

**CITY COUNCIL MEETING
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September 4, 2012**

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City of Dundee
City Council Meeting Minutes
September 4, 2012

Call to Order

Mayor Crawford called the meeting to order at 7:01PM.

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong, Miller, Nelson, Pugsley, and Reddell. Excused: Councilor Munson. Staff members: Rob Daykin, City Administrator, Jeff Bennett, City Attorney, Todd Miller, Wastewater Treatment Plant Operator, and Debra Manning, Secretary.

Public Attendance

Preston Van Meter, Kennedy/Jenks, Michael Humm, Kennedy/Jenks, and Rick Rogers, Newberg Area Habitat for Humanity.

Agenda Changes:

None.

Public Comment:

Rick Rogers, Newberg Area Habitat for Humanity, invited the Council to join elected officials from Newberg, Dayton, St Paul and Sherwood for "Elected Officials Build Day" on September 22nd. The project work location could change from 1103 6th Street in Newberg to the animal shelter. They have set a goal to build a home in Dundee in the next couple of years. Habitat also sponsors "Brush with Kindness" where they help low income people who need exterior repairs to their homes.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, August 21, 2012. **The motion** passed unanimously.

Old Business

WWTP Construction Project Status Report

Michael Humm, Kennedy/Jenks, updated:

- Headworks: stucco work and access vents have been completed; work is progressing on sidewalks
- Operations Building: stucco work and the bio-swale with wetlands plantings have been completed, the offices are being equipped, and the conference table is in place. The plant has been operating for about six weeks.
- MBR/Mechanical Building: the exterior has been completed; working on cleanup items and sidewalk installation
- Facultative Sludge Lagoon (FSL): the sand layer and liner have been installed and it is being filled with the plant permeate, which will act as a water cap to withhold odors.
- Outfall swale construction is progressing with the installation of piping and precast structures. The backfill is a low strength concrete material to prevent water migration. The swale is being seeded for erosion control.

Councilor Adlong inquired if there is a way to walk along the swale. Preston Van Meter, Kennedy/Jenks, advised the area is very steep and not pedestrian friendly. He questioned inviting the public to access the outfall.

Councilor Nelson questioned the grade of the swale slopes. Van Meter replied 15% to 25%. Nelson asked if check dams were included in the construction. Humm stated check dams are installed every fifty feet. Nelson inquired if the swale should be monitored. Van Meter suggested monthly monitoring in the summer.

C. Adlong inquired if the temperatures of Lagoon 4 were being recorded during the summer heat. Van Meter advised they are no longer monitoring temperatures, but they can collect data to return to the Council. Adlong asked for confirmation that there will not be any problem meeting the temperature requirements for the Outfall. Van Meter confirmed there would not be based on their modeling.

The engineers expect to have the utility water pumps up and going next week. The ultraviolet (UV) disinfection system is working. The thirty-day test is underway, but the utility pumps need to be running for fifteen of the thirty days, then a seven-day stress test will be completed to ensure the membranes perform as designed. Pay estimate #14 is \$281,057.40 including the FSL liner and finish work with the project 96% complete. The Outfall is 52% complete at \$194,390 with substantial completion estimated at the end of the month.

The WWTP is currently producing equivalent Class "A" water with neither coliform nor turbidity and without extra UV dosage. If the Class "A" water will be used out in the community, then it will require the higher expensive UV dosage. The Engineer does not recommend the increased UV dose at this time.

WWTP Construction Project Change Order

The change order proposal under consideration addresses paving in front of the Operations and Mechanical buildings. The bid proposal is \$43,907. Wallis Engineering recommended completing the paving now, to prevent additional work later. It was noted there is a \$1,000 difference on K & L's quote, their second quote covers pavement for the area noted in red on the handouts.

Councilor Pugsley questioned the need to change from gravel to pavement at this point. Van Meter replied it could be done later, but cautioned the increased traffic from the move of the Public Works shops to the property will require more work later to get it pavement ready. Gravel roads require maintenance. Van Meter advised there is budget available in the capital fund rather than addressing it later from a maintenance fund.

C. Nelson advised the pricing is not good, estimating it is about \$4,000 higher than it should be. He does not support the change order and suggested an IGA with Yamhill County for maintenance grading of the road.

C. Adlong expressed a concern for the development of the remaining property into the proposed Nature Park.

City Administrator Daykin noted a request from Waste Management for the waste containers to have a hard surface for collection. Humm noted the recommendation for a six by nine foot concrete pad for dumpster roll-out. The majority Council consensus was not to approve the change order.

C. Adlong expressed concern to retain a water feature on the property. Van Meter suggested reclaiming Lagoon 1 with the use of treated water and reconfiguration of the berm. C. Pugsley questioned maintenance issues of the lagoon. Van Meter replied it would be the same as we have now. The current plan is to drain the lagoon into the WWTP processing basins, dewater the

sludge via evaporation, and remove the solids by end of summer 2014. Reconfiguring the lagoon with earth movement would be a new contract with Kennedy/Jenks.

C. Pugsley questioned the cost to remove the sludge from the lagoon. Van Meter estimated \$150,000 to \$200,000 to remove solids from Lagoons 1 and 2. Lagoon 2 has to be decommissioned due to its geological slide issues. Daykin noted funds have been budgeted for decommissioning the lagoons, but not for reshaping them. Van Meter shared that dirt is being retained onsite for use on re-grading the lagoon. He noted the City also has the option of deferring the decommissioning of the Lagoon 1 to allow the sludge to break down further. He recommended budgeting to fence the FSL if the intent is to convert the decommissioned lagoons into a nature park.

Van Meter suggested a thank you to McMinnville for the help and support provided by their wastewater treatment plant staff. He recommended a bronze dedication plaque for the WWTP, in recognition of the project with the year, Council members, and city staff involved. The cost of the plaque was estimated at \$1,000, Kennedy/Jenks will follow up. C.A. Daykin shared the expectation to hold a dedication ceremony the end of September/early October with the Council and the public invited. The majority consensus was in favor.

Transportation System Plan Update-PAC Appointment

The second meeting of the Project Advisory Committee (PAC) is scheduled for September 26th. A revised schedule was included in the packet; the committee should be engaged through 2013. The recommendation is to have a replacement for Councilor Miller, who will not continue on the Council at the end of this term. She will continue with the PAC as a citizen representative. The majority consensus was for Councilor Adlong. C. Pugsley recommended providing notice of the meeting to Ross Davis.

New Business

Personnel Committee

The collection of comparable data for the employee wage and benefit study has been a challenge considering Dundee's Fire Department and limited number of employees. The City Administrator asked the Council to form a committee to help review the material. It is estimated there will be four meetings of 1.5 hours duration to bring a recommendation to the Council. This could become a standing committee to review employee medical benefits and the employee handbook.

Mayor Crawford recommended starting with an ad hoc committee. C. Reddell suggested reviewing personnel committee information from other cities. City Attorney Bennett suggested creating an ad hoc committee with one of their tasks to review the need of a standing committee. Mayor Crawford and Councilors Miller and Reddell will be on the committee. C. Reddell questioned employee representation on the committee. Daykin relayed the intent to bring in the department heads before making a recommendation to the Council, but there will not be any direct employee representation on the committee over the restructure of the salary matrix.

Regular Meetings on Holidays

January 1st 2013 is New Year's Day and the first regularly scheduled Council meeting. The last time this occurred was in 2008, when the Council met the following week. This would be considered a special meeting according to the open meeting rules. The Council could predetermine the regular meeting date if it falls on a holiday. Attorney Bennett shared that the most of the cities he serves moves the meeting to the following day. After further discussion staff was directed to prepare an ordinance modifying DMC 2.04.030 to move the regular meeting date, if the first Tuesday of the month is a holiday, to the following day.

Council Concerns and Committee Reports

C. Pugsley expressed a concern with a possible adverse possession claim on the ten-foot strip of city-owned land between Viewmont Drive and Walnut Avenue. Bennett counseled adverse possession claims cannot be filed against a local government. The majority consensus was in agreement for the removal of private property, such as fences and hedges, from the corridor.

Mayor's Report

The Newberg-Dundee Bypass ground breaking ceremony was well attended.

Representative Suzanne Bonamici held an Economic Forum on "What government can do to help minimize stress on local business"; she toured the Chehalem Heritage trail, and met with the Parkway Committee to discuss funding options for the next phases of the bypass.

City Administrator's Report

C.A. Daykin will meet with Don Clements and Larry Anderson, CPRD, to review input from their board on the Fortune park street improvements (estimated cost: \$162,000).

The interim financing for the Fire Hall project will be through Key Bank. A mid-month closing is expected.

Public Works Supervisor Mustain addressed street sweeping issues from the last Council meeting with the subcontractor. He will follow up with them.

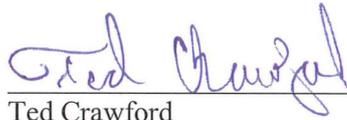
City Attorney Steve Shropshire has the revised final draft of the Water Management Conservation Plan for review, which includes changes to reflect updated test well capacity data.

The gun club has been using their property since the 1940's, predating the County's land use laws. The property is zoned EF40 and the nonconforming use would not be allowed if they applied today. Daykin suggested initial discussion with the gun club membership followed by possible mediation. He asked if any Council member was interested in helping address the issue. C. Adlong noted that C. Munson had an interest in the issue. City Attorney Bennett noted the County would review any expansion, revision, or alteration of a nonconforming use for increases in impact. He suggested looking at the level of use at the time of the zoning change. The change in the hours of operation could be such an impact. C.A. Daykin will ask C. Munson to work with staff and Your Community Mediators of Yamhill County to address the issue.

Public Comment:

None.

The meeting was adjourned at 8:47 PM.


Ted Crawford
Mayor

Attest:


Debra L. Manning, CMC
Assistant City Recorder