

**CITY COUNCIL MEETING
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February 4, 2014**

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City of Dundee
City Council Meeting Minutes
February 4, 2014

Call to Order

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

Council and Staff Attendance

Present: Mayor Ted Crawford, Councilors Jeannette Adlong, Jennifer Munson (7:01), Storr Nelson, Doug Pugsley, David Russ and Tim Weaver. Staff members: Rob Daykin, City Administrator, John Stock, Fire Chief, Charles Eaton, City Engineer, Peter Watts, City Attorney, and Debra Manning, Assistant City Recorder.

Public Attendance

Scott Moore, Mackenzie, Anthony Van Nice, Panther Creek Cellars, Debra Bridges, Jessica Thomas, ARCO, Tim Svenson, Trish Marshall, Baldwin General Contracting, Christie Shertzer, Panther Creek Cellars, and Steve Kang.

Agenda Changes

None.

Public Comment

Debra Bridges introduced herself as a candidate for Yamhill County Commissioner, position three. She lives outside of Dundee.

Tim Svenson introduced himself as a candidate for Yamhill County Sheriff. He has worked for the Sheriff's office for fourteen years and is currently the Operations Captain. Sherriff Crabtree endorses Tim Svenson for the position.

Consent Agenda

Mayor Crawford referred to page 32 of the financial report. He noted the professional fees for the Sewer Fund have already been expended. City Administrator Daykin replied there were more expenditures for engineering services than anticipated; including funding for the I & I program and for the operations meetings at the new wastewater treatment facility. **The motion** was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, January 7, 2014, 5.2 Special City Council Minutes, January 21, 2014, and 5.3 Financial Report Ending December 31, 2013, and OLCC Liquor License Application, Harvest Hen, LLC. **The motion** passed unanimously.

Old Business

Fire Station Project Update

Scott Moore, Mackenzie, updated site work is progressing on the installation of the SIP panels, the structural steel for the roof, the open web trusses and girders, the rough framing for the offices, and the CMU Tower has been built to its final height. The storm water to be discharged offsite will equal the amount discharged from predevelopment conditions. The storm water swales will detain, infiltrate and then discharge into a structure directing the flow into the ROW. They will be planted with rushes and sedges. Work will progress on retaining walls, grading, and prepping for the emergency generator slab. Payment Application #7 for \$223,428.15 includes labor: for the SIP panels, masonry, structural steel, the fire protection system, the building system, and earth work. The total expended to date is \$1,275,114.46. Change order #3 added

twelve days due to bad weather conditions. There will be additional days from the month of January on the next change order. It is estimated that the contractor is two months behind schedule.

The proposed exterior building signage includes signs at: 1) above the front apparatus bay doors (Dundee Fire/Rescue), 2) below the mezzanine (Station 3), and 3) above main entrance (Dundee Fire/Rescue and Volunteer's logo). Discussion followed on the font for the signage. Chief Stock noted the font follows the font used on all the fire apparatus. He asked permission to return bids for signage based on the proposal. The majority consensus was in agreement to move forward.

Baldwin Construction Contract-Change Order No. 3

Moore reviewed Change Order 3:

- CPR 2: \$15,503 for installation of the emergency generator
- CPR 13: \$13,910 (not included in the packet) for miscellaneous electrical items for the radio system, the underground conduit and cabling for power for the future reader board sign, a phone drop, electrical cabling/conduit, relocation of apparatus door openers, relocation of existing siren system, speaker cabling
- CPR 15: \$0.00 adds the twelve extra days
- CPR 16: \$16,433 for the Highway 99W sidewalk and lighting improvements (the City will direct earthwork on a time and material basis)
- CPR 17: \$1,197 for reinforcement of the center column in the apparatus bay
- CPR 18: \$5,917 for door hardware changes from the permitting process adding panic hardware in the training room
- CPR 19: \$1,811 for repositioning of doors and a three inch pipe for intake to the SCBA stations
- CPR 25: \$1,250 credit for deletion of low voltage conduit

Councilor Nelson questioned the difference in labor wages for Superior of \$70.80 hour versus \$63.28 on page 58. Moore will follow up on the question. Nelson questioned the labor for CPR 17 Guido Construction with two workers at half a day. Moore replied they work a ten-hour day.

Engineer Eaton noted Comcast has requested a third conduit in the trench. Moore stated this additional work could be picked up in a subsequent change order.

The motion was made and seconded to approve Change Order No. 3 in the amount of \$53,521 to the contract with Baldwin General Contracting Inc. for the Fire Station construction project. **The motion** passed unanimously.

Fire Station Phone System Bids

Chief Stock provided three bids for a phone system for the new station from Columbia Gorge Communications, Frontier Communications, and Valley Tel Services, Inc. He recommended awarding the bid to the low bidder Valley Tel Services, Inc.

Councilor Russ asked if the system has room for growth. Stock replied it could handle an estimated 400 spaces. The system will also accommodate the doorbells for the station.

The motion was made and seconded to approve the purchase of the digital phone system for the Fire Station from Valley Tel Services, Inc. in the amount of \$5,949.15. **The motion** passed unanimously.

TE Project Update

C.A. Daykin noted a petition was circulated by the ARCO station, 109 Highway 99W, regarding the median and a crosswalk proposed at First Street.

Engineer Eaton noted the First Street intersection is currently failing (rated a level E on a scale of A to F). The left turn movement out of First Street is causing most of the function problems. The original proposed designs bring the intersection back to an acceptable level D. The Council was asked to decide what type of pedestrian access improvement they want to request from ODOT. ODOT will decide if the design can be accommodated. Eaton cautioned one option might offset another item in the project. Closing the left hand turn movement onto First Street is an option; but not one recommended by the City Engineer as First Street is a major collector route around the city. Also businesses abutting the First Street intersection would probably not support that option.

C. Russ referred to the suggestion from the January 7th meeting to place the crosswalk north of the First Street intersection. Eaton did not address this with ODOT. He noted it generates additional conflict points, eliminates the left-turn acceleration lane, and eliminates left turns into the station.

Options: 1) Current proposal includes the RRFB, the acceleration lane, and the crosswalk, 2) alternate intersection design without the RRFB beacon, includes the acceleration lane, a crosswalk, and a two foot island preventing left-turn movements in and out of the ARCO driveway at First Street, and 3) leaves intersection as is without crosswalks or islands.

Steve Kang, 110 Highway 99W property owner, supported an alternate design with a raised two-foot medium, acceleration lane and a crosswalk. Eaton noted the design is basically Option 2 with a request for a RRFB. Eaton shared it is questionable whether ODOT will approve a RRFB without an island at that intersection due to the traffic volume and speeds.

Anthony Van Nuys Nice, Panther Creek Cellars, shared they are investing in the city at 110 Highway 99W and asked for help to minimize the loss of parking spaces currently located in the highway right of way. Councilor Pugsley asked if they have considered the suggestion from the previous Council meeting to reverse the traffic flow through their lot. Van Nuys Nice replied they are open to that suggestion. Councilor Munson inquired if they had explored additional parking options. Van Nuys Nice shared that their broker was addressing options to lease the abutting property for parking.

Jessica Thomas, ARCO, stated a petition was set out for their customers for a three-day period. The owner is concerned with losing customers due to the proposed median and relayed he would consider closing the station.

Eaton cautioned it is ODOT's decision whether to install a vehicular median (two-foot) or a pedestrian island (six-foot) with a RRFB. Six feet is ODOT's minimum standard for placing the RRFB signals in the island. Eaton noted that now that ODOT is aware of the private use of their right of way, it is likely that the owner will have to enter into a lease arrangement for that continued use.

Councilor Weaver stated the acceleration lane from First Street onto Highway 99W and pedestrian safety are the priorities. The City Engineer advised the median would be restriped at Second Street to be a dedicated left turn into ARCO. He can suggest two-foot island or request a crosswalk and a RRFB, restricted movement with a minimal design.

Councilor Adlong expressed concern for a two-foot median with a pedestrian crossing. C. Nelson suggested that CPRD and the County should address trail traffic at the Dayton Avenue/Fox Farm intersection.

The City Engineer noted Highway 99W is ODOT's jurisdiction and this will be their design constructed with the City's grant funds from the Federal government. The City Engineer will present option two to ODOT for their review.

Waterline upgrades:

The proposed scope for the new ten-inch waterline replacements include: the west side in front of Red Hills Provincial Restaurant north of Third to Fourth streets, Seventh Street to past the Dundee Community Center, south of Tenth Street. The church on the southwest corner of Eleventh Street will be added to the project. The two lots off of Twelfth have a construction deferral agreement to pay for the improvement to the ten-inch line at their cost. The City's current policy is to replace lines in front of developed property only. C.A. Daykin asked if the waterline is installed to the benefit of future development, on undeveloped property, could the City get reimbursed for the cost of the improvement. City Attorney Watts stated if a private developer installs public improvements they can recover the cost of the improvements to adjacent properties if the property is developed within ten years. Watts will review the statute to determine options open to the city. Daykin questioned if Council's direction will be to notify the property owners with the construction deferral agreement that now it the time for the improvements and their reimbursement to the City. C. Nelson inquired the occupancy of the properties with the deferral agreement. Daykin replied a house, mini-market and the former bakery. Nelson asked an estimated cost for the properties. The estimate was \$100 a foot; a total of \$15,000 at \$5,000 and \$10,000 for the two properties. Eaton recommended that the city not complete the improvements to vacant lots unless the city can recover the costs.

Utility under grounding: Frontier's design has been received and Comcast is working on their design for undergrounding their respective telecommunication and cable television lines along Highway 99W. The estimated conduit cost from Parks Dive to First Street is \$154,000; with \$97,000 in Phase A. Frontier has estimated \$284,000 to get the lines off the poles and in the conduits. Comcast is estimating \$184,000 for their lines including one fiber optic line. The Engineer's recommendation is to install the conduit underneath the sidewalk; the question is will there be funds available to complete the under grounding. Council's majority consensus is to pursue under grounding in the design.

PGE Franchise

This was tabled to the February 18th Council meeting due to the late hour.

Resolution No. 2014-03, Business License Late Fees

This returns from Council direction at the January 7th meeting. **The motion** was made and seconded to approve Resolution No. 2014-03, a resolution establishing fees for certain administrative services and business licenses and repealing Resolution No. 2013-15. **The motion** passed unanimously.

WWTP Performance Evaluation Scope of Work

The Wastewater Performance Evaluation scope of work is a requirement of the DEQ loan. It was omitted from the original contract with Kennedy/Jenks, as the requirements were not known at that time. It was anticipated in the City's budget. C. Nelson questioned how the estimate was developed. The information will be brought to the Council.

New Business

Ordinance No. 528-2014, Municipal Court

This issue was tabled to the February 18th Council meeting.

Council Concerns and Committee Reports

C. Adlong relayed the intent of the Parks Advisory Committee to form a subcommittee to address trail design for the Harvey Creek Trail. Mayor Crawford and Councilor Pugsley will join Chair Adlong, Nick Gilbert, and Matt Novak to form the subcommittee. The first meeting will be scheduled later in February or March. Mayor Crawford suggested the addition of Bart Rierson.

Mayor's Report

The Grande Ronde Tribe is not happy with the grant awarded to the Warm Springs Tribe for the property purchase of Winter Hill in the Willamette Valley.

The property owner of the old station at the southeast corner of Fifth Street and Highway 99W wants to build two additional buildings on the site.

Bart Rierson was voted to the Chehalem Parks and Recreation Board. Mayor Crawford inquired the status of a lease between CPRD and the school district for Billick Park. CPRD acknowledged they do not have a current lease.

Joe Buck, Babica Hen Café, would like to have chickens on the West End property currently being used as a garden for the restaurant. The Mayor stated this is currently not allowed in the code and asked if the Council wishes to review this issue. Daykin noted the regulation allows the keeping of up to six chickens only for a resident of a single-family dwelling. Daykin stated he will add this to the next agenda for the Council's consideration.

City Administrator's Report

C.A. Daykin noted the Dundee Municipal Code replacement page distributed to the Council corrected a scrivener's error; which was caught in the review of a recent planning application. It added back an unintentionally omitted the side yard setback requirement for the "A" zone of ten-feet for an accessory structure.

An open house for the Transportation System Plan (TSP) update is scheduled for Thursday evening from 5:00 PM to 7:00 PM at the elementary school. DKS will bring a presentation to the February 18th Council meeting.

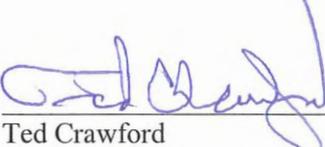
The quote has been received for the extension guardrail at the Wastewater Treatment Plant, which was required by the building official to comply with code. The quote is within budget at \$8,359. The majority Council consensus approved the city administrator moving ahead with the project.

The Water Master plan RFQ will be out this week, with the quote due back in early March. C.A. Daykin asked for a selection committee for the project. Councilors Nelson, Pugsley and Weaver volunteered.

Public Comment

None.

The meeting was adjourned at 10:12 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder