

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
March 4, 2014**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes:	2
Public Comment:	2
Presentation:	2
Code Compliance	2
Consent Agenda	3
Old Business	3
Fire Station Project Update	3
Fire Station Security Access System Bids	3
Fire Station Radio Equipment Bids	3
Fire Station Exterior Signing Bids	4
Fire Station Solar Facility Agreement	4
Bypass Utility Conflict Bids	4
LED Street Light Conversion Program	4
Ordinance No. 529-2014, Keeping Chickens	5
New Business	5
Budget Committee Appointments	5
Council Concerns and Committee Reports	5
Mayor's Report	6
City Administrator's Report	6
Public Comment:	6
Executive Session:	7

City of Dundee
City Council Meeting Minutes
March 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 Jeanette Adlong, Jennifer Munson, Doug Pugsley, David Russ, and Tim Weaver. Unexcused Absence: Councilor Storr Nelson. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, Charles Eaton, City Engineer, John Stock, Fire Chief, and Debra Manning, Assistant City Recorder.

Public Attendance

Sarah Bennett, Human Collective IV, Brad Allen, City of Newberg, and Melissa Swenson, PGE.

Agenda Changes:

A presentation on proposed Code Compliance activities from the City of Newberg, Brad Allen, Code Compliance Officer, was added to the agenda.

Public Comment:

Sarah Bennett, Human Collective IV, advised they would like to operate a Medical Marijuana facility in Dundee at 1178 Highway 99W. They expect that Dundee's size will place a limit of one such facility in the city due to the 1,000 foot location restriction from a school. There will not be any onsite consumption. City Administrator Daykin advised there is no action for the Council to take. City staff will review the business license application. They currently have a facility on Barbour Boulevard in Portland and have applied with the State for a license to dispense the drug.

Presentation:

Code Compliance

C.A. Daykin shared the intent to include funding in the upcoming budget for services from the City of Newberg with Brad Allen, Code Compliance Officer. He would address consistent sign regulation enforcement and property nuisance violations; such as inoperable vehicles and trash complaints. The expectation is six to eight hours a month at \$43 per hour for his services. Daykin stated that the annual tall grass abatement program would continue to be coordinated between the Fire Department and Public Works. Also, building code violations would continue to be addressed by the Building Official.

Brad Allen noted the Newberg City Council temporarily suspended sign enforcement six months ago while undergoing a review of the sign regulation. He will familiarize himself with the City's regulations, look for violations and push for voluntary compliance with the violator.

Councilor Munson questioned provisions for reporting to the Council. Daykin replied a quarterly report could be brought to the Council.

Councilor Russ inquired if garage sale signs would be addressed. Daykin advised that Public Works currently handles garage and realty signs in the right-of-way (ROW).

Councilor Weaver expressed concern for sandwich board signs in the ROW. Daykin noted sandwich boards are allowed with restrictions. Engineer Eaton shared that improperly placed

sandwich boards can be considered an ADA violation. Staff will bring back an intergovernmental agreement to the Council.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items, 5.1 City Council Minutes, February 18, 2014. **The motion** passed unanimously.

Old Business

Fire Station Project Update

Scott Moore, Mackenzie, updated completed site work: the training tower, the main roof on the apparatus bay, the storm water detention pond, and the concrete pad for the generator. The structural steel is in place, 90% of SIP panels are in place, work is in progress on the vapor barriers and the masonry veneer, and the roof has been placed over the living area. Work will progress on the completion of the SIP panels, the rough carpentry, the masonry veneer, the vapor barrier for the roof, the roofing, the metal siding, and accessories for the windows and the doors. Payment Application #8 for \$147,587.06 includes concrete, rebar, labor for SIP panel installation, rough carpentry, masonry labor, HVAC and electrical work. The total expended to date is just over \$1.5 million. The updated building completion date is May 16th; with July 3rd for site completion. There is a 58 day delay in the completion date; the City may consider liquidating damages.

Councilor Russ inquired of additional requests for extensions due to inclement weather. Moore replied there is a request for six days through January and more are expected from February.

Moore will provide a handout clarifying the change orders to the Council members. Daykin advised following approval of the next three bid items there is about \$200,000 not expended or encumbered in the construction project budget to date.

The following three projects will be post construction projects:

Fire Station Security Access System Bids

The proposal is for a proximity card swipe system for building access at twelve doors. Three bids were received from DND Security and Communications, Reese Complete Security Solutions, and Innovative Security and Communications; with DND Security and Communications the lowest bidder at \$16,669.20. Chief Stock recommended awarding the bid to DND Security and Communications. **The motion** was made and seconded to approve the purchase for the fire station security access system from DND Security and Communications in the amount of \$16,699.20. Councilor Adlong inquired if the main door will be open to the public. Stock confirmed that access will be open to the public. Councilor Weaver suggested consideration for a video security system for the building. Stock will follow up on the suggestion. **The motion** passed unanimously.

Fire Station Radio Equipment Bids

The bid includes the speaker system, tying in three different radio systems, wiring for the antenna system. Three bids were received from Day Wireless Systems, Silke Communications, and Superior Contractors, Inc.; with Day Wireless Systems the lowest bidder at \$14,150. Chief Stock recommended Day Wireless; who also subcontracts to the Dispatch center. C. Weaver suggested entering into a maintenance contract with Day Wireless. **The motion** was made and seconded to approve the purchase for the fire station radio and paging equipment from Day Wireless Systems in the amount of \$14,150. **The motion** passed unanimously.

Fire Station Exterior Signing Bids

Three bids were received from Foress Sign Mfg., LLC, Meyer Sign Company of Oregon, and Security Signs; with Foress Sign Mfg., LLC the lowest bidder at \$8,866.98. Chief Stock recommended awarding the bid to Foress Sign Mfg., LLC. **The motion** was made and seconded to approve the purchase for the signage and installation for the fire station from Foress Sign Mfg., LLC in the amount of \$8,866.98. C. Adlong questioned the visibility of the number 3 signage. Stock replied the sign is red 3D, placed above the glass doors of the lobby. C. Weaver suggested adding wiring for additional lighting over the bay doors. After further discussion it was determined that lighting issues can be addressed after the proposed installation. **The motion** passed unanimously.

Fire Station Solar Facility Agreement

City Attorney Hickey is working to clarify the annual savings and energy credit reconciliation process. This will be incorporated with the final version of the agreement. C. A. Daykin recommended authorizing the City Administrator to execute the completed agreement approved by the City Attorney. The Mayor questioned the status of a converter to allow use of the generated power during extended outages. Daykin will follow up on the issue. The additional piece of equipment may result in a change to the payment arrangement. The Mayor suggested addressing it as a follow up issue. **The motion** was made and seconded to authorize the City Administrator to 1) execute the agreement between the City and PGPV, LLC for the installation and operation of a photovoltaic system at the new fire station building and 2) execute the Solar Photovoltaic Pilot Program and Interconnection Services agreement with PGE. **The motion** passed unanimously.

Bypass Utility Conflict Bids

The Engineer's estimate for the project was close to \$500,000. K & E Excavating Incorporated was the apparent low bidder at \$354,305. The majority of the work represents replacement of the sewer and water lines along Fulquartz Landing Road and will be reimbursed by ODOT. The relocation of the water line and valves located in the Highway 99W right of way is the City's responsibility and is estimated at \$19,492 based on the K & E bid. The Engineer's recommendation is to: 1) accept the base bid from K& E Excavating, 2) not to accept the first bid alternate to increase the existing eight-inch waterline to a twelve-inch line as there may be other better opportunities, and 3) to accept the second alternate for installation of a future utility sleeve. The extension of a twelve-inch waterline to serve the Riverside area is identified in the 2003 Water Master Plan. There is a twelve-inch waterline connecting both sides of the Bypass at the Eighth Street overpass, the Engineer recommended that the imminent update to the Water Master Plan will confirm whether that is sufficient. With the installation of the sleeve, it will accommodate either an additional eight-inch potable waterline or a recycled waterline. **The motion** was made and seconded to award the Dundee 2014 ODOT Conflict Program to K&E Excavating Incorporated with a unit price base bid in the amount of \$354,305 with the addition of bid alternate #2 for \$33,000. **The motion** passed unanimously.

LED Street Light Conversion Program

In coordination with the Energy Trust of Oregon (ETO), PGE has a program to replace PGE owned high pressure sodium cobra lights with LED lights (Option A – PGE owned and maintained) and to allow the city to transfer our lights to PGE (Option B – City owned and PGE maintained). Sample LED lights (Cree style) have been installed on Locust Street between Fifth and Seventh streets. Daykin recommended proceeding as this presents significant savings to the city. The cities of St. Paul and Hubbard are participating in the program; St. Paul LED lights are only located at street intersections. Hubbard is more like Dundee with newer subdivisions having multiple streets lights located in the interior of a block; those neighborhoods are well lit. There will be opportunities to lower the wattage of the lights in certain areas. Daykin noted that

Hubbard has not received any complaints on the lights. There is no cost to the city for the conversion program and will result in a lower monthly rate from PGE. Once the Options B are sold to PGE and placed on Option A, light pole replacement would be covered under the Option A rates when the poles reach end of life and are replaced. Eaton noted the city will still have some Option C lights (City owned and maintained); the lights along Highway 99W.

Melissa Swenson, PGE, advised they have received more feedback on backlighting from the LeoTek light. She noted both of the LEDs provide lower temperature/cooler lights with better color rendition and visibility. The conversion has been completed in the City of Woodburn. PGE will make application to the ETO for additional cash incentives on behalf of the City of Dundee.

C.A. Daykin noted the two acorn shaped decorative lights, on page 90 of the packet, are dark skies compliant with down cast light emitting diodes. They fit the Armstrong fiberglass poles that are currently used for both the Acorn and Town & Country fixtures in Dundee. Swenson noted at this point the decorative fixtures are expensive with limited options.

The motion was made and seconded to authorize the City Administrator to complete and sign the LED Deployment Checklist and Election form for the conversion HPS Cobra streetlights to LED lights as follows:

1. Inclusion of Option A and Option B fixtures
2. Selection of the Cree (or LeoTek) LED fixture
3. Authorize the city engineer to determine appropriate lighting levels and selection of HPS fixtures to be replaced
4. Allow PGE to share LED conversion information with the ETO to apply for additional financial incentives to the City
5. Authorize the city administrator to sign the Bill of Sale, transferring Option B fixtures to the ownership of PGE under Option A

C. Adlong expressed concerns with the effect of driving between darker areas and bright streetlights, and her preference for lower wattages. **The motion** was amended and seconded to select the Cree LED fixture. **The motion** passed unanimously

Ordinance No. 529-2014, Keeping Chickens

The proposed language “or owner of a parcel having a garden with an area greater than 5,000 square feet” will accommodate the needs of the Babica Hen restaurant to have chickens. Councilor Munson questioned the offspring wording; noting that hens without to access of roosters (not allowed within the city limits) cannot have offspring, unless they are breed outside of the city. Daykin noted this is the original code language reviewed by the Council. C. Russ expressed concern with the 5,000 square foot size and suggested 2,500 or 3,000 square feet. Daykin stated the intent was to be more restrictive. **The motion** was made and seconded to adopt Ordinance No. 529-2014, an ordinance relating to the keeping of chickens and amending Section 6.08.020 of the Dundee Municipal Code. **The motion** passed unanimously.

New Business

Budget Committee Appointments

One application was received for the Budget Committee from Shannon Stueckle. C. A. Daykin encouraged the Council to get others to apply. **The motion** was made and seconded to appoint Shannon Stueckle to the Budget Committee for term ending December 31, 2016. **The motion** passed unanimously.

Council Concerns and Committee Reports

The Tourism committee formed a Marketing Subcommittee to review ways to market Dundee and participate in various events.

C. Munson noted the Dundee, Oregon Facebook page recently contained some incorrect information on an event which was cancelled.

Mayor's Report

Sunset magazine will print an article on Dundee in May.

The Mayors of Newberg and Dundee met with ODOT representatives and Parkway Committee members to discuss the unsuccessful Tiger 5 grant application and the upcoming Tiger 6 grant application. It was determined that ODOT had not completed enough engineering, it was unclear our priorities for the use of the funds, that we could use the funds in the specified timeline, and we were asking for too much funding. On the upcoming grant application we need to ask for less and prioritize the projects. Suggested priorities from highest to lowest: a fix for the fishhook, a turn at Highway 219 in Newberg, and the bike/pedestrian trail. Paul Mather, ODOT, shared that he will allocate funds for a full design of a fix for the fishhook; including a new bridge through the dip and a right-hand turn from McMinnville (this will create another bridge structure on the storage facility and gun club properties). C. Adlong inquired if ODOT will proceed with the current construction plans. Mayor Crawford noted that construction will be about a year after completion of the Bypass. Eaton shared that ODOT now plans for the right-turn movement off the fishhook toward McMinnville to be a stop due to the lack of a sufficient merge lane. The Dundee bid has been postponed five weeks due to ROW acquisition delays. Eaton shared there are traffic changes coming in the final design for the fishhook.

The Chamber of Commerce and the City of Newberg held an economic summit. The Chamber relayed complaints that Newberg City staff is not business friendly. They want the city to become more business friendly. The Mayor requested the City of Dundee be added as a stakeholder for future discussions.

The Pool Committee, approved by the CPRD Board, will start a public campaign to promote a new aquatic center at an estimate of \$20 million. It was presented in the Newberg Graphic as \$.06 per thousand of value, but it is actually \$.06 per thousand of value per month; which translates to \$.72 per thousand of value. The committee wants to make a presentation to the Council.

Evergreen is disputing \$1 million in unpaid property taxes for the water park; claiming it is educational. The Yamhill County Assessor has replied it is subject to property taxes; with a 5% discount. Senator George and Representative Weidner unsuccessfully tried to pass a bill for a property tax exemption. Crawford inquired if the whole county would suffer if the \$1 million was credited. Daykin affirmed that a refund or cancellation of uncollected taxes will affect the city.

City Administrator's Report

Request for proposals for the Water Master Plan are due Monday at 4:00 PM. Daykin will email the committee possible meeting dates to review the proposals.

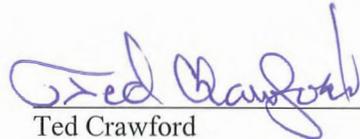
Nancy Boyer, Mid-Willamette Council of Governments, will facilitate the City Administrator's evaluation at the March 18th Council meeting. Evaluation forms will be sent to the Council and are due back to Boyer by the 14th.

Public Comment:

None.

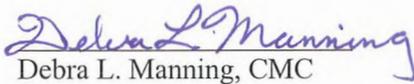
Executive Session:

The City Council entered Executive Session at 9:23 P.M. in accordance with ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Executive Session ended at 10:05 P.M. and the Council did not reconvene.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder