

**CITY COUNCIL MEETING
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March 18, 2014**

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City of Dundee
City Council Meeting Minutes
March 18, 2014

Call to Order

Mayor Crawford called the meeting to order at 7:01 P.M.

Council and Staff Attendance

Present: Mayor Ted Crawford, Councilors Jeanette Adlong, Jennifer Munson, Storr Nelson, Doug Pugsley, and Tim Weaver. Excused Absence: Councilor David Russ. Staff members: Rob Daykin, City Administrator, and Debra Manning, Assistant City Recorder.

Public Attendance

Dean Kampfer, Waste Management, Dave Huber, Waste Management, and Nancy Boyer, Mid-Willamette Council of Governments.

Agenda Changes:

Added New Business item 7.2 Solar Installation option for the Wastewater Treatment Plant to be addressed after the Executive Session.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items, 5.1 City Council Minutes, March 4, 2014 and 5.2 Financial Report Ending February 28, 2014. **The motion** passed unanimously.

Old Business

Special Yard Debris Program

The City has been providing a special yard debris program as an option for households with exceptional amount of yard debris that is not easily accommodated by the bi-weekly yard debris roll cart collection program; and which they are no longer allowed to burn. Originally, two fifteen-cubic yard drop boxes were provided for eight weeks in the spring and the fall at eight different locations in Dundee for the collection of yard waste. The program was reduced to one month at four locations and in 2013 the city funded only the fall debris bins. The Council was asked their direction on future yard debris collection services and whether the scope of services provided by Waste Management should be expanded.

Dean Kampfer, Waste Management (WM), updated that the 2013 Dundee single-stream recycle pilot program to include glass was presented to the Newberg City Council. Representatives from DEQ and the Mill do not support the program. Concerns raised include degradation of the materials for reuse and the additional maintenance cost on paper processing equipment. The Newberg Council voted against the single-stream recycling program.

Currently WM provides weekly garbage collection service with every other week recycling and yard debris collection. Dave Huber, WM, shared they collect six to eight boxes at each yard debris collection event. The cost of the fall 2013 program was \$2,012 for ninety cubic yards. Yamhill County sponsors two hazardous waste drops each year: one on the third Saturday in May at the Newberg Transfer Station and one on the third Saturday in October in McMinnville.

Special programs provided by WM for other cities:

- Wood Village: customers may drop a pickup load or an eight foot trailer load with proof of residency. During the same week, up to five extra bags of garbage are collected at the curb for the customers. Yard debris is taken to the transfer station. Wood Village utilizes volunteers for their program.
- Troutdale: the transfer station is opened to the public one day a year for bulky items, five extra bags can be placed for curbside collection, and two yards of yard debris may be dropped with a coupon at the yard debris processor.
- Forest Grove: customers may place six extra bags for curbside collection and appliances and four tires may be dropped at the transfer station on the Saturday after the pickup with proof of residency.

The cost for these programs is typically built into the customer's rates. They can be held as an annual event for a specific beautification project.

City Administrator Daykin inquired if there is a fee to drop hard to recycle items (computers, Styrofoam, etc.) at the transfer station. Kampfer noted the manufacturers cover the cost for the recycling those items under the Oregon Product Stewardship Program.

Councilor Nelson shared the complaints he has received is about getting the yard debris to the collection boxes; which makes expanding curbside yard debris pickup more appealing. Huber suggested a coupon entitling the customer to drop one load at the transfer station; this would be a lesser cost.

Councilor Pugsley supported keeping the debris program off of the city budget and providing an alternative for people who are used to burning.

Councilor Munson inquired if citizens with filbert orchards are exempted from the burning ban. C. Nelson responded a blight exemption allows property owners with filberts to burn filberts debris. Munson noted that the previous spring cleanup was sponsored by the Dundee Civic Association, Waste Management and SOLV. It focused on cleanup of the city and the Harvey Creek Trail. Nelson supports a community cleanup event with city sponsored debris boxes in May and November. Councilor Adlong expressed concern to provide pickup service for those without a way to get the yard debris to the debris boxes. Mayor Crawford suggested volunteers could help with that. C. Weaver asked how insurance coverage is provided for the volunteers. Munson shared the volunteers signed a waiver of liability for SOLV with the spring cleanup program.

C.A. Daykin suggested offering more frequent collection service for the yard debris carts or separate bags. He suggested surveying the community for their level of interest for special cleanup projects. Nelson suggested weekly yard debris pickup in May and November. Huber noted weekly pickups for one month is difficult as it leaves a driver and truck not in service the rest of the year. Councilor Weaver suggested overtime for the drivers with the additional pickup on Saturdays. WM supported the suggestion of additional Saturday pickups on weeks yard debris pickup is not scheduled. The Council inquired the additional cost to the customer. WM will bring back some cost estimates.

Daykin noted the need to update the customers in the next city newsletter and to include a reminder not to burn yard debris. The majority Council consensus was to authorize the additional extra Saturday yard debris pickups on May 3rd and May 17th. This will be noticed in the city newsletter as a pilot program with a follow-up customer survey. The pilot program will be covered under the cost of providing services to Dundee. Hazardous household waste pickup at the

transfer station on the May 17th will also be noticed in the city newsletter. It was noted that the Newberg/Dundee Police Department holds an annual drop for prescription drugs in Newberg; consideration will be given to adding a drop location in Dundee.

New Business

File Server Upgrade Proposal

A new file server was included in the budget. The Mayor, Dave Carlson, Blackpoint IT Services, and the City Administrator reviewed options to move the server to the cloud and decided now is not the time to proceed with this option; possibly in five to six years.

C. Pugsley noted that the Microsoft small business server is near the end of its life. Carlson confirmed. The server cannot accommodate the two-way trust required by the HP TRIM Records Management system. The small business server is only a one-way trust: we can trust them, but they can't trust us. Currently the city's antivirus and anti-spam is in the cloud. The proposal is a move to Office 365; which takes the email portion of the small business server (Microsoft Exchange) and moves it to Microsoft. This would eliminate the renewal cost for anti-spam software. There would be one physical box with the servers virtualized: one operating system acts as the host and several servers can be set up. This makes it easier to recover. The pricing for smaller organizations to go to the cloud is not affordable.

C. Pugsley inquired what accounting system is being used by the city. Carlson replied Peachtree, a Sage product. Pugsley questioned if it is cloud supported. Carlson did not know. He noted the city's accounting system grew too large and slow on the server; it was pulled off the server and placed back on the workstation. With virtual realization, a server can be setup and designated for accounting. You are allowed two virtual servers with one license. Pugsley questioned why HP instead of Dell. Carlson replied HP has better support with more efficient, requiring less energy to operate.

Mayor Crawford noted the server will have dual processors; which could help a future move to thin client as the work stations reach their end of life. Carlson confirmed the Microsoft terminal server could host the desktops.

C. Weaver questioned catastrophic event protection. Carlson noted coverage is very expensive; about \$500 a month. It is an appliance which images the servers to two separate geographic locations. The current hard disc backup system can continued to be used. Carlson suggested purchasing several external hard drives to image the server.

The motion was made and seconded to accept the quote from Blackpoint IT Services for purchase of a HP Proliant Tower Server in the amount of \$6,998.49. **The motion** was made and seconded to approve the quote from Blackpoint IT Services for software and installation services in the amount of \$7,989.80. **The motions** passed unanimously.

Executive Session:

The City Council entered Executive Session at 8:23 P.M. in accordance with ORS 192.660 (2) (i) to review the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Executive Session ended at 9:22 P.M. and the Council reconvened.

New Business

City Administrator's Salary

The motion was made and seconded to give the City Administrator a 4% raise to a new annual salary of \$80,340, effective July 1st. **The motion** passed unanimously. Daykin asked if the Council wanted to change the review process. C. Nelson suggested salary adjustment on an annual basis and a review on a two-year basis. C. Weaver suggested the Council conduct a review one year and then have Nancy Boyer facilitate a review every other year. The current contract covers an annual review stating the Council and City Administrator will discuss salary by a date specific.

Solar Installation Options for the WWTP

Peter Greenburg, PGPV, LLC, will apply for an extension to complete the solar project at the new fire station. The program with PGE has been extended for the large 100 kilowatt renewable energy systems. It would be similar to the fire station project with a net metering approach with installation of a second meter to measure output. The solar array system would require 620 linear feet, about a fifty foot depth of property and would fit between the lab/operations building access road and Lagoon 1. PGPV would install and maintain the system during the life of the contract. The city would receive a guaranteed payment of \$5,000 annually for fifteen years. At the end of the contract the city can make arrangements to continue at a reduced power rate, buy the system, or have the system removed. The application needs to be prepared soon to be submitted by the April 1, 2014 deadline. C. Pugsley inquired if the panels would be tractable. Daykin confirmed they are to be tractable style. The WWTP property would be screened from the nature park. The majority consensus supported application. C. Adlong inquired if there would be reflective glare. Daykin will follow up on the inquiry.

Council Concerns and Committee Reports

C. Munson questioned the status of the property on the west side of Highway 99W between Dundee and Newberg listed by Willcutts Company Realtors. It appears limited property improvements were completed for tax purposes at this location.

Mayor's Report

The Mayor inquired about the inverter on the solar panels at the fire station. C.A. Daykin noted the proposed device will allow the power to be used by the fire station should power not be available from PGE or the backup emergency generator. This inverter type would require installation of two boxes in lieu of the one in the design; the boxes will be mounted high on the exterior, under the eaves of the roof holding the photovoltaic panels. The system could generate 1200 watts with good solar reception.

David Barrows, Oregon Legislature Bypass Lobbyist, passed away.

Mayor Crawford noted the possibility of other providers wanting to run utility lines in/through Dundee and asked if an extra conduit line should be laid under Highway 99W in anticipation of such a request. Daykin shared the city was approached by an out-of-state attorney representing a firm who wants to place a fiber optic line through Dundee. The city attorney is reviewing this issue to ensure compliance with the Dundee Development Code requirement for undergrounding.

The League of Oregon Cities will be holding a conference addressing marijuana with representatives from Californian, Colorado, and Washington. C. Pugsley requested Chief Casey address the Newberg/Dundee Police's perspective on the marijuana issues.

The prospective purchaser of the Headstart property has submitted a pre-application for a bungalow hotel. This would consist of pre-manufactured standalone living structures (bedroom, great room and bathroom) for transient rental.

City Administrator's Report

Barton Brierley, Community Services Director for the City of Newberg, has tendered his resignation and will be accepting a position with the City of Vacaville, California.

Yamhill County has a public hearing scheduled for April 17th on the transfer of jurisdiction of county roads including Parks Drive from Highway 99W to Fulquartz Landing Road, Fulquartz Landing Road from the south of Parks Drive 900 feet, Neiderberger Road from Charles Street to Highway 99W, and Ninth Street from Red Hills Drive to Alder Street. Once the process is completed the city will receive all county funds earmarked for the use of their roads by ODOT for the Bypass construction project.

Staff will meet with Kelly Amador, ODOT, on Thursday on the intergovernmental agreement; including addressing what landscape areas the city is to be responsible for maintaining. This will be brought to the Council before it is returned to ODOT.

Grow Yamhill County is offering an economic development grant program, up to \$10,000. The application is due by March 26th. Daykin stated he will submit an application to the grant program to help offset the cost of an urban renewal district feasibility study.

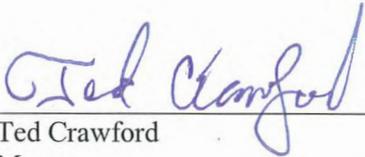
The Water Master Plan update proposals are under review. The committee will be seeking further information from the proposers prior to bringing them to the Council.

Staff met with the two property owners on Twelfth Street with the construction deferral agreement. They would be responsible for the ten inch waterline improvement next to their property. The two property owners agreed to a 50/50 split of the costs. Daykin recommended three basic options if the city proceeds with a project: 1) the city obtains a quote for the work and they have a set number of days to accept the project, if they accept the project they will pay their costs with sixty payments (five years) attached to their water bill without interest, 2) through a local improvement district, or 3) they can construct the improvement themselves.

Public Comment:

None.

The meeting was adjourned at 10:07 P.M.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder