

**CITY COUNCIL MEETING
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August 16, 2011**

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City of Dundee
City Council Meeting Minutes
August 16, 2011

Call to Order

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

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong, Miller, Munson, Nelson, Pugsley, and Reddell.
Staff members: Rob Daykin, City Administrator, Cindy Phillips, City Attorney, John Stock, Fire Chief, and Debra Manning, Assistant City Recorder.

Public Attendance

Myrna Miller, Gary Allen, Newberg Graphic, Ken Warren, Linda Warren, Jeff Humphreys, Group Mackenzie, Scott Moore, Group Mackenzie, John Pete, Group Mackenzie, Edward Stratton, News Register, and Sheryl Kelsh, Chehalem Valley Chamber of Commerce.

Agenda Changes

The Fueled by Fine Wine Marathon presentation has been rescheduled to September 6th. Item 8.2 Letter of Support to the Oregon Tourism Commission for 2011/12 Matching Grant Program was added to New Business.

Public Comment

None.

Consent Agenda

Addition to page 3, second paragraph, last sentence: ... potential conflicts with the Public Works Design Standards will be included *in the review*. **The motion** was made and seconded to approve Consent Agenda item 6.1 City Council Minutes, August 2, 2011, as amended. **The motion** passed unanimously.

Old Business

Fire Station Final Phase I Design Report

Jeff Humphreys, Group Mackenzie reviewed the project's three options: 1) rehabilitation of the current facility, 2) a new facility on the existing site, or 3) a new facility on a new site. The preferred alternative is construction of a one-story building at a new site with at least 60,000 square feet (200' x 300').

Scott Moore, Group Mackenzie, reviewed the preferred site diagram and floor plan. The preferred site would allow the expansion of an additional apparatus bay in the future. The square footage of the facility would be 16,006 square feet.

The visioning session addressed:

- Site placement for the facility:
 - Zone A: along Highway 99W in the heart of the city
 - Zone B: the periphery of Highway 99W or a block or two outside of the Highway 99W corridor
 - Zone C: the outlying areas

The majority consensus was in favor of Zone B including areas along Fifth and Eighth streets with the consideration to maintain the current seven minute response time of the department.

- Exterior character options for the building:

- A residential nature with gabled roofs and wood detailing
- A contemporary nature with a hose tower and more natural lighting to the apparatus bays

Humphreys noted the Fire Department Task Force supports:

- The hose tower (training space and building cooling opportunities)
- Breaking up the roof lines so residents looking down on the station would not encounter one large roof area
- A prominent entrance

Councilor Pugsley questioned solar opportunities for the facility. Moore noted there is a requirement for 1.5 % of the project cost to be related to solar energy, this could be solar panels.

Councilor Nelson inquired if a gabled roof has more wasted space. Moore advised that the cost difference is not that great.

The construction cost of the facility came in at \$3.3 million cost with 0% escalation for the start of construction. The consultant costs (design, marketing materials, geotechnical services, special inspections, surveyors, etc.) are projected close to \$400,000. Owner cost (land cost at \$8 per square foot, furniture, equipment such as appliances and turnout lockers, fitness equipment, telephone and land use/permit fees) is estimated close to \$800,000. C.A. Daykin advised the Council could make a policy decision to waive the SDCs (\$73,000) for the project. The impacts from the project on the city's infrastructures would still have to be addressed. The total project cost is estimated at \$4.5 million. Humphrey's shared the difference for the gable roof option is estimated at \$20,000 to \$40,000, with less expenditure for the ice and snow shield. C.A. Daykin inquired how far out they projected the pricing. Given the current economic environment, Humphreys estimates a year out without adjustments to the cost. Daykin inquired when construction would start if voter approval is received in May of 2012. Humphreys estimated between three to six months, with a judgment call to hold off the start until the following spring.

The Mayor inquired the estimated construction time for the fire hall. Humphreys replied eight months. Crawford questioned the optimum time to start construction. Humphreys advised August.

C. Nelson questioned the demolition cost for the current station. Moore noted the cost for the demolition of the Hood River station, a larger facility, was \$30,000. Mayor Crawford inquired if there would be potential mitigation costs. Moore replied there could be mitigation costs, including minimal costs for asbestos removal.

Councilor Adlong asked for suggestions to reduce the cost of the facility. Humphreys clarified that if a lesser amount of the design contingency is used and since the estimating method of uses mid-range unit prices, then the actual construction cost being much lower. He offered the suggestion of minimal decreases to the sizes of the bays and/or other room spaces. C. Nelson suggested the site option of not paving the whole parking area, the back portion of the parking area could be paved at a later date.

Staff will follow up on whether the Rural Fire District will be included in the bond measure or if review of their contract is an option. Humphreys stressed the importance of communicating the need for a new fire hall to the citizens and suggested the use of a survey consultant. Daykin shared there are continuing public meetings in Phase I for the Mackenzie Group to present information. He noted there will be other outreach opportunities including the city newsletter. C. Munson suggested the Party in the Park. Humphreys shared that the City of Buckley, Washington, communicated their need well and received a 78% voter approval rate for their bond measure.

C. Nelson suggested a public safety bond with the incorporation of the Newberg Dundee Police Department into the building. Daykin noted that would also increase the cost and the scope of the project.

Discussion followed on the advantage/disadvantage for the bond measure to be included in the January election versus the May election. Mackenzie Group supports the May election to accrue more community support. C.A. Daykin noted that once the ballot measure has been filed (sixty days prior) the City cannot be involved disseminating information in support of the project. The majority consensus was in agreement with the direction of the project and placing the bond on the May 2012 election. An update will return to the Council in September.

C. Nelson inquired how future growth would help pay their share. State law precludes the use of system development charges for financing the construction of fire stations. Daykin advised the property tax levy needed to pay back the principal and interest with the bonds is determined annually. Over time the levy rate decreases as assessed value increases from additional development. He stated there might be ways to structure the annual debt service to be a lesser amount initially which then increases in later years; staff will work with the financial advisor. Grant opportunities will be reviewed for the project. Moore shared that a seismic upgrade grant of \$300,000 was received from the State for the Hood River Fire Hall project.

Ordinance No. 505-2011, CPRD Zone Change

This returns for the second reading of the ordinance from the August 2nd meeting. Daykin informed the Council that the ordinance wording was amended to coordinate the exhibits. The adopted date will be corrected to *16th* in lieu of 16st. C. Adlong shared a concern forwarded from the Parks Advisory Committee to retain the blackberry shrubs. Mayor Crawford noted the blackberries would be an attractive nuisance to children. The majority consensus was the shrubbery was not an issue. **The motion** was made and seconded to adopt Ordinance No. 505-2011, an ordinance approving a partition for a property located between Locust Street and the railroad, Tax Lot 3325CC-400, and approving a zone change from LI (Light Industrial) to PO (Parks and Open Space) for Parcel 2 of the partition. **The motion** passed unanimously.

New Business

Chehalem Valley Chamber of Commerce Agreement

The City appropriated \$5,000 for the Chehalem Valley Chamber of Commerce. The Chamber has agreed to display Dundee related materials as noted in the exhibit attached to the agreement. The agreement has been reviewed by the City Attorney. Payments would be distributed quarterly. The Chamber has requested payment of the \$5,000 in their budget year ending December 31st.

Sheryl Kelsh, Chehalem Valley Chamber of Commerce, advised that the Chamber has completed their move to 115 N. College Street. Receipt of the \$5,000 in their budget year would help defray the moving costs.

C. Pugsley inquired if visitor traffic has increased with the move. Kelsh affirmed it has.

C. Reddell questioned the status of the tourism fund. Daykin estimated there would not be a problem with the Chamber's payout request. He suggested payment of \$2,500 on approval of the agreement and the other half paid in mid-December.

C. Adlong inquired if the Dundee section would include all the Dundee businesses or just for the Dundee Chamber members. Kelsh replied they display information brought in by anyone. Adlong

suggested communicating with the Dundee businesses the opportunity for them to display their information at the Chamber.

Kelsh shared she is working on a grant from Travel Oregon to fund a flat screen television and a video production on what is happening in the Newberg/Dundee area.

The motion was made and seconded to authorize the City Administrator to sign the Transient Lodging Tax Distribution agreement between the City of Dundee and the Chehalem Valley Chamber of Commerce with the understanding of the distribution of half the funds now and remaining funds prior to the end of calendar year 2011. **The motion** passed unanimously.

Old Business continued

Yard Debris Disposal Report

The cost for the spring yard debris disposal program was just under \$2,900. There were more materials collected than estimated. Staff recommends continuation of the program with a reduction to a one month timeframe and a reduction to the number of locations. C.A. Daykin shared there is an opportunity to bring in larger 20-yard dumpsters with the lower side walls.

C. Munson referred to a question previously asked; for data from Waste Management on the actual impact on yard debris collection in the area. She shared a concern for the cost of the project noting the intent was to accommodate households that would otherwise have burned their excess yard debris. Daykin will follow up on the question. Waste Management suggested an annual spring cleanup program on a specific date including specialized types of waste, such as electronic waste.

C. Reddell questioned the use of a bark chipper. Daykin advised that Public Works wants to acquire a heavy duty chipper, noting that the City is responsible for limb removal in the right-of-way. Reddell added that the chipped bark can be turned into mulch for reuse.

C. Pugsley asked for a review of the debris disposal program and the option of an annual clean-up day later this year.

The majority consensus was in favor of a one month collection, mid-October to mid-November. A reduced program will be brought back to the Council.

Resolution No. 2011-15, Limited Public Forum Policy

The resolution was drafted by City Attorney to accommodate the ability for the City to display materials not originating from the city in a non-discriminatory manner. Display would be allowed from: 1) governmental entities, 2) nonprofit entities or utilities that provide substance or aid, and 3) entities for which the City provides financial support.

The Mayor asked for a notice directing interested parties to the City website or to the Chehalem Valley Chamber of Commerce. C. Munson suggested adding the information to the newsletter.

C. Nelson suggested that addition to the second Whereas: ...City Hall should not function as a place for advertising of businesses or private entities in general *or their political viewpoints*...

The majority consensus of the Council was for the amended resolution to be brought back to the Council at the September 6th meeting.

New Business

Letter of Support to the Oregon Tourism Commission for 2011/12 Matching Grant Program

The request is for a letter of support for the Dundee Civic Association's application for a matching grant to complete a branding and marketing study. The matching funds of \$10,000 would come from the transient tax funds identified in the budget for the study. Daykin noted an agreement would be brought to the Council when the project moves forward.

Councilor Munson questioned the last bullet on the letter regarding attraction of 20% greater day and overnight tourists to the City within two years. Crawford stated that Joyce Colling is preparing the grant application and provided that information.

C. Nelson suggested the addition of a third entry sign at the City limits on Ninth Street. Mayor Crawford shared the cost for the signage for the City of Newberg was \$15,000 per sign. The majority consensus of the Council was in support of the letter.

Council Concerns and Committee Reports

None.

Mayor's Report

Mayor Crawford attended the Oregon Mayor's Association conference in Madras, at which Matt Garrett, ODOT, shared that the head of the House Transportation Committee, Congressman Mica, intends to limit federal expenditures to tax revenues (a 30% drop in federal transportation funding). This could delay the Transportation Enhancement and the Pavement Preservation programs. Garrett relayed that ODOT will support three non-prioritized projects for the TIGER 3 (Transportation Investment Generating Economic Recovery) grant: the Newberg/Dundee Bypass, Woodburn intersection, and the Sellwood bridge. The Record of Decision for the Bypass is now slated for March 2012.

At the Worden Hill Trail meeting, with Commissioner Lewis and the Yamhill County Public Works Director, concern was noted by the property owners for placement of the trail on the south side of the road. Information was shared that the placement of the trail on the north side is being considered with the use of City storm water funds to cover the Ninth Street ditch in the city limits. C.A. Daykin stated that staff will work with the City Engineer to determine a cost estimate for the storm drain project. Mayor Crawford will ask the County to consider a trail connection from Alder Street to Viewcrest Drive.

The Chehalem Paddle launch has been busy.

The statewide winner of the "If I were Mayor" contest, Natalie Nelson, a Dundee student, will be invited to the September 6th Council meeting

City Administrator's Report

The City audit field work has been completed this week, with a draft report expected mid to late September.

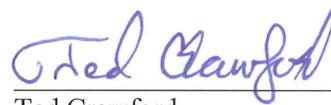
Staff has started work on the code update with Scott Siegel, Siegel Planning Services. Daykin relayed the need of an additional meeting with the consultant and the City Engineer on the development requirements. The intent is to present a working draft to the Planning Commission at the October 19th meeting.

Daykin inquired if Council still wanted the Planning Commission to consider Bed & Breakfast regulations. The majority consensus was in support.

Public Comment:

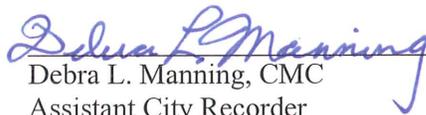
None.

The meeting was adjourned at 9:25 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder