

**CITY COUNCIL MEETING
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June 2, 2015**

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**City of Dundee
City Council Meeting Minutes
June 2, 2015**

Call to Order

Mayor Russ called the meeting to order at 7:02 P.M.

Council and Staff Attendance

Present: Mayor David Russ, Councilors Jeannette Adlong, Ted Crawford, Storr Nelson, Kristen Svicarovich and Tim Weaver. Excused: Councilor Doug Pugsley. Staff members: Rob Daykin, City Administrator, John Stock, Fire Chief, Peter Watts, City Attorney, and Debra Manning, Assistant City Recorder.

Public Attendance

Dave Warner, Promise Pantry, Chris Motley, Promise Pantry, Chris Nagy, Fueled by Fine Wine Half Marathon, Ken Moore, and Wayne Bird.

Agenda Changes

Item 7.4 Authorize sale of 2003 Ford Expedition was added to Old Business.

Public Hearing: 2015-2016 City of Dundee Budget

Mayor Russ called the hearing to order at 7:04 P.M. for the 2015-2016 City of Dundee Budget Hearing. City Administrator Daykin advised that the budget before the Council was approved by the Budget Committee with the hearing scheduled before the City Council. The Council can change the approved amounts up to \$5,000 in any given fund; any increases above that amount require an additional re-noticed public hearing.

Public Comment:

Dave Warner and Chris Motley, Promise Pantry, requested funding for the pantry and the garden. A written request for funding was also submitted by Pastor Cliff Morgan, Promise Church, and distributed to the Council. Funds would be used to pay for the rental of a tractor, seeds for the garden, and for purchases of commodities, such as eggs and milk, from YCAP.

Councilor Crawford inquired how much food the garden produced. Warner replied they have grown corn and tomatoes; but they really want to get the community involved in growing their own food.

C. A. Daykin relayed discussion with Pastor Morgan that there was \$600 in unallocated funds in the State Revenue Sharing ending fund balance. The Promise Pantry received \$800 in the 2014-2015 fiscal year and \$1,500 for both the pantry and the garden in the 2013-2014 fiscal year.

Councilor Weaver questioned who they serve. Motley responded anyone living in the City of Dundee. The pantry receives an allocation from YCAP for items they have to buy and they receive donations from food drives. Weaver questioned how many they serve. Motley estimated forty to seventy families a month. Weaver questioned the tractor needs for a year. Warner replied a one day rental once a year at the cost of \$285.

Councilor Adlong questioned if there was still time to plant a garden this year. Warner answered if they complete it this month they should have corn by September. Motley shared that water piping has been extended from the church to the garden and the pantry. After further discussion

the majority consensus was to allocate the unappropriated ending fund balance of \$600 to the Promise Pantry.

Mayor Russ closed the Budget Hearing at 7:22 P.M.

Public Comment

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 6.1 City Council Minutes, May 19, 2015 and 6.2 Financial Report Ending April 30, 2015. **The motion** passed unanimously.

Old Business

Noise Variance Request – Fueled by Fine Wine Half Marathon

Chris Nagy, Fueled by Fine Wine Half Marathon, passed out additional information on the event. She advised that amplified sound will start at a lower volume about 6:00 A.M. and will be gradually ramped up to the race start time of 7:00 A.M. C.A. Daykin stated the City Council approved a variance for the race last year. Nagy shared that Newberg-Dundee Police received two parking complaints last year; but no noise complaints. The race has been capped at 1,200 runners. **The motion** was made and seconded to grant the noise variance request for the Fueled by Fine Wine Half Marathon as requested. **The motion** passed unanimously.

Resolution No. 2015-05, Sewer Rates

The resolution represents changes from the Council rate review at the April 21st meeting. A special letter was mailed to the restaurants in the city advising them of the rate changes, including the reclassification of their sewer charges from medium to high. The 3% increase will be effective August 1st with notice of the rate change posted in the next city newsletter which is expected to be mailed in July. Councilor Svicarovich inquired if any feedback had been received from the restaurant owners. C.A. Daykin advised no response had been received. C. Crawford asked for an estimate of the additional cost to restaurant owners. Daykin estimated an additional \$150 a month for those with higher water use. **The motion** was made and seconded to approve Resolution No. 2015-05, a resolution setting sewer rates and repealing Resolution No. 2014-11. **The motion** passed unanimously.

Resolution No. 2015-06, Storm Water Rates

This returns after Council's review of the storm water rates, revenue generated, and needed improvements to the storm water system at the April 21st meeting. The resolution will increase the rates by 10% to \$5.50 for residential and \$5.50 plus \$.1833 per hundred square feet of impervious area rounded to the nearest hundred square feet that is in excess of 3,000 square feet for multi-family/non-residential. It is the first increase to the rates since they were created. The rate change will be effective on August 1st and posted in the city newsletter. **The motion** was made and seconded to approve Resolution No. 2015-06, a resolution setting storm water rates and associated charges and repealing Resolution No. 2014-12. **The motion** passed unanimously.

Authorize Sale of 2003 Ford Expedition

A request from Chief Stock to surplus the 2003 Ford Expedition was distributed to the Council. The vehicle was advertised for sale at \$14,000. The Myrtle Point Fire Department has offered the city \$10,000 for the vehicle. The funds from the sale will cover the installation cost of the emergency package for the new command vehicle. C. Crawford inquired what the emergency package consists of. Stock replied all the items needed to convert the vehicle from a standard vehicle to an emergency vehicle: lights, siren, etc. **The motion** was made and seconded to declare

the 2003 Ford Expedition Command Vehicle surplus and to authorize its sale to Myrtle Point Fire Department in the amount of \$10,000. **The motion** passed unanimously.

New Business

Mold Investigation Proposal

Chief Stock relayed that staff noticed the growth of fungus on the front and rear bay areas, where the walls meet the ceiling, not long after the Fire Department took possession of the station. Baldwin General Contracting treated the affected areas with bleach; estimating that the fungus was growing on moisture that penetrated the structural insulated panels (SIPs). The fungus returned and Baldwin's staff thought they noted dampness where the panels met. They removed the tapes in those areas to allow air to dry out the affected areas. Now there is black mold along with the fungus and Baldwin again wants to address the issue with bleach. The Chief wants a permanent fix. Group Mackenzie, the architects on the project, recommended that Professional Service Industries (PSI), Inc review the entire building to determine further issues, causes, and a solution. Stock asked for Council's direction. The need to address the issue while the building is still under warranty was noted.

C. Crawford inquired if the scope covered sampling costs. Stock confirmed it does not.

C. Svicarovich suggested an extension to the fire station project warranty period to ensure whatever fix is applied is the correct fix.

Mayor Russ suggested asking the contractor what it would take to make the determination of the cause (mold and/or other microbial organisms). After further discussion, considering time is a major concern with the site nearing the end of the one year warranty, the consensus was to strike "inspection or" from line 1 of the third paragraph under Limitations. Staff will follow up to determine the warranty period. C.A. Daykin noted that there are no funds left in the construction budget for unanticipated costs. This will affect next year's budget. The city is still addressing a fix for the bay's slab floors and the land farm. Chief will ask PSI to review the site as soon as possible. **The motion** was made and seconded to approve the scope of work with Professional Service Industries, Inc. for mold consultation services for the Fire Station in the amount of \$1,835 and to modify the contract striking "inspection or" from line 1 of the third paragraph under Limitations. **The motion** passed unanimously.

Bay Slab Floor Update

Baldwin General Contracting has received approval from their insurance provider to correct the rain damaged area on the bay floor slabs. Chief Stock questioned if grinding of the area will take it to sound concrete and correct the problem. He has been advised that the sure fix is to remove and replace the slab. Mayor Russ suggested taking a plug sample to determine the status of the concrete slab. Stock cautioned that if all of the rain damaged area is not removed; the structural integrity of the slab could be jeopardized. Russ suggested contacting PSI to review the issue. Councilor Nelson expressed concern as to how the bay floor will hold up with a new concrete pour on top off a ground current slab. He recommended asking the insurance company to pour a new slab or to prove why the lesser scope is more than adequate to take care of the issue. Stock asked if City Attorney John Hickey would address the issue. Staff will follow up.

Water Bill Appeal

Wayne Bird was present to represent his appeal to the Council for relief of the \$186.64 in sewer charges that were based on the exceptional water usage from his April 2015 water billing cycle. The residence was not occupied for a good part of the month; but the irrigation system was started and not properly programmed by the gardener while Bird was away from the premises. There was no leak detected and the water used did not go through the sewer system. A similar

situation occurred in the past where water was left on; in that situation the Council authorized a reduction to the sewer charges as the water did not enter the wastewater collection system. The excess charges on Mr. Bird's account are \$162.83. Mr. Bird advised he would be happy with a credit of that amount and confirmed that the water used went into the ground. **The motion** was made and seconded to approve a sewer adjustment in the amount of \$162.83 to the utility account of Wayne Bird. **The motion** passed unanimously. Mr. Bird thanked the Council's for their approval of the appeal. He commended them on their decisions regarding the Fire Station issues and noted that he supports replacement of the slab.

Resolution No. 2015-07, Adopt FY 2015-16 Budget

C. Crawford noted that the Tourism Committee is working for a \$20,000 grant from Travel Oregon; not the \$10,000 reflected in the proposed budget. C.A. Daykin advised the additional \$10,000 would be treated as a supplemental budget. **The motion** was made and seconded to approve Resolution No. 2015-07, a resolution adopting the 2015-2016 fiscal year budget, appropriating funds and levying property taxes for the fiscal year 2015-2016 with the allocation of the unappropriated ending fund balance for the State Revenue Sharing Fund of \$600 to the Promise Pantry, changing the total expenditures in the fund to \$28,300, and bringing the ending fund balance to \$0. **The motion** passed unanimously.

Resolution No. 2015-08, FY 2015-16 Salary Schedule

The resolution sets salaries for the fiscal year. The salary schedule adopts the benefit package and salaries, with a 1.5% COLA increase. **The motion** was made and seconded to approve Resolution No. 2015-08, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2015-16. **The motion** passed unanimously.

Resolution No. 2015-09, State Shared Revenues

The State requires a resolution from the city noting that the city elects to receive state revenues. **The motion** was made and seconded to approve Resolution No. 2015-09, a resolution declaring the City's election to receive State revenues. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford updated the progress on Wine Country License Plates Matching Grant Program for the purchase of a mobile kiosk: The Dundee Hills Wine Growers Association is reluctant to invest funds; they would rather invest in-kind contributions. The committee continues to work to get them as co-applicants for the grant.

Banner update: The Fueled by Fine Wine banners will be hung on the poles along Highway 99W shortly. The Dundee Woman's Club is using funds from the Tourism Committee's donation for their Centennial Celebration of the Community Center to place twelve banners announcing the event. Mayor Russ suggested that future banner donation amounts should include the cost for City staff to hang/remove the banners from the poles. C. Crawford relayed that the Committee had been discussing hiring a contractor to place the banners. Daykin noted that hanging/removing banners will be easier after the Highway 99W street improvements have been completed. City Attorney Watts counseled that the banners can be regulated by the city code; but cautioned being aware of free speech issues. He suggested reviewing the sign ordinance and the use of city resources/staff for banner placement. C. Adlong shared feedback that the recent banners have been hard to read. The Mayor suggested usage of a bigger font.

Mayor's Report

None.

City Administrator's Report

C. A. Daykin referred to a memo distributed to the Council from Jim Jacks, AICP, Interim City Planner, on the Draft Transportation System Plan (TSP), and associated Comprehensive Plan and Development Code amendments. The public hearing is scheduled for June 16th. The Planning Commission recommended approval of the revised draft TSP. It is not available at the moment; the Council will be notified once it is posted to the website.

APEX has completed further sampling at the land farm. Progress is being made; but there are still a few hot spots. The change to drier summer weather should accommodate the process. The Department of Environmental Quality (DEQ) is sending the paperwork to allow the city to file for an extension.

City Engineer Eaton continues work to get the limited scope of work for the Transportation Enhancement (TE) storm water improvements out to bid. Mayor Russ questioned when the bid will go out. Daykin relayed Eaton is working on the detail work; but has lost the help of Greg Reid, Streamline West Engineering, who is out with health issues. Russ inquired if there are other backup options. Staff will review. The Mayor stressed the need to get this out to bid and get the project under construction.

C. Crawford questioned when the city will start street design on the riverside. Daykin stated that street design standards are part of the TSP. He relayed that staff has met with the primary riverside property owners without progress to move forward on development. The Lindquist property is zoned agricultural and they are not ready to develop. They are currently opposing the alignment of the local road to the Eighth Street Bridge on their property. The Edwards's property received zoning approval in 2008; the zoning includes a one acre park. They are not making progress on taking the necessary steps to develop the land. Staff will follow up with the new Planning Director in Newberg to bring him up to speed on the riverside.

Planner Pelz will soon be back to work on a part-time basis from maternity leave around mid-June. She will be addressing City of Newberg's backlog before continuing work for the City of Dundee.

Public Comment

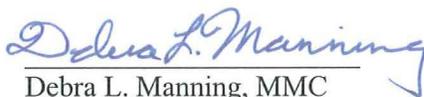
None.

The meeting was adjourned at 8:58 P.M.



David Russ
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder