

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
July 19, 2011**

Call to Order2
Council and Staff Attendance2
Public Attendance2
Agenda Changes:2
Public Comment:2
Presentation:2
 Fire Station Design Recommended Alternative2
Consent Agenda3
Old Business3
 Fire Station Design Selection3
 Resolution No. 2011-12, Solid Waste & Recycle Rates4
 Resolution No. 2011-13, 2012 SCA Grant Project4
 TE Grant Match Requirement5
 First Street Paving Bids5
 First Street Sidewalk5
New Business6
 Charles Street Speed Bump Removal6
 Deep Well Repair Expenditure6
Council Concerns and Committee Reports6
Mayor’s Report6
City Administrator’s Report6
Public Comment:7

City of Dundee
City Council Meeting Minutes
July 19, 2011

Call to Order

Mayor Crawford called the meeting to order at 7:03 PM.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Miller, Munson, Pugsley, and Reddell. Excused: Councilors Adlong and Nelson. Staff members: Rob Daykin, City Administrator, Cindy Phillips, City Attorney, Alan Mustain, Public Works Supervisor, John Stock, Fire Department, Dave Monson, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Gary Allen, Newberg Graphic, Kirk Duncan, Waste Management, Dean Kampfer, Waste Management, Mike Jefferies, Waste Management, Mike Stevenson, Theresa Stevenson, George Duvendact, Riverbend Landfill, Truman Stone, Ernie Castro, Jeff Humphreys, Group Mackenzie, and Scott Moore, Group Mackenzie.

Agenda Changes:

Item 7.6 Discussion on the First Street sidewalk was added to the agenda.

Public Comment:

Mike Stevenson, First Street resident, shared that he and his spouse are in favor of the removal of the deodar cedar in the right-of-way in front of their home.

George Duvendact, Riverbend Landfill, updated the Council on their expansion efforts. Yamhill County's approval of Riverbend's plans was appealed through LUBA and the Court of Appeals. The Court of Appeals reversed Yamhill County's decision, with the determination that Riverbend had selected an inappropriate path for acquiring land use. They noted an alternative to ask the County for a change in the zoning ordinance. The change request is on the agenda before a joint Planning Commission and Board of Commissioners meeting on Thursday evening at 7 P.M. The expansion has been revised and is smaller than originally planned. Riverbend has completed one year of the partnership with McMinnville Water and Light, generating an average of 4.5 megawatts of power.

Presentation:

Fire Station Design Recommended Alternative

Jeff Humphreys, Group Mackenzie, shared three options reviewed: 1) improvements to the existing station, 2) demolition and rebuild of the station on the same site, or 3) a new facility at a new location. He reviewed the existing facility and its deficiencies including exhaust removal and unprotected storage of the turnout gear. Three comparable sized stations were toured: Hillsboro Cherry Lane Fire Station, Banks Fire Station 13, and Newberg Fire Station 21.

Scott Moore, Group Mackenzie, reviewed the fire station needs, which include a larger apparatus bay, a large training room, administrative staff, and living quarters. A proposed building size is estimated at 15,760 square feet. **Option one** is not recommended due to the involved structural challenges and associated costs. The building's footprint will not allow the space needed for the administrative support and the apparatus bay. The site limits onsite parking to twenty-five spaces versus an estimated need of fifty spaces. **Option two** has similar challenges with the site size, which would require a two-story building with extra cost for extension of the second floor above

the apparatus bay, and twenty-seven estimated parking spaces. Both option one and two are subject to the additional cost of relocation of operations during construction. Option three considers two scenarios: a one-story and a two-story facility. The two-story footprint offers forty-nine parking spaces, but involves more construction expense. The recommended preferred option is a single-story facility on a 300 foot wide by 200 foot deep site which accommodates the parking needs. Moore estimated a six month plus timeframe for construction of the facility.

City Administrator Daykin noted that the preferred option is the lowest cost option. Councilor Pugsley questioned the option costs in the packet. Daykin replied consideration for the surplussing and sale of the current facility is not included. The Mayor noted the cost for the relocation of the operations is also not taken into consideration.

C. Pugsley questioned the options for a community/training room. Chief Stock shared that they currently have a very small inadequate training space, which does not accommodate the current need and does not allow any joint training. Moore added the proposed room would accommodate thirty to forty people and could function as an emergency operations center.

Councilor Reddell inquired how development of the riverside would affect fire operations. Stock referred to a study through Emergency Services Consulting and noted that they can access approximately 90% of the community within a seven minute window. Their central location was noted as the best spot to serve the community even with the projected growth. He noted that the planning is projected for the next fifty years. Reddell asked if consideration was given to include City Hall in the proposed Fire Department building. C.A. Daykin replied not in the immediate future, this will be a substantial bond levy for the community. Part of the taskforce's recommendation is to acquire a lot larger than proposed to accommodate outdoor training space. Reddell suggested allocation of a room for a satellite office for the police department. Stock noted it could be an option.

Councilor Munson inquired of potential sites for the facility. Daykin advised that would be a different study after voter approval of the bond levy. Chief Stock shared that Group Mackenzie cautioned not to associate with a particular property; there are about five to seven sites in the central corridor which could accommodate the facility.

Mayor Crawford inquired if the City would be responsible for demolition of the existing facility. Group Mackenzie recommended that the City does not take action to demolish the facility until it has a purchaser. The estimated demolition cost for the Hood River station was \$30,000.

Humphreys stated the public meeting will be Thursday July 21st at the fire station to solicit input on the look of a new building. The results will be brought back to the community for further narrowing. They are working with staff to further define the project and allow a cost estimate for the bond measure. Daykin added the final presentation will be made to the Council on August 16th.

Consent Agenda

The motion was made and seconded to approve the Consent Agenda items 6.1 City Council Workshop Minutes, June 28, 2011, 6.2 City Council Minutes, July 5, 2011, and 6.3 Financial Report ending June 30, 2011. **The motion** passed unanimously.

Old Business

Fire Station Design Selection

The Mayor shared that Councilor Adlong supports the taskforce's recommendation to place a new fire station on a new site. **The motion** was made and seconded to approve the selection of

the preferred alternative for a new fire station facility as recommend by the Fire Station Taskforce Committee. **The motion** passed unanimously.

Resolution No. 2011-12, Solid Waste & Recycle Rates

Dean Kampfer, Waste Management, reviewed from the July 5th Council meeting: Waste Management looks for an operating ratio of 88.5%; the last increase for Dundee customers was five years ago, an increase of 19.95% would be needed to reach the operating ratio, and they would like to align rates with the City of Newberg. The Council asked Waste Management to bring back a 12.95% across the board rate increase, which would be an estimated increase of \$2.85 per month for the largest residential container (96 gallon). Waste Management asked the Council to adopt option three, the 12.95% increase.

C. Munson inquired when the next rate increase could be anticipated. Kampfer replied they review rates on an annual basis.

C. Pugsley asked if their goal is still to have concurrent rates for the cities of Dundee and Newberg. Mike Moore, Waste Management, replied that same services are offered for both cities and it makes sense to have concurrent rates.

C.A. Daykin questioned the container plus week category. Kampfer replied the plus and minus are every other week services, which covers one customer. Daykin referred to the nuisance ordinance requiring owners of residential/commercial properties to dispose of their waste no less than once per week. The question to Council was does the City sanction a rate structure allowing for less than once a week pickup. He suggested removing services that are less than once a week from the subscription services for residential and commercial customers. City Attorney Phillips cited 8.16.040 of the Dundee Municipal code: people in charge of businesses or dwellings are responsible for removing refuse, garbage, trash, and combustible material from the premises on a not less than weekly basis and before it becomes a hazard, nuisance or causes an unsanitary or offensive condition.

The motion was made and seconded to approve Resolution No. 2011-12, a resolution adopting solid waste and recycling service rates with option 3, the 12.95% increase as attachment A for Waste Management Inc., effective August 1, 2011, amended to remove solid waste rates that allow less frequent pickup than weekly scheduled. **The motion** passed unanimously.

Resolution No. 2011-13, 2012 SCA Grant Project

This returns from the July 5th meeting at the direction of the Council for staff to prepare a SCA grant application for Dogwood Drive. Mayor Crawford confirmed that the estimate does not include a sidewalk. City Engineer Monson noted the project proposes a pedestrian pathway similar to Alder Street between Seventh Street and Upland Drive and would include shoulder parking on one side. Public Works Supervisor Mustain stated that construction of sidewalks including curbs would lead to basically road reconstruction, a very costly project. Monson stated the intent is a pavement preservation project. C. Pugsley inquired if the pedestrian path would be on the upper west side. Monson confirmed the existing curb and the pedestrian path would be on that side. C.A. Daykin noted that design work and decisions on the scope of work would be addressed after receipt of the grant. **The motion** was made and seconded to approve Resolution No. 2011-13, a resolution for the 2012 Special City Allotment grant for Dogwood Drive from First Street to Viewmont Drive. **The motion** passed unanimously. Daykin noted the estimated traffic counts: Red Hills Drive-90 daily trips, Myrtle Street-180 daily trips, and Dogwood Drive-390 (The count for Dogwood is estimated to be on the low side as it was completed after school was released for the summer).

TE Grant Match Requirement

C.A. Daykin referred to the City's commitment of the \$175,000 match for the Transportation Enhancement (TE) grant. He referred to the information in the packet and noted that the City could meet the funding requirement from the Street Fund if we expend street project funds cautiously, but it could negatively impact the funds available for the local street improvement program. Property owners are expected to pay for improvements at the time of property development/redevelopment. Daykin asked if the Council wanted to consider shared costs, where the property owner would pay for part of the cost of the improvements. It was noted that the West End paid for all their improvements. The majority consensus was in agreement with shared improvement costs between the City and the property owner.

C. Pugsley inquired the options available. Daykin referred to the City of Hubbard, which adopted a policy when a sidewalk was installed as part of a street project and half the cost is paid by the property owner through a Local Improvement District (LID). The process: the project scope and cost is estimated by the City Engineer, a hearing before the City Council, notice of estimated assessments to the property owners, and a hearing. Work can be completed with options for the property owner to pay in full or installments plus interest to the City until they pay in full or the property sells. C. Reddell asked the City Administrator to bring options back to the Council. Daykin noted the improvement has to benefit the property, you can't charge an assessment that exceeds the benefit. The City determines the assessment and it does not have to be the full cost.

Councilors Nelson, Reddell and Pugsley will work with the City Administrator and the City Engineer Monson on the project.

First Street Paving Bids

Five bids were received for the NW First Street paving project from: Brix Paving Northwest, Inc., Eagle Elsner, Inc., H & H Paving Company, Signature Paving Services, Inc., and Baker Rock Resources West, Inc. The engineer's recommendation is to award the bid to the low bidder, Signature paving for \$34,957. He noted the bid alternates are additive alternates. He suggested that City crews address the Eighth Street project; this would be considerable cost savings to the city. The recommendation for Alternative A, Laurel Street, is to go out to bid as a separate package in the spring. Monson noted the engineering for paving Laurel Street would still be valid, the pricing may be better, and it would allow the City time to assess its financial commitment to the TE grant project. The base bid, under \$50,000, does not require prevailing wage, but addition of Alternative A places it over \$50,000 and requires payment of prevailing wages for the entire project. **The motion** was made and seconded to award the bid for NW First Street paving improvements to the lowest, most responsive bidder Signature Paving Services, Inc. in the amount of \$34,957 for First Street. **The motion** passed unanimously.

First Street Sidewalk

Engineer Monson relayed Council's interest in saving the deodar cedar tree at the time of the SCA grant application for the First Street project and the engineer's suggestion to use pavers to place a three-foot wide sidewalk. A field review revealed room for only 2.5 feet of pedestrian clear surface, the roots of the tree will have to be cut. It was noted that the tree is approximately twenty-five feet from the home and the homeowners want the tree removed. Deodar cedars are not street trees; the tree will continue to grow and heave the street pavement.

C. Pugsley stated concerns for removal of the tree and the City paying for the removal. Daykin noted that the City has removed "dangerous" trees in the past. Monson expressed concern that removing roots to get three feet of sidewalk could make the tree unstable. The tree leans towards the house in the same direction of prevailing winds during storm events. He recommended review by an arborist for a diagnosis of the tree's health if the intent is to cut the roots.

Public Works Supervisor Mustain advised that the property owners would like a street tree placed in the site.

C. Reddell asked the estimated cost of removal. Monson estimated \$1,500. He recommended completion of the sidewalk segment by the project contractor; Concrete Solutions, Inc. The majority consensus of the Council was in favor of removal of the deodar cedar tree.

New Business

Charles Street Speed Bump Removal

The Fire Department and the City Engineer have reviewed the issue and concur that the speed bumps, 18 width of raised asphalt from curb to curb, are an inappropriate treatment for the street. Public Works Supervisor Mustain shared the bumps were installed years ago to address construction traffic through the neighborhood. C. Pugsley inquired of response from the residents. Daykin replied none has been received. **The motion** was made and seconded to approve the removal of speed bumps on Charles Street. **The motion** passed unanimously.

Deep Well Repair Expenditure

The emergency repair for the Deep Well included a new motor, pump and the tube for the data logger. The repair work for \$5,691.56 with Schneider Equipment, Inc. exceeded the City Administrator's expenditure limit. **The motion** was made and seconded to authorize the City Administrator to approve the \$5,691.56 to Schneider Equipment, Inc. for repair of the pump and the motor. **The motion** passed unanimously.

Council Concerns and Committee Reports

Councilor Miller shared that Yamhill transit now has a link on Google transit.

C. Munson received an email from Craig Rogers regarding the noise from the Fueled by Fine Wine Half Marathon. Munson noted they started early at 6 A.M. Mayor Crawford shared that Chris Nagy, Fueled by Fine Wine Half Marathon will update the Council at an upcoming meeting.

Mayor's Report

The Mayor noted that the Special Olympics for 2012 is scheduled for July 8th, which is the same date slated for the Fueled by Fine Wine Half Marathon. He suggested the marathon be moved to the 15th and suggested the addition of a food and wine related festival on the night prior to the run.

The Worden Hill bike/pedestrian trail is moving forward. A suggestion was to engage the City to use Storm water funds to cover the Ninth Street ditch and move the trail to that side of the road.

Council members have shared an interest in helping staff a City booth for the Party in the Park.

The City website has been updated for the City Council with the portraits from Sawyer Photography and biography information for the Councilors.

City Administrator's Report

Approximately a year ago the State initiated a requirement for water suppliers to test raw water sources. One of the spring wells tested positive for e-coli. Yamhill County Health Department has requested the City notice its water users. The well has been shut down, the issue was reviewed with Engineer Brian Ginter, MSA, the well is being chlorinated, and will be brought back online

and retested. There may be further requirements for more frequent testing. Daykin noted the City has not had bad test results from the treated water supply side. We have an option to complete a contact time analysis. Public Works Supervisor Mustain confirmed that this test is on raw untreated water. The City hasn't had a bad test result on its treated water supply in two decades. He noted there are other cities in the same position. Staff is waiting for results from the retest. MSA cautioned use of the contact time analysis, noting the State could require daily samples or they could determine it is surface influence and ask for additional treatment. Notice will be sent in the next water bills.

Jeff Sanders is no longer associated with the Greater Yamhill Watershed Council. Bernadette Hanson, of the Council, relayed the intent is to complete the projects associated with the Oregon Watershed Enhancement grant, which includes the culvert removal on Harvey Creek for the City of Dundee.

City Engineer Monson and C.A. Daykin will meet with representatives from ODOT to address the TE grant project.

Bids for the water reservoir coating project will be on the agenda for the next council meeting.

Public Comment:

None.

The meeting was adjourned at 9:31PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder