

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
January 17, 2011**

Call to Order2
Council and Staff Attendance2
Public Attendance2
Agenda Changes:.....2
Public Comment:.....2
Consent Agenda.....2
Old Business2
 Rural Fire District Letter Agreement for Construction of a New Fire Hall2
 Reservoir Coating Project Change Order2
 Alexin Analytical Laboratories3
 Goal Setting3

**City of Dundee
City Council Meeting Minutes
January 17, 2012**

Call to Order

Mayor Crawford called the meeting to order at 6:00 PM.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Miller, Nelson, Pugsley, Reddell, and Munson (6:50PM).
Excused: Councilor Adlong. Staff members: Rob Daykin, City Administrator, and Debra Manning, Assistant City Recorder.

Public Attendance

Nancy Boyer, Mid-Willamette Valley Council of Governments and Ken Warren.

Agenda Changes:

Added item 5.2 Reservoir Coating Project Change Order to Old Business and Invoice #9323 from Alexin Analytical Laboratories to New Business.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 4.1 OLCC License Application, Thane Hawkins Wines LLC. **The motion** passed unanimously.

Old Business

Rural Fire District Letter Agreement for Construction of a New Fire Hall

C.A. Daykin referred to the revised letter of agreement, which requires the City to negotiate a final intergovernmental agreement (IGA) on the disposition of the funds within sixty days, if both measures pass. The Rural Fire District board has approved the letter of agreement and with the approval of the City they will solicit bond counsel and bring the measure before their electorate. **The motion** was made and seconded to approve the Letter Agreement between the City and the Dundee Rural Fire Protection District and authorize the Mayor to sign the agreement. **The motion** passed unanimously.

Reservoir Coating Project Change Order

Last fall the contractor for the upper reservoir coating project encountered lead paint in the interior primer coat of the reservoir during preparation by sandblasting. The contaminated sand material received an identification number from DEQ for disposal. Daykin noted the change order with the breakdown of cost to complete the disposal. The project engineer recommends approval of the change order.

Councilor Nelson questioned the volume of material generated. C.A. Daykin replied staff does not have that answer. Nelson inquired when the disposal would be completed. Daykin replied the end of the month. Nelson expressed concern for how the material will be disposed of and the cost for disposal. He asked for information on how much material will be disposed and the disposition site. The Council consensus was for further information to be brought back, including the amount of the markup on the invoice.

Alexin Analytical Laboratories

C.A. Daykin noted the invoice for Alexin Analytical Laboratories is outside of the City Administrator's authority. Every three years the City is required by the Water Resources Department to complete more extensive testing of the ground water sources. The testing cost was included in the budget, but the cost exceeds the City Administrator's authority. Public Works Supervisor Mustain received cost estimates from other sources. Alexin had the best price and is the long term testing provider for the City. The City Administrator asked for authorization to pay the invoice for services received. **The motion** was made and seconded to give the City Administrator authority to pay invoice #9323 in the amount of \$9,239 to Alexin Analytical Laboratories. **The motion** passed unanimously.

Goal Setting

Nancy Boyer, Mid-Willamette Valley Council of Governments reviewed the benefits of goal setting: it helps to get all on same page, it allows effective time management, it sets clear guidelines, and it supplies a useful budget tool, a communication tool and an evaluation tool.

C.A. Daykin reviewed the status of the current goals and objectives, which were included in the packet. Highlighted information:

Goal 1

Objective 2 Decision needs to be made whether to seek reimbursement of eligible costs through State loans for the water distribution line work completed with the Cemetery reservoir project.

Objective 3 The city will receive credit toward our match for the Transportation Enhancement (TE) grant for water line replacement/new sidewalks between 3rd to 4th Streets. ODOT will also allow inclusion for credits toward sidewalk/waterline improvements between 7th and 8th streets. Daykin noted one additional area between 9th and 8th streets. The survey work for the project will not be completed until March. It needs to be resolved who will be responsible for the upgrade costs for the water lines.

Objective 4 Harvey Creek could provide an interim water supply (about 5 years), while the City moves to treatment of Willamette river water.

Objective 5 Suggested modifying the water base rate calculation similar to the sewer calculations.

Objective 8 Dundee Pavement Management Report update should be completed in March

Objectives 9 & 10 will be reviewed in the Transportation System Plan (TSP) update

Objective 11 An IGA is needed for Dundee's local funding match from the motor vehicle excise tax dollars for Phase 1 of the Newberg/Dundee Bypass

Goal 2

Objective 2 Rezone 99W Corridor - C. Nelson noted that along with clarification of the two commercial zones, it included addressing the transition from the city limits into the downtown core

Objective 4 future actions from the Riverside Master Plan need to be addressed prior to application of the Riverside zoning district to the zoning map

Objective 6 Design Standards for service stations is on the agenda for the Planning Commission

Objective 7 Planning Commissioners will have training tomorrow from Planner Nunley

Goal 3

Objective 2 Develop IGA with Chehalem Park and Recreation District (CPRD) - Mayor Crawford suggested integration of Chehalem Heritage Trail System with our trails.

Objective 3 Staff suggested consideration to incorporate the Parks Advisory Committee (PAC) into the Municipal Code with staggered terms if the intent is to retain the PAC as an ongoing committee

Objective 5 The current lease for the school owned portion of Billick Park to CPRD expires this year. Staff will meet with the School Board Facility committee and CPRD to address the School District's intentions for the property; school expansion or for replacement property

Goal 4

Objective 3 Decisions need to be made regarding responsibility for financing undergrounding of utilities on Highway 99W and does the current regulation impede development due to cost. Staff confirmed with PGE it is cost prohibitive to underground the 30,000 plus volt electric lines along Highway 99W.

Goal 5

Objective 2 An evening staff appreciation event expanded to include the volunteers was suggested, such as a catered dinner event with the City paying for the employee and the employee responsible for any guest

Objective 3 It was noted that ongoing communications with Yamhill County occurs through the Parkway and Transit Committees. C. Nelson would like to see information from the County on their activities. Councilor Munson asked if the County has a communication piece such as a newsletter. Boyer suggested the option of inviting the County to hold their board meeting at City Hall. C. Pugsley suggested meeting with the County either prior to or after their annual goal session

Objective 6 C. Pugsley suggested recognition for the volunteers in June or July

Objective 8 The Fire Hall is holding a recruitment/appreciation event on January 28 at noon

Nancy Boyer reviewed the Mission Statement with the Council, whose majority consensus was not to make any changes to it at this time.

Goal 1: Provide municipal facilities and infrastructures to support current operations and growth focusing on responsible funding, innovation and value to the community.

Objectives:

Complete construction of the new Wastewater Treatment Plant – priority 1

Continue addressing water storage and distribution facilities – priority 3 (C. Nelson requested information on Aquifer Storage and Recovery (ASR).)

Involve public in discussion of potential long term water sources - priority 2

Develop a long-term water facilities plan which evaluates and decides on the alternatives such as Harvey Creek, ASR, and water reuse - priority 1 (Mayor Crawford noted the need to complete the water reclamation report at the same time as the above studies)

Establish water & sewer rates that make sense for the future - priority 2

Establish SDC rates that ensure future develop contributes fairly to the City's infrastructure - priority 2

Pave all streets- priority 3

Continue implementation of street maintenance plan - priority 4

Continue to support improvements to 99W, including pedestrian safety- priority 4

Encourage reduction of traffic on Hwy 99W by evaluating alternative routes and methods in conjunction with ODOT- priority 2

Continue to support Newberg/Dundee Bypass - priority 4

Update TSP, including investigating funding options - priority 2

Fund & begin construction of new Fire Hall - priority 2

Evaluate potential relocation of Public Works facilities to include identifying funding sources - priority 1

GOAL 2: Provide proper planning, zoning and codes to manage growth in the City while improving overall livability and enhancing historical qualities.

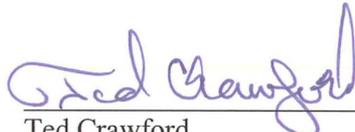
Update development codes - priority 2

- Rezone Highway 99W corridor - priority 2
- Complete Riverside Zone changes and Design Standards - priority 2
- Council to meet jointly with PC to outline and coordinate activities, objectives and priorities - priority 4
- Encourage and provide Planning Commissioners with training - priority 4
- Update PW Design Standards including identity project - priority 1
- Reevaluate solution to yard debris waste - priority 1
- Conduct Urban renewal feasibility study - priority 2

GOAL 3: Develop and manage a system of parks, paths and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.

- Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan - priority 2
- Continue to implement the Parks Master Plan - priority 4
- Maintain effective communication with CPRD by quarterly updates from CPRD and regular attendance of City representatives at CPRD board meetings- priority 4
- Encourage CPRD and School District to maintain acreage and use of Dundee-Billick Park including civic core visioning process - priority 2
- Convert existing wastewater treatment facility lands for park, paths and open space use - priority 3
- Interconnect Harvey Creek, Harvey Creek Springs and Viewmont properties via trails - priority 2
- Improve non-motorized connectivity between hills and the river through coordinated trail system - priority 3

Nancy Boyer estimated the need of an additional hour to complete Goals 4 and 5. The majority consensus of the Council was to finish the goal setting on a special meeting on Tuesday, January 31st at 7:00 P.M. The meeting was adjourned at 9:06 P.M.


 Ted Crawford
 Mayor

Attest:


 Debra L. Manning, CMC
 Assistant City Recorder