

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
March 17, 2015**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes:	2
Public Comment:	2
Presentation:	2
CIS Elected Officials Video	2
Public Works Update	2
Consent Agenda.....	2
Old Business	2
Sewer Line Inspection Work.....	2
Fire Station Meeting Room AV Equipment Bids	3
Ordinance No. 538-2015, Outside Water Services.....	4
Storm Water Utility Fee	4
New Business	5
Traffic Control Study Recommendations	5
Well 3 Pump Repair Quotes	6
Council Concerns and Committee Reports.....	6
Mayor’s Report.....	6
City Administrator’s Report	6
Public Comment:	7

City of Dundee
City Council Meeting Minutes
March 17, 2015

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 (left the meeting at 9:02 P.M.), Ted Crawford, Doug Pugsley, and Kristen Svicarovich. Excused Absence: Councilors Storr Nelson and Tim Weaver. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, Alan Mustain, Public Works Supervisor, Charles Eaton, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Gary Eastlund, Hagan Hamilton and Michael Humm, Kennedy/Jenks.

Agenda Changes:

None.

Public Comment:

None.

Presentation:

CIS Elected Officials Video

Gary Eastlund, Hagan Hamilton Insurance Services, was present to answer any questions the Council might have regarding their insurance coverage through Citycounty Insurance Services (CIS). The video reviewed the services they provide to their clients including risk management.

Public Works Update

Public Works Supervisor Mustain updated the Council of the status of the Public Works building and the land farm with a short photo presentation.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 6.1 City Council Minutes, March 3, 2015 and 6.2 Financial Report Ending February 28, 2015. **The motion** passed unanimously.

Old Business

Sewer Line Inspection Work

Michael Humm, Kennedy/Jenks, advised they solicited quotes from five contractors for CCTV services and researched the cost of purchasing the equipment. Four quotes were received from: Pacific Int-R-Tek, Michels, Ironhorse Group, and Bravo Environmental. Humm noted there is a significant pricing addition for traffic control along Highway 99W during the videoing. Staff determined to hold off on the Highway 99 W segment until the road improvements have been completed in 2016. The targeted areas include the older piping in the lower basin east of Highway 99W, Seventh Street where crews found suspicious flow, and Myrtle and Charles Streets where prior subsurface water issues were noted.

Mayor Russ also researched CCTV equipment; contacting the supplier of Rover X. They estimated a total purchase price of \$120,000 with a pre-cleaning system. City staff would have to

operate the equipment. Russ suggested the use of trained staff to complete the video project with the use of temporary help to fill in for public works staff while they are involved with the project. He speculated that other cities may want to utilize our equipment/staff. Humm endorsed the Rover X as the highest quality equipment of the four presented in the packet. He advocated the expertise of using a trained CCTV contractor. The Mayor supported the purchase of video equipment for continued city usage.

The staff recommendation is not to purchase equipment; Daykin noted limited staffing as a main reason. Humm explained that a project would involve two staff people. A well trained team could complete an estimated 1000 feet a day. He estimated a month's work for 20,000 linear feet. Daykin offered that other entities own CCTV equipment. In 2009 the Dundee contracted with the City of Newberg for services at an estimated cost of \$1 a foot. The problem is coordinating work between two busy city staffs. Inspecting the lower basin will be a massive project. The City of Lafayette has purchased used equipment; with the possible future intent that the cities of Amity, Dundee and Lafayette might be able to share the equipment. Daykin stressed that the inspection needs to be completed in a short window of time while the water table is high in order to prepare for summer repair work.

Councilor Pugsley inquired how the rain over the weekend affected the Waste Water Treatment Plant (WWTP). Humm replied the plant received about three inches of rain which required bypassing the basin to the Facultative Sludge Lagoon. Mustain advised it was early Saturday morning when the flux enhancer chemicals were used to retain the biology in the basin. The flux enhancer is only used during emergencies since the chemicals are expensive and negatively impact the plant biology. Humm confirmed the integrity of the filters has not been compromised. Daykin shared that getting the plant ready for major events is a deliberate process and is not a matter of dialing up a higher permeability rate.

After further discussion **the motion** was made and seconded to proceed with contracted CCTV inspection services with the low bidder, Pacific Int-R-Tek for an estimated project cost of \$24,275. **The motion** passed unanimously. Daykin questioned when the contractor would be scheduled. Humm will move forward with a contract and have them ready to start during a rain event.

Fire Station Meeting Room AV Equipment Bids

Quotes were solicited from five vendors for an audio system for the new Community Room at the Fire Hall. Responses were received from: Logical Systems, Comp View, and Pro Sound & Video; who was the apparent low bidder. Alternative 4 was added after Chief Stock followed up on questions with the representative from Pro Sound & Video. They have excellent references. Staff recommends awarding the bid to Pro Sound & Video for the base bid and Alternates 1, 2, and 4. Alternate 3 provides a quote for assisted listening equipment. The Americans with Disabilities Act mandates this equipment for use by the hard of hearing if you use a sound system during public meetings. The intent is not to use the sound system during Council meetings at this time. This equipment can be purchased at a later date.

C. Pugsley inquired if this would be funded from the General Budget. Daykin confirmed it will be funded from donations (not the Ford Family grant) which have been received and funds included in the budget for recording equipment. The shortage is about \$3,600; which staff believes can be funded from savings in other existing appropriations. **The motion** was made and seconded to award the Fire Station Meeting Room AV Equipment bid to Pro Sound & Video in the amount of \$13,917, including Alternates 1, 2, and 4. **The motion** passed unanimously.

Ordinance No. 538-2015, Outside Water Services

The ordinance is brought to Council from the March 3rd meeting. C.A. Daykin updated that Deborah Scott is still interested in connecting to the city's water system. The ordinance will allow the Council the authority to extend water to users outside of the city limits through the following findings:

- Hardship due to quantity/quality of water for domestic consumption
- The property is within 400 feet of an existing water main and the city engineer finds the connection may be made without detriment to the existing users
- The owners agree to annex to the city at such a time as it is legally possible and the Council deems appropriate.

The motion was made and seconded to adopt Ordinance No. 538-2015, an ordinance relating to water service outside of the city limits and amending Section 13.12.040 of the Dundee Municipal Code. Councilor Svicarovich questioned if the property needed to be a contiguous property to annex the property, City Attorney Watts affirmed and noted the non-remonstrance agreement would run with the property. The owner would agree to this being an annexation contract as part of the water application. The city is not required to annex the property; but it prevents the property owners from declining annexation if the City determines it is appropriate.

Councilor Adlong inquired how many water hookups this could encompass in the county. Public Works Supervisor Mustain did not have a number. Daykin informed the Council that the city sold the waterline along Fox Farm Road to Hiland Water. There is a limited amount of additional connections on Dayton Avenue due to the system capacity and no plans to upgrade the system. The Mayor referred to the Dayton Avenue map included in the March 3rd packet noting many of the properties either have deep wells or are on Hiland Water. Hillis has a shallow well. Mustain advised that Hiland Water Corporation will be managing the River Road Waterline. City Engineer Eaton added the riverside area is the biggest potential for new hookup requests as the Lindquist property develops. Adlong does not support allowing the extension of water to users outside of the city. Daykin supported the economic benefit of having more users to pay off infrastructure improvements. Adlong asked if the use of City water could be retracted later. Watts counseled that the city cannot shut off water to users outside of the city once water is authorized by the Council and the agreement is made. The Council can change the policy back to not allowing additional users at a future date. He suggested adding language under A: "Water service may be provided at the discretion of the city council to property outside of the city limits if the city council determines that the city has excess capacity and the following three criteria are met." Eaton noted that water is usually shut off to rural systems first on a curtailment plan. Adlong asked for the language to be added to the ordinance. **Amended wording** per Attorney Watts: 13.12.040 A.: "Water service may be provided, at the discretion of the city council, to property outside of the city limits if the city council determines that the city has excess capacity and the following three criteria are met:". **The motion** was made and seconded to amend the original motion to adopt Ordinance No. 538-2015, an ordinance relating to water service outside of the city limits and amending Section 13.12.040 of the Dundee Municipal Code as amended per the City Attorney. **The motion** passed unanimously. Daykin inquired if the Council's direction was to approve a connection for Deborah Scott based on evidence presented to the Council that they meet the criteria of the ordinance. The majority consensus was in agreement that they met the criteria and approved extending water service to Deborah Scott at 23225 NE Hagey Road with a signed water application.

Storm Water Utility Fee

Staff's recommendation is to consider initiating a storm water rate increase on May 1st. Rates need to be raised to accomplish: repairs to the system, an update to the Storm Water Master Plan, and loan repayment for the storm water utility work associated with the sidewalk streetscape

project. The recommendation is a .50 increase to the \$5 fee. Additional rate increases could be considered in the future after the storm water projects have been identified to be completed. The viability of the rates to support DEQ loans will have to be documented in the application. Staff is analyzing information from the WWTP history to determine future funding needs. A suggestion is to place the high strength users (including restaurants) in their proper classification, rate group 3. They were not placed in this category due to consideration for economic conditions at the time and the possibility of grease trap additions. It has since been determined that grease traps do not make a big difference on the strength impacts to the WWTP. Also the problems with untreated wine waste is worse than anticipated and should be reflected in the rates. This will return to the agenda for the April 21st meeting with a notice in the newsletter and an invitation for public attendance.

New Business

Traffic Control Study Recommendations

City Engineer Eaton was contacted by Oregon State University to conduct a free review of the traffic control signs in the city to report on deficiencies and non-compliance with the Manual on Uniform Traffic Control Devices (MUTCD) or the state rules. Eaton asked them to address the use of the wide striping for pedestrian corridors. Their response was to not use wide striping for pedestrians as it identifies bike lanes which are regulated differently. Three issues from the report are addressed on page 104 of the packet: 1) unwarranted stop signs, 2) attempts to eliminate trucks from specific streets, and 3) children safety signage.

C. A. Daykin relayed the intent to review stop signs with the fire and police chiefs and the city engineer; it could be that a yield sign could be used as a replacement for a stop sign. A formal recommendation will be brought back to the Council. Eaton advised if the stop sign doesn't meet warrants then the Council must approve a resolution to maintain the signage.

Mayor Russ questioned removing warning signs from stop sign poles (page 103). Daykin noted a stop sign pole cannot be used for two signs; such as dead-end, no outlet, or a load limit. Russ asked for options to limit trucks. Eaton noted the need to find that trucks are not appropriate on the road. Currently there is a no-truck sign on Linden Lane, between Seventh and Ninth streets; but since trucks cannot negotiate the corner at Alder Street this places them making left turns on to/off of Highway 99W.

The MUTCD report pointed out that the 15 mph zone on Falcon Crest Drive next to the park conflicts with state law. This was approved by Council resolution and needs to be repealed. Eaton stated there is also a no parking sign issue which will have to be addressed.

C. Pugsley inquired the status of the school zone on Highway 99W. Eaton advised MUTCD regulations prohibit crosswalk signs (school pentagon with the arrow down) at a traffic signal. He has been working to retain the 20 mph during school hours. ODOT's policy is not to place 20 mph signage at signalized intersections. Eaton is asking ODOT to give the request not to retain the 20 mph signage to the city in writing. The City Attorney will review the school speed restriction signage laws. The majority consensus was to continue to include the 20 mph school zone signs in the Transportation Enhancement (TE) project.

Mayor Russ supported a regular speed limit for Falcon Crest Drive, noting if it is maintained then reduced speed limits should be applied to the streets along Billick and Fortune parks. C. Adlong expressed concern for pedestrians crossing the street to get to the Falcon Crest Park. Watts suggested a 20 mph zone with findings from the Council. Daykin proposed a traffic count during different times of day. The signage would need specific language addressing pedestrians or bicyclists and defining start and end times. Currently the 15 mph signage is not enforceable.

The majority Council consensus was for staff to move forward with signage removal following the recommendations. Staff will be formulating a policy for signage maintenance.

Well 3 Pump Repair Quotes

Quotes were solicited from three vendors. Two quotes were received from Schneider Water Services and Stettler Supply Company; with Stettler the low bidder. Public Works Supervisor Mustain explained that the pump cost is known but there could be a pricing variation on the piping. A transducer, to measure the water level in the well, was included. Mayor Russ questioned the rig charge from Schneider of \$390. Mustain speculated it would be the equipment to remove the piping. **The motion** was made and seconded to accept the quote from Stettler Supply Company estimated at \$5,911.65 for repair of the pump at well no. 3. **The motion** passed unanimously.

Council Concerns and Committee Reports

Councilor Crawford asked about the relocation of the Purple Hands Winery to Dundee. Engineer Eaton advised that they have purchased property along Highway 99W but have not filed any applications with the city. It was noted that they would be responsible for the TE improvement costs under the Local Improvement District for Highway 99W.

Mayor's Report

Mayor Russ advised that the new website is up for Travel Dundee.

He shared information received from a conference call with a representative of the U.S. Department of Transportation and partners of the Parkway Committee regarding the Bypass fishhook. It was noted that last year's Tiger VI grant failed because the numbers on the application did not match. On the next round of applications they want to see projects submitted that affect "livability".

Verizon approached Chief Stock with a request to place a tower at the station. They contacted Mayor Russ for input; he requested that it be camouflaged. Russ questioned the number of vendors the tower could host; noting we would rather have one tower than multiple towers. They advised they may need to go as high as 115 or 120 feet to ensure the tower can accommodate others. C.A. Daykin asked if the Council is interested in placing a structure of that size at that location. The majority consensus is placement would be dependent on revenue to the city. Russ relayed the proposal is to place the tower in an enclosure in the southeast corner. He expressed concern for the tower to handle other vendors to avoid having multiple towers in the city.

Engineer Eaton met with ODOT and the contractor for the Bypass project (phase 1D) who advised that Parks Drive will be closed the first of April for about three weeks for the alignment to the new bridge. City staff will provide notice to neighboring residents. C. Crawford suggested posting the closure on the city website. The Fulquartz Bridge could be open to traffic before summer.

City Administrator's Report

Staff will meet Wednesday at the Fire Hall to discuss the leaking tower and the mushroom growth in the bays. Mackenzie recommended the city hire a contractor to complete the investigational analysis to determine the issues at an estimated cost of \$1,800.

Baldwin hired PC Forensic to investigate the condition of the bay floor concrete slab. Baldwin is working with their insurance company with the intent to have something back to the city next

week. They originally had ninety days to complete the slab work, which will end this month, and are asking for an additional extension to complete the work.

City Attorney Shelby Rihala has been working with Astound's legal counsel on a franchise agreement. Daykin received clarification that it is okay for Astound to use the city's conduit without paying any additional fee beyond the franchise fee. Astound wants to move forward on their project now. They would not be able to underground utilities at this time without a lot of disruption. Our ordinance requires new utilities to be underground along Highway 99W. The city has offered to allow them to defer that to a later date. Legal counsel is working on language to keep them from declaring that we are treating them different from the other utilities by making them go underground without compensation. City Attorney Watts referred to the comments made by Fred Miller, Astound, at the March 3rd meeting alluding to their rights if they are allowed to go above ground. Watts stressed to Attorney Rihala the need to ensure that they waive all rights that they might have to bring legal action against the city once we compel them to underground their lines. We could force them to underground now and they would have service disruptions during the highway work. Daykin stated the undergrounding issue will probably return to the agenda for the April 7th meeting as an Executive session. Watts noted it is their choice to agree or take a different route. He would not recommend the city moving forward with Astound unless they agree to waive any and all claims against the city. Eaton expressed concerns for them temporarily over heading their lines as they will interfere with the city's lights. C. Pugsley expressed concern to ensure we get the \$5,300 franchise fee if they run lines through town. C. A. Daykin inquired if Astound is compelled to go underground and we ask them to build additional conduit to accommodate other future utilities; would the Council agree to offset that cost against the fee they pay to the city. The majority consensus agreed with credits for additional work approved by the City.

The Urban Renewal workshop will be held on Tuesday, June 9th at the Fire Hall.

The City Administrator's evaluation is due. When not using an outside facilitator (even numbered years) the past procedure has been for the Mayor to handle collection of evaluation forms from the city councilors, summarize them and present the report to the group to review. The Council would then review it with the City Administrator. C.A. Daykin will send out the forms to the Council members and the review will be on the agenda for the April 7th meeting.

Public Comment:

None.

The meeting was adjourned at 9:38 PM.



David Russ
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder