

**CITY COUNCIL MEETING
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October 2, 2012**

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City of Dundee
City Council Meeting Minutes
October 2, 2012

Call to Order

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

Council and Staff Attendance

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

Public Attendance

Michael Humm, Kennedy/Jenks, Tim Weaver, and Ross Davis.

Agenda Changes:

Item 6.2 Planning Commission Appointment was moved to be addressed first.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda item 5.1 City Council Minutes, September 18, 2012 and 5.2 Financial Report Ending August 31, 2012. **The motion** passed unanimously.

Old Business

Planning Commission Appointment

There is a vacancy on the Planning Commission with Planning Commissioner's Wymore's resignation. One application was received from W. Ross Davis. City Administrator Daykin noted the applicant meets the qualifications of the Planning Commission.

The motion was made and seconded to appoint Ross Davis to the Planning Commission with term expiring December 31, 2013.

Councilor Munson questioned if Mr. Davis has held similar positions. Davis replied he has been active with other committees, but not for a municipality.

Mayor Crawford inquired what school Mr. Davis teaches at. Davis advised the Woodburn Middle School. The Mayor asked how Davis would handle a contentious issue, which could personally impact him, such as the placement of Maple Street. Davis relayed his past experience with the Japanese culture, where group dynamics are important, examining all options and everyone's points of view. The good of the many outweighs the needs of the few.

Councilor Adlong asked Davis' vision for Dundee in the next ten years and what are the most important concerns or issues that Dundee will have to face in this time period. Davis would like to see a pedestrian friendly Dundee. He supports protecting our agricultural resources including wine. He stressed the need to take into consideration impacts on the environment and on our citizens and the need to listen to their viewpoints. Adlong inquired from staff the training opportunities for the new commissioner. C.A. Daykin noted that Planner Nunley will meet with Davis to bring him up to date. Further training is being considered for early next year.

The motion was made and seconded to appoint Ross Davis to the Planning Commission with term expiring December 31, 2013. The motion passed unanimously.

WWTP Construction Project Status Report

Michael Humm, Kennedy/Jenks, updated:

- Headworks: bollards have been painted; signage and sidewalks have been completed; currently addressing motor issues for the odor scrubber and a screen
- Operations Building: paving, striping, the ADA parking space and the front landscaping have been completed. They are demobilizing their equipment. Humm noted a one year guarantee applies to the landscaping.
- MBR/Mechanical Building: signage is being placed on the process piping and cleaning is addressing dust clogged filters from the construction process
- Facultative Sludge Lagoon (FSL): the liners are complete and permeation has been started into the lagoons for the water cap
- Outfall swale construction: a temporary dam on the downstream side of the outfall has allowed installation of the vault housing the three pipes and the temperature sensors which will control temperature; the electrical conduit pads, grading and seeding has been completed.

Substantial completion for the WWTP was September 25th and final completion is expected in about two weeks. Substantial completion for the Outfall is expected in two to four weeks. Pay estimate #15 is \$244,458 including the utility water pumps and site work with the project 98% complete. \$186,000 was expended this month for the Outfall, which is 90% complete. Two change orders on the Outfall: 1) removal of the old outfall manifold and backfilling the hole on the adjacent property (required as part of the easement negotiations) and 2) replacement of the stem from the sluice gate to the dam structure in Lagoon 4. The WWTP dedication event is scheduled for Saturday, October 6 at 10:00 AM.

Daykin requested an update on UV systems and fire flow calculation issues. Kennedy/Jenks is working on an issue with the ultraviolet trains in the MBR/Mechanical building. Air pockets were developing in the tops of the units; which set off the temperature sensors and an escalating chain of events, including shut-down of the UV system. They are working with the contractor to modify the PVC pipe venting to allow release of the air. One of the three units never overheated. The Operations building had a fire flow issue with their sprinkler fire suppression system, which failed the flow test with insufficient flow and pressure and scaling in pipes. The 4-inch line into the plant had not been flushed, the test scoured out the composites. Kennedy/Jenks and the contractor completed flow and pressure profiles for the building. The sprinkler manufacturer needs to submit the flow and pressure profile/testing to the Fire Chief for final occupancy approval. Humm noted three issues for final occupancy: 1) ADA parking striping, 2) the fire suppression system problem, and 3) installation of a vacancy/occupied indicator on the bathroom doors. The three DEQ inspections have gone well.

C. Adlong asked if tests are performed regularly for the process basin bugs. Humm replied tests are completed twice a week across all of the basins.

C.A. Daykin asked if the new permit requirements start October 1st. Humm relayed there is a sixty day grace period before enforcement of the new permit. DEQ is willing to work with the city. Daykin relayed the expectation to satisfying the MAO conditions prior to the end of the year. Humm noted Kennedy/Jenks will complete a performance evaluation of the design criteria versus the operation of the equipment at ten months, which will be provided to DEQ.

Water Improvement Projects State Loans

City Attorney Steve Shropshire, Larry Eaton, GSI, and C.A. Daykin met with staff of the Oregon Water Rights Department (OWRD) to discuss how to obtain a water right for the test well. Eaton followed up with Mark Norton, OWRD, to determine what information is needed for their review of moving the point of appropriation for an existing water right to the test well. A new water right will not be approved by OWRD. They will allow an exchange of the point of appropriation of the existing water rights for the test well, subject to testing to demonstrate the test well is not drawing from two aquifers. Eaton is compiling a scope of services for the additional analysis. Daykin noted that future capital projects to supply water will be dependent on usage of the test well. The loans would provide revenue resources for such a project. Michelle Bilberry, State of Oregon Infrastructure Financing Authority, relayed there could be a six month extension. The City Administrator asked for authorization to request extension of the loans for six months.

The motion was made and seconded to authorize the City Administrator to request a six month extension to the loans from Safe Drinking Water Revolving Loan Fund and the Water/Wastewater Loan program. C. Pugsley clarified that the city would not be obligated to take out the loans. Daykin confirmed we would not be. C. Nelson inquired if the rate was locked. Daykin advised the loans are locked in at about 4%. In addition of reviewing water supply and other water system improvement projects, there will be discussion on modifying the water rate structure within the next six months. CA Daykin also suggested completing flow testing at the various test well depth levels. OWRD might allow up to 450 feet, but it is not known if that would be sufficient. **The motion** passed unanimously.

Viewmont Drive/Walnut Avenue/Red Hills Drive Pathway

C.A. Daykin suggested a site tour of the properties for those unfamiliar.

C. Adlong declared that she is an adjacent property owner and wants to remain involved in the discussion. C. Pugsley asked if she could remain objective. Adlong replied she could.

C.A. Daykin referred to the Council's direction for staff to remove property in the right-of-way (ROW). He requested a survey to delineate the ROW at an estimated cost of \$3,000. Daykin suggested contacting the adjacent property owners on the issues prior to the start of the project and inviting them to a Council meeting to address any concerns/questions. The majority consensus was in agreement. Private improvements have been placed in the ROW including structures and landscaping. Daykin stressed the need to know the ROW boundaries before starting the project. C. Adlong noted that halfway between Viewmont Drive and Walnut Avenue the ROW is blocked by fencing. Daykin suggested sharing the cost of the survey between the water and sewer departments since there are existing water and sewer mains in the ROW. The majority consensus was in favor. Daykin asked the urgency of this returning to the agenda. The majority consensus was this is not urgent. Adlong restated the intent to clear the path.

C. Pugsley asked if received the City had been awarded the grant for the Viewmont ROW. Daykin advised that we did not receive the grant.

New Business

Surplus Public Works Pick-up Truck

Public Works replaced the 1996 Dodge Ram truck earlier this year. Public Works Supervisor Mustain recommends to surplus the unit at a recommended minimum bid of \$1,500.

C. Nelson suggested advertising through Eagle newspapers, which will reach the communities of Newberg, Woodburn, and Canby.

The motion was made and seconded to surplus and authorize the sale of the 1996 Dodge Ram 1500 pick-up truck using a sealed bid process with a minimum bid of \$1,500. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Pugsley received a citizen concern that the delays with the TE grant would jeopardize the funds. Daykin replied the delays would not jeopardize the funds. Pugsley expressed concern with the loss of the crosswalk at the fire hall during the project. Daykin clarified that when the State completes a preservation project, paving over existing crosswalks, the restoration of crosswalks must be permitted through a process the original crosswalks did not have to go through. ODOT regional staff will make a recommendation to the State Traffic Engineer on the disposition of the three existing crosswalks at Seventh, Eighth, and Tenth streets. The TE grant application recognized the dominant use of crosswalks at Seventh Street. ODOT did not support a crosswalk at Eighth Street. The city applied for three crosswalks in the grant application. Probable placements would be at Seventh, Tenth, and one to be determined. C. Adlong suggested investigating funding for a pedestrian overpass. C. Pugsley supports a crosswalk across from the new Fire Hall. C. Adlong recommended fighting for additional crosswalks. City Attorney Bennett clarified if the crosswalk placement is based on existing traffic flow or projected flow. Daykin noted existing conditions. Tony Snyder, ODOT project manager for the Preservation and Transportation Enhancement projects, indicated the crosswalks would be restored at their cost. The majority Council consensus was to keep the existing crosswalks and to add an additional fourth crosswalk. C. Pugsley suggested City staff work with ODOT staff to determine if they will restripe the existing crosswalks during the Preservation project; then additional crosswalks could be addressed in the TE grant.

C. Pugsley shared that the Willamette River Clean-up is Saturday from 8:00 AM to noon.

C. Munson informed that the Tourism Committee has identified two logo designs for the Community to vote on. The goal is to bring the committee's recommendation to the Council at the November 6th meeting. Voting options are at City Hall or on-line through the city's website.

There will be a Parks Advisory Committee meeting Wednesday evening.

Mayor's Report

There was a strategy meeting to discuss Bypass funding and estimated costs. The Mayors of Newberg, McMinnville, Dundee and Commissioner Lewis are asking for any possible unused funds to be applied to the south Dundee Bypass "fishhook" connection to Highway 99W: to extend the existing four lanes on Highway 99W about 3,000 feet to the "fishhook" . ODOT will be at the October 16th Council meeting with a brief presentation on opportunities for public input.

The Oregon Business Journal will publish an article on the Newberg/Dundee area in October.

The Highway 99W Pavement Preservation Project is on track to start construction by late June/early July of 2013.

City Administrator's Report

There is a water leak on Seventh Street, which will be repaired on Wednesday. The leak was noted on the recent water leak survey, but it took time to locate. It is a substantial leak at about five gallons per minute.

Birch and Ash streets have received surface treatments.

The Project Advisory Committee met on September 26th on the TSP update to review background information, existing conditions, and results from the stakeholder interviews. The next meeting, probably in January, will start to look at traffic forecasting and projects for consideration. Adlong noted that a Transportation System Development Charge will be discussed.

C.A. Daykin and Public Works Supervisor Mustain meet with Tracy Aguilar, PGE, to discuss the installation of a streetlight at Maple Street. PGE has submitted estimates; staff will follow up with a private contractor and bring the issue back to the next Council meeting. CA Daykin recommends the city install and pay for the light. C. Pugsley suggested removing brush removal in the area to enhance security.

Public Comment:

None.

The meeting was adjourned at 8:48 PM.



Ted Crawford
Mayor

Attest:



Debra L. Manning, CMC
Assistant City Recorder