

**CITY COUNCIL MEETING
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May 7, 2013**

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City of Dundee
City Council Meeting Minutes
May 7, 2013

Call to Order

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

Council and Staff Attendance

Present: Councilors Adlong, Munson, Nelson, Russ, and Weaver. Excused absence: Mayor Crawford and Councilor Pugsley. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, and Debra Manning, Assistant City Recorder.

Public Attendance

Robert Allord, Ashley Lippard, Ashley Lippard Design, and Myrna Miller, Tourism Sign Committee Chair.

Agenda Changes:

Added Consent Agenda items 5.3 OLCC Liquor License Application, Tertulia Cellars and 5.4 OLCC Liquor License Application, Distel Cellars.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, April 16, 2013, 5.2 Special City Council Minutes, April 23, 2013, 5.3 OLCC Liquor License Application, Tertulia Cellars, and 5.4 OLCC Liquor License Application, Distel Cellars. **The motion** passed unanimously.

Old Business

City Sign Proposals

Myrna Miller, Tourism Sign Committee Chair, introduced Ashley Lippard, Ashley Lippard Design, to present the proposals for a city sign at the north end of town. She advised a request for proposal (RFP) was sent to three local sign companies. The RFP asked for a clean, modern sign incorporating mixed materials such as stone, iron and wood with lettering: "Welcome to Dundee" and "Home of the Dundee Hills Wine Growers Association". Two proposals were received from Bu-Kai Design and RSC Creation. The second proposal was not recommended in part because of its similarity to Yamhill and Carlton's signage and it did not include landscaping. City Administrator Daykin noted the sign will be placed in the ODOT right-of-way on the slope east of Chan's restaurant parking lot (west side of Highway 99W, north of the First Street intersection). ODOT is supportive of the sign placement. There is an application process with ODOT for use of the ROW. The Committee recommends accepting the proposal from Bu-Kai Design which includes landscaping. Lippard will work with Bu-Kai Design to complete the final design and landscaping which will be brought to the Council before placement. The landscaping will utilize native plantings. Daykin noted the sign project will require irrigation and electricity. Staff is waiting on information on the estimated cost from PGE to extend electricity to the site. The proposed 2013/14 budget includes \$25,000 for the project. The proposal is \$18,600 with additional costs for irrigation and electricity.

Robert Allord inquired the size of the proposed sign. Lippard replied 96 inches tall by 60 inches wide.

Councilor Adlong cautioned placement of the sign to avoid competition with Chan's signage. Lippard will work to ensure it does not compete.

The motion was made and seconded to accept the proposal from Bu-Kai Design, authorize the Tourism Committee to negotiate the final design, and to authorize the city administrator to execute a contract with Bu-Kai Design not to exceed \$18,600 for the installation of a City of Dundee sign with landscaping. Councilor Nelson asked if the backside of the sign would say "Thank you for visiting Dundee". Daykin advised the committee envisioned the sign will not be perpendicular to the highway and will have landscaping behind it.

C.A. Daykin referred to page 21 of the packet with the map noting the bypass fishhook connection and placement opportunities for the south end sign. The focus group reviewing the aesthetics of the Bypass connection just south of Dundee recommended use of the site nearest to the corner of Parks Drive and Highway 99W. Miller noted that site is large; it would hold a welcome sign and a bench or kiosk with city and tourism information. Daykin clarified that ODOT will install their standard directional signs at the intersection of Highway 99W and the Bypass overpass ramp. The committee's intent was to get past the bypass structure and place the sign at the city's entrance. **The motion** on the sign proposal passed unanimously.

Lippard updated the Council that new name tags are in the works with the new logo. Councilors were polled as to their preference of border color. After further discussion Assistant City Recorder Manning will follow up on the issue with the Council members.

C.A. Daykin inquired the Council's choice for placement of the south end sign. **The motion** was made and seconded to place the south end entrance sign at the corner of Parks Drive and Highway 99W. **The motion** passed unanimously.

New Business

Water Bill Appeal

There is no explanation for the high water volume for the March billing cycle of Robert Allord's residence. The high usage added extra water volume charges of \$84.05 and sewer charges of \$211.69 to the bill. Staff did not find any leaks and the usage was back to normal on the next billing cycle. The Council's determination for a past similar situation was the use of the water was external to the house and a sewer credit was offered.

Robert Allord advised he contacted city staff after receipt of the March water bill for \$380.94. Staff reread the meter and did not find any leaks. Their bill is usually in the range of \$100. They do not use a lot of water and they would appreciate any help available on the bill.

Councilor Nelson asked if there was proof that the leak was an external leak and not an internal leak for the prior situation. Daykin replied there was no evidence of a leak on the previous appeal at the First Street residence, and recalled the finding was if the high use was internal then the resident would likely hear it running and take corrective action. Councilor Russ questioned if a manual read versus an electronic read was completed during the reread. Daykin responded he did not have that information.

Councilor Weaver asked if the property owners were away at any time during the billing period. Allord advised they were present and no water entered the sewer. He noted that the faucet covers were in place during that cycle.

Councilor Munson noted the similarity to the past situation and recommended crediting the sewer charges to maintain consistency. C. Nelson expressed concern that all the faucet covers were in place. After further discussion **the motion** was made and seconded to approve an adjustment to Robert Allord's utility account in the amount of \$211.69. C. Nelson reiterated his concern with the covers on the faucet, making it unlikely to be the cause of the high water use, and suggested a review of the minutes from the First Street appeal and a physical reading of the meter be brought back to the next meeting. C. Russ inquired if the meters have both an analog and an electronic recording system. Daykin confirmed the meter register is analog and the information is transmitted to the hand held meter reading device electronically. He offered the opportunity to bring the Public Works Supervisor to the next meeting to address the issues. **The Vote:** Nelson-nay, Adlong-aye, Munson-aye, Russ-aye, and Weaver-aye. **The motion** passed four to one in favor.

Old Business

Resolution No. 2013-02, FY 2013-14 Salary Schedule

This is the salary schedule reviewed and approved at the previous Council meeting with the changes to the HRA VEBA contribution based on medical coverage dependent status. The changes are reflected in the proposed budget under consideration. **The motion** was made and seconded to approve Resolution No. 2013-02, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for the fiscal year 2013-14. C.A. Daykin updated the Council there will be about a 2% cost increase for medical premiums from CIS, starting January 1, 2014, in lieu of the expected 4% increase. **The motion** passed unanimously.

Resolution No. 2013-03, Supplemental Budget

This addresses changes to the current year's budget: 1) an unexpected grant was received for \$3,700 for the purchase of two auto-external defibrillators and 2) the 2012/13 budget anticipated that the 911 tax from the state would be directed to the City of Newberg (our dispatch center) and we would discount our emergency fee payment to them by that amount. Newberg's Finance Director remitted the 911 tax to us (reflected as new revenue) and we paid our full emergency dispatch fee. The classification of the funds received from Newberg as 911 tax receipts in the City's budget was confirmed by the auditor. **The motion** was made and seconded to approve Resolution No. 2013-03, a resolution adopting a supplemental budget for fiscal year 2012-13. **The motion** passed unanimously.

Resolution No. 2013-04, Budget Transfers

This is presented now to prevent us from exceeding our budget appropriation category in the Sewer CIP Fund. Our first repayment on the DEQ loan was delayed by several months. This resulted in more interest due than had been budgeted in the Debt Service Activities category. The change will increase the category in the Sewer CIP Fund and the transfer will reduce the Capital Outlay category in the Sewer CIP Fund. The Sewer Fund incurred higher than budgeted expenses in the Personnel Services category for the WWTP Operator (with additional time for start-up and fall/winter storm events) and a reduction in the Electricity category. C.A. Daykin noted that incoming revenues in the Sewer fund are exceeding forecasts, necessitating a change to the Transfer-Out to the General Fund. He noted a correction to Exhibit "A" to identify Sewer CIP Fund: 442-753-20 DEQ CWSRF Loan Interest 107,700. **The motion** was made and seconded to approve Resolution No. 2013-04, a resolution transferring budget line item amounts within a department or fund for fiscal year 2012-13 as amended. **The motion** passed unanimously.

New Business

Geotechnical Services Proposal

GeoPacific prepared the geotechnical reports for the fire station design construction project. The city attorney has finalized a contract with GeoPacific for additional geotechnical construction monitoring services. Staff's recommendation is to accept the proposal and authorize the city administrator to sign the contract prepared by the city attorney.

C. Nelson inquired if the architects will be in charge of scheduling. Daykin relayed the intent is for the whole team to determine when, where and how frequently the tests need to be completed.

The motion was made and seconded to accept the proposal from GeoPacific for geotechnical observation and testing services, and to authorize the City Administrator to sign the contract as approved by the city attorney. **The motion** passed unanimously.

Council Concerns and Committee Reports

The Tourism Committee is gathering business and upcoming event information for the website. Lippard is working on an electronic walking map for the website. The intent is to have both the website and the walking map available for the Memorial Day weekend. Munson will ask the committee to approve funds for tent cards to advertise the website at local businesses. The Dundee Winegrower's Association will be updated on the status of the website and asked for information to include on the website.

Transportation Enhancement (TE) grant update: ODOT has agreed to widen the sidewalks to six feet beyond the curb; the costs are included in the project budget. There are two types of ADA ramp configurations: 1) ramp points 90 degrees to each other (better suited at corners with marked crosswalks) or 2) a ramp with ADA access all the way around to accommodate crossing either direction. Daykin noted the engineer is to contact DKS Associates to bring back updated lighting budget information and options to the committee. Adlong advised the committee was reviewing street light fixture options such as one side or specific sections of the highway (Fourth Street to Eleventh Street). Nelson relayed consideration for smaller midblock lighting with larger lighting for intersections. Daykin noted there are specific lighting standards to be met in the intersections with marked crosswalks. Munson inquired the status of a crosswalk at First Street. Committee members advised that the First and Third street intersections are still under consideration. Nelson advised of discussions of embedding the city logo in the crosswalks and placement of emblems at random points in the sidewalks. C. Weaver noted that driveway access will be clearly defined. C. Russ questioned Argyle's response on their portion of sidewalk. Daykin relayed that Argyle is waiting on options from the engineer. Weaver stated there is a problem at Lumpy's with the building location, signage and the ADA ramp. He advised there is a possibility to use LED lighting for the project, which would provide warmer, more inviting lighting. Adlong shared the committee has requested additional lighting options. We can place lower poles, than we were originally led to believe.

Mayor's Report

None.

City Administrator's Report

Staff and City Attorney Shropshire met with representatives from Oregon Water Resources Department (OWRD) and Ground Water Solutions, Inc. (GSI) to determine what is needed to place the test well into production. The city desires to use a water right which has a limitation on depth for the test well. Additional testing was required to determine interference with other aquifers. Temperature profiling showed an indicator of comingling, which appears to not be

substantial. GSI presented new information for consideration. OWRD still has concerns, but it appears they are willing to allow us to use the well if we seal off the lower portion of the well. It is unknown what impact that will have on production. They will allow us to transfer some of the existing water rights to cover the new point of appropriation at the test well site. Shropshire will follow up with OWRD. The issue will be on June 4th Council agenda.

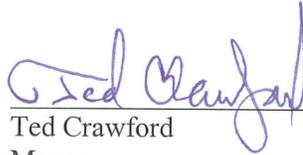
Legal counsel for the City of McMinnville contacted the other applicants (Newberg, Dundee and Yamhill County) with their concerns on the Bypass loan documents. The documents have been reviewed by Dundee's legal counsel and returned to ODOT. McMinnville's City Attorney will set up a conference call on the concerns tomorrow morning with all of the loan applicants.

Kennedy-Jenks asked for additional time on the grant for the recycled water study. It was delayed by the Eighth Street waterline relocation project. A presentation is expected at the June 4th Council meeting.

Public Comment:

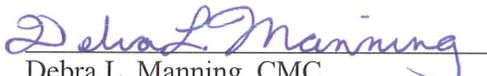
None.

The meeting was adjourned at 8:30 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder