

**CITY COUNCIL MEETING
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January 21, 2020**

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City of Dundee
City Council Meeting Minutes
January 21, 2020

Call to Order

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

Council and Staff Attendance

Present: Mayor David Russ; Council President Tim Weaver; Councilors Ted Crawford, Jeannette Adlong, Storr Nelson and Patrick Kelly. Absent: Kristen Svicarovich. Staff members: Rob Daykin, City Administrator; Tim Ramis, City Attorney; Greg Reid, City Engineer; and Melissa Lemen, Administrative Assistant.

Public Attendance

Public

Agenda Changes

New Business Item 7.2 Planning Commission Vacancy was added as a discussion item to the meeting agenda.

Public Comment

None.

Consent Agenda

A **motion** was made and seconded to approve Consent Agenda Item 5.1 City Council Minutes, January 7, 2020 and Item 5.2 Financial Report Ending December 31, 2019. **The motion** passed unanimously.

Old Business

Third Street Trail Improvement

C.A. Daykin briefly reviewed some of the details pertaining to the Declaration of Restrictive Covenant proposed for the Third Street right of way for the application to the State Parks & Recreation Local Government Grant program. He discussed that he and Councilor Adlong did meet with the two property owners on both sides of the Third Street trail improvement last week. He indicated that they had a good discussion and noted that the property owner to the north happens to work in the landscape business. C.A. Daykin offered clarification that if the grant is not received within five years the Restrictive Covenant becomes null and void. **A motion** was made and seconded to authorize the city administrator to execute the Declaration of Restrictive Covenant for a portion of Third Street, between Dogwood Street and Hawthorne Court. **The motion** passed unanimously.

Red Hills Drive Water Main Extension Bid

C.A. Daykin discussed the project location and C.E. Reid reviewed details about the purpose of the project. Four properties are currently served on a failing line that the City wished to abandon and the extension will provide service to lot with a house under construction. C.A. Daykin pointed out that included in this work will also be the addition of a fire hydrant in the vicinity. The engineer estimates were discussed, and the bids reviewed. **A motion** was made and seconded to authorize the City Engineer to proceed with the Notice of Intent and then to award the project to CG Contractors LLC. **The motion** passed unanimously.

Niederberger Storm Drain Improvements Bid

C.E. Reid discussed that the Contractor's Plan Center advertised both projects for the City; many were notified which resulted in many bids received. C.E. Reid indicated that the City will likely continue to utilize this service if continued similar results are seen. However, he also explained that many relied upon information received from the Contractor's Plan Center and failed to check the City website; some missed Addendum 2, including the low bidder, and thus their bid was not accepted. C.E. Reid explained that the decision was made not to accept the bid from Lawson Corp. following discussion with the City Attorney and reviewing State codes. Though the Contractor's Plan Center was notified of Addendum 2, the low bidder (Lawson Corp) didn't request to be added to the Plan Holder's list; when Addendum 2 was sent out they did not receive it. The low bidder also didn't check for updates at the Contractor's Plan Center 48 hours in advance of the bid. A **motion** was made and seconded to authorize the City Engineer to proceed with the Notice of Intent and then to Award the project to Pleasant Hill Development LLC. **The motion** passed unanimously.

Highway Street Light Project

C.E. Reid provided Council with a photo of a streetlight banner arm similar to those which staff recommends installation; he described the features of the street light banner arms in detail, including the fact that they are adjustable. C.E. Reid discussed that Public Works Staff feels this style of decorative banner arm will be much easier to work with. The cost was noted to be \$440 per pole (\$220 per arm). C.E. Reid provided Council with a preliminary cost estimate for the project; which is inclusive of 63 banner arms. He pointed out that the City will have 100 light fixtures after ODOT's phase is complete. Though the exact number of desired banner arms may not be known at this time, C.E. Reid recommended including the banner arms in the bid for now until project cost totals are known; if the total rises above the \$500,000 budget, then the number of decorative banner arms could potentially be reduced or eliminated. C.A. Daykin informed that based on DKS' recommendations, the base work will be a lump sum amount, but the banner arms would be on a per unit basis; this provides the City the ability to add or subtract. C.A. Daykin asked for clarification from the City Attorney regarding the procurement process, and whether if the City incorporated the banner poles as part of the base bid pricing mechanism and later decided that there are not sufficient funds to cover the full cost of the project, whether the City could reduce the amount of those units and not be challenged by other bidders. City Atty Ramis discussed his belief that as long as the City accepts the low bidder that there would likely be some room to adjust. The consensus of Council was to move forward with the streetlight banner arms on the bid as recommended by staff, with adjustment made as needed.

2020 Council Goal-Setting Process

Council discussed the potential session dates options provided. It was noted that the first date listed on page 57 should be Thursday, February 6 (and not February 7), 2020. The consensus of those present was to meet on Thursday, February 6, 2020 or Thursday, February 27, 2020 at 4:00 p.m.; C.A. Daykin will check with C. Svicarovich to see if she has a conflict with either of those dates and report back to Council. He also reviewed that City Council members will be contacted prior to the work session by the Sue Dicile Group to participate in an individual interview. Council voiced preference for Abby's Pizza as their dinner of choice during the session.

New Business

Pickup Truck Quote

C.A. Daykin explained that Chuck Simpson, Public Works Superintendent, was not requested to attend tonight's meeting, though he did provide an agenda report on page 59 of the meeting packet. C.A. Daykin discussed that the requested purchase is standard replacement with funds

that have been set aside for these types of purchases; it is within budget. C. Nelson inquired about how many quote submissions were obtained to which C.A. Daykin explained that four dealers from the State list were contacted with regard to the vehicle; the City received three submissions back though one was late. The quotes were noted to be very similar though the quote presented from Gresham Ford was the lowest. **A motion** was made and seconded to authorize the purchase of a new Ford F-150 extra cab truck through Gresham Ford for \$25,283.53, and surplus the 2001 Chevrolet pickup. **The motion** passed unanimously.

Planning Commission Resignation/Vacancy

C.A. Daykin explained that he received a letter of resignation from Planning Commissioner Charlotte Ormonde recently. He pointed out that following Rebecca Minifie's resignation at the last Council meeting, there is no longer representation from the east side of Dundee. C.A. Daykin stressed the value in having representation from the east side of Dundee on the Commission. He discussed that he would proceed with the standard advertisement for the vacancy, including placing notice on the Fire Department sign. Discussion ensued. The consensus of Council was to open the application process until February 12, 2020, with the hope of making an appointment at the February 18, 2020 Council meeting.

Council Concerns and Committee Reports

C. Crawford discussed that the Tourism Committee RFP's went out for the Marketing/Website/Social Media contract, with the range of the RFP being \$25,000 to \$50,000 a year for doing the marketing website and public relations for Dundee. He discussed that six responses were received, two of which were from out of state. C. Crawford explained that the subcommittee vetted it down to four firms, all of which were located in-state, to allow better interaction with the local businesses and tourism entities; it would be difficult for someone out of state. He informed that the Tourism Committee has scheduled interviews with four firms for tomorrow; the hope is that a decision will be made at that time. Brief discussion ensued.

Mayor's Report

None.

City Administrator's Report

C.A. Daykin provided an update regarding the concerns raised at the last Council meeting about the recently built outbuilding located at the residence off of Third Street and whether it is intended as a residence. He explained that he did speak with Brooks Bateman, the Building Official, regarding the voiced concerns. Bateman indicated that he will follow up on anything untoward, though informed that a plumbing permit has not been provided for that structure.

C. Adlong requested an update on the drainage ditch at Red Hills and Upland Drive. C.A. Daykin discussed that he and C.E. Reid, along with Chuck Simpson, Public Works Supervisor, met at the location to evaluate the erosion concern. He discussed some of their thoughts on how to address the issue, including the possibility of making more of a swale in the lower section and grass seeding the area. C.A. Daykin explained that C.E. Reid will be evaluating the options from an engineering standpoint. C.E. Reid pointed out that one of the issues is the orientation at which the pipe going under Red Hills is angled into the ditch, which forces water to create an erosional condition; a more effective and more costly option to remedy the situation would be to reorient that pipe so that it's pushing the water into the ditch at the correct angle. C. Adlong discussed the difficulties present in walking along the edge of the pavement in the area and the fact that there is a steep drop in this location. Discussion ensued. C.E. Reid pointed out that there is a lot of public right-of-way in the area and the swale could potentially be moved over so a shoulder could be reestablished. Additional options were briefly discussed.

C.A. Daykin discussed that when they were reviewing the region, they discovered that Upland Drive is not actually located in the Upland right-of-way; it seems to be located on the property that the City owns as part of the reservoir project. Additionally, he discussed that it appears that the house further to the south is accessing its driveway through City of Dundee property prior to reaching the street right-of-way. C.A. Daykin pointed out that this is something that needs to be resolved in the long-term; he has begun some initial research. M. Russ indicated that he's heard it mentioned that there is supposed to be some sort of connection between Upland Drive and Seventh Street. C.A. Daykin discussed that the particular lot does show access to that house from Seventh Street though it is not built; there is right-of-way access to the house on Upland Drive.

C. Crawford discussed that another local match may be requested for the bypass from some of the local communities who utilize the gas tax. He explained that from his perspective he'd like to see some commitment from Dayton and Lafayette as well. C. Crawford explained that last time the match was requested it was based on population; Dundee paid relatively small compared to Newberg and McMinnville, but Dayton and Lafayette, and the other Cities in the County didn't pay anything at that time. He explained that the thought had been that the County vehicle count would be used to make up for the cities that didn't contribute; Dundee vehicles count towards that too, so Dundee being hit twice seems unfair. Discussion ensued and C. Crawford voiced support of contributing as long as Lafayette and Dayton follow suit. M. Russ voiced support that this is a reasonable suggestion and offered to pass that message long to the County Commissioners. M. Russ voiced that he would expect the next match would be Dundee's final match. Conversation ensued and it was noted that Dayton and Lafayette receive many benefits from the construction of the bypass. C. Weaver pointed out that there are numerous families in the area who live outside City limits but commute through Newberg and surrounding areas to Portland/Salem who he suggested should also likely also be contributing.

Public Comment

None.

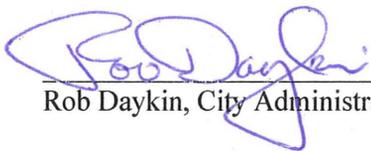
Executive Session

The City Council entered Executive Session at 7:43 P.M. in accordance with 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. Executive Session ended at 8:05 P.M. and City Council did not reconvene.



David Russ, Mayor

Attest: /



Rob Daykin, City Administrator/Recorder