

**CITY COUNCIL MEETING  
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July 5, 2011**

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**City of Dundee**  
**City Council Meeting Minutes**  
**July 5, 2011**

**Call to Order**

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

**Council and Staff Attendance**

Present: Mayor Crawford, Councilors Adlong, Miller, Munson, Nelson, Pugsley, and Reddell.  
Staff members: Rob Daykin, City Administrator, Jeff Bennett, City Attorney, Dave Monson, City Engineer, and Debra Manning, Assistant City Recorder.

**Public Attendance**

Mary Beth Herkert, Oregon State Archivist, Connor Edmonds, Oregon State Archives Division, Kirk Duncan, Waste Management, Dean Kampfer, Waste Management, Pat Tope, and Gary Manning.

**Agenda Changes:**

None. C.A. Daykin noted the handouts with amendments to item 6.1 City Council Minutes, June 21, 2011, page 5 and to item 7.3 Ordinance No. 504-2011, Committee Qualifications.

**Public Comment:**

None.

**Presentation:**

**Digital Records Management**

Mary Beth Herkert, Oregon State Archivist, introduced the statewide electronic records management system. The State Archives Division holds the responsibility for all the public records in the state. In 2007 the Secretary of State asked for funding for an agency wide electronic records management system and TRIM was implemented from 2007 to 2009. In 2009 the Archives Division went out to bid for software as service option for a statewide digital records management system and awarded the bid to Chaves Consulting Inc. of Bakers City, Oregon. Nine agencies have signed up for the pilot. The system:

- allows management of all records (paper, electronic and email) in one system
- provides government transparency
- reduces litigation risks
- reduces storage costs

It has been around for about thirty years and is in use by the United States Navy, the City of Portland, Portland Police Department and the Metro Commissioners. The system is redundant, secure, and certified as a tier 3 data center. There are no upfront costs, no hardware or software to purchase. The per user cost of \$37.02 per month will go down as more users are added to a low of \$10.54 per user per month and pilot agencies will receive a prorated rebate when the number of users reach 20,000. The Secretary of State's agency is using the system. They will work with the City on implementation with the retention schedule and access and security for website documents as directed by the City staff. Herkert reviewed the cost of a standalone purchase with updated hardware every five years. Reasons for managing information include: government efficiency, reduce server space; ease and quickness of answering public records requests, government transparency, and the records are managed for retention and disposition.

The City Administrator clarified that public access is included. Herkert confirmed public access is free. Daykin further clarified that only the staff inputting records to the system would be counted

as users for the fees. Herkert affirmed. She advised the pilot agencies onboard the program are: Energy, Department of Human Services-the Child Welfare Division, Public Utilities Commission, State Archives, the Tualatin Hills Park and Recreation District, and the cities of Beaverton, Milwaukie, West Linn, and Hillsboro.

C. A. Daykin noted that the storage of permanent records electronically is proactive disaster planning. Herkert shared that a grant has been applied for to partner Oregon's records management system and the State of Washington's digital archives, which would allow storage of permanent records at a redundant site.

Councilor Pugsley inquired how other states are managing their records. Herkert advised many are searching for a system. The state of Michigan has a similar in house system with an estimated monthly user fee of \$125. There are a couple of states interested in joining this system. Pugsley asked who the leading vendors are. Herkert answered: HP TRIM, FileNet, Documentum, and Open Text. A system has to be Department of Defense 5015.2 certified, which provides the updatability, portability, and accessibility over the long-term.

Councilor Munson inquired where the location for the City's paper record storage. C.A. Daykin replied in City Hall and the cost involved includes the use of limited building space for storage. Munson asked who would scan the copies into the system. Assistant City Recorder Manning noted that Council minutes, packets, ordinances, resolutions and many deeds have already been scanned. Herkert acknowledged they are ready to transfer to TRIM. Daykin noted the Land Use files are in need of organization. Munson asked about the tier 3 security. Herkert advised it involves intellectual and physical security at the site, including what kind of lines and servers are in use, redundancy, the physical structure of the building, etc. The State data center is a tier 2 and the Synergy data center is certified as a tier 3. Herkert noted the system would allow data share between cities.

Councilor Reddell questioned how the system classifies records. Herkert noted classification could be accomplished through OCR scanning or by input of key data information with recall by searchable fields. Edmonds suggested input classification by most frequently searched fields with all other information posted to the notes, which is also a searchable field. He noted an icon could be set up to account for boxes of records not currently scanned into the system. C. Reddell inquired the cost to the City. Herkert estimated \$100 a month for three users. Councilor Nelson inquired which users. C.A. Daykin replied: Planning Secretary Osborne, Manning and himself. C. Nelson asked about other document contributors. C.A. Daykin noted the work would be processed through Manning, with the option to add users as needed in the future. Nelson expressed concern for other data contributors (Engineers, Planners, etc.) to contribute electronically to reduce the workload on staff. Herkert noted that inclusion of all the city's employees would cost under \$400 a month. The program has a strong workflow application, which can streamline a lot of the business processes. C.A. Daykin shared that the City already receives electronic versions from the City attorneys, engineers, and planners.

C. Reddell asked how long for training and proficiency on the system. Edmonds replied about two to three hours for a power user and about one to one and a half hours for an end user. Reddell inquired how entities coming on the system are handling the retention of paper records. Herkert advised that most are keeping their old paper records and moving forward on the system without the retention of the paper copy.

City Attorney Bennett inquired the problems encountered with the system. Herkert stated there have been problems with firewall clearances and getting users comfortable with a change in their normal habits.

## Consent Agenda

The motion was made and seconded to approve Consent Agenda item 6.1 City Council Minutes, June 21, 2011 as corrected in the handout. The motion passed unanimously.

## Old Business

### Ordinance No. 503-2011, Riverside District

The ordinance was tabled from the June 21st meeting to allow the two major property owners to comment on the final plan. The representatives for the families were emailed and staff received no response. The ordinance would adopt the policies recommended by the Planning Commission with revisions from the City Council hearing and the Master Plan as a support document to the Comprehensive Plan. This is the start of the process that would further define the Riverside District. The motion was made and seconded to adopt ordinance No. 503-2011, an ordinance adopting the Dundee Riverside District Master Plan and supporting Comprehensive Plan text and map amendments. The motion passed unanimously.

### Third Street Sidewalk Request

This returns from the June 7th Council meeting with a request from Pat Tope, present in the audience, for help with maintenance of the right-of-way (ROW) from their property at 620 SE Third Street to Hemlock Street. C.A. Daykin referred to memo included in the packet. He noted that currently street project resources are very limited and developing a sidewalk at this location would not be a high priority at this time. The City's policy is the maintenance of the ROW is the responsibility of the property owner. The City requires maintenance of weeds and grasses less than 12 inches in height per the nuisance ordinance. Abutting owners typically extend their landscaping into the unused right of way, however, it is understood that if the City has to make improvements in the ROW, then the landscaping may be removed. Staff recommends not using City funds for this purpose and would advise setting guidelines for future requests if the Council wants to use City funds for this project.

Pat Tope added that the ROW abuts their neighbor's property, so the responsibility would be their neighbor's. She questioned the use of spraying weed killer. City Engineer Monson advised there would not be a problem with the correct use of an over the counter herbicide such as Roundup. C. Pugsley agreed with the staff recommendation. He referred to George Fox University (GFU) Serve Day with the suggestion of the application of a herbicide and bark dust to landscape the site.

C. Munson inquired the response of the abutting property owner. Tope replied that the property owner initially requested no weed killers, but later sprayed the area. Munson asked if the City has a role to help facilitate communication between property owners. Daykin replied that the City is reluctant to get involved between neighbors on issues unless there is a public dimension to them.

City Attorney Bennett noted allowing someone who doesn't own adjacent property to spray herbicides could be interpreted by other people in town that they can do the same to ROWs they deem need attention.

C. Pugsley offered his help to address the option of the GFU Serve Day with the involved neighbors. Daykin suggested if a group of volunteers wanted to do a beautification project across from the park with public interest in seeing an improvement to the site, then the City might be able to donate funds for materials if the Council directed. The City Engineer suggested Tope address a maintenance process in a letter to the Council. He noted the use of Roundup kills everything, but you can replant within a few days of the application. The City could respond

specifically to the letter with or without resources. Tope replied that she would wait to see how the situation develops.

### **Ordinance No. 504-2011, Committee Qualifications**

C. A. Daykin noted the correction of wording in section E from *appointments* to *appointees*. **The motion** was made and seconded to adopt Ordinance No. 504-2011, an ordinance relating to Committee membership qualifications and amending the Dundee Municipal Code. **The motion** passed unanimously.

## **New Business**

### **2012 SCA Project Selection**

The Special City Allotment (SCA) grant for street improvement projects has been increased to \$50,000 per project without an increase to the total funds available each year, which means there will only be twenty projects funded statewide. The grant is awarded on the basis of points for the road condition (more defects more points), traffic volume, safety improvements, population growth in the last five years, and if you have previously received a prior SCA grant. Although only cities with a population less than 5,000 are eligible, many of these cities that have not previously been awarded in recent years and now have a greater incentive to apply. Council will consider projects, which will be competitive in the following areas: poor road surfaces, possible safety improvements such as widening, sidewalks or other pedestrian improvements.

City Engineer Monson reviewed the three projects submitted for consideration:

1. **Red Hills Drive:** a twenty-one foot wide road, low traffic, a candidate for a pedestrian path similar to what was placed on Alder Street. The improvement suggestion is to level and apply a two-inch overlay. Daykin noted the challenges to improvements similar to Alder Street with the uphill bank impediment, the landscaping encroaching on downhill side, and the drainage ditches.
2. **Myrtle Street:** highly eroded road surface, problems with large trees, which have undermined the roadbed, curbs and sidewalks will require removal of the trees, digging up the asphalt and replacement of the curbs and sidewalks. Dwarf decorative trees can be placed in the planter strips on the side of the street where there is no water line. Several homeowners are planning on the removal of the large trees and sidewalk replacement.
3. **Dogwood Drive:** a candidate to add a pedestrian facility like Alder Street, which would connect First Street to the Viewmont Greenway via Dogwood Drive. The improvement suggestion would be widening, an overlay, and the addition of a pedestrian facility. Monson noted if you continue the improvements started by Vineyard Estates you would add curbs and sidewalks and the recommendation would be a full rebuild not an overlay.

C. Adlong inquired the cost of the projects compared to their size, with two long streets and one short street. Monson replied that cost estimates have not been completed; it is likely that Red Hills and Myrtle would have to be completed in phases to stay close to a \$50,000 budget. He noted that Dogwood Drive and Myrtle Street have more traffic and more opportunity to address pedestrian problems.

C.A. Daykin recommended that the City not fund sidewalk improvements for Myrtle Street due to limited street funds and several of the homeowners are currently replacing their sidewalks. C. Munson asked if the sidewalk improvements for Myrtle Street should be included in the grant. The City Engineer recommended noting them as “the sidewalk issues are being addressed in cooperation with the local property owners”. C.A. Daykin pointed out that more points are awarded for a safety improvement component, such as widening, bike lanes, and pedestrian paths. More points are also assessed on the basis of higher traffic volume.

C. Nelson questioned where the proposed Yamhill County pathway initiates and ends. The Mayor advised Ninth Street near Red Hills Drive to Fairview Drive. Nelson suggested the connection as a safety improvement for the trail. He inquired which of the options have the worst road condition. Monson replied all three are in similar condition, at the low end of fair. He estimated the improvements should last about ten years for either Dogwood Drive or Red Hills Drive.

**The motion** was made and seconded to direct staff to prepare an application for the Special City Allotment (SCA) grant for Dogwood Drive. C. Reddell noted appreciation for the petition submitted from the residents on Red Hills Drive. **The motion** passed unanimously.

### **Solid Waste & Recycle Rates Report**

Kirk Duncan and Dean Kampf, Waste Management, were present to present their request for a rate increase effective August 1st, aligning rates with the City of Newberg. Kampf advised they provide service to: 930 residential, 46 commercial, and 3 industrial customers. He noted the cities of Newberg and Dundee receive basically the same services. The rates are set to a target operating ratio of 88.5%. The last rate increase for the City was in July of 2006. The percentage increase to allow Waste Management to get back to the operating ratio of 88.5% is 19.95%.

C. Pugsley noted the higher cost for the users with the smaller solid waste units and inquired if Waste Management has a program for reducing solid waste disposal. He suggested an advantage for people producing less solid waste. Duncan noted the basic infrastructure costs of the services provided, including the truck and the driver. The need for the rate increase is to cover the increased costs of: disposal, labor, health insurance, and fuel.

C. Reddell inquired about their commitment to convert their trucks to natural gas. Kampf replied they are committed to purchase 80% of their trucks converted for fuel efficiency and environmental impact. Duncan noted that the future direction is to use the gas produced by the landfills to power their vehicles. Kampf noted the fueling system infrastructure has to be in place for those trucks, with ten to twenty units to justify a system. They are proposing the same rates as the rates for the City of Newberg, which will bring the rates closer in line with the cost of services. Residential rates will increase more than commercial. They noted that previously commercial users subsidized residential users.

C.A. Daykin asked for the fifteen-yard drop box to be added to the rate structure, since the City used it for the citywide debris collection. Kampf affirmed they could.

The recommendation from Waste Management is to align the rates for the City of Dundee with the City of Newberg, which reduces the overall rate increase by 7%, reduces the burden on commercial customers, and simplifies the rates to customers between the two communities. They requested the City approve the proposed rates, with the increase effective August 1st.

C. Munson noted the rate increase is higher than 19.95% for some users. Kampf replied the alternative proposed with the alignment with Newberg is a 13% increase overall. C. Munson asked if they are projecting annual rate increases. Kampf replied every two years typically.

Discussion following on the rate increase, on the amount of increase directed to the smaller residential customers, and options open to the Council. C. Nelson shared that Western Oregon Waste was previously considered as an option, but they did not service the area. He asked to review the option of the 13% increase distributed across the board as is today, rather than a 24% increase on the twenty and thirty-five gallon units. Mayor Crawford supported that option. C. Pugsley suggested the possibility of a two to three year incremental approach. C. Reddell requested breakout information on the users to the size of containers. C. A. Daykin suggested

they could bring the information to the July 19th meeting with a resolution prepared to allow the rate increase to be effective August 1st. The information will be forwarded to staff by Monday, July 18th.

Gary Manning stated from a consumer's view a 20% the rate increase is huge. It will be viewed as an unreasonable increase generating unhappy customers. He supports the Council's request.

C. Munson inquired if Waste Management engages in public relation activities. She suggested an education opportunity at Dundee's Party in the Park, a community wide event held September 11th from noon to 4:00 P.M. at Billick Park in Dundee.

### **Intergovernmental Agreement-State Archives Division**

This addresses the intergovernmental agreement for the electronic records management system.

C. Nelson questioned if the City would end up keeping records, which involve the City, for other entities. The majority consensus was both parties involved in a record are responsible to their entity for management of the record.

C. Reddell asked Assistant City Recorder Manning for confirmation of training time. Manning referred to past support received from the State Archives and the future expectation of their support as a plus for the system.

City Attorney Bennett relayed that City Attorney Phillips expressed concerns with the contract. C.A. Daykin shared that Mary Beth Herkert is aware that the agreement needs some minor corrections. **The motion** was made and seconded to authorize the City Administrator to execute the intergovernmental agreement #707030 for Electronic Records Management Services between the Oregon Secretary of State and the City of Dundee subject to approval by the City Attorney. **The motion** passed unanimously.

### **Council Concerns and Committee Reports**

C. Adlong asked to bring back the topic of retrofitting the acorn lights in the Falcon Crest subdivision. She referred to an email from Gary Manning with research on the possibility of retrofitting them and questioned the status of the replacement of the drop lens cobra lights in the subdivision. Daykin replied the information was forwarded to Northstar, who has suggested installation of a shield at a cost of \$300 per unit. Staff requested information on the light pattern, which will be emitted from the shielded light and other options. The reply is pending. The cost of removal and replacement of the light fixture is estimated at \$1,500. The drop lens cobras have been replaced in the Falcon Crest subdivision, ten lights. Adlong shared there is a mechanical engineer on the Parks Advisory Committee who offered to design shielding for the acorn lights. Pugsley questioned if the City is restricted on adapting the lights by a maintenance agreement. Daykin will follow up.

There is a community meeting for the proposed new park on Locust Street tomorrow at City Hall at 7:00 P.M. Chehalem Park and Recreation will be proposing the features for the park.

### **Mayor's Report**

Mayor Crawford corrected the amount the County could spend on the bike/pedestrian trail along Ninth Street outside of the city limits to the Worden Hill and Fairview intersection to *\$50,000 to \$60,000* in lieu of *\$200,000* and the project can be accomplished in phases.

The Chehalem Paddle Launch rented about eighteen units last weekend.

The Fueled by Fine Wine Half Marathon, on July 10th, has 1,200 participants entered.

The winners of the "If I were Mayor Contest" should be in the Wednesday edition of the Newberg Graphic, with the top two prizes for the elementary student division going to Natalie Nelson and Carly Cuddeford from Dundee Elementary and the third place winner at the high school division going to Dundee student Michael Schmitt. Certificates will be given to the winners at the July 18th Newberg City Council meeting.

### **City Administrator's Report**

The draft 2012 Intended Use Plan for the Department of Environmental Quality (DEQ) State Revolving Fund (SRF) Loan has slated Dundee to receive an additional \$6.9 million, which would fully fund the Waste Water Treatment plant project, adoption is pending August 1.

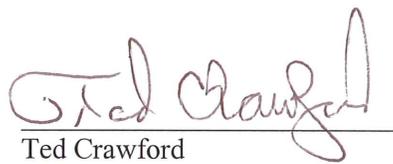
Fire Chief Stock, Truman Stone, and C.A. Daykin toured three fire stations: Hillsboro (designed by Group Mackenzie), Banks, and Station 21 in Newberg. The taskforce will meet on July 12th to receive information from the tour and make a recommendation to the Council for the July 19th meeting.

The City Administrator will meet with Jeff Sanders, Greater Yamhill Watershed Council, and Brian Doyle, project engineer, on the Harvey Creek culvert removal, Wednesday at 2:30 P.M. C. Adlong suggested inviting Nick Gilbert, an engineer on the Parks Advisory Committee, to attend the meeting. Daykin will email all the Parks Advisory Committee members.

### **Public Comment:**

Gary Manning shared that he attended a workshop where the State's digital management system was presented. He noted his background in data management with a system similar to the proposed TRIM system. The proposed data management system (TRIM) is a robust system, which has been around for a while. He stated the newness of the system is the rollout to the market place and shared it is a reasonable price. Manning shared appreciation for the Council's deliberations on the Waste Management rate issue.

The meeting was adjourned at 10:16 PM.



Ted Crawford  
Mayor

Attest:



Debra L. Manning, CMC  
Assistant City Recorder