

**CITY COUNCIL MEETING
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**City of Dundee
City Council Meeting Minutes
December 1, 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 Jeannette Adlong, Ted Crawford, Doug Pugsley, Kristin Svicarovich, and Tim Weaver. Excused Absence: Councilor Nelson. Staff members: Rob Daykin, City Administrator, Shelby Rihala, City Attorney, Jim Jacks, Interim Planner, John Stock, Fire Chief, Michael Humm, City Engineer, and Debra Manning, Assistant City Recorder.

Public Attendance

Reed Langdon, Principal Dundee Elementary School, and Mark Cullington, Kennedy/Jenks Consultants.

Agenda Changes:

With the Council's consent, item 6 Presentations: Dundee Elementary School Improvement Plan was relocated ahead of item 4 Public Hearing.

Presentation:

Dundee Elementary School Improvement Plan

Reed Langdon, Principal, presented a PowerPoint on the Dundee Elementary School Improvement Plan. He relayed the desire for the school and the city to work together to make a difference in the community. The school is a common core school with the goal to prepare students for college or a career. Staff is looking to improve the student's test scores in English language arts and math. Students are scoring well in science. Staff will focus on: 21st Century Learning (addressing creativity, critical thinking, collaboration, communication and citizenship), vocabulary in math, and real life learning experiences such as the students helping the city with the plantings on the Viewmont Greenway last year. Langdon asked how the school can partner with the city to involve the students in community projects. Councilor Weaver inquired if students are included from outside of the city limits. Langdon confirmed there are students with Newberg addresses. Councilor Crawford asked the percentage of students with English as the second language. Langdon estimated 7%. Councilor Adlong questioned the program for talented and gifted students. Langdon advised that gifted students cannot be identified until third grade when they test the cognitive ability of the top three percent of the students. Usually there are one or two students identified for the special program which is handled in the classroom using harder work; not more work. Councilor Svicarovich questioned after school programs. Reed informed the music teacher holds music activities before and after school and Chehalem Parks and Recreation District (CPRD) provides after school programs. C. Adlong expressed concern that Fifth Street downhill traffic trying to access Highway 99W is stopped for long periods of time by parents trying to drop off students in the school's parking lot. She inquired if this issue has been addressed with parents. Langdon replied there have been discussions. He relayed that the Newberg/Dundee Police Department reviewed the situation and did not find any solutions. C. Svicarovich shared that her company has worked with students at a Beaverton school on how to make their parking lot design work better. The project worked well and also provided a way to address the issues with parents. C. Crawford asked if there are any plans to build a new school. Langdon replied nothing is planned. Daykin relayed conversation with Claudia Stewart, Communications Coordinator for the Newberg School District stated pupil enrollment growth has

been flat throughout the district and that a new Dundee school will not be built until there is population growth on the Dundee riverside.

Public Hearing: LURA 15-12, Sign Regulation Amendments

Mayor Russ called the hearing to order at 7:26 P.M. for the continued hearing from the November 17th Council meeting to consider amendments to the Dundee Sign Code. The staff recommendation is to direct staff to bring back an ordinance adopting the amendments to the sign regulations.

Mayor Russ questioned if nits (candelas per square meter) are easier to measure than footcandles. Interim Planner Jacks reviewed the footcandles approach, which compares the amount of light received with the sign on and off to check for compliance with the standard over ambient light. The nits method measures the luminance, or brightness, from the sign; has different maximum standards for night versus daytime. The sign will need to have the ability to adjust the luminance automatically to account for varying ambient light conditions. Russ questioned how we will determine compliance. Jacks informed there are nit meters which can be purchased for \$3,800. Staff would need to be trained and the meter would need to be calibrated once a year. Another option is to contract a lighting engineer to take the measurements. Daykin noted the sign application will include a certification from the vendor that the sign meets the city's standards (packet page 5).

C. Crawford questioned sign regulations not being able to address copy (packet page 1). City Attorney Rihala responded that the city cannot look at the content of the sign under Oregon law. Under the First Amendment the standard asks if the regulation is rationally related to a legitimate government purpose.

The hearing was closed at 7:39 P.M.

The motion was made and seconded to direct staff to prepare an ordinance based on the staff recommendation for the sign code. **The motion** passed unanimously. An ordinance will be brought to the Council.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve the Consent Agenda. Mayor Russ noted a correction to packet page 12: The Urban Renewal Project Committee will meet *November* 30th. Item 7.2 OLCC Liquor License Application, Fox Farm Vineyard, LLC was added to the Consent Agenda. **The motion** was amended and seconded to approve Consent Agenda items, 7.1 City Council Minutes, November 17, 2015 as amended and 7.2 OLCC Liquor License Application, Fox Farm Vineyard, LLC. **The motion** passed unanimously.

Old Business

Biosolids Plan Proposal

Michael Humm, Kennedy Jenks, introduced Mark Cullington who will be involved developing the biosolids management plan. The scope of work will include a technical memorandum to evaluate the options and costs of land application and delivery to a landfill. This will be brought to the Council to help determine the direction for the engineers to proceed with the biosolids management plan and the land authorization piece.

Cullington stated that solids accumulate in the two facultative sludge lagoons; they are designed to have the solids removed several times a decade. Costing is the first task of the scope of work. The engineers will look for alternatives for a management plan which would be feasible and integrate with the existing permits. This could involve dewatering the solids to be hauled to a landfill or land application at a local farm. He noted there are local farmers under contract with transportation haulers, who will take the solids for their nutrient value.

C. Pugsley questioned the length of a contract. Cullington suggested contracting for an initial harvesting; than the city would have the site under the permit and could use the site again. Many municipalities, including Portland, Salem, and Clackamas County, haul biosolids to eastern Oregon; this is not recommended for Dundee due to high cost of transportation.

C. Adlong inquired the types of farm for land application. Cullington replied non-food crops such as grass, hay and pasture. The Department of Environmental Quality (DEQ) has a beneficial reuse policy; it is not a requirement.

C. A. Daykin inquired if the engineers know of agencies that own land and lease it to farmers. Cullington confirmed that happens; the majority has a partnership with a local landowner/farmer. Daykin asked if it would be cost effective for the city to consider purchasing property for the long term. Cullington cautioned it could be cost effective if you could secure property which would not have future growth near it that would result in compatibility conflicts.

Mayor Russ questioned the acreage the city would need. Cullington estimated twenty-five to thirty acres of land with an application of three dry tons per acre. Russ questioned the amount of waste in the lagoon. Humm estimated sixty dry tons currently over almost a three year period. He advised they will consider both short and long term plans. One option could be to complete a smaller harvest now, using the Waste Water Treatment Plant (WWTP) grounds for application and an offsite venue for the long run. Russ estimated we would need about seven acres per year if we harvested every year. Cullington confirmed that was a good rough estimate; this option will be included in the scope of work. There are contractors who will do an annual harvest. The City of Scappoose contracts a harvest every year. He stated the regulatory requirements are not as strict for application on WWTP lands. Mayor Russ asked if a study would be required by DEQ prior to land application. Cullington advised a Biosolids Management Plan is required to take solids out of a lagoon and a site authorization letter advising which parcel will receive the solids. A management plan is good for the life of the WWTP's permit; you renew the management plan when you renew your permit. A new site authorization letter would be required when you add new land. Having the WWTP staff monitor the process is part of the permit requirements; which includes testing for nine metals and four or five nutrients. Russ asked if the proposal includes a management plan. Humm stated the direction of a Biosolids Management plan and site authorization are dependent on Council's direction after receipt of the technical memorandum. Kennedy/Jenks Consultants will rescope and amend the budget at that point.

The motion was made and seconded to accept the proposal for engineering services for Biosolids management planning from Kennedy/Jenks Consultants in the amount of \$37,028. C. Svicarovich inquired if the limits on metals delineates how often you need to change the land application site. Cullington estimated that current characteristics of Dundee's sludge could be applied two to three hundred years before the accumulation of metals becomes a limitation; mostly it is nitrogen limited. Any crop on city property has to be removed or discounted off of the next year's land application. Sheep and goats can be grazed on the site thirty days after application. **The motion** passed unanimously.

New Business

Transportation System Development Charge

C. A. Daykin inquired if the Council wanted to develop a Transportation System Development Charge (SDC) and hire a consultant for the process. The majority consensus was to move forward. C. Pugsley supports possible funding methods (packet page 19) of a Transportation SDC and a local gas tax of 2% during the summer. C. Adlong noted that gas tax revenues have been declining. She expressed concern for an additional \$10 per month per meter street utility fee; noting the current cost of utilities. C. Crawford suggested a transportation bond to let the voters decide. Daykin noted some of the projects could be included in Urban Renewal if the city moves ahead with that project. He expressed concern to capture the opportunity for development fees to fund infrastructure improvements required with development. Daykin relayed Mr. Lindquist advised that he would be unable to develop his riverside property until the city builds the north/south collector connection (the bridge over the ravine connecting the property to the north of the WWTP with the property to the south of the WWTP). Lindquist proposed a Local Improvement District (LID) to construct the improvement to be paid by assessments against properties in the riverside district. The Council consensus is against the city taking the risk of developing infrastructure prior to riverside development. Staff will place a request for proposal to develop a Transportation SDC and bring the response back for Council's consideration. Daykin advised that SDCs improvements have to be reviewed separately to determine the increase in capacity providing for new development and how much should be recovered through SDCs. Engineering services will required and may be contracted out as Engineer Eaton's services are fully engaged with the City of Milwaukie and Engineer Reid is involved with the Transportation Enhancement projects. C. Pugsley suggested DKS Associates.

Resolution No. 2015-14, Budget Transfers

The resolution transfers the contingency in the General Fund and the pending transfer for future fire apparatus to the Equipment Reserve Fund to the Fire Station Construction Fund for the increased appropriations for professional services and legal fees for the initial investigations on the Fire Station. C. A. Daykin will be reviewing supplemental budgets for further funding. Staff met with the contractor, City Attorney and a representative from Pinnell Busch. Baldwin General Contracting is denying workmanship is the issue. There will additional meetings with representatives from Mackenzie and Premier SIPs invited. **The motion** was made and seconded to approve Resolution No. 2015-14, a resolution transferring budget line item amounts within a department or fund, and authorizing an appropriation transferred from the General Fund for fiscal year 2015-2016. **The motion** passed unanimously.

Locust Street Improvements

CPRD acquired property on Locust Street and built Fortune Park subject to a condition of approval for street improvements along the park frontage. This was deferred; partially because Locust Street needs to be regraded to remove a hump in the roadbed. The property across the street has been sold to a development company who wants to develop it into six lots. Other improvements needed include a sewer line and a new waterline. Street improvements can be made through a LID applied to the corner property at Eighth and Locust Streets (zoned Light Industrial), the six lots, and Fortune Park. CPRD acknowledges their obligation. An engineer's report is needed for a LID. Daykin inquired Council's direction. C. Pugsley questioned the cost of an engineering report. Daykin estimated \$5,000. Staff's expectation is to bring the issue back to the February 2nd Council meeting. **The motion** was made and seconded to declare the Council's intention to initiate street and utility improvements to Locust Street and to direct the city engineer to prepare a report as described in the Dundee Municipal Code section 3.16.020. **The motion** passed unanimously.

Council Concerns and Committee Reports

C. Crawford updated interest in the Façade program by Dundee Garden Art, who would like to replace their chain link fencing with wrought iron fencing. Mr. Nies has offered to complete the improvements; saving the cost of a contractor. The Committee would like to receive the renderings from the architect to present to the businesses under consideration before releasing funds. Crawford suggested bringing the Committee's recommendation for Dundee Garden Art to the Council the first of the year if the Architect's renderings have not been received.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin referred to the handout on Planning Commission Appointments. In 2012 the council provided applicants sample interview questions. There are four members with expiring terms; one has advised he will not be reapplying. Appointments will be on the January 5th agenda. The council was asked if the questions should be included with the applications. The majority consensus supported the use of the questions.

There will not be a Council meeting on December 15th; the Employee Recognition Event will be held at 5:00 P.M. at the Fire Hall. There will be a dessert contest.

Public Comment:

None.

The meeting was adjourned at 8:39 P.M.



David Russ
Mayor

Attest:



Debra L. Manning, MMC
Assistant City Recorder