

**CITY COUNCIL MEETING
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October 6, 2015**

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**City of Dundee
City Council Meeting Minutes
October 6, 2015**

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ, Councilors Ted Crawford, Doug Pugsley, Kristen Svicarovich, and Tim Weaver. Excused Absence: Councilor Storr Nelson. Unexcused Absence: Councilor Jeannette Adlong. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, Greg Reid, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Stan Hutchens and Evan Bellingar.

Agenda Changes

Added item 7.3 Possible Special Executive Session pursuant to 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.

Public Comment

Stan Hutchens, Dundee Pioneer Cemetery, relayed they need volunteer help with the cemetery and asked for recommendations for board members. Councilor Pugsley suggested distribution of a flyer to the homes in the neighborhood of the cemetery. Councilor Crawford inquired if Dundee residency was required. Hutchens advised it is not a requirement. Mr. Hutchens' contact information is on file with the Assistant City Recorder.

Evan Bellingar was present to represent the OLCC Liquor License application for Bellingar Estates LLC. They are starting their own brand under a custom crush agreement with Joe Dobbs.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, September 1, 2015, 5.2 Special City Council Minutes, September 22, 2015, 5.3 Financial Report Ending August 31, 2015, and OLCC Liquor License Application, Bellingar Estates, LLC. Councilor Crawford asked where the marijuana taxes would appear in the financial reports. Daykin responded it will appear under taxes for the General Fund; which includes property, hotel/motel, and marijuana. **The motion** passed unanimously.

Old Business

Tenth Street Improvements Project Bids

The engineer's memo and a tabulation of the bids received were distributed. The bids are higher than expected, but the Tenth Street improvements, a subset of Phase 1 of the Transportation Enhancement (TE) project, includes a substantial amount of storm drain work not originally included in the project and a sewer line extension across Highway 99W to serve properties west of the Tenth Street stub.

C. Crawford questioned the line item for the sewer improvement across Highway 99W. City Engineer Reid advised this includes items 20 and 21, two manholes, and item 19, an eight inch sanitary pipe. Daykin relayed a breakdown of the low bid: \$29,636 for sewer costs, \$52,829 for

water improvements (to be funded from Water CIP Fund), \$25,396 for the franchise related conduits, \$70,350 for storm related improvements and \$122,089 for the TE improvements (part should be reimbursed by ODOT for work not covered under the bike/pedestrian funds).

Mayor Russ questioned if this includes installation of the jellyfish water treatment system and how the process works. Reid replied that Contech will provide the structure to the contractor, who will place it at the city's cost, after which Contech will insert the jellyfish units into their compartments and bring the system online. Russ asked if the railroad tracks will be removed from the roadbed. Reid confirmed and advised that is where the sewer line will be installed. The Mayor expressed concern that removal of the tracks could have unknown related costs. Reid advised that is why it was bid as a lump sum item; unless there are very abnormal conditions there shouldn't be additional costs. The work will be reimbursable by ODOT. Reid noted that concrete pricing has more than doubled in the last year, since the project was budgeted. Reid noted that he used the low bidder pricing on the tabulation sheet for ODOT if their pricing was unknown. Substantial project completion is projected for December 11th with final completion a week later.

Councilor Svicarovich asked if the highway would be open during the holidays. Reid confirmed it would be. C. Crawford expressed concern for the highway to be open on the Friday following Thanksgiving. Svicarovich questioned notification to local residents for night work. Staff replied there would be notification signage.

C. A. Daykin noted that bid items 36 and 37, representing the fence enclosure for the monitoring equipment to be installed by Contech will be deleted, reducing the price to \$304,883. Reid noted that the monitoring equipment will have a much smaller footprint and after conferring with Contech, determined the enclosure was not needed.

The motion was made and seconded to award the bid for the Tenth Street Improvements Project to the lowest, most responsive bidder Weitman Construction in the amount of \$304,883. **The motion** passed unanimously.

Engineering Services Agreement

Engineer Reid advised that the \$2 million amount for automobile liability would require two separate policies from two different companies and would be expensive. Staff reviewed the current agreement with Kennedy Jenks for engineering services; which has a \$1 million limit on automobile liability. City Attorney Rihala approves the \$1 million limit on automobile liability, noting the \$2 million for general liability is more important. Rihala recommended changes to the Engineering Services agreement per page 43 of the packet. **The motion** was made and seconded to approve the amended liability insurance provision in the professional services agreement with Streamline West Engineering LLC for engineering services. **The motion** passed unanimously.

Water Line Easement

C.A. Daykin and Engineer Reid met with Betty Foufos, Dundee Woman's Club to discuss acquisition of a utility easement to accommodate realignment of the new ten inch water line from outside of the highway right-of-way (ROW) past the Dundee Community Center to line up with the ten inch line crossing Eleventh Street. A concern for access to the building during the improvements was expressed. The center has two sets of stairs encroaching in the ROW which will have to be removed. In exchange for the utility easement the city offered \$5,000 to provide funds to rebuild the stairs. Representatives of the Woman's Club expressed concern that would not be sufficient for the rebuild. Their architect for the building renovation proposed a more elaborate handrail system for the stairs. The city would be replacing what currently exists; the Woman's Club would need to add renovation funds to enhance the rails. Staff has agreed to assist the club to get bids for the stairs, if their architect provides a plan.

Engineer Reid clarified the Woman's Club expressed concerns with costs and loss of rental income during the improvements. They want an upgraded wooden stair rail and have requested a bid with both a basic rail and an enhanced rail. Daykin relayed more information will be brought to the next Council meeting.

Staff has communicated with the owners of the proposed Dundee Bungalows. They approve of the sewer extension and the possibility of moving and enlarging their driveway to straddle the two property lines (the Dundee Woman's Club agrees with the changes). They are willing to upgrade the current four inch water line to a ten inch line at their cost; a condition of approval for a building application. The water line improvements would include an easement through their property; which they are willing to provide. The City Attorney is preparing an easement agreement for the property owners. The owner of the property from there to the corner, Hal Medici, will also be approached to determine his willingness to participate in improvements at this time.

C. Crawford suggested that the city negotiate water with the Woman's Club. Reid advised a meter will be installed. The Council will be asked to address water for the club in the future. The city's water regulations do not allow free water, so at least an agreement to explain that they are getting water without paying for it in exchange for other services provided to the city. Mayor Russ suggested a flat nominal rate, perhaps \$5 a month, with monitored usage to cover the issue. This will return at a later date for further discussion.

New Business

SCA Grant Agreement Amendment No. 1

The 2014 Special City Allotment grant for \$50,000 to provide upgrades to Dogwood Drive has been on hold for utility work to be completed underneath the roadbed and for the roadwork to be combined with other roadwork projects for better pricing. The project timeline will exceed the two year grant agreement. The amendment will provide another year for project completion. **The motion** was made and seconded to approve Amendment No. 1 to the 2014 Special City Allotment Agreement for improvements to Dogwood Drive: First Street to Viewmont Drive. **The motion** passed unanimously.

Viewmont Greenway Park Grant Agreement Amendment No. 1

The amendment will extend the completion date to October 31, 2016 for the greenway project. State Parks approves of the extension. They have been made aware that public works crews are being used to complete the work due to pricing and that additional fund raising may be used to complete project. **The motion** was made and seconded to approve Amendment No. 1 to the grant agreement with Oregon Parks and Recreation Department for the construction of Viewmont Greenway Park. **The motion** passed unanimously.

Possible Special Executive Session

C.A. Daykin advised that the agenda for October 20th meeting is full with a public hearing on the sign code amendments, a presentation on the draft Water Master Plan and an extensive executive session. Mayor Russ questioned the need to have the presentation for the draft Water Master Plan at this meeting. Daykin stated the presentation could be postponed. Russ suggested postponing the presentation and holding the Executive Session be held at the October 20th meeting. The majority consensus agreed with the Mayor's suggestion.

Council Concerns and Committee Reports

C. Crawford noted that the transit taxes are higher than expected. The Inn at Red Hills is doing well and the city is starting to receive taxes from local vacation rentals. The Tourism Committee is considering placing a new entrance sign at the south end of the city.

Mayor's Report

There have been two meetings of the Urban Renewal Feasibility Committee. The Mid-Willamette Valley Council of Governments will compile the feasibility study to return to the committee prior to the end of the year. After work is completed the study will be brought to the Council. The goal is to attract more business and ensure the businesses will have the support of the community. Areas in the southeast side of town were included to ensure a proper infrastructure to route traffic in and out of the riverside district.

City Administrator's Report

There is a new water leak a block over from the previous leak on Locust Street on the same steel line. City crews will repair this leak this week. Replacement of the steel line will be added to next year's budget for improvements.

The bypass sewage line to the Facultative Sludge Lagoon is being completed; this is expected to help address the high Inflow and Infiltration (I & I) peak flows at the wastewater treatment facility during large rain events.

Alder Terrace is starting the video inspection of their sewer problems on Wednesday. They have completed improvements to the surface water ditch.

C. Crawford noticed several dead trees in the new landscaping at the entrance to Dundee signage.

Public Comment

None.

The meeting was adjourned at 7:56 P.M.



David Russ
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder