbuck's coffee per month.

C. Nelson inquired the estimated effect on Yamhill County's recovery rate with both Newberg and Dundee implementing single stream recycling. Kampfer did not have an estimate. Mayor Crawford questioned the overall recycle recovery rate for other rural counties. Kampfer estimated 25% to 30%. C. Nelson expressed concerned whether the program would substantially increase the glass recovery rate or just be a convenience for the customer. He inquired if RockTen would be purchasing the glass. Kampfer advised that currently glass has a low monetary value. C.A. Daykin asked if RockTen was the only recycle facility to process mixed recycled materials and glass, and whether that will affect pricing. Kampfer replied WM has three facilities in the state of Washington; which can process the mixed recycle material.

The majority consensus supported the pilot project. Daykin noted there will be a city newsletter distributed in April which can encourage citizens to respond to WM's survey.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 6.1 City Council Minutes, January 2, 2013. **The motion** passed unanimously.

New Business

Transportation Grant (TE) Grant Project

City Engineer Charles Eaton and C.A. Daykin met with ODOT's staff regarding the design work for both the TE and preservation projects with consensus that it would be beneficial to consider combining the two projects. A memo from City Engineer Eaton was distributed with an update. Staff recommends conducting the TE and preservation projects simultaneously.

Engineer Eaton referred to a prior meeting with the traffic consultants on crosswalk locations. The American with Disabilities' Act (ADA) requires ramps be reconfigured when an overlay is constructed. If the projects are implemented consecutively the ramps would not be where the final crosswalks would be placed. The concern is having two projects, run over two years, to be integrated with a cost effective finished project. He reviewed the pros and cons addressed in the memo. The relocation of crosswalks and additional features in separately constructed projects would require reopening each site. Construction would interfere with business two consecutive years.

C.A. Daykin added the application for the TE project did not include the ADA ramps. ODOT advised they would cover them and they would use Bike/Pedestrian funding to construct the sidewalks on the east side of Highway 99W between Second and Fourth streets. Concerns regarding water quality issues and the sidewalks between Second and Fourth streets caused ODOT to pull that portion from the preservation project. Daykin clarified the proposal is to complete the Dundee portion of the preservation project with the TE project. The preservation work north and south of the city would still be scheduled to be completed in 2013. ODOT was concerned with probable negative feedback from the public questioning why work is occurring on both sides of the city but not in the city.

Engineer Eaton advised that the preservation project will rebuild to minimal standards; no improvements. Improvements will be addressed through the TE project. ADA standards complicate the project design and cost. He shared the funding is more complex for the two

projects constructed together, but it would provide a coordinated effort on crosswalks and ramps, additional time to review design alternatives to address funding issues, and the work would cause one summer of disruption.

Daykin relayed ODOT will support a combination of the two projects; if the Council is supportive of a delay to the resurfacing of Highway 99W in Dundee to combine with the TE project.

Mayor Crawford inquired if ODOT will address the concrete pavement issues if we combine projects. Eaton advised that ODOT will address those issues with multiple grind planes in the road creating a parabolic. The bike lane might be steeper than the roadway. C.A. Daykin shared the life expectancy is fifteen years for the highway after preservation. Eaton cautioned the life span could be less considering that changes to the ingredient mix of asphalt have decreased the expected life span.

C. Pugsley inquired if there will be large costs to address storm water quality. Daykin replied that the environmental impacts are unknown at this point. There could be potential additional costs to the project which we would not have funding for, but ODOT has committed to find funding. This could delay the project start to after 2014. Pugsley asked if we have a use it or lose it timeline for the TE funds. Daykin advised the funds will be available. Eaton shared if ODOT is in a position to lose TE funding, they will swap projects. The Bike/Pedestrian and Transportation Enhancement grants will cease to exist after 2015 as stand-alone programs; they will be included with a new combined program in 2016.

C. Nelson advised it is difficult to overlay asphalt over concrete, but if the concrete is removed there will not be a supportive base for the highway. Eaton will support overcutting for electrical conduits to minimize extra expenses for the directional bore equipment.

C. Pugsley asked for an update on crosswalks. Daykin shared discussions with the ODOT regional staff, which will make the recommendation to the State Traffic Engineers, are going better. A crosswalk for First Street is under consideration. Engineer Eaton advised the provision of a striped crosswalk with ramps will allow the elimination of ramps on the other leg of the intersection; this will help with space restrictions.

Mayor Crawford suggested undergrounding the utility lines; which cross the highway. Eaton noted it should be possible to place the utility lines currently crossing the highway in the open trenches. The Council supports combination of the two projects.

Inflow and Infiltration Monitoring Proposal

City Engineer Michael Humm referred to discussions with Engineer Dave Monson, Public Works Supervisor Mustain and C.A. Daykin addressing inflow and infiltration (I&I) issues for the city. The proposal is to capture flow data to identify locations requiring I&I repairs this summer to decrease peak flow issues. He reviewed a map of the city's sewer collection system; noting the different sewer sheds. Two areas of concern were noted: the southeast side of Highway 99W and the north side of the Highway 99W corridor. Five spots were identified to place flow meters to generate base sewer flows and identify where the peak flows are being generated. The follow-up for areas of concern will include smoke testing/in-line television work. The long term methodology will distribute the flow meters across the rest of the basins in the system to locate and repair other I&I concerns over multiple years. The memo in the packet reviews the flow meters under consideration.

C.A. Daykin questioned the possibility of a lease program for the non-submerged meters. Humm advised that Hach has a month-to-month rental program with the option to apply 70% of the rental cost to the purchase price of the rental unit or a 30% credit towards the purchase price of a new unit. The rental cost is \$800 a month on submerged meters and \$1,200 a month on non-submerged meters. C.A. Daykin stated intent to relocate the three submerged meters as the program progresses. He inquired if a lease program for the two non-submerged units and a purchase program for the three submerged units made sense. Humm favored having the non-submerged units in place during a dry period to establish a baseline. Both of the Osco and Hach's units can be easily installed from the surface; Greyline is a confined space installation. The Engineer's recommendation is to purchase five units for long-term use. If the Council doesn't want to purchase all five, the recommendation would be to rent the two non-submerged units for the three winter months. Daykin questioned Hach's delivery time. Humm replied Hach can provide rental units on loan until the units arrive; it is possible the delivery time can be expedited to three weeks once the purchase order is received.

C.A. Daykin stated addressing I&I will be an on ongoing maintenance program. The city engineers will update the Council on the November and December peak flow issues at the WWTP after completion of their review of the data. C. Nelson inquired if we can lower I&I levels to remain in the design limits of the WWTP. Humm replied the program should lower the peak flow and allow the effective use of the equalization basins.

C. Adlong questioned the cost involved to the homeowner to correct an I&I problem. Daykin replied it is the property owner's responsibility to correct improper connections.

The motion was made and seconded to approve the purchase of five Hach flow meters at a price not-to-exceed \$34,355.70. **The motion** passed unanimously.

Bypass Utility Relocation Project

C.A. Daykin noted the proposed fee for the scope of services was changed from a lump sum fee to actual time and materials expended; which will be reimbursed by ODOT. The engineering fees for this project were estimated at \$30,000. City Engineer Humm shared a letter from MSA, ODOT's consultant, advising the first stage of the bypass work would address fill for the on ramps. There is a conflict with the existing city water line located in the easement on the private road (Eighth Street) where the Bypass will be constructed; which will need to be relocated by date specific. ODOT will reimburse both the engineering and relocation costs for the project. They have provided a notice to proceed with the engineering services.

C.A. Daykin advised that ODOT identified and disallowed placement of a sleeve for the future installation of a purple pipe as it is not active piping. ODOT was to investigate further to determine if there was any other option. C. Pugsley inquired if the City could fund installation of the purple pipe. C. Nelson questioned if there are other opportunities to cross the bypass. Daykin confirmed the City could install additional improvements at the City's expense and another option to cross the Bypass would be under bridge traversing the ravine near the wastewater treatment plant headworks. Daykin estimated the cost of the sleeve installation at \$80,000, including contingency.

The motion was made and seconded to approve the engineering services for the Eighth Street Utility Conflict Relocation Design and Construction Services with Kennedy/Jenks. C. Nelson asked if ODOT will reimburse all costs. Daykin confirmed the total cost of the project is reimbursable. Humm noted a reimbursement form with the estimated cost was submitted to ODOT. They will reimburse actual costs, but a deviation of 10% in cost will require a written explanation. **The motion** passed unanimously.

Old Business

Mayor Crawford requested tabling old business to the February 5th meeting.

Ordinance No. 517-2013, Peddlers and Solicitors

C.A. Daykin asked to address Councilor Weaver's prior question on reasons to deny a permit to a peddler while legal counsel was present to add input. City Attorney Bennett shared discussion with the City Administrator on the proposed language for paragraph A (DMC Section 5.08.070 Licensing approval and authority – Appeals) regarding the wording "arrest": to deny someone a business license because they have been arrested is not due process as many arrests do not result in charges filed; whereas warrants show a violation of an order and would be subject to consideration. The majority consensus was to strike "arrest" from the wording.

Mayor Crawford expressed concern to set a timeline. Counsel suggested legislatures consider a ten-year period. Majority consensus was in agreement with ten years.

C. Weaver expressed concern to prevent the permitting of registered sex offenders. Daykin suggested adding as a sub item E.

C.A. Daykin questioned the wording of "shall not". Counsel noted there is no discretion with "shall"; they could appeal based on an error. Majority consensus was in favor of "shall".

Further discussion was tabled to the February 5th Council meeting.

Review of License Fees

Review of license fees was tabled to the February 5th Council meeting.

Council Concerns and Committee Reports

None.

Mayor's Report

The Tourism Committee met to discuss branding, marketing and the tourism budget. The committee wants to take a more active role with the other local tourism entities. They plan to develop a mission statement and prioritize their budget and issues for the year. There will be another workshop on January 25th. The committee meetings have been moved to noon on the second Friday of each month. The Dundee Hills AVA may team up with the city on a new welcome sign.

The West End restaurant, Paulee, is undergoing further staff changes.

City Administrator's Report

Applications for the vacant Council seat will be reviewed at the February 5th Council meeting.

Staff met with Scott Moore, Group Mackenzie, to review the 60% design and updated cost estimates. The construction contract is estimated at \$3.16 million. This will be brought to the February 19th meeting prior to the bid to review solar options. Current consideration is to recommend building for solar panels and addressing their installation as a post construction/retro fit project.

The USDA Rural Development is ready to issue a letter of approval for the loan. The letter of approval will be on the February 5th Council agenda. The interest rate will be 3.25%.

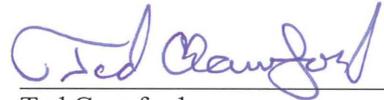
The Bergstrom property trade has been recorded; a final survey recording is pending.

An email from the Yamhill County Emergency Management Department was forwarded to the Council advising of upcoming training. Interested Councilors were asked to contact Sue Lamb by Thursday. It is a 4.5 day county-wide training event.

Public Comment:

None.

The meeting was adjourned at 9:53 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder