

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
June 7, 2011**

Call to Order	2
Agenda Changes	2
Public Comment.....	2
Public Hearing: 2011-2012 City of Dundee Budget	2
Public Hearing: City of Dundee – CPA-11-04, Comprehensive Plan amendment and Comprehensive Plan Map amendment	3
Council and Staff Attendance	5
Public Attendance	5
Consent Agenda.....	5
New Business	5
Slurry Seal Bids	5
Architectural Services Agreement – Group Mackenzie	6
Old Business	6
Resolution No. 2011-08, Setting Sewer Rates.....	6
Resolution No. 2011-09, Election to Receive State Revenues.....	6
Resolution No. 2011-10, Adopt Fiscal Year 2011-12 Budget	6
TE Grant Acceptance	7
New Business	7
Resolution No. 2011-11, FY 2011-2012 Salary Schedule	7
Council Concerns and Committee Reports.....	7
Mayor’s Report.....	8
City Administrator’s Report	8
Public Comment.....	9

City of Dundee
City Council Meeting Minutes
June 7, 2011

Call to Order

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

Agenda Changes

Item 7.4 Acceptance of the Transportation Enhancement Grant was added to Old Business.

Public Comment

Pat and Doug Tope addressed a maintenance issue in the Third Street right of way from their property, 620 SE Third Street to Hemlock Street, where the sidewalk was never completed. They asked for help with maintenance of the easement and/or completion of the sidewalk with the consideration of the pedestrian usage to the park. Councilor Pugsley replied that the Council would consider the issue later in the meeting.

Public Hearing: 2011-2012 City of Dundee Budget

Mayor Crawford called the hearing to order at 7:09 P.M. for the 2011-2012 City of Dundee Budget Hearing. City Administrator Daykin advised that the budget before the Council was the approved budget by the Budget Committee with the hearing scheduled before the City Council. After the budget hearing, Council may adopt the budget as recommended by the Budget Committee with the resolution included in the agenda. Council can change the approved expenditures up to \$5,000 or 10%, whichever is greater, in any given fund; any increases above that amount require an additional re-noticed public hearing.

Public Comment:

None.

City Administrator Daykin referred to page 25, State Revenue Sharing Fund, line item 26, Yard Debris Disposal; the first invoice for the debris disposal came in higher than expected. Staff estimated forty cubic yards of debris, about 20 pickup truck loads, for this new program and the current projection is 150 cubic yards. The current year cost will be about \$2,500 for the first session. Staff recommends modification of the proposed budget to increase line item 26 by \$2,000 to \$3,800 and reduce the Fire Hall Project Study, line item 49, by \$2,000 to \$12,000.

Councilor Reddell shared he has received positive comments on the yard debris disposal program and he has noted more debris cleaned-up city wide.

Councilor Munson noted that she is still receiving requests for debris burning and supports review of the program at the end of the year to readdress the issue.

C. Pugsley suggested asking Waste Management if the volume of yard debris in the regular residential bins has decreased during this period to verify this is additional debris collected. He suggested a community composting program. Daykin advised that staff will be looking at other options. The debris disposal program ends next week.

Mayor Crawford closed the Budget Hearing at 7:18 P.M.

Public Hearing: City of Dundee – CPA-11-04, Comprehensive Plan amendment and Comprehensive Plan Map amendment

Mayor Crawford called the hearing to order at 7:19 P.M. for the hearing to consider amendments to the Dundee Comprehensive Plan relating to the Southeast Dundee Riverside Master Plan.

Call for Objections to the notice given:

None.

Objections to jurisdiction by any members of this body:

None.

Call for Declarations of Conflict or Bias by any members of this body:

None.

C.A. Daykin introduced Jessica Nunley, City Planner, to the Council.

Staff Report:

City Planner Nunley referred to the staff report with the recommendation from the Planning Commission to direct staff to return an ordinance amending the Dundee Comprehensive Plan text to include a new chapter and policies relating to the Riverside District, to amend the Comprehensive Plan map to change existing designations for the Master Plan area from Agricultural, Residential, Commercial(C), Light Industrial (LI) and Public to the Riverside Plan District, and to adopt the Riverside District Master Plan by reference as a support document to the Dundee Comprehensive Plan. The project started a year ago with the award of a \$150,000 grant from the State's Transportation Growth Management Plan to create a comprehensive land use and transportation plan to guide and evaluate future land use proposals in the study area. This is the first step in a multi-step process, which will require additional land use approvals prior to development. She noted the letter from Steve Oulman, DLCD Regional Representative, included in the packet.

Mary Dorman, Angelo Group, reviewed the major changes since the work sessions: the "brown" riverside residential to differentiate from the existing R2 and R3 residential zones, the average density is estimated at ten units per acre, the consensus was to remove proposed local streets to allow for change as development occurs, the golf course club house was removed from notation to allow flexibility for placement, primary collector streets are noted, the text of the Master Plan recognizes that there may be access from Fifth Street to Edwards Street to Eighth Street if needed, a parkway on the eastside of the bypass to connect with the bypass overcrossings, the Willamette River front, Chehalem Heritage trails, and green seams (trails/storm water facilities) are noted, and three neighborhood park sites are identified subject to future development. Exhibit A, page 90, adds a new chapter to the Dundee Comprehensive Plan to guide the development of the riverside district. The plan designation applies to approximately 360 acres. Adoption of the plan designation and the policies are the first two steps in a multi-step process. The Riverside District Zone will need to be finalized and the zone changes implemented. Dorman reviewed the key policies on page 93. She noted policy item seven was drafted by City Attorney Ramis addressing that adequate public facilities must be in place or available concurrent with development.

Proponents:

Jessica Cain, representing the Edwards, stated that overall they are pleased with the project. They requested: 1) that the designation for their northern area on the map, currently designated Mixed Use (purple), be changed to Community Commercial (pink) with mixed use included in the definition of Community Commercial, 2) the Fifth Street alignment is noted as the preferred choice, and 3) a notation that the golf course is an important component of the Riverside District.

She expressed the need to move the project forward and implement the zones to allow development of the land as quickly as possible.

Opponents:

None.

The hearing was closed at 7:51P.M.

Deliberations:

Councilor Nelson inquired how the figures were determined for the acreage for the commercial and light industrial zones. Dorman replied that the area was broken into subareas following the property ownership boundaries. Nelson asked if late developers will be limited to whatever zone classification is unused by the quota. Dorman replied they are trying to set a maximum limit on Commercial (C) and Light Industrial (LI) uses with the balance residential. Mixed Use is flexible and could include writing the commercial zone to allow housing over office uses. Dorman added that the vision for LI is not a vision of a warehouse; the uses were restricted to uses related to beverage and food.

C. Pugsley asked if the housing within Mixed Use could be considered in the total housing units and density. Dorman confirmed and added the intent is to be flexible with the mix of housing types and lot sizes. Pugsley asked if the higher density target could be missed with the development of large homes on large lots. Dorman advised the original recommendation was eight units per acre. The Planning Commission suggested maintaining the focus on the target, with provisions for lot size averaging, density transfers and not mandating the minimum density.

Mayor Crawford asked if zone figures would need to be adjusted if the purple mixed use area's designation is amended to Community Commercial, per the Edwards' request. Dorman confirmed. Dorman asked for direction on the Fifth Street extension question. Crawford would like to see further consideration for Eighth Street and the center of the City. C. Pugsley supported continued consideration of both options.

C. Reddell inquired if there are any access issues for emergency services. Dorman replied the parkway connection provides adequate access to the district with the two bypass crossings. The Mayor noted there is a third crossing at Columbia Empire Farms outside of the UGB to the north, which could provide future access to the property located between the bypass and the river.

C. Pugsley requested wording in the actions of Exhibit A and/or in number seven of the policy requiring the use of recycled (purple pipe) water. Mayor Crawford referred to the language of item 4 on page 77. He noted that the Wastewater treatment plant might not have the capacity to generate enough recycled water for the district's peak irrigation usage requirements. Daykin relayed that Engineer Van Meter, Kennedy/Jenks, suggested a study on the issue and staff is researching funding options to accomplish this. Mayor Crawford supported addition of the language of item 4 on page 77 for both action items and policies.

The Mayor asked for wording that the City will collaborate with Chehalem Park and Recreation District to develop and maintain neighborhood parks, which may involve an intergovernmental agreement. He questioned the status of the Riverside Master Plan website. Staff will review options for the website.

Mayor Crawford referred to page 80 and questioned the capacity of the Highway 99W and Fifth Street intersection regarding the addition of a westbound right turn lane. Dorman thought it was a condition as part of the traffic analysis for the zone change. C. Pugsley noted that ODOT's recent

focus was amending language with the recognition that Highway 99W is already over capacity. Dorman will follow-up with Kittleson and Terry Cole, ODOT.

The motion was made and seconded to direct staff to return an ordinance with revisions as discussed amending the Dundee Comprehensive Plan text to include a new chapter and policies relating to the Riverside District, to amend the Comprehensive Plan map to change existing designations for the Master Plan area from Agricultural, Residential, Commercial, Light Industrial and Public to the Riverside Plan District, and to adopt the Riverside District Master Plan by reference as a support document to the Dundee Comprehensive Plan. The Mayor clarified the mixed use would be changed to pink and the maximum commercial figures adjusted accordingly. Dorman confirmed yes. **The motion** passed unanimously.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Munson, Nelson, Pugsley, and Reddell. Excused: Councilors Adlong and Miller. Staff members: Rob Daykin, City Administrator, and Cindy Phillips, City Attorney, Dave Monson, City Engineer, and Debra Manning, Secretary.

Public Attendance

Gary Allen, Newberg Graphic, Mary Dorman, Angelo Group, Gary Manning, Ken Warren, Linda Warren, Naomi Zwerdling, ODOT, Tom Edwards, Kay Edwards, Jessica Cain, Rod Grinberg, Truman Stone, Pat Tope, Doug Tope, and Alan Love.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 6.1 City Council Minutes, May 17, 2011. **The motion** passed unanimously. The Council agreed to address New Business items 7.1 and 7.2 while the City Engineer and the Fire Department Taskforce members were present.

New Business

Slurry Seal Bids

City Engineer Monson advised that bids were solicited from four qualified firms to lay slurry seal in the region. Three bids were received: Asphalt Maintenance Assoc., Inc., Intermountain Slurry Seal, Inc. and Blackline, Inc. Blackline, Inc. was the low bidder at \$1.50 per square yard, an estimated total of \$20,004.

Mayor Crawford asked if there would be a problem with the unit price per yard and a difference in the estimate. City Attorney Phillips advised the unit price was appropriate.

C. Reddell inquired the anticipated work date. Monson advised there a preconstruction meeting is scheduled for Thursday with intent to complete the project on one day next week. The slurry seal takes a couple of hours to cure. The intersections of Cherry and Peach will be sanded to allow quick access.

C. Munson noted the Newberg-Dundee Police Department is conducting a speed study on First Street. The City Engineer will have the Police Department stop the study prior to the work.

The motion was made and seconded to award the contract for the Slurry Seal 2011 to Blackline Inc. for a unit price of \$1.50 per square yard. **The motion** passed unanimously.

Architectural Services Agreement – Group Mackenzie

C.A. Daykin advised three firms were interviewed for the architectural services proposal and one firm was unanimously selected by the Committee for recommendation to the Council.

Truman Stone, Chair Fire Department Taskforce, advised there were three strong applicants. The Committee determined that Group Mackenzie better understood the community and its issues. They are a large firm, which has a nine member public safety group specializing in the building of fire and police stations. The Committee was impressed with the analysis of the project's timeline and their willingness and capacity to help with a potential bond measure.

The Mayor noted that Group Mackenzie is working on Newberg's fire station remodel. Newberg is happy with the firm's work.

C. Pugsley inquired the Committee's status. Stone advised their assignment includes participation in the design process and a recommendation to the Council on the design.

The motion was made and seconded to award the architectural services agreement to Group Mackenzie.

C. Nelson asked if the contractor would keep an open mind on the three options. Stone advised one of the interview questions was: Is it realistic to renovate the current station. The majority consensus was you could do it with unlimited resources, but it is not worth saving. Group Mackenzie is considering use of the current property site.

C. Munson noted that the phases are not broken out on the calendar. Daykin stated that Phase I is represented by the calendar and Phase II will be the final design after the funding is in place.

The motion passed unanimously. Discussion followed that the dollar amount of the contract was not listed in the motion. C.A. Daykin clarified it is part of the agreement at \$11,821.

Old Business

Resolution No. 2011-08, Setting Sewer Rates

The resolution comes from Council's direction to adopt the second phase of the rate plan from 2010. C. Nelson noted Councilor Adlong had requested the comparison information. He suggested tabling the item to the June 21st meeting, when she and Councilor Miller would be available. Mayor Crawford suggested a line graph, reflecting the average charge of all the cities against Dundee's charge, to help communication with the residents of the City. The item will return to the June 21st meeting.

Resolution No. 2011-09, Election to Receive State Revenues

The City Administrator advised that state law requires adoption of the resolution to receive state revenue sharing funds, representing state liquor excise tax distributed to cities. **The motion** was made and seconded to adopt Resolution No. 2011-09, a resolution declaring the City's election to receive state revenues. **The motion** passed unanimously.

Resolution No. 2011-10, Adopt Fiscal Year 2011-12 Budget

Amendments to modify the budget from the hearing: State Revenue Sharing Fund - Materials and Services on page 118 will be increased by \$2,000 to \$22,200 and Capital Outlay will be decreased by \$2,000 to \$19,000. The fund total will remain at \$46,200. **The motion** was made and seconded to adopt Resolution No. 2011-10, a resolution adopting the 2011-2012 fiscal year budget, appropriating funds and levying property taxes for the fiscal year 2011-2012 reflecting the changes in reallocation in the State Revenue Sharing Fund. **The motion** passed unanimously.

TE Grant Acceptance

The City has been awarded the Transportation Enhancement grant and must confirm acceptance by the end of the month. C.A. Daykin asked for Council's authorization to accept the grant. C. Pugsley asked if the \$177,000 match would be included in the following budget year. Daykin advised there would be future discussions on funding. This initiates the process for the intergovernmental agreement with ODOT. **The motion** was made and seconded to authorize the City Administrator to formally accept the Transportation Enhancement grant results awarded to Dundee for \$1,551,000 with the 10.2% City match. **The motion** passed unanimously.

New Business

Resolution No. 2011-11, FY 2011-2012 Salary Schedule

The resolution verifies the salary schedule for the fiscal year for the City employee. The proposed COLA is 1.3%. Information of proposed COLA's for other cities in Yamhill County was noted in the packet. The HRA-VEBA benefit contribution, originally \$200 per month, has been reduced significantly in the last two years to \$113 per month. Staff recommends no change to the VEBA contribution at this point. A review in employee compensation is expected this next year.

C. Reddell inquired the health care costs per month for the employees. Council took a short recess to allow C.A. Daykin to retrieve the medical benefit costs for Council's review. A Comparison of the CIS Copay/Dental Plan from FY 2010-11 to FY 2011-12 was distributed and reviewed.

C. Nelson supported the supported the COLA, but suggested that the City and employees share in the medical increase with a decrease in the contribution to the HRA-VEBA.

Reddell questioned the time frame involved in the decrease in the contributions to the VEBA. Daykin replied two years, from \$200 to \$140 and from \$140 to \$113. He suggested a study by a taskforce, with the possibility of locking the VEBA at a set amount and review of other options for the medical coverage. Daykin noted that the City does not have the highest wage scales for its employees. Pugsley cautioned the Council needs to weigh the statement a reduction in the VEBA would make to the City employees, if the change would be viewed by the employees as a big impact, versus the additional cost of \$330 per month for all the employees. Three options considered by the Council last year included: 1) share the overall increase in medical costs 50/50, 2) share any cost increases above the COLA 50/50, and 3) share the increase in medical premiums 50/50 above a set collar, for example 4%. It was noted that the City of Dundee has to compete with other cities for employees, such as firefighters, sewer plant operators, etc. In the past years when double digit medical cost increases were common, Dundee has been very active in cost sharing compared to other cities.

After further discussion C. Pugsley suggested completing the study before reducing the VEBA further. **The motion** was made and seconded to adopt Resolution No. 2011-11, a resolution establishing employee compensation ranges and the HRA VEBA contribution amount for fiscal year 2011-12 as stated in the report by the City Administrator. **The Vote:** Mayor Crawford-aye, Munson-aye, Nelson-nay, Pugsley-aye, and Reddell-aye. **The motion** passed four to one.

Council Concerns and Committee Reports

C. Munson inquired what ODOT has sprayed on the vegetation along Highway 99W. Daykin will follow up.

The Mayor referred to the request by Pat and Doug Tope. Staff will need to review the easement to determine the possibility of placement of a sidewalk subject to the existence of a curb. He reminded the Council that maintenance of the right-of-way is the responsibility of the property

owner. There are funds available for placement of a street tree if it is an appropriate site. C. Munson pointed out the problem was weed control. The suggestion was made to use volunteer help such as the Garden Club or George Fox students on Serve Day to landscape the area. C.A. Daykin offered an option where the property owner participates in a cost sharing program for such improvements; where they pay half the cost. He cautioned the Council to be careful of setting a precedent by providing landscaping. Staff will meet with the Topes to review the issue before bringing it back to the Council.

C. Reddell questioned the status of the Laurel Street project. Daykin replied the waterline has been completed and trench patching will start on Wednesday. Staff will solicit bids for the sidewalk work, which will be returned to the Council. Then bids will be solicited for the overlay, with the intent to complete the project by mid-August to allow application for the next Small City Allotment grant.

C. Munson advised the Transportation Enhancement grant celebration is June 22nd, at 6:00P.M. at Dobbles Family Estate.

Mayor's Report

Forty-five entries were received for the "If I was Mayor" contest, they have been narrowed down to twenty entries for a panel of four Councilors (two from each City) to make the final selection. Mayor Crawford presented thirty certificates for two hours of kayak or one hour of canoe rental from the Chehalem Paddle Launch to children at five different schools. Councilors Munson and Reddell volunteered to participate on the review panel.

Update on trails:

- The Worden Hill/Harvey Creek Trail project is moving forward. It appears the half-mile segment connecting the trail to Fairview can be completed by the County's public works crews in late August /September.
- The Mayor is working on a trail district with David Bergen and Allen Holstein.
- A Connection of the Harvey Creek Trail to Fairview and Worden Hill roads is under review, it would involve three property owners.
- A trail is under consideration from Dundee to the Abbey.

C. Pugsley asked for an update of the Fueled by Fine Wine half marathon. Mayor Crawford advised that the route will run through Dundee neighborhoods before heading out to the Black Family Vineyard, Fox Farm Road, Sunnycrest Road, Red Hills Road and back to Neiderberger Road.

Update on Chehalem Paddle Launch: the trailer will be located on the site next week, a launch site has been located and the expectation is open the week after the 16th. Staffing is yet to be filled.

City Administrator's Report

The preconstruction meeting for the waste water facility went well. Contracts have been signed, the notice to proceed has been issued and the expectation is for delivery of the on-site office trailers this week followed by the start of excavation.

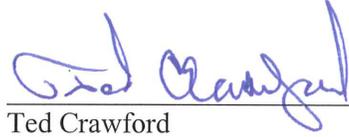
The new pump has been installed at well number 10. The well will be brought on-line dependent on test results.

Staff will meet with Terry Cole, ODOT, to discuss the update of the Transportation System Plan (TSP) this week.

Public Comment

None.

The meeting was adjourned at 9:47 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder