

# Dundee Budget Committee Meeting Minutes

May 7, 2015

Chair Storr Nelson called the meeting to order at 7:01 P.M. Present: Jeanette Adlong, Ted Crawford (7:03 P.M.), Storr Nelson, David Russ, Kristen Svicarovich, Tim Weaver (8:03 P.M.), Patrick Kelly, Dawn Nelson, Robert Negele, and Shannon Stueckle. Excused Absence, Art Matheny, Doug Pugsley and Jody Salsberry. Absent: Lee Borgaes. Staff members: City Administrator Rob Daykin, Alan Mustain, Public Works Supervisor, and Debra Manning, Assistant City Recorder.

## **Public Attendance:**

Beth Karecki, Debbie Russ, Georgann Percival, Janet Floren, Joyce Colling, and Gary Rodney.

## **Approval of Minutes:**

**The motion** was made and seconded to approve the April 30, 2015 Budget Minutes. **The motion** passed unanimously.

## **Governmental Funds: State Revenue Sharing** (page 26)

Revenues from the liquor excise tax received from the State of Oregon which is used for special projects and outside uses.

## **Internal Funding Requests:**

- **Lobbyist - Bypass Project** - \$2,500

Jeannette Adlong questioned the Lobbyist's effectiveness. Ted Crawford replied the Lobbyist procured \$23 million for the Bypass and continues work on the fishhook and the Tiger grants.

- **Urban Renewal Feasibility Study** - \$14,000 The City Council will have a workshop in June at the cost of \$1,000 from the 2014/15 budget. The study would occur in the next fiscal year through a contract with the Mid-Willamette Valley Council of Governments (COG) at a cost of \$14,000. The intent is to complete the project in October.
- **Urban Renewal Plan** - \$10,000 The proposed budget notes 50% of the estimated cost of \$18,000 to \$22,000 to move ahead with a plan, upon Council's direction. Half this fiscal year (15/16) and half next fiscal year (16/17). The intent is to be able to place the plan on the November 2016 ballot.
- **YCAP Utility Assistance Program** - \$1,200 provides hardship assistance to Dundee residents who cannot pay their city utility bill. One request was processed in the current year to date.
- **Transfer to Parks Fund** - \$10,000 to complete the Viewmont Greenway Park project.

Mayor Russ cautioned the city could expend funds on the Urban Renewal District and have the voters vote it down. He inquired if an interfund loan could provide funds for the project. Daykin replied possibly from one fund to another fund and upon voter approval of the plan have the Urban Renewal District Fund reimburse the loan for the Plan within five years. The Council can take a loan to fund the Urban Renewal District project; the loan has to be paid back whether or not a district is formed. Daykin noted increased interest from private development to build on the vacant land along the Highway 99W corridor. Forming the district after the land is built out decreases the potential funding for projects. The study will define boundaries and the potential for development within the districts and a list of projects to fund which could include off-street parking, storm system, water and street improvements, all of which would facilitate new

development. Crawford suggested the new franchise fee payment from Astound could be applied toward the Urban Renewal Plan.

**External Funding Requests:**

**Your Community Mediators of Yamhill County**, Beth Karecki, asked for funds of \$2,622. In 2013/14 YCM served thirty-two residents. They have one paid staff, all of the mediators are volunteers. Fifteen new mediators have completed the training offered at George Fox University this year. YCM offers a number of programs including a truancy mediation program addressing cases from the Newberg School District and training at the Juvenile Detention Center.

**Homeward Bound Pets**, Georgann Percival, advised they offer a low cost spay neuter program for community cats (stray or owned) in Yamhill County. They serve people who are unable to afford getting their cats spayed/neutered: low income, unemployed, elderly, disabled, and homeless. The program began in 2011 and has provided services to 3,500 cats (98 from Dundee). The cost to spay/neuter, transport, provide pain medicines and flea treatments for one cat is estimated at \$50. The county has problems with feral cats, abandoned cats, and owners who cannot afford to spay/neuter their pet. Debbie Russ, Dundee resident, supported the spay/neuter program. She noted last year's donation from the city was smaller than the previous year and asked the committee to consider increasing the donation amount this year.

**Newberg Animal Shelter Friends**, Janet Floren, relayed the animal control program was eliminated from the Newberg/Dundee Police Department almost a year ago. The Newberg Animal Shelter Friends, a fund raising group was asked to operate the "no-kill" shelter. There are twelve volunteers who work ninety hours a week to keep the shelter running. All animals adopted are spayed and neutered. NASF works with Yamhill County Dog Control to accept strays dropped at the shelter (limited hours) until the animal can be picked up by county employees. The group is currently working on their first kennel license inspection which requires addressing some issues to meet license requirements: some of the interior walls need have a sealed finish (estimated cost of \$5,000), installation of air conditioning/proper ventilation and procuring a shelter manager. NASF is asking for a donation of \$1,000. They are totally funded by donations.

**Dundee Community Committee**, Gary Rodney, noted the DCC sponsors the Easter Egg Hunt, Cookies and Cocoa with Santa, and Party in the Park. He relayed appreciation for past funding assistance and any possible future funding. With the funding last year they were able to host a Movie Night in the Park where the attendance (over 900) exceeded their expectation of 300 attendees. The group operates the bottle/can drive earning them about \$150 a month; but the DCC does not have a lot of funding resources. All the events are free to the public. The games used at the Party in the Park are about fifteen years old and are wearing out. They try to replace one game a year at an estimated cost of \$400 to \$500.

**Dundee Community Center**, Joyce Colling, advised they encountered unexpected cost when their furnaces broke; requiring a loan of \$7,000 to replace them. They are working on more fund raising and hoping for a small grant. The group is requesting \$1,500 toward the cost of the furnaces. The Dundee Community Center is having its centennial celebration this year. Work is currently underway to repair damage to the building's foundation funded through a matching grant which depleted their finances.

**United Methodist Church – Community Supper**, Joyce Colling, noted this is the third year for the community supper sponsored by the Dundee Covenant and Dundee Methodist churches. There are between fifty to seventy people fed every other week; with no questions asked. They

requested \$650 a quarter. The intent behind the community suppers is to feed hungry, lonely or isolated people.

**Enterprise Funds: Water Fund:** (page 41)

No rate increase is forecasted. More revenue is anticipated to be received in the current fiscal year over the prior year due to increased water sales. The city is in the process of converting utility billing software. The new bill format will be full letter size in lieu of the current postcard size. Staff is requesting equipment to help process the bills which is reflected in the capital outlay portion of both the Water and Sewer Funds.

Chair Nelson questioned the change in line item 45 Engineering/Architecture (page 42). Daykin noted there hasn't be a lot of engineering activity; prior years' work included the Water Conservation Plan. The engineering review of the Public Works Design Standards should be completed next year.

Dawn Nelson inquired if additional cost for postage and office supplies to accommodate the new utility billing format was considered. Staff replied the cost is unknown at this point.

**Water CIP Fund:** (page 45) funds major projects:

- Distribution System: Waterline improvement along Highway 99W, replacement of old waterlines under roadways where road improvements are scheduled (Canyon Place and First Street, Dogwood Drive
- CH2M Hill is completing a hydraulic study on the water system that will identify fire flow issues and future projects. While storage appears to be in good shape for fire flow, we do expect recommendations for water line upgrades
- Well Pump Stations: This project is under way and includes development of a new water supply well, improvements at the Clear well booster pump station, and telemetry improvements. Work is expected to be completed in October of 2015.

**Sewer Fund:** (page 48)

There will be a sewer rate increase of 3%. We have a better idea of the operating and maintenance costs for the Waste Water Treatment Plant (WWTP). The plant encountered unanticipated sustained winter storm events with rain water entering the sewer system. The rainwater washed out the system's biology, requiring expensive chemicals and biology replacement from McMinnville's Treatment facility. Mustain noted that the plant worked well, but does not have the capacity for this type of event. Previously the system was comprised of lagoons with an overflow into the lower pond but there was no meter to record what was happening during this type of storm event. Line item 77 (page 50) reflects those funds. Staff does not expect to expend that same amount for treatment facility repairs and maintenance in the next fiscal year. Plans to try and avoid a reoccurrence of that situation are for a bypass from the headworks to take the sewage to the Facultative Storage Lagoon (FSL) for equalization during a sustained storm event. The FSLs are intended for storage of sludge until it is ready to be removed. This will be a temporary fix until it is time to switch to the other FSL. There will be further analysis of how much sludge we are currently storing and its makeup to help determine options to handle the sludge. Two expensive routine maintenance items (UV disinfection equipment and process basin pumps) will be scheduled in the budget every other year starting in the 2016-17 fiscal year. The city applied for a \$600,000 loan through the Clean Water State Revolving Fund program to identify and make corrections to the sewer collection system to reduce the infiltration of storm water. The first step is to determine the extent of the problem. A firm has been contracted to complete a video inspection of the sewer system in the lower basin at an estimated cost of \$25,000. This was anticipated to be spent from this year's budget; but the weather did not

cooperate and the project was cancelled. The study will have to wait until fall/rainy weather to allow sewer inspection.

**Sewer CIP Fund:** (page 52)

Line item 27 (page 53) Sewer Collection System \$600,000 represents the anticipated loan proceeds with no expectation to expend the total amount in one fiscal year. Daykin cautioned that the Council will be asked for a protocol for a private customer who has been identified to have a leaking lateral. The customer will need to repair it at their cost. The Council will need to set the timeline for the customer to complete the repairs and what portion of the lateral is the customer's responsibility.

**Storm Water Fund:** (page 54)

This fund maintains the storm water system; ditches, catch basin, culverts and minor repairs. The monthly storm water rate is being increased by 10% from \$5.00 to \$5.50 for residential customers (August 1st); the first increase since it was created in 1977.

**Storm Water CIP Fund:** (page 57)

The city applied for a \$350,000 loan through the Clean Water State Revolving Fund program for storm water treatment to receive a special 1% interest rate combined with the sewer improvement loan. Proposed projects include:

- Storm water improvements along Highway 99W, 12 & Maple completed installation of a 36-inch storm water pipe (this will be turned over to the city) which the city will connect to the Ninth and Eleventh street basins.
- Improvements to Fir Court to help relieve flooding from storm water runoff from fields outside of the city
- Add additional capacity to address restriction issues on Charles Street
- Update the Master Plan, line item 19 (page 58) - \$50,000 the expectation is to expend less with the completion of the project this fall by the City Engineer.
- Viewmont Greenway, line item 18 - \$12,000 includes reconfiguring the drainage ditch.

Mayor Russ asked if there are funds to address interim storm water events where the scheduled improvements have not yet been completed. Daykin advised there is \$1,200 available for repairs of the storm water system and a contingency of \$5,000.

The Mayor questioned adding funds for the recruitment of Volunteer Firefighters. Daykin shared the staff of Citycounty Insurance Services includes experts dealing with these issues. They will meet with staff to review the Fire Department's program, the difficulties with volunteers, how we work with the Newberg Fire Department, and include the Newberg Fire Chief in the review. Daykin noted that the \$40,000 contingency in the General Fund is available to provide additional funding after the study at the Council's direction. It was noted that Chief Stock is not taking vacation time due to a number of contributing factors such as lack of temporary coverage and the part-time firefighters are not qualified to drive the engines or to provide supervisory support.

**The appropriation of the State Shared Revenue Funds:** line item 20 Lobbyist – Bypass Project - \$2,500, line item 21 Consultant - \$16,700, line item 25 Your Community Mediators of Yamhill County - \$1,000, line item 26 Dundee Community Committee - \$1,200, line item 27 YCAP Utility Assistance - \$1,200, line item 28 Community Suppers - \$2,600, line item 30 Homeward Bound Pets Adoption Shelter - \$500, line item 40 Dundee Woman's Club/Dundee Community Center - \$1,500, line item 62 Transfer to Parks - \$10,000, and Newberg Animal Shelter Friends - \$500. **The motion** was made and seconded to approve the City of Dundee 2015-

2016 proposed Budget as presented with the modifications to the State Revenue Sharing Fund. **The motion** passed unanimously. **The motion** was made and seconded to approve the property tax levy for the next fiscal year (based on the permanent tax rate of \$2.3115 per thousand of assessed value). **The motion** passed unanimously. **The motion** was made and seconded to approve the bonded debt levy for \$141,304. **The motion** passed unanimously. C.A. Daykin advised the Budget Committee's task was complete, the next step is a public hearing at the June 2nd City Council Meeting followed by adoption of the budget by Council. The Committee meeting was adjourned at 9:21 P.M.

  
Storr Nelson, Budget Committee Chair

  
Debra Manning, Assistant City Recorder