

**CITY COUNCIL MEETING
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April 17, 2012**

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City of Dundee
City Council Meeting Minutes
April 17, 2012

Call to Order

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

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong (7:02 P.M.), Miller, Munson (7:20 P.M.), Nelson, Pugsley, and Reddell. Staff members: Rob Daykin, City Administrator, Justin Gericke, City Attorney, and Debra Manning, Assistant City Recorder.

Public Attendance

Tim Weaver.

Agenda Changes:

None.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, April 3, 2012 and 5.2 Financial Report Ending March 31, 2012. **The motion** passed unanimously.

Old Business

Budget Committee Appointment

The Budget Committee has one vacant seat and one application has been received from Tim Weaver. He will not be available for the April 26th meeting for presentation of the budget message, but will be for the remaining meetings for review of the budget. **The motion** was made and seconded to appoint Tim Weaver to the Budget Committee for the term ending December 31, 2014. **The motion** passed unanimously.

Water Leak Adjustments

This returns from the April 3rd meeting. City Administrator Daykin reviewed prior changes to the water leak policy with the Council. Daykin provided information on leak adjustments authorized in 2011, noting the amount of excess water use from a leak over average use varies greatly. Daykin also provided tables showing billing and adjustment calculations for various water use and leaks. He inquired if the Council wanted to consider a no fault process, where the leak is repaired and if no water has entered the sewer system a credit is applied to the excess sewer charges and a 50% credit is applied to the water charges whether the leak is in the internal plumbing of a structure or not.

Councilor Pugsley pointed out the leak credit is limited to one in two years. Discussion followed on past adjustments for water leaks including the large winter leak in a service line, where there was a delay on the city's part in catching the leak due to the Thanksgiving holiday and the Council granted a credit to the water charges. C. A. Daykin cautioned not make the policy too broad to minimize potential abuse. He suggested accidental unexplained high water use, such as where an outdoor faucet has been accidentally left open, should be appealed to the Council.

The majority consensus is for leaks to receive an adjustment with a credit provided to sewer charges only if water from the leak is not entering the sewer system. C.A. Daykin pointed out a leaking toilet in one of the winter averaging months (December, January, February) would penalize the customer's sewer charges for six months out of the year (May to October). Councilor Nelson suggested removal of the billing with charges from a leak from the sewer charge equation and using an average consumption. Daykin advised that budgeted revenue does not include leak revenues; the excess revenue is received for a minor cost to the city. He restated his understanding of the Council's direction: if the water from the leak has not entered the public sewer system, then adjust to what the normal sewer charges would have been. Do not give a credit for sewer charges if it has entered the system, but do not penalize the customer for the winter averaging cap on summer use. Daykin inquired: 1) if the Council wanted to continue to allow a 50% credit on the overage for eligible water charges and 2) does it matter whether the leak is internal or not internal. C. Nelson supports the customer responsibility from the meter in, with the city responsible from the meter to the street. The majority consensus was in agreement: 1) for a credit to water charges of 50% of the excess water billing due to a leak on the customer's side of the meter, 2) one adjustment in a two year period, and 3) accidental water use appealed to the Council. An ordinance will be returned to the Council.

New Business

Resolution No. 2012-03, Temporary Use-Wine Tasting /Sales

This is a returning request to make an exception to allow temporary wine tasting and wine sales at the Bag Connection in the light industrial (LI) zone for the specific dates of: May 19, 20, 26, and 27th. **The motion** was made and seconded to adopt Resolution No. 2012-03, a resolution approving a temporary wine tasting and wine sales event on May 19, 20, 26 and 27 of 2012 in the Light Industrial (LI) zone located at the Bag Connection, 459 SW 9th Street, tax lot 3326DD-00900. **The motion** passed unanimously.

Destination Branding and Marketing Plan RFP

Councilor Munson advised that the Tourism Committee issued a request for proposal (RFP) to six firms for assistance in develop of a destination brand and marketing plan for Dundee. Three firms presented proposals: The Hinmon Agency, Ashley Lippard Design, and Turtledove Clemens. The three firms were interviewed on April 16th. The recommendation from the committee is to award the bid to Ashley Lippard Design & 237 Marketing + Web, which includes a rework of the current website. **The motion** was made and seconded to accept the proposal from Ashley Lippard Design & 237 Marketing + Web for the development of a destination branding and marketing plan for Dundee, and to authorize the city administrator to execute an agreement for the services. **The motion** passed unanimously. Mayor Crawford asked the committee to include the Dundee Hills AVA in the process. C.A. Daykin shared that the RFP requested a project timeline completion by the end of the fiscal year, but the consultant was advised that the City will work with the consultant to go beyond that timeline.

Council Concerns and Committee Reports

Councilor Reddell noted April's Trailer Life magazine included a feature article on the Wine Country, including Dundee.

Councilor Adlong updated the Parks Committee reviewed the grant application for the Viewmont Greenway at their April 2nd meeting and the application has been filed. C.A. Daykin relayed official notice is expected in August. Adlong shared that committee member Nick Gilbert has reviewed the Harvey Creek Trail for alternate sub trails to allow access to the stream. The western side appears to be a good candidate for double switchbacks. Staff is looking for a surveyor to locate various boundary markers for the property. The Greater Yamhill Water Shed

Council has completed plantings at the culvert removal site. It was noted that the plantings should be marked as they are small and easily damaged by accident.

Councilor Pugsley inquired the timeline for placement of the playground equipment in Fortune Park. C. A. Daykin noted that CPRD is working on the documentation for the dedication of the right-of-way and the deferral construction of the two street improvements. Adlong advised the playground equipment has been purchased.

Councilor Miller advised an estimated attendance of 600 for the Volunteer Fire Fighter Pancake Feed. A suggestion for the future is to advertise the event better to the surrounding community including the city of Newberg.

Mayor's Report

The Dundee Civic Association (DCA) will change their focus to the business community. Their intent is to remain politically active. They are considering a name change to the Dundee Business Association (DBA). The DCA will not combine with the Dundee Community Committee (DCC).

City Administrator's Report

Waste Management will be sending invitations to the Council to attend an open house on Wednesday, May 16th, to view improvements to the Newberg transfer facility.

Additional proposals were solicited for the for the Wastewater Treatment Plant's radio telemetry system. One was received from Technical Systems at \$67,925. Two other firms declined to submit proposals after viewing the Council records and the TAG proposal on the City's website. Staff discussed the responses with City Attorney Hickey and noted that the City has met the requirements for the intermediate procurement process. Staff will proceed with awarding the bid to TAG at the low bid of \$47,280.

Public Comment:

None.

Executive Session:

The City Council entered Executive Session at 7:50 P.M. in accordance with ORS 192.660 (2) (i) to review and evaluate 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 8:45 P.M. and the Council did not reconvene.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder