

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
July 17, 2012**

Call to Order	2
Council and Staff Attendance	2
Public Attendance	2
Agenda Changes	2
Public Comment.....	2
Presentation:	2
Yamhill County Transit Area	2
Nourish Yamhill Valley	2
Consent Agenda.....	3
Old Business.....	3
Well Pump House Project Update	3
Resolution No. 2012-13, 2013 Special City Allotment (SCA) Project	4
Highway 99W Lighting Options.....	4
Fortune Park Playground Installation	4
New Business	5
Hiland Water Proposal	5
Council Concerns and Committee Reports.....	6
Mayor's Report.....	6
City Administrator's Report	6
Public Comment.....	6

City of Dundee
City Council Meeting Minutes
July 17, 2012

Call to Order

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

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong, Munson, Miller, Nelson, Pugsley, and Reddell.
Staff members: Rob Daykin, City Administrator, Justin Gericke, City Attorney, Dave Monson, City Engineer, Alan Mustain, Public Works Supervisor, and Debra Manning, Secretary.

Public Attendance

Leslie Lewis, Yamhill County Commissioner, Tanya Saunders, YCTA, Beth Satterwhite, YCAP, Tricia Harrop, YCAP, Melvin Olson, Hiland Water Corp., and Silas Olson, Hiland Water Corp.

Agenda Changes

Item 6.4 OLCC License Application, KY Wines, LLC. was added to the Consent Agenda.

Public Comment

None.

Presentation:

Yamhill County Transit Area

Tanya Saunders, YCTA, informed that public transit in Yamhill County started as Dial-A-Ride operated by Yamhill Community Action Partnership (YCAP) and Chehalem Valley Senior Citizens Council in the mid 1980's. In 2005/06 service was expanded to connect to Salem, Hillsboro, Tigard Transit and Grand Ronde. YCTA was formed in 2007. They placed a request for proposal (RFP) for a provider this spring. Four proposals were received and the bid was awarded to First Transit. The fixed routes in Newberg, Dundee and McMinnville have been revamped; service to Newberg has been reduced and the fixed route for Dundee was eliminated. The link route from McMinnville to Tigard and the Dial-A-Ride service is unchanged for the City.

City Administrator Daykin relayed discussion with ODOT regarding the transit stops on Highway 99W. Use of a bus pull-out would be more dangerous for the drivers than the current situation, but relocating the bus stop is under consideration.

Councilor Pugsley inquired if the buses have "yield" lights. Saunders advised not all buses are equipped with the "yield" lighting.

Councilor Munson asked if service was changed on Route 44. Saunders advised that route is unchanged. Munson inquired if a stop could be added at the north end of town. County Commissioner Lewis replied a stop could be added and asked the City to help identify placement of the second stop. An additional shelter is available for the City.

Nourish Yamhill Valley

Tricia Harrop, YCAP, advised they are a social service agency providing services such as housing and energy assistance, youth services, and the food bank. The food bank provides support services for partner agencies such as Dundee's Promise Pantry. They have seen a 4% increase in

emergency food boxes and a 20% increase in the number of meals. Part of the solution is finding employment for the unemployed. YCAP wants to implement Community Food System Development, which began in the 1990's, with the intent to create jobs. They have received grants to move forward. Harrop offered an example of an entrepreneur who developed "farm in a barrel", is marketing it internationally, and is providing local employment opportunities. The idea is to bring together the product, the storage, the transportation, and use local employment. The more employed the less to feed. The Council was asked to support the idea and spread the word to the farmers, the people with storage, transporters, unemployed workers, retailers, etc. to come to the upcoming meetings. Information was provided to the Council and is available on the internet through Facebook and their website.

Councilor Reddell inquired if manufacturing could be included. Harrop replied anything which creates a viable job.

C. Pugsley questioned if there are similar movements in other counties. Harrop replied YCAP is part of a collaborative movement in the state including Lane, Marion, and Polk counties, Ford Family Foundation, Keiser Permanente, Northwest Health Foundation, and Yamhill Enrichment Society.

Mayor Crawford inquired the location of the meetings. Harrop replied the meetings will be Newberg/Dundee, Yamhill/Carlton, Willamina/Amity/Sheridan, McMinnville/Lafayette/Dayton, and a countywide meeting.

C.A. Daykin offered to help spread the word out through the City's website and newsletter. C. Munson advised of the community newsletter (scheduled to be published at month end) and the opportunity to share at the Party in the Park on September 15th.

Beth Satterwhite, YCAP, advised they are currently conducting consumer and farmer surveys, both are available on-line.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 6.1 City Council Minutes, July 3, 2012, 6.2 Special City Council Minutes, July 10, 2012, 6.3 Financial Report, Ending June 30, 2012 and 6.4 OLCC License Application, KY Wines, LLC. **The motion** passed unanimously.

Old Business

Well Pump House Project Update

City Engineer Monson provided the breakdown for the \$131,878 revised proposal from Kizer Excavating in the packet, which includes the use of a prefab building. Following further discussion with Kizer on using a "constructed in place" building instead, the estimated cost of the project is about \$104,000. Staff recommends rejecting the bids and rebid the project as a "constructed in place" facility.

C. Reddell asked for clarification of the electrical costs. Monson advised the \$94,000 for the prefab building in the original bid proposal includes most of the electrical, with Kizer adding \$13,000 for completion of the hookup. Based on discussions with the electrical engineer for the project, he estimated the electrical cost to be \$45,000. Reddell expressed concern for an estimated cost of \$600 a sq. ft. for a well pump house versus the estimated cost of \$200 a sq. ft. for a new fire hall. C. Pugsley asked for the new bid to include a breakdown of the electrical costs.

The motion was made and seconded to reject the bids and direct staff to repackage and rebid the project as a “constructed in place” facility with more detail in the electrical work. **The motion** passed unanimously.

Resolution No. 2012-13, 2013 Special City Allotment (SCA) Project

The 2012 Special City Allotment grant process was very competitive; the awards were increased from \$25,000 to \$50,000 without an increase in total funding. Of the 28 projects submitted last year out of Region 2, only eight were awarded a 2012 SCA grant. The Dogwood Drive project was rated the third highest in points received based on road surface condition. Bonus points for safety widening/pedestrian access and higher traffic volume were also added. If a grant is not awarded in the 2013 cycle, it is probable the City would receive one in 2014 since each year the City does not receive funding, additional points are received. **The motion** was made and seconded to approve Resolution No. 2012-13, 2013 Special City Allotment with the identified candidate of Dogwood Drive between First Street and Viewmont Drive. **The motion** passed unanimously.

Highway 99W Lighting Options

DKS & Associates presented lighting options at the July 3rd meeting; at which the Council’s majority consensus was for LED lighting. PGE does not offer decorative LED lighting. Three options presented: Westbrook, Providence, and Coronet Jr. The Coronet Jr. has options of a “Dark Sky” compliant sag lens and skirts. Daykin inquired which light the Council preferred to allow the consultant to move forward with cost estimates. The majority consensus was for the Westbrook.

C. Munson asked if the same light fixture would be used on the Riverside. Daykin noted the Riverside area will be comprised of commercial and industrial properties. The Council will be responsible for directing the lighting requirements for the Riverside through lighting design standards.

C.A. Daykin surveyed what type of pole the Council supports, a tapered or an equal diameter pole, and various base options. The majority consensus favored the Rancho 1642-F or the plain 15” base dependant on cost. Daykin suggested an estimate for a couple of different base types be returned for further consideration. The majority consensus was in favor of a tapered pole. Illumination pattern options using the Westbrook style fixture will be brought back to the Council after ODOT completes and provides the project base map to DKS.

Fortune Park Playground Installation

Chehalem Park and Recreation District (CPRD) returned the signed letter accepting the conditions for allowing the installation of the playground equipment and the signed executed dedication deed for the Maple Street right-of-way. Staff has reviewed and accepted the dedication deed and will have it recorded. Yet to be negotiated is either the deferral construction or payment in lieu for the street improvements. If it is payment in lieu without consideration for escalating costs, then Daykin recommended the Locust Street improvements be addressed next spring. An option could be an assessment district against the abutting undeveloped property currently for sale. Locust Street improvements would likely be a condition of approval for a future project proposed for the undeveloped property.

C. Adlong inquired the timeframe to set up an assessment district. Daykin replied a couple of months.

The Mayor shared that Habitat for Humanity could purchase the corner lot with the intent to build six homes. Public Works Supervisor Mustain noted that Locust Street has a hump, which needs to be leveled.

The City Administrator asked the Council's preference for Maple Street: negotiate at a future date or negotiate a fee for Maple, hold it in reserve and if the Transportation System Plan (TSP) does not continue to show Maple Street going through, then we refund the funds to CPRD. The majority consensus was in favor of the latter option. Daykin suggested a set dollar amount based on today's value, held in reserve, at the time of the improvement if the cost is above a certain amount, CPRD would be obligated to pay the difference or they would receive a refund for an overpayment.

C. Adlong asked for an accounting of Park SDCs collected in Dundee and remitted to CPRD.

C.A. Daykin asked the Council to approve the playground installation process. **The motion** was made and seconded to approve the installation of playground equipment at Fortune Park as authorized by the City Administrator in the July 12, 2012 letter to Don Clements, Chehalem Park and Recreation District. **The motion** passed unanimously.

New Business

Hiland Water Proposal

The City of Dundee has responsibility for a small waterline (formerly the NE Dundee Water Association with six customers) with ongoing problems. It is expensive for the City crews to maintain and could be an area of significant water loss. The substandard line would be expensive for the city to replace. Hiland Water Corporation presented a proposal to take over the former NE Dundee Water Association customers and connect them to their system.

Public Works Supervisor Mustain advised that in the 1990's the City was asked by the customers on the line to take it over. The line is black polyethylene, which runs on the opposite side of the Four Graces Vineyard for about a half mile. The waterline was not brought up to code at the time of purchase. Public Works has replaced the line under Fox Farm Road with copper piping. Hiland Water Corporation owns the Fryer Hill waterline with the City's water as an emergency backup. They would connect the six customers at Fryer Road and would suspend use of the old waterline. Hiland would retain the option of City water for an emergency and are asking for a reduction in the monthly charges for their meter. Daykin noted a future agreement for the seventeen accounts (6 for NE Dundee Water Association and 11 for the Fryer Hill Line) will be brought back to the Council. Prior to 1972, five of the eleven Fryer Hill Line services have received authorization for City water based on Council minutes and other documentation. The City currently does not have agreements for some of the rural waterlines.

Silas Olson, Hiland Water Corporation, informed that in 2003 Fryer Hill Association was developed serving eleven homes. The connection with the City was maintained for emergency purposes. They have capacity with their two wells. They requested a reduction in the monthly meter charge of \$90 (1.5 inch meter base rate for outside user) without any usage. Daykin inquired how they would respond in the event of an emergency. Olson suggested either a phone notification to the City or would the City grant permission for them to turn the meter on.

C. Pugsley questioned the City's obligation to provide water to the six houses and Dew Garden. Daykin noted the existing agreement between the City and the six signers to provide water and maintain the line. A new agreement would tie them into the Hiland Water Corporation. Concern was expressed for adding additional customers to the city's limited water supply in the event of an emergency. C. Pugsley suggested adding a time limit for a well failure emergency. Mayor

Crawford suggested the option of making it a term of renegotiation. Daykin clarified the City is already obligated for eleven of the existing services. The majority consensus was to move ahead. An agreement will be brought back for Council's review.

Council Concerns and Committee Reports

The Tourism Committee reviewed new logo designs submitted by the subcontractor on the branding project. The third phase of the design review is scheduled in three weeks with the intent to narrow the designs to two to be presented for a public vote and to the Council. Design examples were presented on different visual mediums, such as a city truck, letterhead, and tee shirts.

C. Reddell addressed the issue of security at City Hall, specifically the Council Chambers in light of the current events in the community. Chief Casey will be brought back to address the issue at a future Council meeting. Reddell noted a Reserve Officer is in attendance at the City of Newberg's Council meetings.

C. Adlong requested the arborvitae hedge along the parking lot be lowered or removed. Daykin noted the hedge height can easily be lowered. Adlong suggested opening the hedge up as it currently poses a safety issue. C. Munson shared the intent for City Hall to have a view to the skate park when it was placed in Billick Park. The majority consensus was to remove the arborvitae hedge.

The Parks Committee is scheduled to meet on Wednesday, August 1st.

Mayor's Report

The Mayor and City Administrator met with ODOT representatives to discuss the public outreach for the Bypass structures. ODOT would like to schedule two meetings of about fifteen people, one meeting of residents focusing on the Eighth Street's overpass and Fulquartz Landing Road and the second group for business focusing on Highway 99W. He suggested having two Councilors in each meeting and asked for suggestions for stakeholders to be included in the meetings. ODOT plans on a ground breaking ceremony on August 29th, location to be determined.

The Parkway Committee will meet Thursday at 7:30 P.M. at Newberg's Springbrook Fire Station.

City Administrator's Report

C.A. Daykin approved a scope of services with Ground Water Solutions Inc. for the analysis of the test well, looking for sustainable flows for a ninety day period. Results are expected to be included in the August 21st Council meeting.

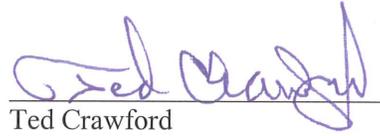
Jean Ochsner, Environmental Science & Assessment, LLC (ES&A), has started work on the environmental checklist for the Fire Hall project and expects to conduct biweekly meetings with the architect. There are no wetlands on the Meredith property.

Stakeholder interviews for the TSP update started today and will continue through next Tuesday. The Advisory Committee has not met; they are waiting on information from ODOT.

Public Comment

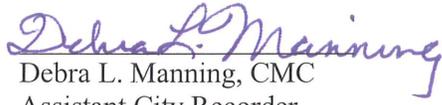
None.

The meeting was adjourned at 9:20 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder