

**CITY COUNCIL MEETING
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July 16, 2013**

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City of Dundee
City Council Meeting Minutes
July 16, 2013

Call to Order

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

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong (7:06 PM.), Nelson, Pugsley, Russ, and Weaver.
Excused Absence: Councilor Munson. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, Jessica Nunley, City Planner, Charles Eaton, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

None.

Agenda Changes:

Added 7.2 Sign Issues: 7.2.1 City Hall signage and 7.2.2 CPRD Chehalem Heritage Trails - Wayfinding signage.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, July 2, 2013. **The motion** passed unanimously.

Old Business

Resolution No. 2013-10, Special City Allotment (SCA) Project

This returns from July 2nd Council meeting regarding submission of the Dogwood Drive project for a Special City Allotment grant. The resolution is required by the State for the grant application. **The motion** was made and seconded to approve Resolution No. 2013-10, a resolution relating to the 2014 Special City Allotment Program. **The motion** passed unanimously.

Engineer's Report – Sidewalk Improvements

City Administrator Daykin advised this follows previous Council discussions on the intent for the property owners benefitting from the improvements to share in their cost. The city will share 50% of the cost for the sidewalk improvement and 25% of the cost for driveway improvements. The property owner will be responsible for 100% of the cost for curb improvements (where curbs currently do not exist).

City Engineer Eaton reviewed the Preliminary Engineering report distributed to the Council. The LID excludes large parcels which have new sidewalks: the ARCO Station, two lots on Fifth Street, the West End Building complex, and the new Fire Station. ODOT's software was used to estimate the project cost of \$641,000 for the driveways, curbs and sidewalks from First Street to Parks Drive (pages 10-13). They will use the same software to estimate the cost for the Transportation Enhancement (TE) grant project. The City will be asked to guarantee the final cost plus a 10% contingency for the final plans.

Councilor Nelson inquired if the figures include illumination. Eaton confirmed that the cost estimates for the illumination element were just received from the consultant; they are not included in the report.

The majority consensus of the Council was to include the cost of all improvements on the Improvement Cost list (pages 20-21) including improvements the property owners are not paying for such as: storm drain, lighting, etc.

Engineer Eaton reviewed the estimated assessments (pages 14-19). C.A. Daykin noted the hope is that the estimates will be conservative and actual costs will be less. The assessment will be based on actual cost after completion of the project. Councilor Adlong noted that property owners without curbs will be paying a higher percentage of the improvement cost.

The City Engineer advised the project includes two new driveways on the west side of the highway currently not on the map: 1) the mini storage facility next to Thirteenth Street and the B and S Market next to Ninth Street. Mr. Chong, owner of B and S Market, wants to keep his current driveway on Highway 99W. He estimated a 30 to 40% loss of business with the loss of that driveway. The plan could accommodate the driveway and the bus stop. ODOT has the final say on driveway access to Highway 99W.

Councilor Pugsley asked if there was discussion of the LID during the Open House. Eaton relayed many inquiries on the estimated assessment cost, although the Open House was established mainly for feedback on design. Pages 20-21 of the report is a quick summary which will be included in the public notice. Pugsley inquired the loan terms and rates. Daykin advised that will be addressed in the ordinance spreading the assessments after the project is completed and the final costs are received. Eaton stated a ten year term is typical.

C.A. Daykin reviewed the LID formation process (page 9 of the packet): 1) review and approve Engineer's report, 2) approval of Resolution 2013-11, 3) notice of public hearing, 4) public hearing, 5) a resolution to form the LID, and 6) Council directs the manner and timing of the work. Engineer Eaton advised work is expected to start on a phase of the work this fall in conjunction with the water line improvement.

C. Adlong asked for the wording of the summary to address the property owners with the reasons for the improvements and the benefits to be received from the improvements. Daykin replied that information can be incorporated from the TE grant documents.

Eaton inquired the Council's direction to approve the report with or without amendments. C. Nelson questioned time constraints. Daykin stated public notice could be published by July 24th with approval of the report tonight and the public hearing scheduled for August 20th; if approval of the Engineer's report is delayed to the August 6th meeting the hearing would be scheduled for September 3rd. Eaton asked when work could be started. Daykin stated if the Council wanted to move forward with the LID after the hearing they would approve a resolution initiating the work. Eaton expressed concern for the design time for the waterline and sidewalk projects for the fall. Mayor Crawford relayed his desire not to give ODOT any excuse to delay work. Eaton suggested starting the design work now with the understanding those costs can be attributed to the LID. **The motion** was made and seconded to approve the Engineer's report with the changes increasing the improvement cost to include all improvements and amending the summary to incorporate the reasons for the improvements and the benefits to be received from the improvements. **The motion** passed unanimously.

Resolution No. 2013-11, Intent to Initiate LID Proceedings

With approval of the Engineer's report as amended; approval of this resolution will set the process establishing the Public Hearing and notifying the property owners. **The motion** was made and seconded to approve Resolution No. 2013-11, a resolution declaring the City Council's intent to initiate Local Improvement District formation proceedings to construct sidewalks and other public improvements along Highway 99W from First Street to Parks Drive. **The motion** passed unanimously.

Illumination Issues

City Engineer Eaton updated the new estimate from DKS Associates: the project cost is over budget by \$260,000. DKS Associates is spacing the poles at ninety feet with ninety poles and missing portions of the project. Eaton calculated ninety poles at ninety feet spacing for the entire project. The quote is in line with the original sixty pole budget; but would not cover from First Street to Parks Drive. Omitting the Fifth Street intersection and the unimproved lots at the south end (12th & Maple and the ministorage) can bring the project into budget.

C. Adlong questioned the pole height. Eaton responded the luminaries' height is twenty feet. The quote includes Westbrook and Swan (\$600 a head cheaper) fixtures. Eaton suggested use of a concave lens to get the Type 2 LED which will light just the sidewalk. C.A. Daykin shared it would be Dark Sky compliant. C. Adlong expressed concern that there will be more visible glare. She stated the new LED fixture on the Upland Drive well building projects glare. Ninety foot pole spacing at eighteen foot height is not compliant with ODOT's requirements; eighty-five to eighty-six foot spacing should comply. Ninety fixtures are still needed to cover the project; ten to fifteen fixtures over the project estimate at \$10,000 each. Eaton suggested ending the illumination at Twelfth Street and installing none in the Fifth Street intersection.

The City Engineer asked the Council if they want to additional options other than the bell shape. The Swan with a Shepherd's Hook is similar to the lighting around Fred Meyer in Wilsonville. The head needs to be two feet away from the pole to illuminate the center of the walkway. C. Adlong questioned if eighteen feet is the pole height. Eaton replied it is the height of the head at the LED emitters over the sidewalk surface. The majority consensus was to review other available options and to use the least number of poles with maximum spacing between the poles. Council is not interested in post top lighting. Eaton will bring back more options to the Design Committee.

Restricting Use of Local Streets for Bypass Construction Activities

ODOT has indicated that they will accept the negotiated price for the use of the city streets. It is unknown when the intergovernmental agreement (IGA) will be ready. City Engineer Eaton expressed concern that ODOT has released contracts, truck traffic will soon appear and we do not have anything in writing in place to protect the streets.

C. Nelson asked if we can advise ODOT that truck traffic is prohibited until an IGA is in place. Daykin relayed that ODOT has been advised that Council is considering such a resolution at the next Council meeting. He suggested in addition to an agreement for the use of Eighth, Edwards and Fifth streets, the Council may want a resolution to prevent truck traffic from other local streets. City Attorney Watts counseled the city may adopt interim use restrictions to identify streets for truck route only. Daykin asked if the temporary signage could allow exceptions such as access for moving vans to the local neighborhoods. Watts added it might be possible to exempt a certain class of vehicles such as vehicles moving household goods and furniture or contractors working on local property. Councilor Weaver noted the object is to avoid pass through traffic. Daykin noted ODOT's bid documents specify which streets they will use. The majority was for

no through truck traffic. Staff will prepare a resolution to return to the next meeting. C. Weaver cautioned to remember to exempt Columbia Empire and the wineries' vehicle traffic.

The City Engineer expressed concerned for the failure of Fifth and Eighth streets. C. Adlong asked if traffic control at the Fifth and Edwards intersection should be reviewed. C. Nelson expressed concern with parking issues near the intersection. After further discussion this will return to the August 6th Council meeting for further discussion.

Dundee Development Code

Planner Nunley referred to memo in the packet; the update addressed clarity, organization, consistency and compliance with applicable provisions required by State law. Minor policy changes are noted in the table on page 14 of the packet. The Planning Commission's recommendation to the Council is to adopt this version of the code. The next step is to adopt the code; which is on the August 20th agenda. The next phase is the TGM grant to address major policy issues identified through the code audit. This will include a review of the commercial zones on Highway 99W, thresholds for determining whether to complete a traffic impact analysis requirement, and thresholds for determining park dedication requirements. The city may apply for future code assistance grants to address the riverfront district and industrial design standards. Wilsonville is using a code assistance grant to review a form based code for industrial uses. Nunley noted the Transportation System Plan (TSP) process will have code amendments.

Engineer Eaton shared that conflicts exist between the Public Works Standards and the Code.

C. Adlong expressed concerned for revisions to the Service Station Standards. Nunley advised there are inconsistencies with the Code. Daykin confirmed there are inconsistencies, some unclear language, and issues that the State of Oregon regulates. C. Adlong asked for clarification on 17.202.40 regarding zero side yard dwellings. Nunley advised the reference is to attached single family dwellings such as townhouses.

The Public Hearing to adopt the code will be scheduled for the August 6th Council meeting.

New Business

Planning Commission Appointment

One qualified application for the vacant Planning Commission seat was received from Gary Rodney. He has previously served on the Planning Commission. **The motion** was made and seconded to appoint Gary Rodney to the Planning Commission to a term expiring December 31, 2015. **The motion** passed unanimously.

Signs

City Hall

C.A. Daykin handed out options for signage at City Hall: 1) a free standing, double faced sign to be placed six feet from the curb on Fifth Street to allow future sidewalk improvements and 2) a second wall sign to be placed on the street side of the building. C. Nelson suggested the main building sign denote "City of Dundee" with a smaller sign placed underneath denoting the city facility such as City Hall, Waste Water Treatment Plant, etc. After further discussion the majority consensus was in favor of the free standing street side sign with the wording "City of Dundee", "Est. 1895", and the address and the rectangular wall mounted sign with the logo rising above and the wording "City of Dundee" with a smaller sign below denoting "City Hall". Concept options will be returned for further consideration.

Chehalem Heritage Trails-Wayfinding

C. A. Daykin advised that Chehalem Parks and Recreation District (CPRD) presented the wayfinding signage for the Chehalem Heritage Trail to the Parks Advisory Committee meeting on August 1, 2012. Planner Nunley cautioned that CPRD is placing directional signs on the trails without having the infrastructure in place. The City Administrator inquired the process the Council would like to review the project. The Council requested a presentation from CPRD. Nunley advised that the City of Newberg has an IGA with CPRD for public works to install the signs. C. Weaver expressed concern for Dundee's Public Works staff to be the installer of any signage in the City. Daykin confirmed that is correct for local streets. C. Pugsley suggested the use of sharrows in conjunction with the signage. C. Nelson suggested a new crossing at First Street. Daykin recommended addressing the issues through the TSP process. The majority consensus was in agreement with City Administrator Daykin. C. Adlong expressed concern that CPRD is taking credit for the trails and the city's current infrastructure. The City Attorney cautioned when the public sees a bike symbol they assumes it is a safe route; with the proper infrastructure in place. The majority Council consensus was that Dundee's brand should be identified on the signage. Daykin replied the City's opportunity for branding would be the name of the trail or identifying a city facility with the city logo.

Council Concerns and Committee Reports

The Tourism website is up. The committee is looking for someone to manage the site. Mayor Crawford distributed the new "Walk Dundee" map cards.

Mayor's Report

The Fueled by Fine Wine Half Marathon went well with 1,130 runners.

Comcast Newsmakers interviewed Mayor Crawford last week addressing the Newberg-Dundee Bypass.

Grant McOmie, Grant's Getaway, interviewed Mayor Crawford and Councilor Pugsley Sunday at the paddle launch.

City Administrator's Report

The City has received the building permit for the fire station. The contractor will start work on the 22nd.

Public Works staff completed sludge depth measurements and sampling at the lagoons for the decommissioning process.

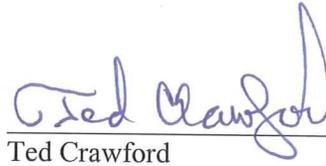
An Inflow and Infiltration (I & I) repair project will be scheduled for this summer. Bids will be returned to the Council.

C. Adlong inquired the status of the grant application for the Viewmont Greenway. Daykin advised that decision will be made on July 17th.

Public Comment:

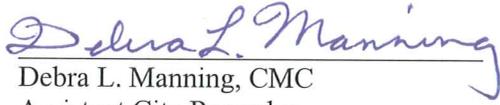
None.

The meeting was adjourned at 9:30 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder