

**CITY COUNCIL MEETING
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November 15, 2011**

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City of Dundee
City Council Meeting Minutes
November 15, 2011

Call to Order

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

Council and Staff Attendance

Present: Mayor Crawford, Councilors Adlong, Miller, Munson, Nelson, and Reddell. Excused: Councilor Pugsley. Staff members: Rob Daykin, City Administrator, Cindy Phillips, City Attorney, Jessica Nunley, City Planner, John Stock, Fire Chief, and Debra Manning, Assistant City Recorder.

Public Attendance

Terry Cole, ODOT, Chris Maciejewski, DKS Associates, Melissa Martin, The Nelson Report, Gary Manning, and Dave Morgan, News Lincoln County.

Agenda Changes:

Item 7.4 Fire Department Survey Research Report was added to New Business.

Public Comment:

None.

Consent Agenda

The motion was made and seconded to approve Consent Agenda items 5.1 City Council Minutes, November 1, 2011, 5.2 Special City Council Minutes, November 1, 2011, 5.3 2012 Meeting Calendar, 5.4 OLCC Application, Moore Family Enterprises, LLC, and 5.5 OLCC Application, Cathedral Ridge Winery. **The motion** passed unanimously.

Old Business

Dundee Transportation System Plan Update

Chris Maciejewski, DKS Associates, advised it is time to update Dundee's Transportation System Plan (TSP) addressing issues including: connectivity, funding, bicycle and pedestrian facilities. This will be a community driven process with a committee comprising citizens and representatives from the City Council, the Planning Commission, Yamhill County, and ODOT. There are six meetings proposed for the committee, community outreach events to include stakeholders from the community, and a public hearing.

Mayor Crawford inquired who would be on the Project Management Team (PMT). Maciejewski replied it would be Terry Cole, ODOT, the City Administrator, City Planner Jessica Nunley, and a representative from DKS. The PMT's responsibility is coordination of the process and administration of the contract between the consultant and ODOT.

Councilor Adlong relayed a complaint that the TSP stressed connectivity without taking into consideration existing constraints such as a park or a wetland. Cole stated there would be an opportunity to revisit these issues. With Phase 1 of the Bypass there is a new set of performance expectations and conditions which necessitate a need for a review of the implications for Dundee as opposed to the assumption of the full Bypass build out.

The Mayor asked for the breakdown for the members of the Project Advisory Committee (PAC). Cole referred to the old committee, Dundee Transportation Advisory Committee (DTAC), which

included representation from the Council, the Planning Commission, citizens, and agency representatives. The PMT will discuss the structure of committee and bring the issue back to the Council. Maciejewski suggested inclusion of emergency response providers, representation from the school district, and neighborhood and business representation. Cole suggested including bicycle, pedestrian, and transit advocates. Crawford questioned when the meetings would start. The PMT kick-off meeting will be November 28th, with an expectation for the first PAC meeting in late January/February. Crawford asked when the clock starts on the twenty-month calendar. Cole advised now, the project is funded through State Planning Research funds which do not have the limitations the TGM grant had and the twenty months is an estimate, not a deadline.

C. A. Daykin inquired if ODOT was asking for help with identification of the stakeholders and the stakeholder groups. Cole affirmed. He noted that ODOT will look for what works well for the community and what is realistic to achieve. ODOT will adjust the standard expectation for traffic mobility on Highway 99W to the outcome from the community planning process. Cole noted that ODOT is trying to adapt to a future with limited ability to shape the provision of the infrastructure. Daykin noted that the current TSP does identify general funding sources for the projects, but does not tie specific funding to specific projects. Mayor Crawford inquired if there would be any economic analysis and funding options offered. Cole replied this would be more of a qualitative assessment. They will look to identify options which can be pursued at the state, federal, and county levels and other options such as SDCs and Urban Renewal Districts.

Councilor Nelson noted the committee needs to be kept up to date on changes in the bypass design to align the TSP accordingly. Cole stated the committee can have briefings at any point. Mayor Crawford suggested including a representative from the Bypass Design Team on the committee. He expressed concern for changes to the corridor. Cole advised he would review the possibility of a shift in the corridor with Kelly Amador, ODOT. The Mayor inquired what part Angelo Planning Group would have with the project, expressing concerns with their transition of project management on the Riverside Master Plan project. Cole advised they would be involved with implementation of the code updates and DKS Associates is the lead project consultant.

New Business

Utility Discount Program

Staff received a request from an elderly citizen that the new rate structure approved for Waste Management is preventing her waste from being collected on an on-call basis. They are requiring that she sign up for weekly service at the monthly rates, which she can't afford. She is a participant in the city's utility discount program. Waste Management has advised that they prefer not to administer a discount program, but they will work with the city on implementing a discount rate. The city may extend a discount on garbage services to households qualified for the city's utility discount program, however, that may result in the discount rate being subsidized by other users. Waste Management has suggested that the discount be allowed on the 20 gallon roll cart only. Daykin noted that there are approximately ten households currently enrolled in the water/sewer discount.

Councilor Munson inquired how often her garbage is currently collected. Daykin replied it appears she has a monthly pickup and her daughter removes garbage at times.

C. Nelson asked the profile of the ten families (size, age group). The majority consensus of the Council was for the City Administrator to bring back a resolution with the additional information and options for the Council to decide including 20 and 35 gallon roll carts. He noted that Waste Management has requested a revision to fees for returned checks to better reflect contemporary practices and some additional fees which were inadvertently dropped off of their rate schedule, which will return with the resolution at the next meeting.

Planning Commission Appointments

Four Planning Commission positions have terms ending December 31, 2011. Two years ago the Council conducted interviews using the questions included in the packet. The Council was asked what process is desired: conduct interviews with or without supplemental questions and which meeting to schedule the interviews.

C. Adlong expressed appreciation for answers to the questions from the applicants and the opportunity to interview the applicants. She expressed concern to get notice of the openings and what the Planning Commission does out to the community in a short amount of time. C. A. Daykin stressed the importance to complete interviews and make appointments prior to the January Commission meeting. After further discussion the consensus was to communicate the openings by notice in the Newberg Graphic, posting at City Hall and the Post Office, and on the city's website with the deadline for application by Tuesday, December 27th. Interviews and appointments will be on the agenda for the January 3rd meeting.

Council Goals

Nancy Boyer, Mid-Willamette Valley Council of Governments, facilitated a goal setting workshop in 2010. She has offered to help the Council update the goals at the January, the 17th Council meeting. The workshop will start earlier at 6:00 P.M. and food will be provided to accommodate members commuting from work. The majority consensus was in agreement.

Fire Department Survey Research Report

Melissa Martin, The Nelson Report, reviewed Dundee's demographic profile and the survey with the Council. The Nelson Report was able to complete a full sample, with 316 voters interviewed and a report margin of +/- 5%. The ratings were positive for the Fire Department's performance. Survey results were 49% in favor and 38% opposed to a \$3.6 million bond measure to build a new fire station. Martin advised that the questions addressing response times and volunteer recruitment shows that people are satisfied with the current department response times. There is a cost issue, which was addressed with comments: taxes are too high, too much money, and the poor economy. Strong arguments in favor should include: it is more cost effective to construct a new fire station rather than to remodel the current building, the age of the building and its structural issues. If the city can modify the bond measure to a lesser amount and/or educate its constituents of the "need", a bond measure could be successful.

C.A. Daykin questioned what dollar amount might allow the bond to pass. Martin replied a levy rate of under a \$1.00 per \$1,000 of assessed value; this is a tough sale in this economy. She stressed giving them more information on the need.

C. Adlong asked if the length of the bond would make a difference to the voters. C. A. Daykin replied a twenty-five year bond is typical for this type of project. Martin stated that people care about what they are paying now, they do not ask the term of the bond.

Councilor Reddell asked when this would be on the ballot. C. A. Daykin replied the intent was May 15, 2012.

C. Adlong questioned the cost for the ballot. C.A. Daykin replied minor costs for preparing the resolution. Since May 15 is a primary election, the City will not be charged for any cost of the election.

C. Reddell expressed concern for the cost of the bond for a fire hall and the need to address the drinking water issue on top of the cost for the new wastewater facility. Mayor Crawford replied

the expectation is for the water issues to be funded by growth on the riverside. Reddell offered for consideration, the voter may ask what is in it for him/her, will there be a better response time or will the fire be put out quicker with a new station.

Gary Manning asked to address the Council as a citizen who did not participate in the survey. He expressed appreciation for our police and fire fighters. He noted that the proposed designs are wonderful designs, but appears to be overbuilding and not practical for our community at this time. Manning suggested a stepped improvement, which would cost less initially and could be implemented in phases. He asked for consideration of other options, including other options for use of the current land.

Council Concerns and Committee Reports

C. Munson will be the Council representative on the Tourism Committee. Mayor Crawford relayed that the DCA was receptive to the committee, but they will continue to have their own Tourism Advisory Committee.

C. Adlong inquired if the spruce trees at Fifth Street and Highway 99W could be decorated with lights for the holiday season. Daykin will follow up with PGE to determine if a power source can be supplied to the area, the cost and the timeline.

Mayor's Report

The Confederate Tribes of Grand Ronde have contributed \$4 million to the Newberg/Dundee Bypass local match. C. Munson suggested that the Siletz Tribe in Lincoln City should be contacted for a contribution to the Bypass project.

City Administrator's Report

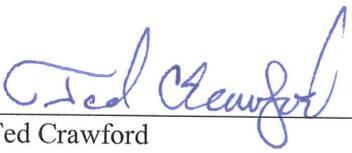
New lighting has been installed throughout City Hall, including emergency lighting in the foyer (a recommendation from the Safety Committee) with incentives from the Energy Trust of Oregon bringing the cost to \$1,166, which energy savings will pay back in just over three years.

Public Comment:

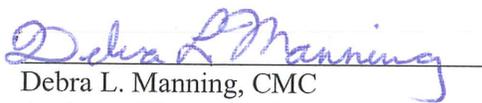
None.

Executive Session:

The City Council entered Executive Session at 8:54 P.M. in accordance with ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection. Executive Session ended at 10:30 P.M. and the Council did not reconvene.


Ted Crawford
Mayor

Attest:


Debra L. Manning, CMC
Assistant City Recorder