

**CITY COUNCIL MEETING
TABLE OF CONTENTS FOR MINUTES
August 19, 2014**

Call to Order2
Council and Staff Attendance2
Public Attendance2
Agenda Changes:.....2
Public Comment:.....2
Consent Agenda.....2
Old Business2
 Utility Billing Software Proposal2
 Saturday Yard Waste Management Program Survey3
 Dundee Bypass Bridge Aesthetics3
New Business4
 Acorn Light LED Conversion Proposal.....4
Council Concerns and Committee Reports.....5
None.5
Mayor’s Report.....5
City Administrator’s Report6
Public Comment:.....6
Executive Session:6

City of Dundee
City Council Meeting Minutes
August 19, 2014

Call to Order

Mayor Ted Crawford called the meeting to order at 7:00 P.M.

Council and Staff Attendance

Present: Mayor Ted Crawford, Councilors Jennifer Munson, Storr Nelson, Doug Pugsley, and Tim Weaver. Excused Absence: Councilors Jeannette Adlong and David Russ. Staff members: Rob Daykin, City Administrator, Peter Watts, City Attorney, Sheryl Hartman, Office Manager, and Debra Manning, Assistant City Recorder.

Public Attendance

Dave Huber, Waste Management, Dean Kampfer, Waste Management, Kelly Amador, ODOT, Shane Ottosen, ODOT, and Curt Warber, Parametrix.

Agenda Changes:

Added New Business items 7.2 Resignation of Planning Commissioner Tino Aleman, 7.3 Ward Waterline Leak, 7.4 Four Graces Winery Signage Request, 7.5 Marijuana Tax, and 7.6 Vacation Rentals.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 Financial Report Ending July 31, 2014. **The motion** passed unanimously.

Old Business

Utility Billing Software Proposal

Sheryl Hartman, Office Manager, received recommendations from the Oregon Municipal Financial Officers Association and other local entities; after much research three quotes were received within the proposed purchase budget from Caselle, Vision, and Springbrook. Hartman noted Caselle: was easier to use, more flexible, provides room for growth to accommodate radio reads, and has a knowledgeable representative. The City of Dayton also uses Caselle. Staff recommends Caselle; which meets the city's budget and provides a cash receipt system providing electronic receipting for all the city's revenue streams. Vision and Springbrook's products would meet most of the city's needs. Both Springbrook and Vision (limited online bill pay) require the purchase of some or all of their financial package to have access to online bill payment and interactive internet functions. Hartman noted that the city has been paying traditional merchant rates for our merchant services. Caselle's representative advised of a lower mandated utility rate available with the setup of two merchant accounts.

Councilor Weaver questioned where Vision is located. Hartman advised Spokane. Weaver shared Vision can be difficult to work with. Daykin stated the owners of Vision were former employees of ASP, which is the utility billing software currently used by Dundee. Their software is structured to accommodate the State of Washington's financial reporting requirements which they try to make work for Idaho and Oregon. He advised that the fourth quote in the packet was from Logics; an east coast based company who is trying to spread their operations to the northwest. They have one account in Birch Bay, Washington at this point.

Councilor Pugsley supports the future on-line processing of court and permit payments. He inquired if there would be an additional fee for this service. Hartman replied it is included in the Caselle cash receipts system; the additional cost involved would be from merchant services. Staff's recommendation is to accept the quote from Caselle and to authorize execution of the contract with the vendor. **The motion** was made and seconded to proceed with the purchase of Caselle Utility Billing Software in the amount of \$24,775 and the required training costs. Daykin noted the training costs would be accommodated in the normal travel and training budget. **The motion** passed unanimously.

Office Manager Hartman congratulated Assistant City Recorder Manning on achieving the Master Municipal Clerk designation from the International Association of Municipal Clerks. Manning is currently serving as the Region II Director for the Oregon Association of Municipal Clerks.

Saturday Yard Waste Management Program Survey

Dave Huber and Dean Kampfer, Waste Management, were present to answer questions on the results of the Saturday Yard Waste Program survey; which received a very low response. The survey results were as expected; customers want more service at no additional cost. C.A. Daykin noted the Council's previous direction was to close out the seasonal drop box yard waste program and suggested maybe now is the time. It could be brought back if the city receives a lot of negative feedback. C. Weaver expressed concern for elderly customers who may need help. Daykin referred to a service option Huber had offered of issuing a voucher for yard debris service for low income elderly; he noted there would be a cost for the service. Councilor Nelson suggested community service organizations which could be contacted to help elderly residents. Dean Huber offered options: placement of extra yard debris bags curbside, a second yard debris cart for every other week pickup, a twenty yard drop box, and the Waste Management drop off sites. C. Pugsley questioned the cost for a second cart. Kampfer replied \$3.95 per month for every other week collection. The majority consensus was to not continue the seasonal yard debris program at this time.

Dundee Bypass Bridge Aesthetics

This returns from the July 15th Council meeting with direction to reshape the river and the hills. Curt Warber, Parametrix, stated there are two separate issues: 1) the shape of the hills and the river and 2) the colors. The hills and the river will be prefinished with touch up at installation. **The hills** were reshaped to be tighter with more contrast and different sizes. Color options reviewed for the hills were one color or two colors. C. Nelson suggested the mesh sizing might provide enough color difference without actually changing the colors. ODOT will work on the river and worry about the color for the hills later. The shape of the hills will remain as currently proposed.

The river is less exaggerated with a small oxbow off to the side. The suggestion was made to drop/stop the river after the oxbow so it looks like it disappears behind the right-side hill. The majority consensus favored a muted blue river. River color options:

- 1) Waterfall design done in stainless steel with a glossy finish
- 2) Open center with the grind on outside in stainless steel with a semi-gloss or matte finish. Ottosen noted the center on this one was very reflective in the sun.
- 3) Grind and color applied to the center in stainless steel

Shane Ottosen, ODOT, advised they have only found one vendor to do this work: Metal for Art who specializes in signs using automotive paints. They had originally considered heated stainless steel; but couldn't find anyone to do it. Anodized aluminum would have a longer life. ODOT contacted three vendors; none of whom can provide multiple colors and there are tank size limitations. If Councilor Russ can forward vendor information to Ottosen; he will follow up. The

next step is contracting. ODOT will use a request for information (RFI) to determine what is available and the expertise. Mayor Crawford suggested Bu-Kai Design in Newberg (who completed the “Welcome to Dundee” signage). ODOT is considering canting the design to reduce the reflection on the roadway. C. Weaver suggested a matte finish for the south side of the bridge (reducing reflection) and a semi-gloss finish for the north side. The majority Council consensus was for more flow through the center with less crossing of lines (a mixture of options 1 and 3) and to dismiss the option for a silver river. ODOT will return one more time for further input.

New Business

Acorn Light LED Conversion Proposal

Staff recommended postponing action on the replacement of the high pressure sodium (HPS) acorn lights at the present time. C.A. Daykin asked Council members to visit Cedar Point Road in Wilsonville to view the new LED acrylic lights. Daykin was disappointed with the LED Acrylic Acorn lights. He noted a large percentage of the downward directed light was refracted back producing glare like the HPS acorn lights. It appears it would not meet the city’s Exterior Lighting regulation. The light is directed downward with the LED Holophane FCO; but it is more expensive. City Engineer Eaton suggested the use of one type of decorative light throughout the city. Daykin noted that should be possible as the poles used by the Town and Country lights are the same used by the Acorn lights. Staff is trying to get information from PGE to determine if there are options for different refraction patterns with the LED Acrylic globes.

Resignation of Planning Commissioner Aleman

Tino Aleman has resigned from the Planning Commission as he is moving to Texas. Isaiah Cox previously submitted an application and is still interested in a position on the Planning Commission. **The motion** was made and seconded to appoint Isaiah Cox to the Dundee Planning Commission with a term ending December 31, 2017. **The motion** passed unanimously.

Ward Water Line Leak

Utilities in the right-of-way (ROW) of the Bypass project along Highway 99W had to be relocated. ODOT helped relocate two of the rural waterlines. They combined two systems and installed one 1.5 inch meter. There is damage which was possibly caused by the location of the meter box in the ROW subject to construction traffic activity at the corner of Parks and Highway 99W; this is now barricaded. The members of the Ward Water Line have provided documentation on the lost water and are asking for an adjustment to their billing. This does not comply with the formula used in the city’s water leak adjustment procedure, but is still a valid approach. The difference is 1,920 cubic feet; approximately \$100 in extra water. Staff asked for the authority to dispense with the claim for excess water due to leakage up to \$100. City Attorney Watts supported the request. Daykin noted it is unknown which contractor caused the damage. C. Pugsley questioned why the damage occurred. Daykin replied the city directed the location of the water meter in the ROW. **The motion** was made and seconded to authorize the City Administrator to pay up to \$100 to resolve the water leak issue. **The motion** passed unanimously.

Four Graces Winery Signage Request

The Four Graces Winery is placing new signage and have asked the City to remove the city’s black banner sign off of the Frontier pole near Fox Farm Road. The banner would block the view of their new sign. The majority Council consensus was to remove both banners for relocation to another pole. Placement of the banners on another pole will be brought back to the Tourism Committee.

Marijuana Tax

City Attorney Watts advised of an opportunity for the City to take action to enact a city tax on marijuana facilities. If the New Approach Oregon Initiative passes; part of the initiative is that only the State may tax recreational marijuana, the cities may not. In other examples, like the gas

tax, if an entity passed a tax prior to the initiative the tax remains in effect. The City of Ashland passed a 10% tax on recreational cannabis and 5% on medical marijuana dispensaries. Some cities who are considering a tax on marijuana are Portland, Tigard, and Gearhart. If the tax is in place it can be adjusted or eliminated at a later date as the entity desires. Watts stated if the Council is interested in such a tax, the legislation may not be passed on an emergency basis and it would need to be in effect prior to the November election; meaning Council would need to take action in the September meetings. It is possible that the medical marijuana program could go away once marijuana is legalized. Watts noted it would be a minimal legal cost to the city to proceed as counsel is working on this for other cities also. C. Nelson inquired if the City of Ashland has dedicated the tax funds to enforcement. Watts replied the tax is not specifically earmarked. The majority Council consensus was for legal counsel to proceed and to earmark the funds from the tax for police enforcement. Daykin suggested earmarking the use of the funds in the ordinance; which can always be modified.

Vacation Rentals

This follows discussion on an internet site with an advertised vacation house rental in the city. Additional follow up by staff disclosed the property has a key box on the door. This is a violation of the Development Code. The Planning Commission postponed addressing the issue of vacation rentals to complete their review on commercial zones. Daykin asked the Council for direction on enforcement during the interim of the Planning Commission's work on the subject.

City Attorney Watts noted it is a policy decision whether to allow vacation rentals in single family neighborhoods where they are not currently allowed. If the decision is to not allow that usage; then tax could not be collected and staff should proceed with enforcement by fine. If the Council wants to change the code to allow vacation rentals in single family neighborhoods; jurisdictions generally stay enforcement action while regulation is pending. Communication would be addressed to the owners of the vacation rentals that enforcement action is being stayed while the issue is being addressed and to the extent that they are engaged in the activity any transient lodging tax they have collected is due the city.

C. Pugsley noted that vacation rentals are very successful and growing. It is a trend that the Council needs to respond to. He supported staying enforcement, addressing the issue as soon as possible and collecting the tax. The majority consensus agreed to stay the enforcement, communicate with the owners that this is being reviewed by the Planning Commission, they do need to register for the tax, pay the back taxes, and report and pay the transient lodging tax as they collect it.

Council Concerns and Committee Reports

None.

Mayor's Report

Mayor Crawford met with the mayors from the cities of Newberg and McMinnville, Dave Haugeberg of the Bypass Advisory Committee, and Congresswoman Bonamici to discuss strategy for the upcoming legislature. It is expected that the Governor will support a large transportation package this year.

The Tiger VI grant is due to be awarded mid-September.

The Confederated Tribes of the Warm Springs Reservation should close on their purchase of the 277 acre Yamhill County property known as the Red Hills Conservation area in about a month. They expect to hold a ceremony mid-October. Crawford suggested contacting representatives from the cities of Dayton and Lafayette, Yamhill County, the tribe, and the Trappist Abbey to discuss the possibility of a trailhead.

City Administrator's Report

Two buried 500 gallon fuel tanks have been found at the fire station site. Soil samples will be collected to determine if the soil has been contaminated.

Staff met with representatives of Hamilton Construction who are trying to accomplish the earth moving work prior to the rainy season. They have provided the city with a comprehensive work schedule.

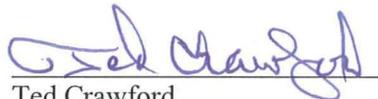
Staff discovered that the resolution adopting the budget was off \$600. A new line item in the Sewer Fund for alarm monitoring services was included in the notification, the approved budget from the Budget Committee to the City Council, and the budget hearing notice. It was dropped in the resolution format due to an unmodified formula in the summary format of the budget spreadsheet. The Auditor recommended notification to the Council that the appropriation amount in the resolution is different from what the city will be working with.

Public Comment:

None.

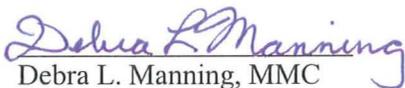
Executive Session:

The City Council entered Executive Session at 9:17 P.M. in accordance with ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and in accordance with ORS 192.660 (2) (e) to conduct deliberations with persons designated by the governing body to negotiate property transactions. Executive Session ended at 9:40 P.M. and the Council did not reconvene.



Ted Crawford
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder