

NOTICE OF DUNDEE CITY COUNCIL SPECIAL SESSION

NOTICE IS HEREBY GIVEN that on Tuesday, January 19, 2016 at 6:00 PM at the Dundee Fire Station Community Room, 801 N Highway 99W; The Dundee City Council will meet to:

- 1) consider awarding a bid for manhole repairs
- 2) hold a Goal Setting Workshop

The location of the meeting is accessible to the disabled. If you need any special accommodations to attend or participate in the hearing, please notify city hall 24-hours before the meeting. For further information, please contact City Hall at 503-538-3922.

CITY OF DUNDEE, OREGON

**GOAL-SETTING
WORKSHOP RESULTS**

January 21, 2014

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MISSION STATEMENT

The City of Dundee provides public services supporting the livability, safety and economic vitality of the community.

GOALS

The City of Dundee will:

1. Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation and value to the community.
2. Provide proper planning, zoning and codes to manage growth in the City while improving overall livability and enhancing historical qualities.
3. Develop and manage a system of parks, paths and open spaces to enhance livability, utilize natural assets and provide recreational opportunities.
4. Encourage a positive and viable environment and instill pride of ownership and sense of community in local businesses.
5. Provide efficient, effective and open government to best serve the community, promote civic involvement and support public safety.

OBJECTIVES

Goal #1 - Provide municipal facilities and infrastructure to support current operations and growth focusing on responsible funding, innovation and value to the community

	OBJECTIVE	PRIORITY
1	Update Water Master Plan. Hired CH2M, draft plan presented at 11/3/15 council meeting, final draft to be reviewed by Oregon Health Division in Jan 2016, adoption scheduled for 2/16/16 council meeting.	1
2	Encourage reduction of traffic on 99W by evaluating alternative routes and methods in conjunction with ODOT and Yamhill County, including participation in planning efforts. Completion of Bypass Phase 1 extended (Dec 2017?), expect 40% decrease in traffic volume when open. Councilor Svicarovich appointed to the Yamhill County Road Improvement Advisory Committee.	1
3	Update Transportation System Plan (TSP), including investigating funding options. 2015 TSP adopted 7/16/15, 1.5% PGE franchise fee adopted 8/5/2014 dedicated to Street Construction Fund, 2% NW Natural Gas franchise fee adopted 11/4/2014 dedicated to Street Construction Fund. RFP under preparation for consultant to assist in the establishment of a Transportation SDC. Recommend reviewing adequacy of funding of transportation system improvements after establishment of Transportation SDC methodology, which will determine what share of improvement projects are required to accommodate new development.	1
4	Complete construction of new Fire Hall. Substantial completion issued 11/11/14, settlement agreement with the contractor was executed 12/22/14 regarding incomplete work and concrete slab floor repairs, Pinnell Busch, Inc. hired in July 2015 to investigate concrete slab floor and roof moisture issues, city attorney letter sent 11/10/15 ordering completion of work under one-year warranty.	1
5	Relocate Public Works facilities. New equipment storage building constructed at the WWTP property completed Sep 2015; the bare-bones project excluded occupied space improvements, financed with a seven year loan from Key Bank, final maturity Dec 2021.	1
6	Involve the public in a discussion of potential use of recycled water for irrigation and other non-potable purposes. Improvement Design Standards adopted 8/21/15 included a	2

	chapter on recycled water facilities, Water Master Plan update includes recycled water policy and facility improvements, amendment to the Dundee Development Code to establish a new Riverside District zone, including policies on recycled water, was initiated by the council on 1/5/16.	
7	Establish water rates that implement the Water Master Plan and support current operations. The 2014 water rate revisions generated more revenue than expected, no adjustment recommended in 2015. Next rate review scheduled for the 4/19/16 council meeting.	2
8	Establish SDC rates that ensure future development contributes fairly to the City's infrastructure. New Sewer SDC effective 2/1/14, hearing for new Water SDC scheduled for the 3/15/16 council meeting, on 12/1/15 the council confirmed its desire to establish a Transportation SDC, an update to the Storm Water Facility Plan scheduled for 2016 will result in an updated SDC methodology.	2
9	Pave all streets (no gravel roads). Second phase of asphalt overlay work financed with \$284,000 OTIF loan completed in 2014: 2 nd Street, Alpine, Brier, Hemlock, Laurel, Linden Lane; final phase planned for summer 2016: Locust, 1 st Street, Canyon Place, Beech. Note; 8 th Street paving to be deferred until utility work completed. SCA \$50,000 grant project on Dogwood to be completed in 2016. Opportunities to improve the gravel roads at Maple Street (between Parks and 11 th) and 3 rd Street (between Hwy and RR) may be tied to future development.	3
10	New City Hall. Starting May 2015, council meetings take place in the Fire Station Community Meeting Room.	3
11	Continue implementation of street maintenance plan. The 2012 Street Capital Maintenance Plan is due for an update. The Plan evaluates the condition of each street segment, recommends various treatment options (crack sealing, slurry seals, overlays, etc), and guides priority of limited resources. In August 2014 a segment of Viewcrest and Tomahawk received a micro-sealer. No overlays completed in 2015. Update to 2012 Street Capital Maintenance Plan to be conducted after 2016 overlay program.	4
12	Continue to support improvements to 99W, including pedestrian safety. Transportation Enhancement sidewalk project on 99W to start construction in spring 2016, completion expected in 2017. Project includes crosswalk improvements and street lighting.	4
13	Continue to support the Newberg-Dundee bypass. Dundee continues to partner with the Yamhill County Parkway	4

	Committee to lobby for additional resources and improvements supporting the Newberg-Dundee Bypass.	
14	Promote water conservation in the City. Effective 8/1/14, water rates were changed to reduce the amount of monthly base allowance from 667 cf to 550 cf and a new very high volume rate over 2,750 cf was established. Working with the Energy Trust of Oregon in fall 2015, the City gave away 150 low flow showerheads to Dundee households.	4

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

	OBJECTIVE	PRIORITY
1	Rezone Highway 99W corridor. Completed 10/28/14, including establishment of commercial building design standards and elimination of the Victorian Overlay zone.	1
2	Reevaluate solution to yard debris waste. Waste Management discussed options with the council on 3/18/14 and council agreed to a one month pilot project for additional Saturday yard waste collections in May 2014. The results of the pilot program and customer survey were reviewed at the 8/19/14 council meeting, and the council decided to not continue the seasonal community yard waste program.	1
3	Update development codes, focusing on park land dedication and on-site storm water management for new developments. The initiative for creating the new Riverside District zone will include policies on park land dedication. The newly adopted Improvement Design Standards includes updated detention requirements for all new development and storm water treatment based on the Portland Bureau of Environmental Services standards.	2
4	Update Public Works design standards, including identity project. New Improvement Design Standards were adopted 7/21/14, did not include identity project elements. The initiative for creating the new Riverside District zone will include design standards which may include unique identity elements, such as street light fixtures.	2
5	Complete Riverside Zone changes and Design Standards. Initiated by the council on 1/5/16, workshop planned for the 3/16/16 Planning Commission meeting, with the first hearing before the Planning Commission anticipated 4/20/16.	2

6	<p>Conduct Urban Renewal feasibility study.</p> <p>Completed final report presented to the council on 1/5/16. Council expressed interest in pursuing the establishment of an urban renewal agency and development of an urban renewal plan, and will consider amendments to the Dundee City Charter Chapter XI at the 2/2/16 meeting for voter approval at the 5/17/16 special election.</p>	2
7	<p>Develop public parking plan.</p> <p>2015 TSP identified public parking opportunities on 8th Street and 10th Street. Development of public parking facilities was identified as a possible project that could be funded in an urban renewal plan as part of the feasibility study. Development of a public parking plan not started.</p>	2
8	<p>Council to meet jointly with Planning Commission as needed to outline and coordinate activities, objectives and priorities.</p> <p>Joint meetings conducted 5/20/14 (commercial zones/design standards) and 2/18/15 (TSP update).</p>	4
9	<p>Encourage and provide planning commissioners with training.</p> <p>Ongoing – new commissioners receive initial training, opportunities for local training (Salem) are shared with the commissioners. Workshop training meeting held on 1/21/15, discussed with the city planner on conducting another training workshop following appointments to the vacant positions.</p>	4
10	<p>Improve the visual appearance of downtown through education, code enforcement and public property beautification.</p> <p>Landscape area at the 1st Street welcome sign expanded and 5th Street planting area updated. Discussion initiated with CPRD to provide maintenance of landscaped public areas along Hwy 99W in Dundee via an intergovernmental agreement. City obtained a \$2,500 matching grant from Yamhill County to extend streetscape and landscaping improvements adjacent to the southwest corner of 99W and 5th Street.</p>	4

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

	OBJECTIVE	PRIORITY
1	<p>Encourage Chehalem Park and Recreation District and School District to maintain acreage and use of Dundee-Billick Park, including civic core visioning process.</p> <p>Importance of Billick Park to Dundee was communicated with School Superintendent and CPRD Manager in multiple meetings of the Chehalem Valley Vision Committee. City</p>	1

	Councilors will have an opportunity to share this goal at the elected officials Chehalem Valley Vision meeting scheduled for April 2016.	
2	Ensure the development of centrally located neighborhood and community parks as identified in the Riverside Master Plan. Prior to the development of the Riverside District the council will need to approve change in zoning. It is expected that the master plan for each subarea will accompany the zoning change required for development. The master plan will show how parks and related trails/green spaces are to be developed in the subarea.	2
3	Convert existing wastewater treatment facility lands for park, paths and open space use. Former lagoon 1 and lagoon 2 have been decommissioned. The east half of lagoon 1 was filled and lagoon 2 is partially filled by the Bypass contractor. It is expected that the fill for lagoon 2 will be completed in 2016. As a condition of using the WWTP site for placing fill, the contractor is required to provide rough grading/shaping of the contours to accommodate the future park development with water features per the preliminary plan approved by the council. Staff is recommending holding off completing the fill and grading of the west half of lagoon 1 until we have assurances that the WWTP is able to take high flows. Conversion of the former lagoons to public use may be phased to match adjacent residential development so public access is not provided through restricted areas of the WWTP.	2
4	Interconnect Harvey Creek, Harvey Creek Springs and Viewmont properties via trails. The grading and trail construction of the Viewmont Greenway Park is completed to allow public use. Much of the park improvements (plantings, foot bridge, nature plan elements, ADA parking space) remain to be completed in 2016.	2
5	Improve non-motorized connectivity between hills, the river and neighboring communities through coordinated trail system. Construction of a trail near the riverside between Dundee and Newberg is a high priority with CPRD. Interconnected trails between the Willamette River and existing development in Dundee will be identified in future Riverside District subarea master plans and will be constructed concurrent with new development.	3
6	Pursue potential purchase of 20 acres adjacent to Harvey Creek Trail property for expansion of trail system. The City asked the Trust for Public Lands to facilitate acquisition and also suggested as an alternative, a	3

	conservation/trail easement in lieu of ownership. It appears the property is no longer on the market for sale.	
7	Continue to implement the Parks and Open Space Plan. Parks Advisory Committee active with review of Harvey Creek Trail improvements and Viewmont Greenway Park construction.	4
8	Maintain effective communication with Chehalem Park and Recreation District by quarterly up-dates from CPRD and regular attendance of City representative at CPRD Board meetings. CPRD Board Member Bart Rierson and CPRD staff attend the Dundee Parks Advisory Committee meetings on a regular basis. CPRD attended the 8/18/15 council meeting to update the council on plans for the new aquatic facility. (Note: Representatives supporting the pool bond measure gave presentations to the council at two meetings in 2014). City representative has not been selected or appointed to attend and report on CPRD meetings.	4

Goal #4 – Encourage a positive and viable environment and instill pride of ownership and sense of community in local businesses.

	OBJECTIVE	PRIORITY
1	Construct Welcome to Dundee sign for the south end of the City. Pending completion of Bypass project work in the Parks/Hwy 99W intersection area anticipated in Oct 2016. Tourism Committee discussed funding of this future project.	2
2	Explore ways to encourage development/re-development of downtown businesses. Obtained Yamhill Economic Development funds (\$6,375) and Waste Management Green for Growth Grant (\$15,000) to support a business façade improvement program. Feasibility study completed on a possible urban renewal plan to facilitate economic development, with emphasis in the commercial zones in the Hwy 99W corridor.	2
3	Underground utilities on Highway 99W. Anticipate undergrounding Comcast, Frontier, Astound following completion of TE sidewalk/streetscape project. PGE poles/lines will remain, including former Frontier poles currently used to support PGE aerial services to buildings.	3
4	Support community events and projects and utilize Chamber of Commerce to foster a relationship with businesses to maintain and improve properties.	4

	Financial assistance provided to the Dundee Community Committee to support three community events: Party in the Park, Cookies and Cocoa with Santa, and Easter Egg hunt. Council supports the annual Fueled by Fine Wine half marathon.	
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Goal #5 - Provide efficient, effective and open government to best serve the community, promote civic involvement, and support public safety.

	OBJECTIVE	PRIORITY
1	Improve communication with Yamhill County and City of Newberg by encouraging attendance of City elected officials and staff at relevant meetings and participation on relevant studies, taskforces and committees. Councilor Weaver appointed to the Yamhill County Transit Area Advisory Committee, Councilor Svicarovich appointed to the Yamhill County Road Improvement Advisory Committee, Mayor Russ and Councilor Crawford appointed to the Yamhill County Parkway Committee, and City Administrator attends the Yamhill County Water Task Force meetings.	1
2	Publicly recognize community volunteers at annual summertime event. Not started.	1
3	Upgrade and enhance the City's website. To start May 2016.	1
4	Explore other effective mediums for communication with the community. Not started, to be included with City website update.	1
5	Budget for expanded City administrative staff hours to support functions and provide for adequate back-up. Office Manager position increased to full time status 7/1/14.	1
6	Install radar reader speed limit signs on 9 th Street and by the elementary school. Not funded.	1
7	Support Fire Chief in the recruitment and retention of volunteer fire personnel. Budget supports volunteer stipend and outfitting volunteers with appropriate turnouts and equipment. Council supported request to provide Duty Officer pay to allow the full time firefighter to be in rotation of support of responding volunteers	1
8	Support efforts of Newberg/Dundee Police community outreach, including National Night Out and Citizen Academy. One of the community outreach events that take place in	2

	Dundee is the annual Party in the Park. National Night Out takes place the first Tuesday of August. Citizens contact the police department to help coordinate neighborhood events. Due to staffing shortages and effort to recruit/train replacement officers, the Citizen Academy program will not take place in 2016. With the new billing statement format, we are able to provide more timely flyers on these respective programs.	
9	Update employee handbook. Discussed various aspects of the project with Office Manager, not started yet.	2
10	Provide a positive work environment for City staff and elected/appointed officials which includes continuing education and professional development opportunities. Ongoing.	4
11	Continue staff appreciation day at end of year. Ongoing.	4
12	Continue quarterly newsletter. Ongoing.	4
13	Ensure an ethic of customer service for City government. Ongoing.	4

KEY TO PRIORITY RATINGS

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year