

**CITY COUNCIL MEETING
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City of Dundee
City Council Meeting Minutes
February 16, 2016

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ, Councilors Jeannette Adlong, Ted Crawford (7:02 P.M.), Storr Nelson, Doug Pugsley, Kristen Svicarovich, and Tim Weaver. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, Michael Humm, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Chris Fanger.

Agenda Changes

None.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, February 2, 2016 and 5.2 Financial Report Ending January 31, 2016. **The motion** passed unanimously.

Old Business

Sewer I & I Investigation Findings

City Engineer Humm distributed and reviewed a map of the sewer system noting that Chuck Simpson, Utility Worker II, has identified eight additional manholes in need of repair. There are twenty-two currently under contract with C-More Pipe for repair; with the additional eight pending. Humm identified the location of the 30 manholes, circled in purple, and the completed CCTV work indicated in yellow. Humm will review with staff to determine which of the additional manholes should be addressed now under the current contract. The CCTV revealed the original concrete sewer main installed in the late 1960's to be in good shape. Defects found in the sewer lines include joints, lateral connections, and utility bores through the pipes (four). Property owners are responsible for their sewer line from the home to the main line under the City's regulations; they would be responsible for the maintenance and repair of the lateral connections. Councilor Svicarovich asked for an estimate of the cost to a homeowner to correct a lateral connection issue. Humm estimated \$5,000. The four documented underground utility bores penetrating the pipelines belong to Frontier Communications. A repair for this issue would involve a contractor removing the conduit and line, repair of the pipe, and Frontier relocating their utility. Frontier would be responsible for the repair cost. Humm noted the investigation cost for the segment (manhole to manhole) should be reimbursable by Frontier. Simpson noted high flows in the manholes on Upland Drive near the intersection with Walnut Avenue. Staff recommendation is to add Upland Drive for CCTV inspection services and to place Red Hills Drive and Alder Street on a list for future CCTV work. A phased sewer project of 12 defective laterals at \$66,000 (homeowner's responsibility), 4 utility bores at \$66,000 (utility's responsibility), defect repairs (broken pipes) at \$68,000, and \$30,000 in administrative costs

would have an estimated cost of \$230,000. Mayor Russ inquired if inline robotic grouting was available. Humm confirmed that is a consideration and robotic injection of grout was used during the slip line work previously completed. Alder Terrace Mobile Home Park has been asked to complete CCTV work to identify defects and the corrective repairs needed. City Administrator Daykin noted the sanitary sewer lateral on Seventh Street appears to have been damaged during a prior street reconstruction project with the installation of storm sewers.

The Mayor inquired the possibility of a cost break for a contractor to complete repairs to several private properties in town. Humm replied it could be a possibility. Russ suggested city staff contact contractor with identified properties to determine a group cost and offer the homeowners the opportunity to take care of the issue at the cost and time specified with a small amount of assisted funding from the city as an incentive for the property owners. Staff will work on a plan.

Sewer CCTV Inspection Change Order

The three lines in blue on the map are areas with possible conflicts (Upland Drive, Red Hills Drive and Alder Street) of Frontier's underground installation with sewer lines. The staff recommendation is to add Upland Drive for CCTV work and hold the other two for later work. Humm acknowledged that it would be easier to include any additional sewer line damage from Frontier's underground installation if found at this time rather than waiting. **The motion** was made and seconded to authorize a change order with Pacific Int-R-Tek to add cleaning and CCTV inspection of sewer lines of approximately 270 feet on Upland Drive, 506 feet on Red Hills Drive, and 632 feet on Alder Street. **The motion** passed unanimously.

C. A. Daykin referred to the \$600,000 DEQ loan application for anticipated sewer collection system work. It does not appear to make sense to continue the application for a smaller loan amount subject to an environmental review with consultant and engineering fees at an estimated \$15,000. We are completing the I & I repairs from the reserves set aside for sludge removal; which may postpone the removal of sludge at the Wastewater Treatment Plant this year.

Resolution No. 2016-01, City Charter Chapter XI Amendment

The resolution returns from the February 2nd meeting at Council's direction. **The motion** was made and seconded to approve Resolution No. 2016-01, a resolution approving referral to the electors of the City of Dundee at the May 17, 2016 election, the question of whether to amend Chapter XI of the Dundee Charter relating to Urban Renewal.

C. Nelson clarified the safeguards are: Urban Renewal is capped at 3% of market value and a public vote is required on bonds with a maturity date more than ten years. City Attorney Watts counseled that as State law changes our regulations will track with the changes. C. Nelson inquired if the real market value is the value at the time the indebtedness is undertaken or at the completion of the project. Daykin responded the maximum indebtedness is stated in the plan at the time of its adoption. Maximum indebtedness is the amount of increment tax financing revenue dollars distributed to the urban renewal plan. After further discussion of whether to amend the language to *financing of the initial indebtedness*; Watts expressed concern a voter might read it in ballot title as the initial indebtedness is capped at 3% but there can be additional indebtedness later in time. C. Nelson called for the question. **The motion** passed unanimously.

2016 Council Goals

Two methods of identifying objectives were offered for prioritizing the goals: 1) name the top four objectives or 2) pick the most important objective from each of the five goals. They will be listed as footnotes in the goals as objectives of high importance. A handout was presented identifying the Councilors choices. Councilor Weaver noted his intent for #1 was Goal 1 Objective 3 - I & I Reduction.

Two Councilors had not responded prior to the meeting and shared their choices:

Councilor Pugsley:

- 1) Goal 3 Objective 2 - Riverside Park Development
- 2) Goal 1 Objective 1 - Fair SDC Rates
- 3) Goal 2 Objective 2 - Development Code-Park Land/Storm Water
- 4) Goal 1 Objective 16 - Manage Water Rates

Councilor Adlong:

- 1) Goal 1 Objective 1 – Fair SDC Rates
- 2) Goal 2 Objective 2 - Development Code-Park Land/Storm Water
- 3) Goal 3 Objective 6 - Purchase Land Adjacent to Harvey Creek Trail
- 4) Goal 1 Objective 14 – Pedestrian Safety – Highway 99W

After further discussion, the majority consensus of the top four ranked objectives:

- Goal 1 Objective 1 – Fair SDC Rates
- Goal 2 Objective 2 - Development Code-Park Land/Storm Water
- Goal 1 Objective 3 - I & I Reduction
- Goal 2 Objective 3 - Riverside Zone District and Design Standards

New Business

Planning Services Fee Adjustment

The motion was made and seconded to accept the proposed hourly rate of \$76 for planning services provided by the City of Newberg effective July 1, 2016. C. Nelson inquired if staff was satisfied with their services. Daykin responded they are doing a good job. Jessica Pelz has been our Planner since 2011. **The motion** passed unanimously.

Parks Advisory Committee Appointments

An application for the vacant Parks Advisory Committee was received from Christopher Fanger; who was in attendance. C. Adlong asked for the current membership to be reappointed. Christopher Fanger relayed he wants to be more active in the community. **The motion** was made and seconded to appoint Christopher Fanger to the Parks Advisory Committee and to confirm the reappointments of the previously appointed members of the Parks Advisory Committee. **The motion** passed unanimously.

Council Concerns and Committee Reports

None.

Mayor's Report

A board member of the Newberg Animal Shelter asked the city for a donation for their "Wine and Whiskers" event; a raffle basket with a value of \$150 or more or a silent auction item valued at \$250 or more.

A complaint was received from Jennifer Andrea, Dundee resident, on the Fire Station's siren. The siren is part of the requirements for a dual notice system. C. Pugsley suggested educating the community of the reasons why the department uses the siren in the upcoming newsletter.

The Mayor visited the Dundee Elementary School to kick off the "If I Were a Mayor" contest. Principal Reed Langdon had shared with the Council the desire to get the children involved in the community. Russ relayed the Council's goals to the children to see if there was any interest in a possible project. C. Weaver suggested a project could be a fix to the drop off/pick up problem created by the parking area.

City Administrator's Report

Staff met with Tony Snyder, ODOT, for an update on the Transportation Enhancement sidewalk project. Their cost estimates are way over budget; \$1 million over in their design for phase 2. We have their cost estimate; but have requested and are waiting to review their design. A meeting is scheduled with Tim Potter, ODOT, Snyder, Engineer Charles Eaton and City Engineer Reid on the 25th to review the cost estimates and determine what happens next. Engineer Reid has updated our cost estimates to reflect replacing all the curbs. Potter was advised that we can't afford to wait another year on this project.

Planner Pelz has been training the new Planning Commissioners. There is a Public Hearing on the marijuana regulations this Wednesday.

Chief Stock met with representatives from the Tualatin Valley Fire and Rescue (TVFR) and the City of Newberg's Fire Department on the proposed contract and how it will affect the City of Dundee. TVFR wants Dispatch Communications moved to Washington County for the Newberg and Dundee Fire Departments. We replied that is okay if it does not involve additional cost.

C. Adlong questioned how the collection of the marijuana taxes was going. Daykin replied it is going well. The seller is willing to make monthly payments in lieu of the quarterly payments required by the ordinance; which helps facilitate the banking process. C. Crawford inquired if there will be a variance for the sale of marijuana in the old Riteway Meat building at Seventh and Highway 99W. Daykin advised the Public Hearing item is a change in the Development Code regulations to address the new license facilities, including retail, wholesale, processors, producers and laboratories to identify where the uses will be appropriate in zoning districts and if there should be additional criteria applied. This will be brought to the Council with the Planning Commission's recommendation.

C. Crawford relayed a rumor there is an agreement on the Bypass interchange with the Ladd Hill Neighborhood Association. He expressed concern that ODOT's savings on the project has been applied to this agreement instead of funding a fix for the fishhook, as we were assured, and that Dundee wasn't included in the discussions.

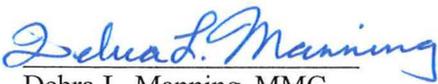
Public Comment

None.

The meeting was adjourned at 8:48 P.M.


Jeannette Adlong
Council President

Attest:


Debra L. Manning, MMC
Assistant City Recorder