

**CITY COUNCIL MEETING  
TABLE OF CONTENTS FOR MINUTES  
March 5, 2013**

Call to Order .....	2
Council and Staff Attendance .....	2
Public Attendance .....	2
Agenda Changes: .....	2
Public Comment: .....	2
Consent Agenda .....	2
Old Business .....	2
Fire Station Construction Project Update .....	2
Special Inspection Services RFPs.....	3
Letter of Concern from C. Diane Ragsdale on Fire Alarm.....	3
New Business.....	4
Budget Committee Appointments .....	4
Old Business .....	4
Recycled Water Study Update.....	4
Public Works Facility Scope of Work Proposal .....	5
WWTP Construction Project Status Report.....	5
Oregon Transportation Infrastructure Bank Loan .....	6
New Business.....	6
Audit Services Agreement Extension.....	6
Council Concerns and Committee Reports.....	6
Mayor’s Report .....	6
City Administrator’s Report.....	7
Public Comment: .....	7

**City of Dundee**  
**City Council Meeting Minutes**  
**March 5, 2013**

**Call to Order**

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

**Council and Staff Attendance**

Present: Mayor Crawford, Councilors Munson, Nelson, Pugsley, Russ and Weaver. Unexcused Absence: Councilor Adlong. Staff members: Rob Daykin, City Administrator, Jeff Bennett, City Attorney, John Stock, Fire Chief, Preston Van Meter, City Engineer, Michael Humm, City Engineer, and Debra Manning, Assistant City Recorder.

**Public Attendance**

Scott Moore, Group Mackenzie, Randy Reddell, Dawn Nelson, and Jody Salsberry.

**Agenda Changes:**

None.

**Public Comment:**

Yamhill County Commissioner Allen Springer introduced himself and advised he is available to discuss concerns. Mayor Crawford noted the Highway 99W Pavement Preservation project will be split into two projects: outside of Dundee and inside of the city of Dundee. We had anticipated this would allow ODOT to complete the non-city highway work in 2013 and the combined inside-city highway work and TE sidewalk/streetscape project in 2014. ODOT is now considering delaying the county highway preservation work to 2014 due to the late start and potential increase in costs. Mayor Crawford addressed concerns with Tim Potter, ODOT, of the delay and advocated for the highway preservation work outside of the city to be underway in 2013. Springer will also follow up with Potter on that issue.

**Consent Agenda**

**The motion** was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, February 19, 2013. **The motion** passed unanimously.

**Old Business**

**Fire Station Construction Project Update**

Scott Moore, Group Mackenzie, updated the construction documents are 75% complete. The second draft of the estimated construction cost estimates are \$3.3 million inclusive of a 5% contingency. Some of the bid alternates are: a proprietary product as an option for a structurally insulated panel system (SIP) for the exterior wall system, bunk room improvements, laundry facilities, roofing material alternates, an additional entrance canopy, landscaping/irrigation, purchase of an emergency generator, alternate for a polished concrete floor finish.

Councilor Pugsley questioned if an emergency generator would be onsite at the opening. Moore advised the base bid does not include a generator, but the infrastructure for the generator will be in place. Pugsley stressed the need to have a generator in place on opening day. Moore suggested it would be cheaper for the City to purchase the generator directly at an estimated cost range of \$50,000 to \$75,000. A diesel generator with a day tank is recommended for the fire hall.

Building permit application is expected the end of March, advertisement of the bid the first week of April, plans available to the contractors on April 8th, two weeks after the bid docs are available

a prebid conference for the contractors will be held at the Fire Station. C.A. Daykin noted that the contract and bid package documents have to be approved by Rural Development prior to going out to bid.

Councilor Nelson inquired if it will be a lump bid or a broken out bid schedule. Moore advised it would be a lump sum bid with a schedule of first tier subcontractors and values. The bid form specifies the limitations for profit and overhead for the contractors. Nelson inquired how changes from the building official would be handled. Moore advised any changes would be handled through addendums. Eight to ten bids are expected.

Moore presented a board with samples of the proposed materials for the interior finish and discussed material placement.

C. A. Daykin updated the site review by the representative from the Ford Family Foundation for the grant for the training/community meeting room is being rescheduled due to health issues. Their board will take action on the application on May 15th. Consideration is being given to expand the footprint of the room by 126 square feet, to allow installation of additional cabinetry at an estimated cost of \$17,000. Also under consideration is a pass through window and door from the room to the kitchen area. The recommendation is to include these items in the bid package. The grant would also cover \$45,000 for chairs and tables, \$5,000 for wainscoting, \$17,000 for an electronic reader board, etc. There would be an estimated \$20,000 additional cost if the city does not receive the grant, which could be covered from General Fund reserves. The majority consensus was in favor of moving forward with a community meeting room expansion.

Chief Stock shared that the Department of Correction's cabinet shop can build cabinets for the project, with installation handled by a contractor, at a savings of \$30,000. They will submit a bid and a price agreement will be brought to the Council.

C.A. Daykin reaffirmed the inclusion of the square footage and pass thru door in the base bid. Insertion as a bid addendum is not pragmatic. He noted the Energy Trust of Oregon could have incentives for the project.

### **Special Inspection Services RFPs**

Four proposals were received from ACS Testing, Carlson Testing Inc., Mayes Testing, and PSI. ACS Testing was the initial low responder; but their proposal missed a lot of the scope of work. Group Mackenzie's recommendation is to proceed with Carlson Testing Inc. C.A. Daykin clarified that each responder quoted a different number of tests, this is an estimate only. We will be billed for work as it is required and performed. C. Nelson asked if the SIP panels require an inspection. Moore replied an inspection for diaphragm/sheer wall nailing patterns and moisture certification on the panels. **The motion** was made and seconded to award the contract to provide third-party special inspection services for the Dundee Fire Station project during construction to Carlson Testing Inc. based on the budget estimate provided. **The motion** passed unanimously. A scope of work for GeoPacific Engineering, who completed the initial report on the site, will be brought back for additional related geotechnical services and testing during the construction.

### **Letter of Concern from C. Diane Ragsdale on Fire Alarm**

At the February 19th Council meeting a letter from C. Diane Ragsdale requesting the usage of the fire siren be discontinued was tabled to allow Fire Chief Stock to address the issue. Chief Stock advised that the siren notifies volunteers of an emergency to respond to the station. Two forms of notification are needed to maximize ISO scoring; currently they are a pager and the audible siren. The siren runs only from 8:00 A.M. to 8:00 P.M. for thirty seconds. The City of Newberg is the only agency in Yamhill County not running a general siren. He suggested a poll to determine the

public's stand on the issue. Now would be the time to include changes with the new fire hall project. Councilor Munson suggested an explanation of the siren's usage with the poll. Councilor Russ questioned an alternate for the second form of notification. Stock advised that Dispatch is trying to get funding for a texting/paging system. Stock suggested placing an educational piece in the next city newsletter.

C. Pugsley asked to address agenda New Business item 7.1 Budget Committee Appointments next.

## **New Business**

### **Budget Committee Appointments**

Four applications were received for three positions from: Samuel Smith, Jody Salsberry, Ivon Miller, and Dawn Nelson. Jody Salsberry and Dawn Nelson were present. **The motion** was made and seconded to appoint Dawn Nelson and Jody Salsberry to the Budget Committee for the term ending December 31, 2015, and to appoint Sam Smith to the Budget Committee for the term ending December 31, 2014. **The motion** passed unanimously.

## **Old Business**

### **Recycled Water Study Update**

City Engineer Michael Humm shared that the current water production capacity is about 0.92 million gallons a day (mgd) with the possible additional capacity of an extra hundred gallons per minute from the test well. Peak day demand is in September. Further development on the riverside will place us at capacity. It is not cost effective to run purple pipe for existing water customers; however, as a new main trunk of a purple pipe system is installed with new development in the Riverside district, there may be opportunities for extension to existing park lands.

C. Nelson inquired if conservation could be a factor in extending existing sources. Engineer Van Meter cited the City of Corvallis' water conservation program which has reduced consumption by almost half. He supports including water conservation measures.

The recycled water program should be applied: to big target areas, large consumers, and sites with ease of access such as the wastewater treatment plant (WWTP) property and the proposed nature park, Dundee Billick Park and school field, and other local parks. Use of recycled water for irrigation at the Billick Park and school would lower peak demand a little. Van Meter stated if you build a recycled water project; the users will come. He stressed the need for an anchor project such as the WWTP and the proposed nature park.

C. Nelson asked if the wine industry could provide an opportunity to use recycled water for their exterior cleanup. Van Meter noted the water can be used on the vineyards; but it is not likely to be used at the facilities. He stressed that public perception and misunderstanding of the issues can kill a project. It will be up to the Council to communicate effectively to the public on the benefits of a recycled water program. The feasibility study will be completed and brought back to the Council.

C. Nelson stated that eventually the city will need to go to the Willamette River for long-term water supply. Van Meter concurred. A combination of efforts can delay going to the river for a long time to allow the WWTP project to be paid off prior to development of a new water treatment plant. Nelson asked about using Willamette River water for irrigation. Van Meter stated the recycled water from the WWTP is much cleaner than river water and irrigation from the river would be costly compared to use of the recycled water.

C. Pugsley questioned the cost of the purple pipe system versus a water treatment plant. Van Meter estimated a purple pipe system at \$1 million versus a water treatment facility at \$6 million. Daykin clarified a large portion of the purple pipe distribution system cost would be paid by the developers. He asked if the reservoir could be incorporated as part of the park facility. Van Meter cautioned the reservoir would tend to grow algae; which would need to be treated. He suggested a reservoir sized to handle a day of demand.

C. Pugsley asked for the final presentation from the engineers to include the status of Corvallis' system prior to the conservation program and toilet flushing options. The final report will be brought to the May 7th meeting. Submission of the final report is due to the Water Resources Department by mid-June.

### **Public Works Facility Scope of Work Proposal**

The scope of works for the Public Works shop, a prefabricated metal building placed behind the WWTP, was included in the packet. Following construction of the building the remaining budget will determine what site work will be completed. Engineer Humm shared there is a maximum tank size for the welding site; before an aggressive fire suppression system is required.

Councilor Weaver expressed concern to ensure the height of the building will accommodate a large vehicle on the hoist. Van Meter will review the issue.

C. Pugsley inquired if the building was to be placed further from the lagoon with the turtles. Van Meter replied the turtles and the footprint for future expansion of the WWTP will be considered in placement of the building.

The scope of work has two parts: 1) the building and 2) develop a plan to close lagoon 2. The plan, approved by DEQ, is to drain the lagoon and dry it out; with the intent to address lagoon 1 in the same manner. Council was asked if the excess excavation materials at the site should be contoured for the nature park now; instead of leveling the site and then moving the dirt again at some time in the future when there is funding for the nature park. Van Meter suggested leaving a portion of the liner to create a barrier for a constructed water feature. The city can charge to take the fill dirt from the bypass excavation to fill in the lagoons. The engineer suggested consideration for an agreement with ODOT to be responsible for the road all the way to Fulquartz for the duration of the project. The general consensus was to move the excavation materials now and apply for a grant in the future for development of the park. **The motion** was made and seconded to approve the scope of services for engineering services for the Public Works building design and bidding services with City Engineer, Kennedy/Jenks not to exceed \$45,427. **The motion** passed unanimously.

### **WWTP Construction Project Status Report**

The MBR membranes passed the stress testing. OVIVO has completed 99% of their punch list. There are three outstanding issues:

- 1) The HVAC system (heat pump) at the Operations building couldn't keep up with the inside temperature. The quote to resize the heater came in very expensive. The Engineer's recommendation is to get a new quote, outside of the contract, this summer.
- 2) There is a conflict with the MBR handrail which was installed to OSHA requirements. The Engineers are working with the building official, who wants a guardrail installed on top of the handrail.
- 3) The coating on the utility pump intakes is failing. The pumps will be removed, returned to the factory, recoated, and reinstalled.

The final validation is underway for the incentives through Energy Trust of Oregon (ETO). A Performance Evaluation Review (PER) will be completed ten months from startup to ensure the

plant is performing as designed. The engineers hope to complete a reduction in Infiltration & Inflow (I & I) this summer. Approval from DEQ will allow discharge from lagoon 2 directly to lagoon 4 and out to the river; therefore allowing the lagoon to be dried this summer. Water will be discharged from the lagoons up to the April 30th permit deadline. Lagoon 1 is being tested to allow enough discharge to get through next winter.

### **Oregon Transportation Infrastructure Bank Loan**

The letter in the packet gives the terms of approval for the city's loan through the Infrastructure bank for the city's share of the local match to the Bypass project. C.A. Daykin asked the Council to authorize the City Administrator to accept the terms. Council was asked to consider an additional loan to allow local street improvements. The estimated cost of the proposed work is \$284,000; which would be completed in two phases starting this summer. The estimated costs on a pay as you go basis over 20 years for the improvements would be \$545,000 versus the loan with the loan costs at \$370,000. The Oregon Infrastructure Bank program is ending on July 1st.

**The motion** was made and seconded to authorize the City Administrator to sign acceptance of the Oregon Transportation Infrastructure Bank loan terms and conditions letter for the \$315,200 loan and to request a loan increase of \$284,000 to fund local street improvements. C. Nelson expressed concern not to rush into an additional loan without due consideration. C.A. Daykin stated a bid package will be brought to the Council; the Council will make the final decision on what improvements and how much of the loan funding will be used. Nelson expressed concern for ODOT to approve a scope of work for less than a two-inch asphalt overlay. C. Pugsley expressed concern to meet the debt service if we lose further state shared revenues. Daykin replied even if the additional loan is approved for local street improvements, there is still a need for additional resources to replace the funds dedicated to the Bypass project. In addition to the local gas tax option, other options include an additional fee on the City utility bill. Pugsley asked the process to raise the local gas tax. Daykin replied an ordinance; which could be subject to a referendum. **The motion** passed unanimously.

## **New Business**

### **Audit Services Agreement Extension**

Staff recommends accepting the proposal included in the packet for an additional two-year extension to the auditing service contract at the current fee structure. **The motion** was made and seconded to accept the proposal from Grove, Mueller & Swank for auditing services for the fiscal years ending June 30, 2013 and 2014. **The motion** passed unanimously.

## **Council Concerns and Committee Reports**

A Tourism Committee meeting will be held Friday at 11:30 A.M. The subcommittees will update the status of their projects. C.A. Daykin will further research information on the Tourism website.

## **Mayor's Report**

The Infrastructure bank loans to Dundee, Newberg, McMinnville and Yamhill County to finance the \$16 million local match for phase 1 of the Newberg-Dundee Bypass project was approved unanimously by the Oregon Transportation Commission.

ODOT estimated cost alternatives for the fishhook connection of the Bypass to 99W south of Dundee: eliminating the fishhook and going back to the Phase 1 concept at \$60 million, for the fishhook as a temporary structure at \$35 million, a turnoff lane prior to the dip for right hand traffic headed toward McMinnville at \$30 million, and a flyaway off to the right as you come out of the dip which would merge at the railroad tracks at \$11 million. Senator George is supporting the last option.

The Abbey property has been purchased by BPA under a conservation plan with continued occupancy by the Monks. The Confederated Tribes of Warm Springs is interested in purchasing abutting property for conservation. A representative of the Warm Springs Tribe will be in attendance at the next Council meeting to request a letter of support.

ODOT was considering delaying the Highway 99W pavement preservation project to 2014. Tim Potter has been asked to address the delay.

### **City Administrator's Report**

As of today the loan funds have been committed from Rural Development for the Fire Station project.

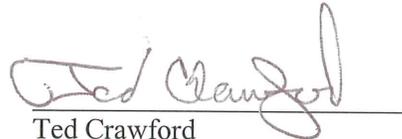
Update of the Employee wage/benefit study: the reviews of the updated job descriptions and medical benefits have been completed. The salary review has not been completed. The Mayor and Councilors Nelson and Weaver have been asked to help the City Administrator complete the process to allow a formal recommendation back to the Council at the April 2nd meeting.

Staff reviewed the proposed use of the fire station training room as a potential City Council Chambers and associated safety issues with Police Chief Casey with the determination it could be a good facility for Council meetings.

### **Public Comment:**

None.

The meeting was adjourned at 10:29 PM.



Ted Crawford  
Mayor

Attest:



Debra L. Manning, CMC  
Assistant City Recorder